
 Government eProcurement System		eProcurement System Government of India		
Tender Details				
			Date : 10-Nov-2023 10:56 AM	
 Print				
Basic Details				
Organisation Chain	Indian Institute of Management Sirmaur			
Tender Reference Number	IIMS/PUR/Training Agency/15/2023-24			
Tender ID	2023_IIMS_780476_1	Withdrawal Allowed	Yes	
Tender Type	Open Tender	Form of contract	Works	
Tender Category	Services	No. of Covers	2	
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No	
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No	
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No	
Payment Instruments		Cover Details, No. Of Covers - 2		
Offline	S.No	Instrument Type	Cover No	
	1	NEFT		
			Cover	
			Document Type	
			Description	
	1	Fee/PreQual/Technical	.pdf	Tender Document duly signed and stamped, EMD in the form of NEFT, Valid certificate of MSME
			.pdf	Copy of PAN and GST Registration.
			.pdf	Average annual turnover of last 3 financial years duly certified by CA.
			.pdf	Past experience in similar nature of work of 02 years.
			.pdf	Acknowledgement of scope of work as per Annexure C of the tender document.
			.pdf	Other documents, if any.
	2	Finance	.xls	Financial Bid
Tender Fee Details, [Total Fee in ₹ * - 0.00]		EMD Fee Details		
Tender Fee in ₹	0.00	EMD Amount in ₹	14,000	
Fee Payable To	Nil	EMD through BG/ST or EMD Exemption Allowed	Yes	
Fee Payable At	Nil	EMD Fee Type	fixed	
Tender Fee Exemption Allowed	No	EMD Percentage	NA	
		EMD Payable To	The Director IIM Sirmaur	
		EMD Payable At	Paonta Sahib District Sirmaur HP 173025	

[Click to view modification history](#)

Work / Item(s)					
Title	Tender for hiring of Training agency to conduct specified GD/PI Sessions at IIM Sirmaur				
Work Description	Tender for hiring of Training agency to conduct specified GD/PI Sessions at IIM Sirmaur				
Pre Qualification Details	As per tender document				
Independent External Monitor/Remarks	Central Purchase Committee				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	0.00	Product Category	Miscellaneous Services	Sub category	Training Services
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	0
Location	IIM Sirmaur Paonta Sahib HP 173025	Pincode	173025	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	IIM Sirmaur Paonta Sahib HP 173025
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	10-Nov-2023 01:00 PM	Bid Opening Date	21-Nov-2023 04:00 PM
Document Download / Sale Start Date	10-Nov-2023 01:00 PM	Document Download / Sale End Date	20-Nov-2023 03:00 PM
Clarification Start Date	10-Nov-2023 01:00 PM	Clarification End Date	18-Nov-2023 05:00 PM
Bid Submission Start Date	10-Nov-2023 01:00 PM	Bid Submission End Date	20-Nov-2023 03:00 PM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender for hiring of Training agency to conduct specified GD/PI Sessions at IIM Sirmaur	209.43	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT.pdf	Tender for hiring of Training agency to conduct specified GD/PI Sessions at IIM Sirmaur	192.95
	2	BOQ	BOQ_820408.xls	Financial Bid BoQ	315.00

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	akdas@iimsirmaur.ac.in	Amiya Das	AMIYA KUMAR DAS
2.	gurmeet.kaur@iimsirmaur.ac.in	Gurmeet Kaur	Gurmeet Kaur
3.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand

GeMARPTS Details	
GeMARPTS ID	SIRH6LORS4F3
Description	Training Agency to conduct specified GD and PI Sessions
Report Initiated On	10-Nov-2023
Valid Until	10-Dec-2023

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	Technical Bid Opening		

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Senior Consultant
Address	IIM Sirmaur Rampur Ghat Road Paonta Sahib HP 173025

Tender Creator Details

Created By	HUKAM CHAND
Designation	Administrative Officer
Created Date	10-Nov-2023 10:31 AM



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/15/2023-24 Dated 10.11.2023

**Notice Inviting Tender for hiring of Training agency to conduct
specified GD/PI Sessions at IIM Sirmaur**

Online tendering through CPPP (<https://eprocure.gov.in/eprocure/app>)

Purchase Office
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025
Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in

Signature of Bidder:.....

