

भूपेन्द्र नारायण मंडल विश्वविद्यालय

लालूनगर, मधेपुरा- 852113 (बिहार)



पत्रांक-

दिनांक-

सूचना

स्नातक पाठ्यक्रम में इन्टर्नशिप सेवा प्रदान करने हेतु इच्छुक योग्य संस्थाओं, कम्पनियों एवं एजेंसियों से Request for Proposal आमंत्रित किया जाता है। प्रस्ताव दिनांक- 18.04.2026 संध्या पाँच बजे तक अध्यक्ष, छात्र कल्याण, कार्यालय में जमा किया जा सकता है।

विश्वासभाजन

CRESMA
13/4/26
कुलसचिव

B. N. MANDAL UNIVERSITY

Laloo Nagar, Madhepura – 852113 (Bihar)



REQUEST FOR PROPOSAL FOR EMPANELMENT OF AGENCIES For Providing Internship Services to U.G Students (2023-27)

1. Background

In line with NEP-2020 and the guidelines of the University Grants Commission (UGC), B N Mandal University, Madhepura has introduced student-focused Curriculum and Credit Framework for Undergraduate/ Programmes. This framework integrates a flexible choice-based credit system, offers multiple entry and exit points, and encourages a multidisciplinary approach. Notably, it considers internships an essential and integral component of the curriculum, providing students with valuable exposure to real-world work environment.

2. Objectives

An internship provides individuals with valuable first-hand experience, allowing them to understand the working environment of an organization while enhancing their skills and aptitude for specific job roles. The objectives are:

- i.** To enhance the employability of the students graduating from regular academic courses by introducing additional skill development/ employability enhancement program along with the regular studies
- ii.** To ensure students enrolled for this scheme attain a reasonable level of competence in English Communication, Soft Skills, and Personality Development as well as in basic IT domain along with core skills
- iii.** To arrange the exclusive Entrepreneurship/start-up Training for the students interested in Self Employment.
- iv.** To ensure that interested candidate should experience “On Job Training” of some fixed hours and get the exposure and feeling of real time working environment.

3. Duration and Timing of Internship

The internship will be of 60 to 120 hrs duration. It will be done during the summer vacation after 4th semester or during the 5th semester.

4. Scope of Work

The short listed agency shall be required to conduct internship in various domains for the students of B N Mandal University who are enrolled in U G programmes across all constituent and affiliated colleges.

The agency should include training on all component of CCE (Continuous Comprehensive Evaluation) as for example

- Communication
- Active listening
- Personality Development
- Assessment of attitudes and values
- Mock Interview and Group Discussion
- Presentation skill

5. Qualification Criteria

They are listed below:

- i.** Firms / Institutions / Agencies) should have at least 3 years of experience of conducting internship services with documentary evidence.
- ii.** Firms / Institutions / Agencies) should have adequate number of experienced professional to support the programs either on permanent rolls or on contract basis or through MOUs with other institutions
- iii.** Firms / Institutions / Agencies) should have standard operating procedures (SOP's) in place for managing internship
- iv.** Firms / Institutions / Agencies) should be registered with appropriate statutory authorities as required under law. A copy of all such registration such as PAN, Service Tax etc must be enclosed.
- v.** Firms / Institutions / Agencies) should have appropriate arrangement and logistical support to facilitate the conduct of programmes

6. Documents Required along with RFP

Following set of documents must be attached with the submitted RFP:

A. Organization Identity & Registration Proof

- Certificate of Incorporation (for Companies–MCA)
- MSME Registration Certificate
- GST Registration Certificate
- Shop & Establishment Registration Certificate
- Society/Trust Registration Certificate (for NGOs) /80G/12A
- PAN Card of the Organization

B. Official Request/Willingness Letter

- A letter on the official letter head of the organizations stating
- Willingness to sign an MOU for Internship Programme
- Type of internships offered
- Duration of internship (minimum 4–6weeks)
- Mode of internship (Offline/Online/Hybrid)
- The letter must be signed and stamped by the authorized signatory.
- Acceptance of Terms and Conditions contained in the RFP document

C. Company/Organization Profile

- Brief background of the organization
- Nature of business/sector
- Complete address and contact details
- Official web site and email ID
- Past experience in conducting internships/training (if any)

D. Internship Completion Certificate (sample format)

- Sample format or written confirmation that the organization will issue an Internship Completion Certificate, clearly mentioning:-
Name of the student, Duration of internship
- Nature/role of work, Performance/attendance status

E. Contact & Authorization Proof

- Identity proof of the authorize signatory (if required)
- Office address proof/official email domain

F. Previous Internship Feedback/Testimonials

7. Event Description Dates

Following schedule to be adhered:

- Last date for submitting RFP: 18.04.2026 up to 5 P.M.
- Power Point Presentation for evaluation: 21.04.2026, 12:30 P.M. onwards

