



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

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

Tender No.: IIMS/PUR/Training Agency/16/2022-23, Dated 28.06.2022

Notice Inviting Tender for
“Providing Training Agency at IIM Sirmaur”

Stores and Purchase Office
Indian Institute of Management Sirmaur
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in

P. Singh
B. Singh

Signature of Bidder:.....

Date:.....

INTRODUCTION

Indian Institute of Management Sirmaur invites sealed Applications/ Proposals from eligible firms for providing training agency for IIM Sirmaur for a period of one year may be extendable up to 3 years' subject to performance review.

I. THE 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 organized by the selected agency. The training program will be conducted through mixed mode (Online and On Campus) at IIM Sirmaur. The academic year (AY) shall be from 01 July 2022 to 30 June 2023.

- A. Conducting career guidance sessions for the first year & final year MBA and MBA (T&HM) students (Approx. students- MBA08: 260 students, MBA07: 239 students, MBA02(T&HM): 51 students, MBA03(T&HM): 58 students) (Approximate 608 Students)
 - a. Career Options available post MBA with agency resources.
 - b. Resume Building
 - i. Resume writing guidance, sample initial versions and online presentation.
 - ii. Interview Questions based on Resume.
 - iii. 1st Review of resume and feedback by industry experts.
 - iv. 2nd Review of resume and feedback by industry experts.
 - v. Video resume guidance and feedback
 - c. Group Discussion Workshop
 - i. Group Discussion Preparation.
 - ii. Understanding GDs - what, what not to do and sample GDs.
 - iii. Atleast two mock moderated GDs per student.
 - d. Interview Preparation Guidance
 - i. Performance assessment and feedback to students.
 - ii. Behavioral Interview Preparation.
 - iii. Doubt Clearance with industry mentors.
 - iv. Guidelines to answer behavioral questions.
 - e. Diagnostic and Final Mock Interviews by industry experts
 - i. Performance assessment and feedback to students.
 - ii. Students get a sense of their level of preparedness for final placements.
 - f. Final Mock Interviews
 - a. Mock Interview pointed technical feedback.
 - g. Case Interview Preparation

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- a. Preparing for the cases/situations asked in interviews.
- h. Doubt Clearance with industry mentors
 - a. Theme specific doubt clearance session.
- i. Training Nitro Boost
 - a. Additional training for students facing placement post day process.

B. Agency will also support & help placement office with the leads pertaining to Summer & Final Placements.

II. GENERAL INFORMATION

Sealed tender in two bid systems (technical & financial) are invited from the reputed/registered firms having minimum 3 years' experience in providing placement training at recognized educational Institutes preferably in IIMs, IITs, NITs, or Central/State Universities or equivalent Institutes. The interested firms may quote their rates to be valid initially for a period of one year from the date of award of work order/contract with an option to extend the contract upto three years on yearly basis on the existing rates, terms and conditions with mutual consent and with prior intimation before one month of the expiry of the existing contract terms. However, the decision of the Institute will be final and no further correspondence will be entertained in this regards.

The tender documents may be obtained from the IIM Sirmaur (Purchase Office at Academic Block) on all working days except Holidays, Saturday/Sunday or through email.

General information about the tender:-

Cost of tender form	Nil
Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only)
EMD for MSME or NSIC organizations	Exempted
The period of validity of approved vendor	12 months from the date of award of the contract may be further extendable
Last date and time for receipt of Tenders	18.07.2022 by 11:00 AM
Time and date of opening of Technical Financial bids	18.07.2022 at 03:00 PM
Place of opening of Tenders	Conference Room, Academic Block, Indian Institute of Management Sirmaur, Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025.




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III. SUBMISSION OF TENDERS AND INSTRUCTION TO TENDERER:

1. Submission of bids should be as per two-bid system i.e., Technical and Financial Bid separately in two different sealed envelopes. These envelopes shall be super-scribed "Financial Bid "and" Technical Bid" and put inside a bigger sealed envelope, which shall be super-scribed with the words, "**Tender for Providing Training Agency for IIM Sirmaur**" on the top of the sealed cover. The sealed Tenders may be sent by Speed Post / Registered Post or delivered by-hand, so as to reach the following address, by due date and time (i.e. 18.07.2022 by 11:00 AM). Tenders received late will be rejected outright.
2. The tenderers may quote their rates for all MBA and MBA (T & HM) students of first and final year respectively.
3. The tender is not transferable under any circumstances.
4. The price shall be quoted in Indian Rupee only
5. The submission of quotation shall be taken as an acceptance of the terms and conditions including furnishing of Earnest Money for the desired amount Rs. 10,000/- (Ten thousand only) in the form of DD/Pay Order in favour of Indian Institute of Management Sirmaur. **Cheque will not be accepted.** MSME/NSIC organizations are exempted from the EMD deposit.
6. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tenders are settled but that of the successful tenderers will be retained till submitting of work/contract performance security. No interest will be paid for the earnest money till retention in IIM SIRMAUR for execution of Printed Jobs.
7. Earnest Money Deposit of the successful tenderer will be converted to the Performance Security.
8. The financial bids will be considered for opening for those tenderers who had fulfilled the requirements of Technical Bid and will be informed accordingly. Intervention of the tenderers in this regard will not be entertained in any form.
9. On the recommendations of the Tender Opening Committee and acceptance by the Competent Authority, IIM Sirmaur, the contract will be awarded initially for a period of one year, which may be extendable on the existing terms and conditions up to three years with mutual consent.
10. Any dispute in this regard after opening of tenders, the decision of the Competent Authority, IIM Sirmaur shall be final and bounded for all the tenderers.
11. If any tenderer withdraws his/her tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.



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12. Tenderers shall invariably specify in their tender the delivery conditions including the time required for executing the work.
13. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also execute an agreement on non-judicial stamp paper of Rs. 10/- (Rupees Ten only) for the fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail the penalties.
14. The successful tenderer before signing the agreement and within the period specified in the letter of acceptance of his/her tender, deposit a sum of Rs.20,000/- (Rupees twenty thousand only) as [work performance security money] for the satisfactory fulfillment of the contract. The amount of security may be deposited by way of DD/Pay Order/FDR in favour of Indian Institute of Management Sirmaur, Payable at Paonta Sahib.
15. In case where a successful tenderer, after executing the job partially or does not fulfill the contracts in full, the Institute at its discretion may get the work done from the next higher tenderer who has offered to execute the job and the loss, if any, caused to the Institute due to increased rates shall there by tighter with such sums as may be fixed by the Institute towards damages be borne by the defaulting tenderer.
16. The security deposit shall, subject to the conditions specified therein, be returned to the contractor within three months after expiry of the contract period, but in the event of any dispute arising between the Institute and the contractor, the Institute shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum, which may be due at any time from the Institute to the contractor.
17. The contractor not assigns or make over the contract of the benefits or burdens thereof to any person or body corporate. The contractor shall not underlet or sublet to any person or persons or body the execution of the contract or any part thereof without the consent in writing of the Competent Authority, IIM Sirmaur who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he/she is not satisfied with the manner in which the contract is executed.
18. In case the contractor fails to deliver the training sessions, or in case the contractor commits any breach of the covenants, stipulations and agreements herein contained, and on part to be observed and performed then and in any such case, the Competent Authority, IIM Sirmaur will put an end to his/her contract and in case the Institute shall have incurred, sustained or been put to any costs, damages or expenses by reasons of such purchase



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or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the contractor to the Institute under and by virtue of this contract, it shall be lawful for the Institute to cutoff any money for the time being payable or owing to the contractor from the Institute under or by virtue of this contract, or otherwise, to pay and reimburse to the Institute, all such costs, damages and expenses they may have sustained, incurred or been put to be reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid also all such differences in prices, compensation, loss costs, damages, expenses and other moneys as shall for the time being be payable to the contractor aforesaid.

19. In case of any difference or dispute arises in connection with the contract, all-legal proceedings relating to the matter shall be settled within the jurisdiction of Paonta Sahib only.
20. Any sum of money due and payable to the successful tenderer from the Institute will be adjusted against any sum of money due to the Institute from any other contracts.
21. **Boarding lodging and any other kind of expenses will not be borne by the Institute. No extra payment will be release.**
22. Any notice required to be served for non-compliance of terms/conditions of the supply order shall be sent at the known address either of contractor speed post or by Registered Post only.
23. Enhancement of rates once accepted will not be considered for any kind of training programme and contractor shall be required to execute the order as per agreed rates till the agreed period of contract.
24. Any attempt on the part of tenderers or their agents to influence officials of this Institute in their favour by personal canvassing will disqualify the tenders.
25. No extra charges will be payable for any additional work, if required.
26. No payment will be made for rejected training session/ Mock interview/Placement session etc. or typographical mistakes.
27. The Institute reserves the right to reject any or all quotations without assigning any reason.
28. The Institute reserves the right of terminating the contract without assigning any reason during agreed contract tenure for short falls, noticed if any.
29. Only those firms who have well experienced in imparting training and have evidence to that extant only need to submit their quotations. In the event, they are liable to be rejected.

IV. OTHER TERMS & CONDITIONS



1. The tender should provide the detail about the Firm, experience, manpower, clientage, etc., in Technical Bid (Annexure-A) whereas in the Financial Bid (Annexure-B) will contain the rates which includes all taxes and delivery at this Institute. Tender Processing Committee will open the Financial Bids of only those Tenderers who stand qualified on the basis of details provided in Technical Bid.

The Tenderers should have the following qualifications for bidding:

2. Shall have been in existence for not less than three years and presence in Himachal Pradesh.
 - a) Shall be having sufficient experience and expertise in the relevant filed.
 - b) Should have PAN/GS registration.
3. The tenderers have to submit self-attested Xerox copies of their firm/company registration.
4. PAN card / GST registration in the name of firm.
5. 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.
6. Payment terms i.e. Percentages of Work Order Value released as follows:
 1. 25% advance – after acceptance of Work Order and furnishing the Performance Security
 2. 50% on conclusion of at least 90% of summer internship placements;
 3. 25% on conclusion of at least 90% of final placements;
7. It is necessary to quote all programmes training mentioned in the financial bid.
8. The Committee constituted for the Tender process reserves the right to reject or ignore, any or all tenders and shall not be bound itself to accept the lowest offer.
9. L -1 will be decided on the basis of lowest cost of sum total of costs of all MBA Batches mentioned in financial bid.
10. 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.
11. The Institute reserves the right to reject any / all offer (s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
12. The tender submitted without the requisite valid documents/EMD will be summarily

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rejected.

13. The tenderer should read and sign on each page of this tender document
14. Each page of the tender document should be duly signed and stamped by the bidder.

V. **VALIDITY OF BID:** Bid submitted by bidder shall remain valid for acceptance for a period of 90 days from the date of opening of the BID. Bidders shall not be entitled during the said 90 days period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to IIMV.

VI. **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.

VII. **ARBITRATION**

In the event of any dispute arising between the bidder and the Institute (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 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 bidder and there will be no objection to this effect by any of the bidder.

VIII. **JURISDICTION**

All matters and disputes under this contract shall be subject to the jurisdiction of Paonta Sahib, Courts only.



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(Cover-A - Technical Bid)

TENDER FOR "PROVIDING TRAINING AGENCY" for IIM SIRMAUR
TECHNICAL BID

(To be sealed in separate Envelope marked as "TECHNICAL BID")

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE
TENDERING FIRM/PERSON

1.	Name of the Organization	
2.	Office address with Mobile/Telephone/Fax Nos.	
3.	PAN No. (in the name of Firm)	
4.	GST No. (in the name of Firm)	
5.	Year of establishment of the Firm/Agency/Company	
6.	Nature of Organization (whether Private/Public Sector Undertaking/Sole Proprietor/ Partnership/Cooperative Society, etc.) Documentary proof, to be attached.	Yes/ No
7.	Does the Bidding party have experience of providing services, in the past three years, to at least two institutions from the following: (i) IIMs; (or) (ii) reputed business schools (i.e. those ranked in the top 30 institutions only, in at least two of the three years viz. NIRF 2018, NIRF 2019 and NIRF 2020 of MHRD-GOI); (or) (iii) Management Disciplines of Centrally-funded Technical Institutions (CFTIs)	Yes/No
8.	Number of organization the vendor worked for (attach proof)	Yes/No
9.	Financial resources, assets in terms of the firm's property (fixed and moveable) held	Yes/No
10.	A copy of the latest Audit Balance Sheet attached?	Yes/No
11.	Whether the firm is Income Tax Assesses or not?	Yes/No
12.	Details about the clients and work experience. Work experience certificates certified by clients enclosed?	Yes/No
14.	Any other information	
15.	Earnest Money enclosed	Yes/No
16.	Details of EMD	
17.	Bank Draft for Earnest money is to be enclosed with Technical Bid.	Yes/No
18.	GST/PAN registration	Yes/No

Please enclose self attested copy of all the documents mentioned above

Place
Date

Authorized Signatory
Name, Address with Rubber stamp



Signature of Bidder:.....

Date:.....



(Cover- B: Financial-Bid)

TENDER ENQUIRY**FOR PROVIDING TRAINING AGENCY FOR IIM SIRMAUR, PAONTA SAHIB**

(To be sealed in separate envelope marked as "FINANCIAL BID")

Name of the Service Provider along with Address and Telephone No.: _____
 Description of work: Providing Training Agency for IIM Sirmaur _____

Item No.	IIM Sirmaur Requirements	Pedagogy	No. of Sessions / Interactions		Duration of each Session/Interaction		No. of Trainers per On-Campus Session	Fee per Session In		Total Fee
			On Campus	Online	On Campus	Online		On Campus	Online	
1	Career Analysis, Goal Setting & Guidance									
2	Resume Preparation, Review, & Analysis									
3	Mock Interviews & Feedback									
4	Interview Preparation (Soft Skills & Communication Sessions - Industry wise, company & role specific briefing sessions)									
5	Industry / Sectoral Analysis [Providing key industry perspectives of major sectors such as e-Commerce, Equity Research & Analytics, BFSI, FMCG, Infrastructure, IT&ITES, Logistics, Management Consulting, Marketing etc.]									
6	Group Discussions									
7	Sub Total									
	GST									
	Grand Total									
	Grand Total in Words									

Note: Bidder should quote for all items. Partially quoted bids will not be considered. This format alone should be used, and it should not be changed in any manner. Where necessary, additional description may be provided, for any offered item, with due referencing.



Signature of Bidder:.....

Date:.....

LIST OF DOCUMENTS TO BE INCLUDED IN ANNEXURE -A (Technical Bid)

List of documents to be submitted as proof of meeting 'Eligibility Criteria'

Sr. No.	Criteria	Documents required	Submitted YES/NO
1	The bidder should be a firm with registered office in India	Copy of Certificate of registration of the firm	
2	Demand Draft of Rs. 10,000/-(Rupees "TEN THOUSAND" only) in favor of Indian Institute of Management Sirmaur payable at Paonta Sahib, H.P towards EMD. MSME organization exempted from the submission EMD.	Copy of Demand draft for MSME certificate	
3	Should have a valid PAN, GST registration	Copies of PAN card and GSTI registration certificates	
4	The bidder should have at least 03 (three) years of experience in the field of training / career development services (imparting system skills like critical thinking, creativity, quantitative and analytical aptitude, logical reasoning,, data interpretation, problem-solving etc.; management domain skills; employability skills; life skills, soft skills, social skills etc.) for students in higher educational institutions of repute in India.	Copies of Work orders /contracts/ agreements and work completion certificates for providing these services during the last 3 years	
5	The bidder should have experience of providing services, in the past three years, to at least two institutions from the following: (i) IIMs; (or) (ii) reputed business schools (i.e. those ranked in the top 30 institutions only, in at least two of the three years viz. NIRF 2018, NIRF 2019 and NIRF2020 of MHRD-GOI); (or) (iii) Management Disciplines of Centrally-funded Technical Institutions (CFTIs)	Copies of the Work orders/contracts/ agreements and work completion Certificates	
6	The bidder should not have been blacklisted by any public-funded educational institution; Government or Quasi Government Dept. (Central or State); or any Public Sector Enterprise; or any Autonomous Body	Self-declaration as per the prescribed format	
7	Bidder should attach the copy of this entire tender document signed on each page by the authorized signatory, as a token of unconditional acceptance of all terms and conditions mentioned herein		

NOTE: Incomplete bids, bids without required supporting documents and bids with (any) conditions will be summarily rejected



Signature of Bidder:.....

Date:.....



ACCEPTANCE CERTIFICATE

(To be submitted along with Technical Bid)

I..... (Designation) of.....
(Name of the Company).....

Have read and understood and hereby accept the terms and conditions of the Limited Tender for providing training agency

Signature of Authorized Signatory Firm Seal / Stamp



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