Date:.....

GENERAL INSTRUCTIONS TO THE BIDDERS

The Indian Institute of Management Sirmaur (HP) is an Institute of National importance under the aegis of Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

IIM Sirmaur intends to hire a training agency to conduct specified GD/PI sessions for the students of MBA, MBA (T&HM) of this Institute as per the scope of work as stated in this tender.

The schedule of the tender is bifurcated as under: -

Description of Tender	Hiring of Training agency to conduct specified GD/PI Sessions at IIM sirmaur	
EMD Value (Rs.)	Rs. 14,000/- (Rupees Fourteen Thousand only) through NEFT as per bank account details provided as under in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib, Distt. Sirmaur, H.P. 173025 . The scanned copy of the transaction details should be uploaded along with technical bid cover on CPP Portal. Exempted for MSME/NSIC or as per Govt. of India norms, for which the valid exemption certificate should be uploaded along technical bid cover.	
Bid validity	The validity of the tender shall be 90 days from the last date of submission of the Bid.	
Tender Publish Date & Time	10.11.2023	01:00 PM
Tender Download Date & Time	10.11.2023	01:00 PM
Bid Submission Start Date & Time	10.11.2023	01:00 PM
Bid Submission Close Date & Time	20.11.2023	03:00 PM
Opening of e-Technical bid	21.11.2023	04:00 PM
Opening of e-Financial bid	After approval of Technical Bids	
Performance Security	3% of the total value of work/service order	
Contact Person (For any query/clarification)	Assistant Administrative Officer (Placement) Indian Institute of Management Sirmaur Email Id: placementoffice@iimsirmaur.ac.in / purchaseoffice@iimsirmaur.ac.in Contact No: 1704-277365/363/312.	

Signature of Bidder:.....

Date:.....

GENERAL TERMS AND CONDITIONS:

1. Earnest Money Deposit (EMD): - Bidder shall submit along with tender, Earnest Money of Rs. 14,000/- (Rs. Fourteen Thousand only) through NEFT in the below Bank Account:

Name of the Account: Indian Institute of Management Sirmaur

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point, Main Market, Paonta Sahib, Sirmaur, H.P. 173025

The details of the Bank Transfer should be shared along with the technical bid. Technical bid not accompanied with the requisite amount of earnest money shall be rejected. The firms registered under MSME/NSIC are exempted from submission of EMD (valid documentary proof to be attached in this effect).

The EMD shall be returned without interest: -

- To the unsuccessful bidders after completion of the tendering process.
 - To the successful bidder after receipt of performance security tender amount in the form of Bank Guarantee.
 - In case bidding process is terminated by IIM Sirmaur for any reason.
2. A performance Security @ 3% of the quoted amount is required to be submitted by the successful bidder within 15 days from the date of award of the Purchase/ Supply Order.
 3. The bidder must submit Registration Number of the bidder's firm i.e. GSTIN and the PAN number allotted by the concerned authorities.
 4. **Terms and Conditions:**
The bidder must ensure:
 - a. **Pricing:**
 - i. Quote only for the services specified in the tender. No changes in the description of services/items from the tender document will be permitted.
 - ii. Need not suggest any alternative service.
 - b. **Payment Terms:** Payments will be made after successful completion of sessions and satisfactory report from the concerned department, IIM Sirmaur.
 - c. **Procurement Rights:** IIM Sirmaur reserves the right to conclude the service with entire or partial as mentioned in the tender notice and validity of rates should be for work completion.
 5. The price quoted by the bidder should be inclusive of all i.e. GST, Service charges, Insurance, Delivery on F.O.R. IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P-173025. The Institute will not pay any extra cost. The rate quoted by the bidders will be valid for a period of 90 days.

