



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

Tender No: IIMR/SP/Tender/2023-24/03 dt.15.05.2023

इंडियन इंस्टीट्यूट ऑफ मैनेजमेंट रायपुर पीजीपी 2022-24 और पीजीपी 2023-25 बैच की नियुक्ति के लिए बैच की तैयारी के लिए विशेषज्ञ सेवा प्रदाताओं की भर्ती के लिए ई-निविदा के लिए पात्र बोलीदाताओं से बोलियां आमंत्रित करता है।

The Indian Institute of Management Raipur invites bids from eligible bidders for the e-Tender for the hiring of expert service provider for batch preparedness for placement of PGP 2022-24 & PGP 2023-25 batch.

(सी.पी.पी.पी (<https://eprocure.gov.in/cppp/>) के माध्यम से ऑनलाइन निविदा
Online tendering through CPPP (<https://eprocure.gov.in/cppp/>)

भारतीय प्रबंधन संस्थान रायपुर
अटलनगर, पीओ - कुरु (अभनपुर),
रायपुर – 493 661, छत्तीसगढ़
वेबसाइट: <http://www.iimraipur.ac.in/>

Indian Institute of Management Raipur
Atal Nagar, P. O. - Kurru (Abhanpur),
Raipur – 493 661, Chhattisgarh
Website: <http://www.iimraipur.ac.in/>

निविदा आमंत्रित सूचना **NOTICE INVITING TENDER**

इंडियन इंस्टीट्यूट ऑफ मैनेजमेंट रायपुर पीजीपी 2022-24 और पीजीपी 2023-25 बैच की नियुक्ति के लिए बैच तैयारियों के लिए विशेषज्ञ सेवा प्रदाता की भर्ती के लिए ई-निविदा के लिए पात्र बोलीदाताओं से बोलियां आमंत्रित करता है।

The Indian Institute of Management Raipur invites bids from eligible bidders for the e-Tender for the hiring of expert service provider for batch preparedness for placement of PGP 2022-24 & PGP 2023-25 batch.

The schedule and other details of the Tender are as under:

Tender Name	Hiring of expert service provider for batch preparedness for placement for PGP 2022-24 & PGP 2023-25 batch of IIM Raipur
Tender No.	IIMR/SP/Tender/2023-24/03 dt.15.05.2023
Mode of Selection	QCBS- Submission of technical documents & presentation-70 marks Price bid (Financial bid)-30 marks
Publish Date	15.05.2023
Bid Opening Date	06.06.2023 @ 03:30 PM
Bid Document Download Start Date	15.05.2023 @ 03:30 PM
Bid Document Download End Date	05.06.2023 @ 03:30 PM
Bid Submission Start Date	15.05.2023 @ 03:35 PM
Bid Submission End Date	05.06.2023 @ 03:35 PM
Online presentation through Zoom	Will be intimated separately through email to the technical qualified bidders; two days before from date of presentation
Tender Fee	Rs.590.00 (Rs.500.00 + 18 % GST) (Rupees five hundred ninety only) in the form of DD Demand Draft in favor of "IIM Raipur" payable at Raipur from any Scheduled Commercial Bank except Co-operative & Gramin bank. Tender Fee should reach physically through speed post/registered post/courier in an envelope & superscribed with subject, "Tender Number" addressed to The CAO, IIM Raipur, Atal Nagar, Kurru, Abhanpur, Raipur, Chhattisgarh, INDIA 493661; on or before the Bid Submission End Date.
EMD (Earnest Money Deposit)	Rs.35,000.00 (Rupees Thirty-Five Thousand Only) EMD in the form of DD only in favor of IIM Raipur, payable at Raipur (in original) in the Office of the CAO on or before the last date and time of bid submission; failing which the tender shall be summarily rejected (No other document has to be submitted separately). Exemption of EMD may be allowed for NSIC/MSME Vendor (Certificate must be uploaded online for exemption).

Location of the service	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh
Contact Person for tender	Sr Store and Purchase Officer 0771-2474-705 / 0771-2474-714
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)

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen/downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in> or Indian Institute of Management Raipur website: www.iimraipur.ac.in.

This tender is required to be uploaded on the website <https://eprocure.gov.in> and nowhere else as it will be opened online at this site only.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

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 2022-24 & PGP 2023-25 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 a similar service. Required documents: Work order/Experience cum performance certificate/agreement copy etc.	10
2	Experience and credentials of the founding team, key members, and organization Required documents: Detailed CV or Key engagement partners / consultants.	10
3	Quality and structure of proposed service (number of modules, total duration, type of program)	10
4	Education and experience of the trainers responsible for the delivery of service Required documents: Detailed CV of key engagement partners/ consultants/ trainers.	10
5	Ability to deliver the service on time (both physically and digital mode) Note: Service must be delivered between 17th July 2023 to 31st March 2024 in stages or till the completion of the program.	10
6	Ability to tailor the program as per need of IIM Raipur.	10
7	Feedback from past services particularly from IIMs. (Testimonials from the faculty or members of the placement team, copy of the formal contract).	10
	Total	70

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

Scores of Financial bids are computed as per the following formula: -

$$\text{Normalize Financial Bid Score} = \frac{(\text{Lowest Tender Price in the Category} \times 10)}{\text{Price Quoted by respective Tenderer}}$$

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 the selection and final score obtained in the presentation part	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

INSTRUCTIONS OF ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is

advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.

