

**SHIKSHAN PRASARAK MANDALI'S  
PRIN. L.N. WELINGKAR INSTITUTE OF MANAGEMENT DEVELOPMENT & RESEARCH  
("Welingkar Institute")**

**TENDER NOTICE**

**Selection of Counselling Partners for assisting students in the process of their enrolment with the Welingkar Institute for Distance Learning Programs ( PGDLP)**

Notice is hereby given to invite the requisite information in a sealed envelope as a part of bid for selection of Counselling Partners who shall counsel the students about the Distance Learning Programs (PGDLP) at the Welingkar Institute and assist them in the process of their enrolment with the Welingkar Institute, subject to guidelines issued by Regulators from time to time.

**Requisite information:**

- (i) Multi location presence and tie-up with multiple Universities;
- (ii) Experience working with Universities or Educational Institutes of repute for more than three years;
- (iii) Assisted an University or Educational Institute with at least more than 3000 enrolments in a year for its online distance learning management programs;
- (iv) Average turnover of immediate preceding Three (3) consecutive years being more than Rs. 5 crores /-
- (v) Infrastructure:
  - Offices space having at least 2000 square feet;
  - Basic IT infrastructure facilities such as computers, internet connections in the office space;
  - Minimum 75 number of employees/consultants engaged by the bidder/participant;

**Necessary documents to be submitted along with the requisite information:**

- (A) Duly attested copies of documents issued by Universities/ Educational Institutes evidencing the requisite information at serial no. (i), (ii) and (iii);
- (B) Audited balance sheet and profit and loss account statement for immediate preceding Three (3) consecutive years;
- (C) If the bidder/participant is:
  - Company: Memorandum and Articles of Association, Certificate of Incorporation and PAN Card along with the current shareholding pattern and the details of the shareholders;
  - Partnership Firm: Deed of Partnership, Registration Certificate, if applicable and PAN Card along with;
  - Sole proprietorship and Individual: PAN Card
- (D) Details of address for the purpose of communication and documentary proof of address.
- (E) Brief profile of the bidder/participant

**Date and Time for submission of requisite information and necessary documents:**

From 02/01/2017 to 11/01/2017 between 10.00 am to 06.00 pm with the above requisite information with necessary documents shall be submitted at: Accounts Department, Prin. L.N. Welingkar Institute of Management Development and Research, L.Napoo Road, Matunga Central, Mumbai 400 019. Welingkar Institute will not be responsible for delay/loss or non-receipt of requisite information / necessary documents sent or forwarded by the bidder / participant at the above address.

A written intimation for collection of bid process documents will be given to such eligible bidders/participants on the addresses provided by them who meet the above basic eligibility criteria in the opinion of the Welingkar Institute as envisaged under the requisite information and the necessary documents. Such written intimation will be given by the Welingkar Institute within 10 (Ten) days from the last submission date of requisite information and the necessary documents. Bid process documents will mainly contain the additional technical qualifications and commercial bid. The eligible bidders/participants are required to submit a demand draft of Rs. 1,00,000/- in the name of "Welingkar Institute of Management Development and Research" towards cost of bid process documents while collecting the bid process documents from the aforementioned address.

Welingkar Institute reserves the right to reject any and all the bids in whole or in part without assigning any reason.

Sd/-  
Group Director