Signature of Bidder:.....

Date:.....

6. The format of price offer is attached as Annexure-D. The bidders are requested to quote their prices in the **Financial Bid BoQ** (.xls format file) provided in the Financial bid cover on CPP Portal.
7. Selection of successful bidder: In the Financial Bid, the bidder offering the lowest price in grand total will be declared as the successful bidder for subject work at IIM Sirmaur.
8. Inspection: Inspection shall be carried out at IIM, Sirmaur by the Placement Department after completion of sessions/services and decision of the Institute in this regard shall be final.
9. Conditional offers will not be accepted as well as Joint Ventures are not allowed to bid.
10. Any kind of advance or part payment will not be released. However, after successful work completion, vendor may raise tax invoice for 100% payment.
11. Payment will be released after satisfactory conclusion/completion, inspection & acceptance of services and certified by the Placement Department, IIM Sirmaur on submission of undisputed Tax/GST invoice in duplicate along with copy of Purchase Order.
12. Last date for receipt/ opening of tenders are given in this tender document. In the event last date is a holiday/declared as a holiday, next working day will be the last date for submission/ opening of tender.
13. 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 himself to accept the lowest bid.
14. The successful vendor shall not sublet the work/contract or transfer the work contract to any other agency or person in any manner.
15. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his/her tender.

16. **FORCE MAJEURE:**

Any failure or delay by the agency or IIM Sirmaur in the performance of its obligations to the extent 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 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.

17. **ARBITRATION**

In the event of any dispute arising between the contractor'(s) 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

Signature of Bidder:.....

Date:.....

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 contractor'(s) and there will be no objection to this effect by any of the parties.

18. JURISDICTION

All matters and disputes under this contract shall be subject to the jurisdiction of SIRMAUR District Courts only.

19. INSTRUCTION FOR PREPARATION & SUBMISSION OF ONLINE BIDS:

- a) This tender document will be published & available on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.
- b) Technical bid should be submitted in PDF format & Financial bid should be submitted in format mentioned in the Financial part.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and in general the documents are to be uploaded in the PDF formats. Bid documents may be scanned with 100 dpi with Colour/black and white option.
- d) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- e) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- f) Kindly upload scanned PDFs of all relevant documents in a single PDF file as per Technical Bid Cover requirement.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- h) Bidder should log into the portal well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for non-submission of bids in time or any delay due to other issues.

Signature of Bidder:.....

Date:.....

- i) The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the Financial Bid. If there is any separate cost, then that will not be acceptable.

20. REGISTRATION:

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS/ nCode/ eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

21. SEARCHING FOR TENDER DOCUMENT:

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID Organization name, location, date, value, etc. There is also an option of advanced search for tenders wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

Signature of Bidder:.....

Date:.....

ANNEXURE-A

TECHNICAL BID

(Information to be provided by the bidding firm as per this format and uploaded in technical bid cover on CPP Portal)

Name of the Bidder: -

Correspondence address: -

Mob No.: -

Email Id: -

Sr. No.	Technical Eligibility Criteria	Tick Mark (✓)	
		Yes	No
1.	Copy of the tender document duly signed and stamped on each page.		
2.	Details of EMD of Rs. 14,000/- in the form of NEFT OR Valid certificate of MSME/NSIC.		
3.	Copy of GST Registration Number.		
4.	Copy of PAN Card/number allotted by the concerned authorities.		
5.	Average Annual Turnover of Rs. 7,00,000/- in the last three financial years, i.e. 2020-21, 2021-22 & 2022-23. Certificate from Chartered Accountant on their letter head should be attached.		
6.	Past experience of similar nature of work should be of 02 years in any reputed B school/IIT's/IIM's/CFTI's/Universities, etc.		
7.	The scope of work has been acknowledged as per Annexure-C in all respects and quoted price for each items/session.		
8.	Technical bid & Financial bid to be submitted before the due date & time of this tender.		
Eligibility			

DECLARATION

I/We (**Name of the Partners or Authorized Representative of Bidder**) of (**Name of the firm**) do hereby declare that the entries made here are true to the best of y/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Signature of Bidder:.....

