



Indian Institute of Management Kashipur

EXPRESSION OF INTEREST FOR HIRING OF HR AGENCY TO ASSIST IIM KASHIPUR IN SELECTION PROCESS OF DIRECTOR, IIM KASHIPUR

Sealed bids are invited under **two bid system (Technical Bid and Financial Bid)** from reputed experienced and competent parties for the following work/services:

SCHEDULE OF EVENTS

Name of Work/Service	EXPRESSION OF INTEREST (EOI) FOR HIRING OF HR AGENCY TO ASSIST IIM KASHIPUR IN SELECTION PROCESS OF DIRECTOR, IIM KASHIPUR.
Tender No.	IIMKPV/EOI/06/18-19 Date: 21.02.2019
Tender Fee (Non-Refundable)	Rs.2360/- (Rupees Two Thousand Three Hundred Sixty only) in form of Demand Draft/Banker's Cheque in favour of 'Indian Institute of Management Kashipur' payable at Kashipur. This amount is non-refundable.
Issue of Tender	The tender document can be downloaded from the Institute website – www.iimkashipur.ac.in . Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.
Submission / Receipt of Tender	15 Mar 2019 up to 2.00 PM at IIM Kashipur
Opening of Tender	Part-A- Technical Bid; shall preferably be opened on the same day, i.e. 15.03.2019 (3:00 PM onwards).
	Part-B- Financial Bid; of the technically acceptable bidder as recommended by the constituted committee shall be opened afterwards.
Contact Person (for any clarification)	Chief Administrative Officer Phone:08449717100, 7088270882 Extn 300 E-mail: cao@iimkashipur.ac.in
Proposed date to Commence the Operations	Immediately after award of contract

TERMS AND CONDITIONS

Invitation for Expression of Interest (EoI) for hiring of HR Agency to assist IIM Kashipur in selection process of the Director

Indian Institute of Management Kashipur, an autonomous body, under the Ministry of Human Resources Development, Government of India having its office at Kundeshwari, Kashipur, District-Udham Singh Nagar, Uttarakhand-244713, on behalf of the Search-cum-Selection Committee (SCSC) invites Expression of Interest (EOI) for Empanelment of HR Agency to assist IIM Kashipur in selection process of the Director.

Interested agencies meeting the eligibility criteria may submit their proposal complete in all respect to **Director (I/C), Indian Institute of Management Kashipur, Kundeshwari, Kashipur, District-Udham Singh Nagar, Uttarakhand-244713.**

Agencies, should apply and submit the bid with a non-refundable application fee of Rs.2360/- (Rupees Two thousand three hundred sixty only), in the form of a Demand Draft from any scheduled commercial Bank favoring 'Indian Institute of Management Kashipur' payable at Kashipur. The Demand Draft must be enclosed with the Technical Bid only. The Expression of Interest (EOI) must be submitted in two bid system in separate sealed envelopes each for technical bid and financial bid (in the format given below) duly super scribed with the content (Technical/Financial Bid) on the top of the each envelope. Both the sealed envelopes are to be submitted in a sealed envelope of larger size, duly super scribed with 'Expression of Interest (EOI) for Empanelment of HR Agency'. The filled-in application with all credentials & other related documents must be submitted on or before **15th March, 2019** by 2.00 P.M. Incomplete applications or applications received after the last date of submission will not be considered.

Deliverables for the Agency:

The agency will help the institute to obtain applications/nominations from candidates having essential and desirable qualifications as per the advertisement/corrigendum for the post of Director IIM Kashipur. The Candidates should also have willingness to join IIM Kashipur, if selected and to take challenge to establish this institute as a world class educational institution.

The agency will:

- Develop the position profile in consultation with the Institute to guide screening criteria.
- Discuss with the potential candidates, check their background, get their consent and forward their CVs to the Search -cum-Selection Committee (SCSC).
- The agency is expected to forward **minimum 25 CVs** for the consideration of SCSC. Upto one-fourth of these CVs may be from the international candidates, who are Indian Citizen or an Overseas Citizen of India (OCI) and fulfilling essential criteria indicated below. Remaining CVs should be from the candidates **working in top educational institutions, preferably management institutions of the country**. Candidates currently working in industry (other than educational institutions), having substantial experience of working in top level educational institutions may also be considered.

- The SCSC may also forward some CVs to the agency for detailed background checking.

The agency is expected to complete the task within 30 days from the award of contract.

Selection Process for hiring of Agency:

The selection of the agency will be based on two-bid process: technical bidding and financial bidding.

