



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
(An Autonomous body under the aegis of the Ministry of Education, Govt. of India)

Tender No. IIMS/PUR/Placement Agency/11/2021-22 Dated: 07.09.2021

**Tender Document for Empanelment of Placement
Consultancy Services for IIM Sirmaur**

Last Date for submission of Tender : 27.09.2021 by 11:00 AM
Date & Time for opening of Tender : 27.09.2021 at 03:00 PM
**Place of submitting quotations : Tender Box, Academic Block,
IIM Sirmaur, Paonta Sahib,
H.P-173025.**

STORES & PURCHASE OFFICE
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
Rampurghat Road, Paonta Sahib, H.P-173025
Email: purchaseoffice@iimsirmaur.ac.in
Website: www.iimsirmaur.ac.in



Signature of Bidder:.....
Date:.....

Tender No. IIMS/PUR/Placement Agency/11/2021-22; Dated: 07.09.2021
Tender Document for Empanelment of Placement Consultancy Services for
IIM Sirmaur
Indian Institute of Management, Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025

“NOTICE INVITING TENDER”

Indian Institute of Management Sirmaur (HP) is an Institute of National Importance under the aegis of the Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute invites sealed Price Offers alongwith signed/stamped copy of Tender Documents from registered and reputed agencies / firms including partnership firms for Empanelment of Placement Consultancy Services for IIM Sirmaur, MBA and MBA (Tourism & Hospitality Management) students batches as per terms and conditions mentioned below initially for a period of one year which may be further extendable upto three years subject to the satisfactory performance:

A. General terms and conditions

- I. An Agency must be a registered one, with GST/PAN registration number and all other relevant approvals/licenses etc.
- II. The agency must have qualified staff having two years' experience in similar kind of work in past as team or associate.
- III. **Earnest money deposit (EMD):**
 - i. An EMD of Rs. 10000/- (Rupees Ten Thousand Only) in the form of demand draft from any scheduled commercial bank should be submitted alongwith the Tender Document.
 - ii. If the successful bidder fails to act on the offer made by the Institute and/or the bidder withdraw/amend their offers after opening of Price Offers which is not agreeable to the Institute, the EMD of such bidder shall be forfeited without any notice to the bidder and no claim on this account shall be entertained.
 - iii. MSME/NSIC organizations are exempted from EMD deposit.
- IV. **Performance Security Deposit:**
 - i. EMD of successful bidder shall be automatically converted to Performance Security Deposit.
 - ii. Performance Security shall be returned to the agency, without any interest, whatsoever, by the IIM Sirmaur.
 - iii. The bidder must submit Registration Number of the bidder's firm i.e. GST number and the PAN allotted by the concerned authorities.
 - iv. The sealed Price Offers will be opened by the designated bid opening committee of IIM Sirmaur at 3:00 PM on 27.09.2021 in the presence of the bidders or their representatives, if desires to attend the proceedings.
 - v. GST will be paid as applicable basis.
 - vi. The offer should be submitted on the letterhead of bidder as per attached format at Annexure-I.
 - vii. The rates offered by the bidders will be valid for a period of at least 90 days.
 - viii. The agency shall not sublet the work or transfer the service contract to any other agency or person in any manner.


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- IX. Any act on the part of the bidder to influence anybody in the Institute is liable to the rejection of his/her price offer.
- X. **Selection of successful bidder:**
- In the Price Offer, the bidder offering the lowest fees/charges for the respective final placement range(s) will be empanelled initially for a period of one year, which may be further extendable. However, offer for empanelment on the lowest quoted fees/charges (i.e. L-1 quote) will also be given to all eligible agencies (**e.g. lowest fees/charges quoted by an agency for a particular CTC range** (i.e. Upto Rs. 10 Lakh, Between Rs. 10 Lakh to Rs. 13 Lakh, Between Rs. 13 Lakh to Rs. 16 Lakh, Above Rs. 16 Lakh) **will be taken as reference fees/charges for empanelment of all interested agencies**).
 - The Institute will empanel all qualified agencies, who will submit their consent for empanelment, initially for a period of one year and the empanelment may be further extended on the same charges/fees with mutual consent.
 - However, the condition of signup fee/charges for the extended period will remain same (i.e. signup fees/charges will be released only after three complementary placements of on or above Rs. 10 Lakh CTC).
- XI. Conditional offers will not be accepted.
- XII. Payment will be released after successful/satisfactory work completion and on submission of undisputed Tax/GST invoice in triplicate along with copy of work order. The invoice should be duly certified by the Head of Deptt. or any other IIM Sirmaur official authorized for this purpose towards satisfactory work completion and acceptance.
- XIII. Last date for receipt and opening of bid is given above. In the event the last date is a holiday/declared as a holiday, next working day will be the last date for submission and opening of bid.
- XIV. All bidders are requested to check Institute website regularly for any update/corrigendum etc. with respect to this tender.
- XV. The bidders are required to furnish an undertaking / affidavit duly attested by the competent authority swearing therein that he has not been blacklisted / disqualified at any time by any Government / authority from participating in the bidding process.
- XVI. IIM Sirmaur reserves the right to accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid.
- XVII. Any act on the part of the bidder to influence anybody in the Institute is liable to lead to the rejection of this tender.