Date:.....

BID FORWARDING LETTER

(To be submitted on letterhead of the bidding firm as per this format only)

To,

Senior Consultant (Administration),
Indian Institute of Management, Sirmaur,
Paonta Sahib, Distt. Sirmaur, H.P-173025.

Subject: IIMS/PUR/Training Agency/15/2023-24 Date 10.11.2023

Notice Inviting Tender for Hiring of Training Agency to conduct specified GD/PI at IIM Sirmaur

Sir/Madam,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/We have submitted the EMD @2%, i.e. Rs. 14,000/- through NEFT and will submit the Performance Security @3% in the event of award of tender in our favour.

I/We also keep the offer open for 90 (Ninety) days from the date of opening of bid,

Yours faithfully,

(Name & signature with stamp of the bidder)

Signature of Bidder:.....

Date:.....

SCOPE OF WORK

- i. **Company-specific/JD Breakdown Sessions:** The mentoring agencies/freelancers should train on the general guidelines required to crack a particular company (online mode) to the shortlisted students. The mentoring agencies/freelancers should conduct **one round each for each company** at the discretion of the office.

Domain	Mode	Total No. of Rounds	Time per session (in minutes)	Number of students
Company-Specific/JD Breakdown Sessions	Online	200	Company Dependent	As shortlisted by the company

- ii. **Case-Based Interviews:** The selected mentoring agencies/freelancers should train on the general guidelines required for PI (online mode) to the whole batch. The agency should conduct one round of **one-on-one** case-based interviews for the senior batch.

Domain	Mode	Total No. of Rounds	Time per session	Total Number of students
Case-Based PI	Online	300	30 min	300

- iii. **Personal Interviews & Feedback:** The mentoring agencies/freelancers should present/tell the general guidelines required for PI (online mode) to the whole junior batch. The concerned party should conduct one round of **one-on-one** technical interviews for the junior batch.

Domain	Mode	Total No. of Rounds	Time per session	Total Number of students
Technical PI	Online	300	30 min	300

Signature of Bidder:.....

Date:.....

REFERENCE TO QUOTE IN FINANCIAL BID

(To be submitted online in .xls format on CPPP in Financial Bid Cover)

No.: IIMS/PUR/Training Agency/15/2023-24 Date 10.11.2023

Notice Inviting Tender for Hiring of Training Agency to conduct specified GD/PI at IIM Sirmaur

Name of the Bidder:

Correspondence Address:

Mob No.:

Email ID:

1	2	3	4	5	6	7
Domain	Mode	Total No. of Rounds	Time per session (in minutes)	Total No. of students	Basic Rate (Incl. of all taxes & charges) (in Rs.)	Total Amount (Inclusive of all taxes & charges) (in Rs.)
Company-Specific/ JD Breakdown Sessions	Online	200	Company Dependent	As shortlisted by the company		
Case-Based PI	Online	300	30 min	300		
Technical PI	Online	300	30 min	300		
GRAND TOTAL IN Rs. (Inclusive of all)						
TOTAL AMOUNT IN WORDS						

Note: -

1. The bidders must quote the rates inclusive of all service charges and taxes for each item.
2. The bidders are requested to quote their rates in the Financial Bid BoQ given separately Financial Bid cover on the CPP Portal, disclosing rates in the above table may cause rejection of bids straightway.
3. The bidders should quote the Basic Rate (Incl. all) in reference to Column No. 3 (No. of rounds) in the BoQ.
4. The bidder who quotes the lowest in Grand Total shall be declared as L-1 and considered for awarding the work/service order.

Authorized Signatory with stamp

Signature of Bidder:.....

Date:.....