80% weight will be given to technical bid and 20% to financial bid. The agency having prior experience in top level recruitment process in education sector will be given priority. The selection process will be conducted by a committee, which will evaluate the technical bids of the applicant agencies on certain criteria and will recommend first 2-3 agencies of whom financial bids will be opened and based on combined score, the selection process will be completed.

The successful bidder will require to submit a Performance Security of 10 % of the contract value within seven days from the award of contract.

The Institute

Indian Institute of Management Kashipur is among the newer members of the league of IIMs, a brand which has established itself in the field of management education at global level. Therefore, the responsibility naturally comes on IIM Kashipur, not only to come up to the level of the standards already set by the older members of the league, but to contribute further to take the IIM brand at the top. The Institute is looking for the leadership, which could take this challenge.

IIM Kashipur started its first batch of Postgraduate Programme in Management (now MBA) in 2011. Today the institute is running four different programmes: Postgraduate level programmes and PhD level programs for regular and executive students separately. It has now around 600 students enrolled in these four programmes. The institute has shifted to its permanent campus located in Kundeshwari, Kashipur. Institute has also obtained land in Dehradun, where a satellite campus for executive education is being planned.

Kashipur is located at tri-junction of Agriculture, Tourism and Industry. Tarai belt of Himalaya is among the most fertile land of the country. Uttarakhand attracts all kind of tourists – nature-lovers, adventure-lovers and religious tourists. Kashipur is located in one of the most densely industrialized regions in the country with over 180 industries having plants in and around the region and many more coming up. This environment gives the students opportunity for ‘Learning by Doing’ through industry interactions and live projects. This also encourage them to think innovatively and explore the entrepreneurial opportunities in agriculture, tourism, services and industrial sector.

Located in southern Uttarakhand, Kashipur is a historic town with a unique old worldly charm that can be rather addictive. With the mighty Himalayan foothills in the background presenting a scenic view of snow-clad peaks in winters, Jim Corbett National Park and Nainital a drive away, it offers a plethora of unexplored getaways making it a true adventure lover’s dreamland. The abundance of natural resources, flora and fauna is strikingly evident in Kashipur. Brief sudden showers are common and refresh the air and surrounding plantations with a brighter hue of green. The negligible pollution level presents clear blue skies by day and a blanket of stars at night.

In a nutshell, IIM Kashipur provides all the opportunities to an academic leader, who wish to take challenge to build a world class educational institution.

Detailed description of the responsibilities of the position of Director IIM Kashipur

- The Director of the institute is expected to provide **academic leadership** to move the institute forward and develop it as a world class educational institution.
- She/he will **attract the best faculty** to join the institute and will **develop a team** of highly motivated and engaged faculty members. Will motivate them for **research and innovating teaching**.
- Will **attract and develop highly efficient and professional support staff**.
- Will develop the institute as the **first choice of the students**.
- Will **develop a HR culture** for faculty and support staff based on **discipline, mutual respect, integrity, fairness and professionalism with a sense of ownership and commitments**.
- Will develop suitable performance matrix and reward system for them.
- Will promote **applied research useful to solve real life problems of Indian society**.
- Will promote **consulting and executive education**.
- Will help the BoG to **develop conducive policies** for the growth of the institute and will implement them.
- Will be expected to increase the revenue of the institute to make it self-reliant.

Essential Requirements

- The person proposed to be appointed as Director shall be an Indian Citizen or an Overseas Citizen of India (OCI).
- Age should be not more than 60 years as on 1st January 2018.
- The applicants should have outstanding academic credentials throughout including a Ph.D. Degree from a reputed institution with First class degree at Bachelor's and Master's levels.
- having at least fifteen years teaching or research experience and shall have worked as a full Professor at a reputed institution for at least seven years; or shall have industry experience at a higher level for at least fifteen years.
- Research publications of international standards.

Desirable Qualities:

- **Motivation:** The aspirant must be highly committed and motivated to take challenge of establishing a world class educational institution.
- **Experience:** The aspirant must have worked with leading management institutions in India or abroad. Some international exposure is desirable. The aspirant must have some experience of administrative roles in educational institutions.
- **Leadership:** The aspirant should have high stature in academic world. Expected to be well known for academic output and integrity and should be capable to attract the best faculty and lead them to work as a team to make IIM Kashipur a world class management institute.
- **Excellent Communication Skills:** Capable to establish effective relation with different stakeholders of the Institute.
- **Industry Networking:** Candidate should have good networking with industry. Some industrial work experience will add the value.

