



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)



TENDER DOCUMENT

FOR HIRING OF TRAINING AGENCY FOR PLACEMENT OF STUDENTS OF IIM KASHIPUR

**NOTICE INVITING TENDER (NIT) NO.
IIMKASHIPUR/PUR DEPTT /NIT/ 08/ 2022-23 DATED 12 APRIL 2023**

SECTION - I

The Indian Institute of Management Kashipur is a new entrant in the elite league of IIMs. The institute is set up with the objective of providing quality management education while sensitizing students towards the needs of the society.

IIM Kashipur commenced operations from July 2011 is an Institute of national importance under the aegis of the Ministry of Education, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute offers two-year residential programmes, namely, MBA and MBA (Analytics). The rigorous curriculum seeks to instil a passion for knowledge and ability to apply that knowledge to real life scenarios. The programme lays emphasis on all-round personality development and inculcates the values of leadership and integrity. IIM Kashipur intends to engage a training agency to help the Institute in improving the placement conversion of its MBA and MBA (Analytics) participants. The agency must arrange training programs for student to hone their communication / interview / group discussion skills to make them ready for Summer & final placements.

The IIM Kashipur invites bids in two bid system from competent, expert, and capable training agencies meeting all the requirements.

Brief Tender Details:

Tender Description	Contract Period
Tender for rate contract from Advertising Agencies	Minimum 02 yrs from the date of contract.

The tender document can be downloaded from Institute website: www.iimkashipur.ac.in and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.



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Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	12 April 2023	1500hrs
2	Bid Submission start date & time	13 April 2023	1500hrs
3	Bid Submission close date & time	26 April 2023	1500hrs
5	Opening of Technical Bid	26 April 2023	1530hrs

INSTRUCTIONS TO BIDDERS

1. Bids in sealed cover are invited for rate contract under two bid system (Technical Bid placed as Annexure-I and Financial Bid placed as Annexure-II) from reputed, experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as "HIRING OF TRAINING AGENCY", NIT/08 dated **12 April 2023** to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.

2. The Financial bids of only eligible and technically qualified bidders will be opened, after the same has been ascertained by evaluation of the Technical Bids by the Technical Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.

3. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:–

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088270882,7900444090 / 321,
e-mail ids of contact personnel	amit.chanpuria@iimkashipur.ac.in purchase@iimkashipur.ac.in
Last date and time of submission of bid	26 April 2023 at 1100hrs hrs. Any changes of the schedule will be notified on the Institute's website.
Date and time of opening of Technical Bid	26 April 2023 at 1530 hrs onwards. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the duly constituted Committee.

4. **Cost of Bid Document /Tender Fee:** N/A



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5. **Issue of Tender:** The tender document can be downloaded from the Institute website - www.iimkashipur.ac.in or eprocure.gov.in. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.
6. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.
7. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.
8. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.
9. **Forwarding of Bids:-** Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above and this should contain two separate envelopes of Technical Bid and Financial Bid, duly marked with the content on each. The Technical Bid should contain copy of NIT document duly signed and stamped on each page along with Annexure-I of the NIT supported by demand drafts (EMD) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services. Financial Bid envelope should contain Annexure-II of the NIT, duly filled and signed.
10. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at purchase@iimkashipur.ac.in latest by **10 April 2023**, any queries received beyond the above-mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.
11. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.
12. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.
13. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
14. **Earnest Money Deposit (EMD):** Bidders are required to submit (EMD) of amount Rs. **5,000/- (Rupees Five Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable in favour of **"Indian Institute of Management, Kashipur"** payable at Kashipur. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security Deposit from them as called for in the contract. The EMD



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will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

a **Security Deposit**: The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 3 % of the contract value within 30 days of receipt of the confirmed order. EMD shall be release after receiving Security deposit from the successful bidder.

• The Security Deposit shall be released after the completion of the work pursuant to this Contract based on the “Completion Certificate” issued by IIM KASHIPUR stating that the Bidder has completed the work in all respects, satisfactorily. The Security Deposit, however, shall be released only after the expiry of the contract period, and after clearance of the final bill based on “**No Claim Certificate**” from the Bidder.

15. Payment Terms - Payments will be made through ECS/ NEFT on regular basis after submission of the ink- signed bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made. **Half- Yearly** payment shall be done on submission of bills and satisfactory report of services from placement department.

SECTION – II

Conditions of the Contract

1. **General Terms and Conditions:**

(a) The contract will be for two years starting from the date of awarding the contract. The contract shall be extendable annually on satisfactory performance and mutual consent of both the parties. Proposed date of commencement of the Work/Contract: **01 August 2023**

(b) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract.

(c) Any one or more the following action/commission/omission are likely to cause summary rejection of tender:

i. If the EMD and / or Tender fee is not found in order or receipts are not attached with the Technical Bid.

ii. Any bid received late without conclusive proof that it was delivered before the specified closing time.

iii. Any bid received unsealed or improperly sealed

iv. Any conditional bid or bid offering rebate

v. Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents

vi. Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.

(d) IIM Kashipur reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price.

(e) The successful contractor should execute a Contract on non-judicial stamp Rs. 100/-, incorporating the various terms and conditions. In the event of bidder backing out before actual award of execution of Contract, such bidder will be liable to forfeit the EMD. The decision of the Hon'ble Director of IIM Kashipur



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will be final in all respect and will be acceptable to all the tenderers.

(f) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

2. **Non-disclosure of Contract documents:** Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.

3. **Termination of Contract:** IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-

(i) The agreement may be terminated in whole or in part, by either party in the event of a material breach by a party that is not cured within thirty (30) days of notice from the non-breaching party.

(ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.

(iii) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.

4. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

5. **Non-Solicitation:** During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent hiring based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.

6. **Notices:** All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

7. **Force Maieure:** Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or



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negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

8. **Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

9. **Indemnity:** The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.

10. **Arbitration:** In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.

11. The agency shall be deemed:

- (a) to have information of IIM Kashipur location and its surroundings and all available information relating thereto (including any such information provided by or on behalf of IIM Kashipur)
- (b) to have satisfied itself, before submitting its bid, as to the nature of work including geological conditions of the Institute, the extent and nature of work and materials necessary for the completion of the assigned work and accommodation it may require, and
- (c) Generally, to have obtained all necessary information as to risks, contingencies and all other circumstances which may influence or affect bid.



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SECTION- III

SCOPE OF WORK

The scope of work of the training agency is as below, but not limited to this. In case any other task is required for successful execution of preparatory training for placement of students then the same shall also be organised by the selected agency in hybrid mode the training programs shall be **conducted hybrid mode** in AY 2023-24. The academic year (AY) shall be from 01 July 2023 to 30 June 2024.

- A. Conducting career guidance sessions for the first year & final year MBA and MBA (Analytics) students: 500 in a batch, and 350 students in final year the total number students shall be close to 850
- a. Career Options available post MBA with agency resources.
 - b. Resume Building.
 - i. Resume writing guidance, sample initial versions and online presentation
 - ii. 1st Review of resume and feedback by industry experts.
 - iii. 2nd Review of resume and feedback by industry experts.
 - iv. Video resume guidance and feedback
 - c. Group Discussion Workshop
 - i. Understanding GDs - what, what not to do and sample GDs.
 - ii. Atleast two mock moderated GDs per student.
 - d. Interview Preparation Guidance
 - i. Performance assessment and feedback to students
 - e. Diagnostic and Final Mock Interviews by industry experts
 - i. Performance assessment and feedback to students
- B. Agency will also support & help placement office with the leads pertaining to Summer & Final Placements.
- C. The Complete training program will be in hybrid mode comprising both online and offline mode In offline mode, Taxi on sharing basis Ex Delhi and hotel arrangements on single sharing at IIM Kashipur will be taken care of by IIM Kashipur. Flight arrangements, if any, are to be done by the training agency on its own.



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SECTION – IV

Evaluation Process and Criteria for Bidders

1. Qualification / Technical Eligibility Criteria:

Following criteria prescribed as the ‘Qualification / Technical’ Eligibility Criteria for bidder interested in undertaking the project shall be applicable. The bidder shall fulfil all the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the bid. Claims without documentary evidence will not be considered.

S No.	Basic Requirement	Specific Requirement	Documents to be submitted with the NIT
1	Legal Entity	The bidder must be an Indian firm/ agency/ organisation and must be legally registered under appropriate authority in India. The firm must be registered under GST Act.	i. GST Registration Copy ii. PAN Card copy
2	Turnover	The bidder should have minimum annual average turnover of INR Twenty (20) lacs during the last three financial years 2019-20, 2020-21, 2021-22.	Self Attested Certificate from the Chartered Accountant with UDIN Number
3	Experience	The bidder must have minimum 03 years of experience in the business of developing/ delivering online or blended or online training content - public or private, domestic or international	i. Experience certificate/ letter from engaging body/Work Orders/ Contract Document or equivalent
4	Infrastructure	The bidder should have a registered office in India.	i. Registration Certificate of the registered Main-office from authorities or relevant Govt. department ii. Organizational Contact Details of the applicant
6	Blacklisting	The Bidder should not be blacklisted by any law-and-order agency, with any of the Government (Central or State), PSU or Public-private Partnership (PPP).	Self-Declaration Letter duly signed by authorized signatory on company letter head and notarized.



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It is mandatory for the firm to meet all the qualification/ Technical criteria as listed above. If any of the criteria is not met, then in that case the applicant firm shall be declared ineligible for further evaluation.

2. Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal.

Financial Year	Total No. of Candidates Trained	Placement Percentage

3. Certified feedback from the firms about the working of the agency.
4. The bidder should have experience of Training large groups of students in IIMs and/or Institute of national Importance in the last 36 months from the last date of tender submission. Atleast one of the institutes in the clientele in the last 36 months should be an IIM.
5. The bidder should be equipped with all hardware and software requirements to conduct the training online & Offline for large groups of participants.
6. The bidder should have necessary information systems for scheduling, reporting and feedback. Preferably, a real-time dashboard system may be shared with IIM Kashipur.

2. Financial Criteria:

1. The Lowest Bid will be decided upon the lowest price quoted by the Bidder as per the Financial Bid on Annexure-II
2. The bidder should preferably sign Annexure-II of the NIT on the letter head of the firm. All the rates quoted should be inclusive of all taxes.

3. Evaluation Process

1. IIM Kashipur shall evaluate the responses to the NIT and all supporting documents/ documentary evidence for adherence to this NIT's requirements and capabilities to identify the proposal providing the best value. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection of the NIT Proposal.
2. The IIM Kashipur may seek additional documents or clarifications as and when required from the bidders.



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3. IIM Kashipur will select/ shortlist bidders based on the submittals or, at its discretion, and may ask bidders to provide a demo prior to final selection process.
4. Each of the responses shall be evaluated to validate compliance of the applicant according to the Qualification Criteria, forms and the supporting documents specified in this document.
5. Bidders satisfying Qualification criteria shall be eligible for Technical Evaluation. Technically Qualified bidders as per technical qualification criteria may be requested to participate in a subsequent NIT process or be eligible for award of contract on L-1 basis.
6. Bidder with L-1 or lowest-cost bid will be offered to enter into an agreement.
7. If the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.
8. The decision of the IIM Kashipur in the evaluation of responses to the Notice Inviting Tender (NIT) shall be final.

Signature of the Bidder
Name and Address of the bidder
Rubber Stamp of Prop. Or Firm or Company



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Annexure-I

(Refers to IIM Kashipur/NIT/08)

Technical Bid

1. Name of the Tenderers Firm (Contractor): -
2. Name of Proprietor/Director of the firm:

Telephone No	
Mobile No	
Email id	
Office Address:	

BANK DETAILS	
Name	
Type	
A/C No.	
IFSC	
Bank Name:	

3. **Name of Work: Hiring of Training Agency for Students** at Indian Institute of Management Kashipur.
4. Copy of NIT document duly signed on each page and all the documents as per the eligibility criteria along with the DDs of tender fee and EMD deposit are to be attached with this technical bid format. Exemptions, if any must be supported with legitimate documents.
5. Turnover during the last three FYs. Please attach legitimate proof of turnover.

Year	Turnover in Rupees

6. EMD DD No. _____ Bank _____ Date _____

7. Details of experience with Indian Institute of Management (IIM's) / Institutes of National Importance along with documentary evidence.



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Year	Detail of Experience Period of contract with dates of commencement and completion

Note- Technical Evaluation will strictly be done based on eligibility conditions and terms and conditions of the NIT.

- i) The General Terms and Conditions are part of the Tender and are to be strictly adhered to. Violation of any condition shall be treated as breach of contract.
- ii) The bids should be submitted in one big envelope containing two separate sealed envelopes, one each containing Technical Bids and Financial Bids clearly marked on Top. All the pages of the Tenders and supporting documents may be signed by the bidder.
- iii) Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation done by the duly constituted Committee.

Declaration by the Tenderer:

- i. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions attached and undertake myself/ourselves to abide by them. The General Terms & Condition are part of the Tender.
- ii. I/We want to tender as per rates quoted in the Financial Bid.
- iii. I/We hereby undertake that the firm has not been blacklisted by any government department/PSU and no criminal case is pending against the firm.

Date:

Signature of the Tenderer with Firm's Seal

BIDDER'S SIGNATURE WITH SEAL



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ANNEXURE-II

(Refers to IIM Kashipur/NIT/08)

FINANCIAL BID

Name of the Tenderers Firm: _____

(a)	(b)
Description of Work	Total cost inclusive of all taxes and all other miscellaneous expenditures (Rs.)
To carry out training for placement of students of IIM Kashipur as per scope of Work of NIT	

In words:

Note:

1. The bidder quoting the lowest rate shall be considered.
2. The payment shall be made within 30 days after receipt of the bill of the agency. Payments will be made through ECS/ NEFT on regular basis after submission of the ink- signed bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. Half- Yearly payment shall be done on submission of bills and satisfactory report of services from placement department. No advance payment(s) will be made.

Date:

Signature of the Tenderer with Firm's Seal

BIDDER'S SIGNATURE WITH SEAL