



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
भारतीय प्रबन्ध संस्थान सिरमौर

Rampur Ghat Road,
Paonta Sahib, Sirmaur.
Himachal Pradesh-173025, India.

रामपुर घाट रोड,
पांवटा साहिब, सिरमौर।
हिमाचल प्रदेश - 173025, भारत।

No. 1-20/2023-IIMS (PUR)/Misc.-20

July 26, 2023

NOTICE INVITING QUOTATION

To,
Senior Consultant (Administration),
Indian Institute of Management Sirmaur
Rampur Ghat, Paonta Sahib, H.P. 173025.

Subject: Notice Inviting Quotation for Conducting Technical Non-Marketing Personal Interview for Students of IIM Sirmaur, Paonta Sahib, H.P. 173025.

1. We solicit the e-quotations for conducting of Technical Non-Marketing Personal Interview from reputed/experienced Training Agency(s) on the first week of August 2023.
2. **Scope of Work: -**
 - a. **Personal Interview & Feedback (non-Marketing):** - The agency should present/tell the general guidelines required for PI (offline mode) to the whole batch. The agency should conduct one round of one-on-one technical interviews for the senior batch.
 - b. Mock technical non-marketing personal interviews are important for MBA students seeking placements because they provide a chance to practice answering common interview questions, get feedback on their answer, and build confidence. This is especially useful since our placement season is fast approaching. we feel that such personal interviews can be a valuable tool for MBA Students seeking placements. They can help you practice answering common interview questions, get feedback on your answer, and build confidence. The scope of work of the training agency is as mentioned below in brief. The training sessions should be conducted through offline mode at IIM Sirmaur.
 - c. Considering that our placement season is fast approaching, we would like to make use of the services of a reputed mentorship and training agency to provide all our students with one round of technical personal interviews in all non-marketing domains.
 - d. Conducting career guidance sessions for final year MBA 08 and MBAT tourism 03 students
3. **Technical Eligibility Terms & Conditions: -**
 - Shall have been in existence for not less than three years.
 - Shall be having sufficient experience and expertise in the relevant filed.
 - Should have PAN/GST registration.
 - a. PAN card / GST registration in the name of firm.



- b. The rates quoted by the selected firm, and approved by the Institute shall remain valid for a period of ONE YEAR from the date of award of contract and extended period thereof. Any request to increase the rates for any item(s), during the currency of the contract, shall not be considered. However, the tenure may be extended with mutual consent for further period upto 3 years. This Institute, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, the same will be rectified by the selected firm. If the selected firm fails to rectify the deficiencies or fails to comply with other directions/instructions of the Institute, the contract is liable to be terminated. The Institute further reserves the right to suo-moto terminates the contract at any point of time without giving any prior notice not be considered.
- c. **Payment terms:** 100% payment after successful and satisfactory completion of the assigned task.
- d. The Committee constituted for the LPC reserves the right to reject or ignore, any or all quotations and shall not be bound to accept the lowest quote.
- e. The Institute will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Institute.
- f. The Institute reserves the right to reject any / all offer (s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

4. Instructions to the Bidder:

- a. The bidders have to send this NIQ after filing rates in given format at **Annexure-A** in password protected pdf format to IIM Sirmaur by email to **purchaseoffice@iimsirmaur.ac.in** with subject line: - **E-Quotation for Conducting Technical Non-Marketing Personal Interviews of Students of IIM Sirmaur at Paonta Sahib, H.P. 173025.**
- b. Rates should properly be filled by the bidder failing which the quotation will not be considered for further processing.
- c. Kindly ensure that the quotation is signed & stamped along with attached requisite document in all respect in the .pdf format (password protected), and free from any virus or corrupted files.
- d. Quotation received without password protected shall not be considered for further process.
- e. Quotations should be submitted on or before 01:00 PM by 31.07.2023 (Monday) and the password may be shared between 02:00 PM to 02:30 PM on the same date (i.e. 31.07.2023).
- f. The firm ensure to send their copy of Registration, GST & PAN certificates along with the quotation.
- g. The selected vendor has to be conduct the said PI in the first week of August 2023.
- h. Payment shall be made to the selected vendor after successful completion of event at IIM Sirmaur and submission of invoice (s) in original.
- i. In case of any clarification required on the technical specifications, vendor may feel to contact on 01704277365/01704277363.


Dr. K. Selvanathan
Senior Consultant (Admin.)



BIDDER'S INFORMATION
(On Company / firm's Letterhead)

Details of Bidder		
1.	Registered Name of the bidder	
2.	Registered Address of the bidder	
3.	Name & Designation of the Contact person	
4.	Contact Details : Mobile : Office Number: Email Id / FAX No:	
5.	Status of the Company (Public Ltd./ Pvt. Ltd.) (Attach Copy)	
6.	Whether a registered GST number, if yes please provide (Attach Copy)	
7.	Details of the Incorporation of the Company (Attach Copy)	Date:
		Valid Document: Incorporation Certificate
8.	Permanent Account No. (PAN) (Attach Copy)	
9.	Bank Account Details	

Place:
Date:

Authorized signatory with stamp & seal

Annexure-A							
Price to be quoted by the Bidder							
Sr. No.	Description of Session	No. of Rounds	Time per session (In Minutes)	Number of Students	Basic Amount (In Rs.)	Applicable GST	Total Amount (Incl. of all)
01.	Technical Non-Marketing Personal Interview of final year student of MBA08 & MBA (Tourism) in OFFLINE mode.	01	30 Minutes for each student	160			
Grand Total Amount (Inclusive all)							

Place:

Authorized signatory with stamp & seal Date: