



**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. 18

July 26, 2023

**Notice Inviting Quotation**

**Subject: Call for e-quotations to conduct GDPI & CV Seminars for the students**

We solicit your e-quotation to conduct GDPI & CV Seminars for the students of IIM Sirmaur, Paonta Sahib, Himachal Pradesh – 173025 with the following terms & conditions:

**A. Instructions to the participants:**

The bidders have to send this NIQ after filing rates in password protected pdf format to IIM Sirmaur by email to the [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line: - **Quotation for the conduct of GDPI & CV Seminars for the students of IIM Sirmaur.**

1. Kindly ensure that the quotation is signed & stamped in the .pdf format (password protected), and free from any virus or corrupted files.
2. Quotation received without password protected shall not be considered for further process.
3. Quotations should be submitted on or before **01:00 PM** by **31/07/2023 (Monday)** and the password may be shared by email between **2:00 PM** to **2:30 PM** on **31/07/2023 (Monday)**.
4. The firm should ensure to send their GSTIN & PAN copy along with the quotation.
5. Delivery should be made on FOR basis by the vendor.
6. Payment shall be made to the vendor after successful and satisfactory completion of the assigned task at IIM Sirmaur and submission of invoice (s) in original duly signed and stamped.
7. The vendor is required to fill the following details and sign & stamp the NIQ along with the e-quotation:
  - a) Name of Firm \_\_\_\_\_
  - b) Address of the Firm \_\_\_\_\_
  - c) GSTIN \_\_\_\_\_
  - d) PAN \_\_\_\_\_
  - e) Email Address \_\_\_\_\_
  - f) Contact No. \_\_\_\_\_
8. The firm should also ensure to submit a self-declaration that he is not black – Listed by any Central/State Govt. PSU/any other Institutions or not debarred by Department of Commerce or Ministry/ Department concerned.
9. The rates quoted by the firm, and approved by the Institute shall remain valid for a period of one year from the date of award of contract.

10. **Scope of Work:**

- a) **CV Building Session (Offline)** - The agency/contractor should conduct an offline session for both the batches. The session is to last a minimum of 90 minutes, and must include a dedicated time to Q&A.
- b) **GD Session (Offline)** - The agency/contractor should conduct an offline session for both the batches. The session is to last a minimum of 90 minutes, and must include a dedicated time to Q&A.
- c) **PI Session (Offline)** - The agency/contractor should conduct an offline session for both the batches. The session is to last a minimum of 90 minutes, and must include a dedicated time to Q&A.

Session	Mode	No. of Rounds	Time per session (in minutes)	Number of students	Basic Amount (in Rs.)	Applicable GST	Total Amount (inclusive of all)
Seminar on GD	Offline	1	120	600+			
Seminar on PI	Offline	1	120	600+			
Seminar on CV Building	Offline	1	120	600+			
<b>TOTAL AMOUNT</b>							

Group discussions, personal interviews, and CV seminars are important for MBAs because they help students to:

- Develop their communication and teamwork skills.
- Practice articulating their ideas and answering questions in a clear and concise way.
- Learn how to network with other professionals.
- Gain insights into the MBA program and what it takes to be successful.

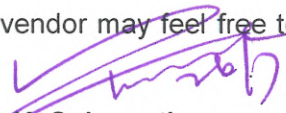
Group discussions allow students to practice working with others to solve problems and come up with creative solutions. They also help students to develop their leadership skills and learn how to manage conflict.

Personal interviews give students the opportunity to learn more about the MBA program and the school. They also allow students to showcase their skills and experience to admissions officers.

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 live (in person) GD (Group discussion), PI (Personal interview) and CV seminars.

Conducting career guidance sessions for first and final year MBA and MBA tourism students

11. In case of any clarification required on the technical specifications, vendor may feel free to contact on 01704277365 / 01704277363.

  
**Dr. K. Selvanathan**  
Senior Consultant (Admin)