B. Other Terms and Conditions

The bidder must ensure:

I. Pricing:

- Quote only for the services specified in the tender. No changes in the description of services from the tender documents will be permitted.
- Need not to suggest any alternative service.

II. Payment Terms:

- Payments will be made after successful service completion and satisfactory report from the user department.
 - Payment will be made after final offer letter issued by the concerned firm/company to the selected candidate.
 - In the case where candidate receives more than one job offers from different companies/firms through different placement agencies the payment will be made to the only one particular agency through whom the candidate receives first job offer letter.
- iv. **Procurement Rights:** IIMS reserves the right to conclude the service with entire or

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Date:.....

R. K. Singh
07/10/2021

- partial as mentioned in the tender documents.
- v. The price quoted shall be valid for the academic session 2021-22, 2022-23 and for the extended period or for the period of contract whichever is applicable.
 - vi. Bidders are requested to quote their lowest and competitive rates.

C. Scope of Work

The Placement Agency has to ensure campus engagement from companies of various sectors such as BFSI, Telecom, Retail, Healthcare and E-commerce etc. to provide the students a diversified pool of opportunities. The other scope of works are as follows:

- i. Mock Interviews and Training Workshops.
- ii. Preparation & Finalization of Placement Manual/Policy.
- iii. Dedicated Person/Team for corporate visit in Metros.
- iv. Mentorship to Placement Team.
- v. Designing & Execution of Conclaves, CXO & Management Summits.
- vi. Database building.
- vii. Contacting the potential recruiters, organizing the placement process and successfully placing the students of IIM Sirmaur with prestigious brands and respectable packages at par with other IIMs.

D. Other qualifications/requirements

- i. The agency must have qualified staff having experience in similar kind of work in past as team or associate.
- ii. The agency must have two years' experience of similar work with IIMs, IITs, NITs Central/State Universities or with other reputed Institutions, (a copy of proof may be attached).
- iii. The agency should have demonstrated ability of preparing MBA/MBA (THM) students for cracking interview in summer and final placement as mentioned in the scope of work.
- iv. It shall be the responsibility of the bidder to fill complete, correct and accurate information in line with the requirements/consideration of their bids. In case, any essential information given by a bidder is found to be incorrect or a misrepresentation, the bid is likely to be rejected as not responsive.
- v. The bidding agency should have determined and understood prior to submission of its bid for the performance of the work on the basis of information provided by or on behalf of the Institute or
- vi. The agency could reasonably be expected to have been aware of as an experienced agency in the field of the similar kind of services (Reference list may be attached of previous experience).
- vii. The Institute on the basis of lowest fees/charges quoted for particular CTC / internship may empanel multiple agencies.
- viii. The rate quotes of the empanelled agency/ies will be applicable for a period of one year or for the extended period of contract thereof.
- ix. Signup fees/charges will be paid after three complementary final placements on or above Rs. 10 Lakh CTC and for the extended contract period, signup fees/charges will be released on similar terms and conditions.

E. Special points to abide by during the service

- i. The agency will be shared with the list of past recruiters/participating organizations from which no recruiter shall be approached by the agency unless requested to do so by the Placement Office, IIM Sirmaur.


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Date:.....

- ii. The agency shall only attempt to onboard new recruiters and will only be eligible to invoice for onboarded new recruiters (which are not in the list submitted by the Placement Office, IIM Sirmaur).
- iii. The agency can invoice for payment only after sharing the final offer letter of the selected students.
- iv. If a student gets any other offer (not via agency) before the release of the result by the organization onboarded via Placement agency then it shall not qualify for the payment as the student should be eligible for the placement for the organization that first announces the result.
- v. All activities such as Introduction, getting the JD, CTC, Recruitment date, offer letter, joining letter shall come under the responsibility of the agency for its leads.
- vi. At any point, if the Institute asks for the contact details of the onboarded organizations (via agency) then the agency must share the same.
- vii. Any JD, CTC submitted for the onboarding process of the organization (via agency) will be approved at the discretion of the Placement Office, IIM Sirmaur.
- viii. Agency is expected to not influence any selections or companies in its own interest and shall align with the interest of improving placement performance of the Institute, i.e., IIM Sirmaur.
- ix. The decision of the Placement Office, IIM Sirmaur, and/or Competent Authority, IIM Sirmaur, concerning the placement process will be final, binding, and non-negotiable.
- x. Kindly read all terms & conditions of the tender document carefully.

F. Penalty Clause: In case of any discrepancy / complaint from user department during any event and not resolved within stipulated period. The decision of the Competent Authority of IIM Sirmaur will be final and binding.

G. Disqualification

The proposal is liable to be disqualified in the following cases:

- i. Bid is not submitted in accordance with this tender document.
- ii. During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- iii. Bid is received in incomplete form and after due date and time.
- iv. Information submitted in the bid proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract.
- v. If bid is sent by not superscribing Tender No. and date.
- vi. Signed and stamped copy of the bid document not supplied to the Institute.
- vii. If bid is not addressed to the Purchase Office, IIM Sirmaur, Rampurghat Road, Paonta Sahib, H.P-173025.

