



Indian Institute of Management Raipur
Atal Nagar, Kurru (Abhanpur), Raipur 493661, C.G.

Tender No: IIMR/Tender/2021-22/06

Dated: 04/08/2021

**TENDER ENQUIRY FOR HIRING OF EXPERT SERVICE PROVIDER FOR BATCH PREPAREDNESS FOR
PLACEMENT OF PGP 2020-22 BATCH OF IIM RAIPUR**
(<https://mhrd.euniwizarde.com>)

Indian Institute of Management Raipur (IIM Raipur) invite online bids from expert service provider under two bid system (**technical bid & presentation** and **financial bid**) for the following service: -

S. No	Particulars	Details
1.	Service	Hiring of expert service provider for batch preparedness for placement for PGP 2020-22 batch of IIM Raipur
2.	Mode of selection	QCBS- Submission of technical documents & presentation-70 marks Price bid (Financial bid)-30 marks
3.	Publishing Date	04.08.2021
4.	Last date & time for submission of bid	25.08.2021 till 3:00 pm
5.	Date for opening of technical bid	25.08.2021 at 03:30 pm
6.	Online Presentation date	26.08.2021 at 10:00 am through video conferencing
6.	Contact number for any type of technical query related to job description/ scope of work and presentation schedule	Mr. Binoy Thankachen (0771-2474-685 or 9826888840) (CDPO – Department)
7.	Contact number for any type of query related to tender terms and conditions	Sr. SPO (0771-2474-705)

The bidders are required to submit / upload soft copies of their bids electronically on the ewizard portal <https://mhrd.euniwizarde.com>, using valid Digital Signature Certificates.

Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support. Details of help desk number is given below :-
Phone No. 011-49606060/9355030620/8448288985/8448288981

Mail Id: helpdeskeuniwizarde@gmail.com / ewizardsaikat.pal@gmail.com / ewizardkumar@gmail.com

Seal & Sign of the bidder

Bid Evaluation Scheme:

It may be noted that the tenderer will be selected on the basis of ranking and evaluation of Technical and Financial bids by a committee and the committee's decision would be the final. The procedure for the selection of the party /agency shall be based on **Quality & Cost base selection** system for evaluation by the committee. Please refer Evaluation Sheet Format to understand the process of evaluation of Technical bid and Financial bid. Selection process for the successful bidder is mentioned below:

Part A- Technical Evaluation: The bidders have to submit all the supporting documents serially as required in the "technical bid". Also, bidders are required to make the presentation of not more than 15 mins on the parameters mentioned in "technical bid". The parameters will be used to evaluate the tenderer's credentials to serve the Institute as per the requirement for batch preparedness for placement of PGP 2020-22 batch. The score's gained in the technical evaluations will be considered in the final score of the tenderer. The technical bid evaluation is comprised of 70 marks (score).

Submission of Technical Bid Documents and Presentation		
S. No	Technical bid	Max. Marks (Score)
1	The service provider should have prior experience with other IIM's and in delivering similar service	10
2	Experience and credentials of the founding team, key members, and organization	10
3	Quality and structure of proposed service (number of modules, total duration, type of program)	10
4	Education and experience of the trainers who deliver the service	10
5	Ability to deliver the service in time (both physically and digital mode)	10
6	Ability to tailor the program as per IIM Raipur need	10
7	Feedback from past services particularly from IIM's	10
	Total	70

Part B- Financial Bid Evaluation: Financial bid evaluation is comprised of 30 marks (score).

Part C- The composite ratings of Technical Evaluation and Financial Evaluation will be as below:

S.No.	Particulars	Total Marks (Score)
01	Submission of supporting documents as asked in criteria for selection and Presentation	70
02	Financial Bid	30
	Total Score	100

Part D- Successful Tenderer will be the one who has maximum marks (score) in **Part C Evaluation**.

Seal & Sign of the bidder

STAGE 1
Technical Bid
(Submission of document and the Presentation)

The following documents are to be unloaded through e-wizard portal by the tenderer in technical bid. Please also mark Complied **Yes or No** in below sheet.

S.No.	Description	Complied (Y/N)	Remarks
1.	The service provider should have prior experience with other IIM's and in delivering similar service Required Documents: Workorder/Experience cum performance certificate / agreement copy etc.		Page number of the supporting document ____
2.	Experience and credentials of the founding team, key members, and organization. Required Documents: Detailed CV of key engagement partners / consultants.		Page number of the supporting document ____
3.	Quality and structure of proposed service (number of modules, total duration, type of program)		Page number of the supporting document ____
4.	Education and experience of the trainers responsible for the delivery of services. Required Documents: Detailed CV of key engagement partners / consultants/ trainers.		Page number of the supporting document ____
5.	Ability to deliver the service in time (both physically and digital mode). Note: Service has to be delivered between 1st Sept 2021 to 31 st March 2022 in stages or till the completion of the program		Page number of the supporting document ____
6.	Ability to tailor the program as per the need of IIM Raipur.		Page number of the supporting document ____
7.	Feedback from past services particularly from IIM's. (Testimonials from the faculty or members of placement team, copy of the formal contract).		Page number of the supporting document ____

Seal & Sign of the bidder

1. SCOPE OF WORK / SERVICE

1.1 Description of Service

Batch preparedness is an essential part of the student preparedness for the placement related activities, it includes:

- a) Preparation of Resume.
- b) Understanding of Career Progression.
- c) Understanding of Behavioural & Technical Competencies required for specific roles.
- d) Preparedness for Interview and Placement Process.
- e) Career Counselling.

1.2 Requirement

The service provider will conduct following activities:

- a) Understanding of various job description.
- b) Understanding of critical behaviour and technical competencies.
- c) Identification of Individual strength & weakness.
- d) Preparation of CV in a face-to-face consulting mode.
- e) Preparation of video resume and elevator pitch.
- f) Preparation of recruitment activities such as mock GD, Examination & mock interviews for physical as well as in digital mode.
- g) General Career Counselling & Business etiquettes.
- h) Necessary preparation before Interview application /Interview.
- i) Necessary support to students having specific challenges (DAP or process related).
- j) Report for Individual student.
- k) Report of each step of activities for the Institution.

1.3 Pre-Condition

The service provider should have prior experience with other IIM's and in delivering similar service

2. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of submission of technical and financial bid.

3. PRESENTATION DATE (STAGE II)

Firms qualified under the technical evaluation criteria will be invited to give presentation (online/offline). Presentation date will be on 17th August 2021. Presentation schedule will be informed to the qualified firms later.

4. CLARIFICATION OF BIDDING DOCUMENTS

- a) A prospective Bidder requiring any clarification of the bidding documents may notify the IIM Raipur in writing to the email id (cdpo@iimraipur.ac.in) before the last date of submission of the tender i.e., 10th August 2021.
- b) IIM Raipur shall not be bound to respond to the request from the prospective bidders and this shall not become the reason for claiming extension of the deadline for the submission of the tenders.
- c) Verbal clarification and information given by the Institute or its any employee(s) or his representative(s) shall not in any way be binding on IIM Raipur and/ or bidder.

5. PAYMENT TERMS

- a) No advance payment will be made in any case.
- b) Payment will be made in three phases. 30% of the total fee amount will be released in Phase 1 (1st Sept to 31st Oct), next 30% of the remaining total fee amount will be released in Phase 2 (1st Nov 2021 to 31st January 2022) and the remaining 40% of the fee amount will be released after successful completion of Phase 3 (1st Feb to 31st March 2022 or till the completion of the program).

IIM Raipur reserves the right to release the fee amount only after successful completion of stage wise activities as mentioned in the contract. Service provider shall raise invoices after completion of every phase. Payment shall be made only after successful completion of stage wise activities as mentioned in the contract and within 30 days period on the receipt of hard copy of bills (printed bills). No advance payment will be made.

- c) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from service provider bills (**TDS declaration letter will be required to be submitted by the successful tenderer**).

6. LIQUIDATED DAMAGES

The delivery period for the supplies/services to be completed within 10 days from the date of issue of work order by IIM Raipur. In case tenderer fails to supply /service within the accepted period than the contract price shall stand reduced by 0.5 % per day and resulting amount will be treated as value of contract. Once the cumulative damages (LD) reaches 10 % of the contract value, the Institute reserve the right to cancel the entire work order without assigning any reason thereto and debar the contractor / service provider to participate in future tender enquires.

7. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security in the form of D.D @ 3% of the total value of order within 10 days from the date of issue of the letter of award letter. No interest will be paid by IIM Raipur on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract.
- c) Performance Security will be forfeited in case the firm fails to perform/abide by any of the terms or conditions of the contract.

8. CONTRACT PERIOD

- a) Placement Committee of IIM Raipur reserves the right for the extension of contract. Committee will review one-year services provided by the firm and give their decision as Satisfactory or Unsatisfactory. In case of Satisfactory Performance, the contract may be extended maximum up to another two years (1yr ext. + 1yr ext.) on mutually agreed terms & conditions.

9. DELIVERY SCHEDULE

Tentative delivery schedule in stage wise manner as given in the table below.

1st Sept to 15th Sept	Stage 1	Initial Engagement Group Activities, General Lecture
16th Sept to 30th Sept	Stage 2	Preparation of CV (F2F mode)
1 st Oct to 31st Oct	Stage 3	GD, mock Interview, and final Preparation
1 st Nov to 31st Mar 2022	Stage 4	Extend services as and when required

10. OTHER TERMS AND CONDITIONS

a) Termination for Insolvency

The IIM Raipur may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

The court of Raipur alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Raipur Court shall have jurisdiction in the matter

b) Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e., beyond the control of either party.

c) Arbitration

In the event of any dispute or difference arising under these services, the Director, IIM Raipur or his nominee is the arbitrator, and the decision of the arbitration will be binding on both parties.

d) Other Conditions

- i. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the contract, Performance Security shall be forfeited.
- ii. IIM Raipur reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.

- iii. IIM Raipur reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after the submission of the quotation will not be entertained
- iv. Conditional tenders shall not be considered.
- v. IIM Raipur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- vi. IIM Raipur may issue corrigendum to tender documents before due date of Submission of bid on the CPPP portal and IIM Raipur website only. The tenderers are advice to regularly visit the website till the award of contract. The tenderer is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Raipur. The tenderer is not supposed to incorporate the amendment in the body of the tender document.

CERTIFICATE

(to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory Name:

Place:

Designation:

Seal:

Contact No.

Agency / Company Details


I. Details of Tenderer		
<u>Sr.</u>	<u>Particulars</u>	<u>Details</u>
1	Name of Tendering Agency	
2	Date of Incorporation / Establishment	
3	PAN Number (Copy to be enclosed)	
4	GST Registration Number (If applicable)	
5	Bank Details or Submission of cancelled cheque	1. A/c No.: 2. IFS Code: 3. Bank Name: 4. Branch Name:
6	E-mail ID of the official with name & mobile number	1. Email: 2. Name: 3. Mobile No.:
7	Office Address for Postal Communication	
Authorized Signatory Details		
1	Name	
2	Designation	
3	Email	
4	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Stage-3
FINANCIAL BID

 <p style="text-align: center;">Indian Institute of Management Raipur Atal Nagar, P. O. - Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh Website: http://www.iimraipur.ac.in/</p>		
<u>NIT No. IIMR/Tender/2021-22/06 dated 04.08.2021</u>		
<u>FINANCIAL BID</u>		
<u>Name Work:</u> Hiring of Expet Service Provider for Batch Preparedness for Placement of PGP 2020-22 Batch of IIM Raipur		
Name of the Company		
Sl. No	Item Details	Amount (Rs.)
1	Total cost for the batch preparedness for placement of PGP 2020-22 batch of IIM Raipur as per scope of work and terms & conditions mentioned in the tender document. (GST if applicable will be paid extra as actual).	
	TOTAL ANNUAL COST FOR THE ABOVE SERVICE (GST (if applicable) will be paid extra)	0.00

Seal & Sign of the Bidder