

NIQ No. IISERBpr/NIQ/DoSA/2024-25/1

Date: January 15, 2025

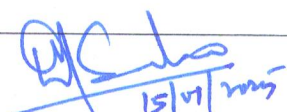
NOTICE INVITING QUOTATIONS

Indian Institute of Science Education and Research (IISER), Berhampur, is an autonomous Institute established under Ministry of Education, Government of India. Quotations are invited from prospective bidders for Counselling services online. All prospective suppliers are requested to submit their quotations on or before the end date/time of submission in the following ways:

- By speed post to reach the specified address / drop the sealed quotation in tender box kept at the Security Desk of Institute.
- By email to purchase@iiserbpr.ac.in. The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation may be rejected.

The sealed envelope should be duly super-scribed OR the subject of email providing soft copy of the quotation should be as follows: **"Quotation for supply of Counselling services online vide NIQ No. IISERBpr/NIQ/DoSA/2024-25/1 dated January 15, 2025"**

GEM GARPTS No.	GEM/GARPTS/18122024/CRD5JISLAQCH
Indent No.	IISERBpr/2024-25/DOSA/B0057/32 dated 14/12/2024
NIQ No.	IISERBpr/NIQ/DoSA/2024-25/1
NIQ Date:	January 15, 2025
Brief Description of the item to be procured	Quotation for Counselling services online
Scope of work , terms and conditions	As per Annexure-1
Contract period	01 year from the release of Work Order. Based on satisfactory performance, maybe extended for one more year
Estimated value	₹6,79,680/-
NIQ Submission End Date & Time of submission	January 22, 2025
NIQ Opening Date, Time & Venue	January 22, 2025 at 15:45 hr (Store & Purchase Office)
Delivery:	(i) FOR IISER Berhampur (ii) LD Charges @0.5 % per week for late delivery.
Payment Terms.	100 % payment on monthly basis subject to satisfactory services and production of valid tax invoice.
PBG	5% of contract value valid upto contract period + 60 days
Address for submission of NIQ:	The Stores & Purchase Officer IISER Berhampur, Transit Campus, Govt. ITI Building Engineering School Road Berhampur – 760010 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
Award of Contract:	The bidder who quotes the lowest amount shall be awarded the contract
For technical Clarifications please contact:	Dr. R Selvi Bharathavikru E-mail: brselvi@iiserbpr.ac.in
NIQ Inviting Authority:	Stores and Purchase Officer for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-728/705


 15/01/2025
Stores & Purchase Officer

(NIQ NO. IISERBpr/NIQ/DoSA/2024-25/1 dated January 15, 2025)

Scope of work

The online professional counselling services should provide individual consultation, crisis intervention, group counselling, psychiatrist services and outreach to the students of the Institute and may extend to members of faculty and staff and their family members. This should consist of mental wellbeing services delivered by competent professions such as clinical psychologists, psychotherapists and counsellors. These services should address students' psychological and emotional well-being.

Scope of Service:

The consultancy/online counselling service should have provided counselling services in large multi-cultural academic Institutions of repute such as IITs and IISERs. The services should address students psychological, emotional and mental well being.

The Range of issues that need to be addressed include

- De-addiction
- Depression
- Trauma
- Relationship stress
- Career stress
- Academic pressure
- Peer relationships
- Anger Management etc.
- Anxiety
- Adjustment Disorder

Note: The Scope of Services indicated above are not exhaustive but are only indicative.

- Chat based Counselling Sessions: The chat based counselling sessions must be available 24x7 and must be unlimited in number.
- Audio and Video Counselling sessions: The users must be able to avail these services through appointments. These sessions can last for 45 minutes per session and must remain unlimited in number.
- The Consultancy must provide activities such as workshops/seminars and webinars for mental health activities on campus or online. There should be atleast 4 such workshops in an academic year. There should be an add on facility to conduct more sessions if the need arises which can be charged separately by consultancy.
- Engagement Interventions: The consultancy must provide complementary services for communication interventions such as newsletters, handouts, posters to engage students in mental wellbeing activities.
- Reports: The consultancy should provide monthly reports of aggregate analytics of usage by the end of each month. Further the consultancy must inform the institute regarding emergency cases also described as red flag cases (Self harm, suicidal ideation, homicidal tendencies, immediate psychiatric referral)
- Additional services: Further additional services on demand such as on-campus counselling sessions, workshops, wellbeing assessment for additional charges.

A summarized description of services and quantity is presented below:

	Description	Quantity
1	24X7 Chat-based Counselling sessions	Unlimited
2	Audio and Video sessions on Appointment	Unlimited(45 minutes per session)
3	Workshops/Webinars/Sessions	4 sessions in an academic year
4	Communication Interventions	Periodic Newsletters, handouts and posters during launch session
5	Orientation session	On Launch

[Signature]
 15/01/2025

6	Usage reports	Monthly
7	Additional services	On demand

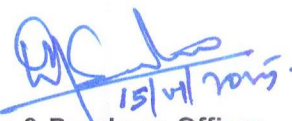
The additional services such as additional webinars and workshops, must be provided on demand as per the charges applicable, and charges to be quoted separately.

Company / Organization/ Firm / Interested to participate should meet the following minimum eligibility criteria :

Important: Any company/ organization/firm must submit documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letterhead duly signed with official seal and submitted.

A company/ organization/firm shall have and should (provide/submit):

- Minimum 1 (one) year of experience in providing Professional Counselling Services as on deadline.
- Experience of having successfully provided / currently providing, at least one (01) Professional Counselling Services of similar nature in any large multi-cultural educational institution of repute in India, having catered to a student strength of 500 or more during last 03 (Three) years as on deadline.
- Proof of Registration under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
- Copies of PAN Card, GST Registration Certificate.
- Abide by Non-Disclosure/ Confidentiality Agreement in the event of selection.


15/04/2025
Stores & Purchase Officer



IISER
BERHAMPUR

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of Education, Govt. of India

QUOTATION FORMAT

Ref : IISER Berhampur, NIQ No. _____ Dt. _____

Name of the Firm: _____ Name of Proprietor _____

Address _____

Quotation No. _____ Dt. _____

Mob No. _____ E-Mail: _____

GSTN. _____ Registration /License No. _____

PAN No. _____

Brief description of the material to be supplied: -

Sl.	Description of item	Qty	Unit Price	Discount Offered	GST %	Total cost with GST
1	Counselling services online	01				
Total Rs.						

(a) Whether able to supply the said goods with GST Exemption certificate, as research equipment / computer, computer peripherals, software and hardware etc supplied to our institute will attract only 5% GST. Yes /No.

(b) All above prices are F.O.R. IISER Berhampur.

(c) 100% Payment will be made after delivery and installation within 30 days from date of supply and installation.

(d) Validity of quotation 30 days (e) Delivery period _____ (days/weeks)

(f) Warranty details _____

(g) Bank Account Details: Name of A/c Holder _____
Bank Name _____ A/c No. _____
IFSC _____

Certified that I Hereby accepted all terms and conditions of NIQ under reference.

Seal of the firm _____

Signature _____