H. Disclaimer Clause

IIM Sirmaur has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the bid without assigning any reason and the bidder has no claims against such rights. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. **The jurisdiction for dispute (s), if any, shall be Paonta Sahib only.**

R. Gaurav
07/09/2021

Signature of Bidder:.....

Date:.....

I. Force Majeure

Any failure or delay by the agency its obligations due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or Acts of God, War, Terrorism, Riots, Civil Disorders, Rebellions or Revolutions or other events beyond the reasonable control of the non-performing party, is not a default or a ground for termination of contract. The affected party shall notify the other party of the occurrence of a Force Majeure event forthwith.

J. Arbitration

In event of any dispute arising between the supplier'(s) and the IIM SIRMAUR during the currency of the contract or after conclusion thereof the same shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation Act, 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitrator to be appointed by the Director, IIM SIRMAUR whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator the Director, IIM SIRMAUR may appoint a new arbitrator. The venue of arbitration shall be the respective office of the arbitrator or a place suitable to IIM SIRMAUR unless otherwise specified in the arbitral award the cost of such arbitration shall be borne by the supplier and there will be no objection to this effect by any of the parties.

Checklist for Qualification

Sr. No.	Description of documents	Tick (Yes/No)
1.	Singed and stamped tender documents each page	Yes/No
2.	2 years' experience of similar work with IIMs, IITs, NITs Central / State Universities or with any other reputed Institutions, (a copy of proof may be attached).	Yes/No
3.	GST/PAN number allotted by the concerned authorities (attach a copy).	Yes/No
4.	EMD of Rs. 10000/- (Rupees Ten Thousand only).	Yes/No
5.	Furnish an undertaking /affidavit duly attested by the competent authority swearing therein that he has not been blacklisted / disqualified at any time by any Government /authority from participating in the bidding process.	Yes/No
6.	Duly signed and stamped Price Bid.	Yes/No


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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampurghat Road, Paonta Sahib, Sirmaur, H.P- 173025

Website: www.iimsirmaur.ac.in; E-mails:- purchaseoffice@iimsirmaur.ac.in
placements@iimsirmaur.ac.in

Sr. No.	Descriptions of the Firm	Details
1	GST No. of the Firm (attach attested copy, if any)	
2	PAN/ GIR No. of the Firm (attach attested copy, if any)	
3.	Registration No. of the Firm	
4.	Name of Bidding Company/ Firm	
5.	Name and Contact No. proprietor/ Director of company /Firm / Contractor	
6.	Address of Bidding Company/ Firm/ Contractor	
7.	E-mail Address of proprietor/ Director	
8.	Earnest Money Deposit of Rs.10000/- (Rupees Ten Thousand only)/ MSME/NSIC organizations exempted from EMD deposit.	Demand Draft No..... Dated..... Bank.....

Certified that all above information's are correct to the best of my / our information, knowledge and belief.


07/09/2021

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Annexure-I

PRICE OFFER

Tender No. IIMS/PUR/Placement Agency/11/2021-22, Dated 07.09.2021
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

**FINANCIAL QUOTATIONS FOR EMPANELMENT OF PLACEMENT
CONSULTANCY SERVICES FOR IIM SIRMAUR, RAMPURGHAT ROAD,
PAONTA SAHIB, DISTT. SIRMAUR, H.P-173025.**

Sr. No.	Particulars for MBA / MBA (THM) Placement	Fees for Particulars in Rupees (Both figure and words) and other details	Remarks	
1.	Sign up fees/charges (One time fixed cost)	Rs. 1, 50, 000/- one time paid by the Institute to each empaneled agency for final placement only.		
2.	I. Placement Fees/charges description:			
	Sr. No.	CTC range in Rupees (INR)	Fees/charges per final placement in Rupees	Remarks
	1.	Upto Rs. 10 Lakh		
	2.	Between Rs. 10 Lakh to Rs. 13 Lakh		
	3.	Between Rs. 13 Lakh to Rs. 16 Lakh		
	4.	Above Rs. 16 Lakh		
	II. Fees/charges per summer internship			
	Sr. No.	Slab for internship stipend per month	Fees/charges per internship in Rupees	Remarks
	i.	Upto Rs. 15000/-		
	ii.	Rs. 15000- Rs. 30000		
	iii.	Rs. 30000- Rs. 50000		
	iv.	Above Rs. 50000		
3.	Timeline: Summer Internship (mention the date)			
4.	Timeline: Final Placements (mention the date)			

- Note:**
1. Selection of the Agency/ies will be made on the basis of lowest fees/charges quoted for the particular CTC/internship range. Multiple agencies may be empaneled on L-1 fees/charges.
 2. Signup fees/charges will be released after three complementary final placements (i.e. on or above Rs. 10 Lakh CTC). Condition of releasing signup fees/charges will remain the same for extended period of contract.
 3. In the case agency is empaneled only for summer internship slab(s), no signup fee will be paid.
 5. The price quotes will be same for both MBA/MBA (Tourism & Hospitality Management) placements.



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