The postal address for submitting the RFP is

Dean, Students Welfare
B. N. Mandal University,
Madhepura – 852113 (Bihar)

8. Terms and conditions

- i. All the required documents must accompany the RFP
- ii. The bidder shall carefully examine the RFP documents and the technical specifications and fully acquaint themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a RFP find discrepancies in or omissions from the specifications or other documents, or should there be any doubt as to their meaning, he should at once notify Internship Cell, BNMU and obtain clarification. This however does not entitle the agency to ask for time beyond the due date fixed for receipt of RFPs
- iii. Bidder shall sign all pages of RFP.
- iv. Any RFP which does not fulfill all the prescribed conditions or any condition put forth by the University shall be summarily rejected. The University reserves the rights to change/ alter/modify the terms and conditions as per the requirement and to summarily reject the RFP without assigning any reason.

- v. The firm/agency/company having any incidence of indiscipline/misbehave by them or their representative with the university officials or offices shall be summarily rejected.
- vi. Request from the firm/agency/company in respect of additions, alterations, modifications, corrections etc. of either terms or conditions after submission of the RFP will not be considered.
- vii. The firm/agency/company shall submit the RFP in an envelope and mark the envelope as “**RFP For Internship**” accompanying supporting documents.
- viii. While RFPs are under consideration, agency/institution and their representatives or other interested parties, are advised to refrain from contacting by any means, on matters relating to the RFPs under study. If necessary will obtain clarification on RFPs by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.
- ix. Within 10 (Ten) days of receipt of the acceptance, the successful agency/institution shall sign and date the MoU.
- x. Any attempt to bring pressure of any kind, may disqualify the agency/institution for the present RFP and may be liable to be debarred from bidding for RFPs in future for a period of three years.
- xi. The Evaluation Committee will carry out a detailed evaluation of the Proposals in order to determine whether the RFP is in accordance with the requirements set forth in the Document. In order to reach such a determination, the Evaluation Committee will examine and compare the technical aspects and thoroughness of the proposals on the basis of information provided by the bidder, taking into account the following factors:-
 - Overall completeness and compliance with the requirement
 - Proposed work-plan and methodology shall demonstrate that the bidder will achieve the performance standards with in the time frame described in RFP documents.

- Any other relevant factors, listed in RFP document, or which the Internship Cell, BNMU deems necessary or prudent to take into consideration.
- xii. In the case of a successful bidder fails to:
- accept award of work,
 - sign the MoU with Internship Cell,
 - violates any of such important conditions of this RFP document
 - indulges in any such activities as would jeopardize the interest of Internship Cell, BNMU.
- Such a case may involve black-listing of the agency/institution.
- xiii. Upon termination of the contract, University shall be at liberty to get the work done at the risk and cost of the agency/institution through any other agency, and to recover from the agency/institution compensation or damages.

9. CORRUPT OR FRAUDULENT PRACTICES OR CONFLICT OF INTEREST

The University requires that the bidders under this RFP observe the highest standards of ethics during the bidding and execution of the contract. In pursuance of this policy, the UNIVERSITY defines the terms set forth as follows:- (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the University who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Award of Work or has dealt with matters concerning the Service Level Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the University, shall be deemed to constitute influencing the actions of a person

connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Award of Work or after the execution of the Service Level Agreement, as the case may be, any person in respect of any matter relating to the work or the Award of Work or the Service Level Agreement, who at any time has been or is a legal, financial or technical adviser of the University in relation to any matter concerning the work; (b) “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ; (c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process; (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the University with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process. (f) “Conflict of Interest” means without limiting the generality of the word, a Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if: (i) such Bidder (or any constituent thereof) have common controlling shareholders or other ownership interest, or (ii) a constituent of such Bidder is also a constituent of another Bidder; or (iii) such Bidder receives or has received any direct or indirect subsidy from any other Bidder, or has provided any such subsidy to any other Bidder; or (iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or (v) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each others’ information about, or to influence the Bid of either or each of the other Bidder; or (vi) such Bidder

has participated as a consultant to the University in the preparation of any documents, design or technical specifications of the proposal.

The Internship Cell, BNMU will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices or conflict of interest in competing for the contract in question.

10. Confidentiality

Any information pertaining to the or any other agency involved in the project, matters concerning that comes to the knowledge of the bidder in connection with this contract, will be deemed to be confidential and the contractor will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The bidder shall ensure due secrecy of information and data not intended for public distribution. The affidavit to this effect should be submitted along with RFP.

11. Arbitration and legal Jurisdiction

- The selected agency shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order.
- All disputes, differences, claims and demands arising under the contract shall be referred to the, Patna for final decision and the same shall be binding on all parties.

END OF DOCUMENT