Compensation Package:

- The Director will get salary as specified in IIM Rules. Accordingly, the Director shall be entitled to the Pay Scale in level 17 with Dearness Allowance, as revised from time to time by the Government of India.
- Furnished office-cum-residential accommodation free of any license fee.
- A staff car for official use.
- Entertainment allowance up to 4% of basic pay.
- The cost to institute of the salary and perks as above are estimated to be around Rs 36 lacs per annual.
- In addition to the fixed salary and perks, the Board of Governors of the Institute may also consider to pay performance based variable pay to the Director. This may be up to 100% of the fixed pay (i.e. Rs 36 lacs) on yearly basis to the Director. The variable pay will be decided by a committee of BoG after performance appraisal of the Director based on a pre-defined performance matrix.
- The Director will also be allowed to participate in, and to earn share from consulting and executive education as per Institutes rules up to 50% of the fixed pay (i.e.18 lacs).
- The Director will be entitled for leave travel concession/allowance as per the Institute's rules equivalent to one month's salary in a year.
- The Director will also be entitled for medical facilities/medical allowance as per institute's rule equivalent to one month's salary in a year.
- The Director shall be entitled for reimbursement of transport and travelling expense equivalent to one month's salary, at the time of joining the institute.
- The Director shall be allowed to retain royalties, sitting fee in other Boards and other income of similar nature.
- FDA/CPDA will also be applicable as per Institute norms.

Technical Bid

To,
Director (I/C),
Indian Institute of Management Kashipur,
Kundeshwari, Kashipur, District-Udham Singh Nagar,
Uttarakhand-244713

Sub: Expression of Interest (EoI) for hiring of HR Agency to assist IIM Kashipur in selection process of the Director

Dear Sir,
With reference to your advertisement for Expression of Interest (EoI) from HR Agencies to assist IIM Kashipur in selection process of the Director, Please find herewith the Technical bid of subject EoI.

1. Name of the Agency:
2. Complete Address for Correspondence:

Email:
Contact No.

Enclosures:

SI	Mandatory Criteria	(Yes/No) (To be filled by the bidder)	Required Documentary Evidence (To be enclosed)	
1.	Bidder should be a Government Organization/PSU/PSE/LLP/ Partnership firm or a Limited Company Registered in India under Companies Act, 1956 or applicable Act.		Certificate of Incorporation & Commencement of Business (applicable for Public Ltd. Companies). A certified copy of the same are required to be submitted with the Bid. Registration Certificate along with the latest partnership deed in case of partnership firm along with GST Registration & PAN certificate should be submitted.	
2.	Bidder should be in existence for three years as on the date of the RFP. (In case of mergers/ acquisitions /restructuring or name change, the date of		Certificate of Incorporation and relevant supporting documents.	

	establishment of earlier/original Government Organization/ PSU/ PSE/ LLP/partnership firm or a Limited Company can be taken into account).			
3.	Profile of the firm, range of services provided, geographical coverage and other relevant factors:		Detail sheet	
4.	Experience in Top Level Executive Search (Head Hunting)		Relevant supporting documents.	
5.	Major Indian Clients for top-level executive search in India		Relevant supporting documents. Please provide three references with complete contact details for verification.	
6.	Major Educational Sector Clients in India in last three years		List of clients. Please provide at least one reference with complete contact details for verification.	
7.	Details of the curriculum vitae of key members of the team involved in Top Level Executive Search (Head Hunting) process. Details (with CV) of the team members who will be involved in Director's search process for IIM Kashipur at operational level.		CVs	
8.	Revenue during last three years: <ul style="list-style-type: none"> • From Indian Business • From headhunting business in India 		Balance Sheet and income Statement and other supporting documents	

Authorized Signature and stamp

Financial Bid

To,
 Director (I/C),
 Indian Institute of Management Kashipur,
 Kundeshwari, Kashipur, District-Udham Singh Nagar,
 Uttarakhand-244713

Sub: Expression of Interest (EoI) from HR Agencies to assist IIM Kashipur in selection process of the Director

Dear Sir,

With reference to your advertisement for Expression of Interest (EoI) from HR Agency to assist IIM Kashipur in selection process of the Director, please find enclosed herewith the financial bid for the above mentioned EoI.

1. Name of the Agency:
2. Complete Address for Correspondence:

Email:
 Contact No.

Item	Total
Cost of Services inclusive of all charges and taxes	

(Amount in words Rs.....)

Authorized Signatory (in full and initials):
 Name and title of signatory:
 Duly authorized to sign this Proposal