

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

TENDER NOTICE

Notice is hereby given to invite the requisite information in a sealed envelope as a part of bid for **selection Document Verification agencies** who shall co-ordinate with various universities for verification of the academic eligibility documents of prospective students applying for Post Graduate level programs at Welingkar Institute, Mumbai. On an average about 1000 students eligibility documents may be required to be verified on monthly basis.

Job Description :

- 1) To download student documents from Welingkar Institute portal and conduct an Educational Qualification Verification and submit the report from various universities about authenticity of each candidate documents.
- 2) To complete the verification within a period of two months from the date of getting students data from Welingkar Institute and submit the verification report along with uploading the same on Welingkar Institute portal.

Necessary documents to be submitted along with the requisite information:

- A. Details of the infrastructure, manpower at the central team.
- B. Evidence of providing similar services to few academic Institutions plus leading companies for a minimum period of last 3 years of handling verification activity of minimum 5000 candidates in each year.
- C. Details of address for the purpose of communication and documentary proof of address.
- D. Brief profile of the bidder/participant

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

From 22/05/2017 to 31/05/2017 between 10.00 am to 06.00 pm with the above requisite information with necessary documents shall be submitted at: PG(DLP) 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 will be given to selected bidders/participants on the addresses provided by them. Such written intimation to selected bidders 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. 50,000/- in the name of "Welingkar Institute of Management Development and Research".

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

Sd/-
Group Director