14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record

of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 0120-4001 002 or send a mail over to cppp-nic@nic.in.

SCOPE OF WORK / SERVICE

1. Description of Service

Batch preparedness is an essential part of the student preparedness for placement-related activities for the institute and it includes the first year and second-year PGP students, 331 in the first year and 331 in the second year. The total number of students will be around 662.

The activities of batch preparedness include:

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

2. Requirement for current second year (PGP 2022-24 batch).

The service provider will conduct the following activities for current second year:

- a) Understanding of various job descriptions for finals
- b) Understanding of critical behavior and technical competencies.
- c) Identification of Individual strength & weaknesses.
- 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 GDs, written examinations, aptitude tests, and mock interviews including case-based competitions/ interviews in physical and digital mode with self-paced module availability.
- g) Necessary preparation before Interview application /Interview.
- h) Necessary support to students having specific challenges (DAP or process related)
- i) Feedback report to individual students on one-one basis.
- j) Student-specific report of each step of activities for the Institution.
- k) Functional interview, behavioral interview, and psychometric test to understand strengths and weaknesses.
- l) Regular industry-specific knowledge sessions and domain-specific training sessions for final placements.
- m) Understanding of various Job descriptions for domain-specific roles.
- n) Support and help the placement office with leads pertaining to summer placements of first year and final placements of the second year.

3. Requirement for upcoming first year (PGP 2023-25 batch).

The service provider will conduct the following activities:

- a) Resume building workshop/sessions (one to one) including video resume guidance and feedback.
- b) Preparation of CV in a face-to-face consulting mode.
- c) Preparation of video resume and elevator pitch.
- d) Preparation of recruitment activities such as GDs, written examination, aptitude test, and mock interviews including case-based competitions/ interviews in physical and digital mode with self-paced module availability.
- e) General career counselling & Business etiquette.
- f) Necessary preparation before Interview application /Interview
- g) Workshop to be conducted on PPO conversion do's and don's for PGP Batch 2023–25.
- h) Report of each step of activities for the Institution
- i) Functional interview, behavioral interview, and psychometric test to understand strengths and weaknesses.
- j) Regular industry-specific knowledge sessions and domain-specific training sessions for summer placements.
- k) Necessary support to students having specific challenges (DAP or process related).

4. SELECTION CRITERIA (Please refer to bid evaluation criteria of the tender document)

The vendor will be selected on the Quality Cost Based System (QCBS) tendering process, where 70% of weightage is given to the technical expertise of the service provider and the remaining 30% for the financial bid.

The details of the technical criteria (70%) are given in below table:

S.No.	Description	Weightage
1.	The service provider should have prior experience with other IIM's and in delivering similar services. Required Documents: Work order/Experience cum performance certificate/agreement copy etc.	10
2.	Experience and credentials of the founding team, key members, and organization. Required Documents: Detailed CV of key engagement partners/consultants.	10

3.	Quality and structure of proposed service (number of modules, total duration, type of program)	10
4.	Education and experience of the trainers responsible for the delivery of services. Required Documents: Detailed CV of key engagement partners/consultants/ trainers.	10
5.	Ability to deliver the service in time (both physically and digital mode). Note: Service has to be delivered between 17 th July 2023 to 31 st March 2024 in stages or till the completion of the program	10
6.	Ability to tailor the program as per the need of IIM Raipur.	10
7.	Feedback from past services particularly from IIM's. (Testimonials from the faculty or members of the placement team, copy of the formal contract).	10

5. PRE-CONDITION

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

6. DISQUALIFICATION

The service provider will be disqualified if it failed to secure a minimum of **35 points** in the technical criteria of the bid evaluation process.

7. DELIVERY SCHEDULE

A tentative delivery schedule for the 2022-24 & 2023-25 batches in a stage-wise manner is given in the table below.

Batch 2022-2024	17 th July to 31 st July	Stage 1	Initial Engagement Group Activities, General Lecture
	1 st Aug to 31 st Aug	Stage 2	Preparation of CV (F2F mode) Regular industry-specific knowledge sessions and domain-specific training sessions.
	1 st Sep to 31 st Oct	Stage 3	GD, mock Interview, and final batch preparation. Regular industry-specific knowledge sessions and domain-specific training sessions.
	1 st Nov to 31 st March	Stage 4	Regular industry-specific knowledge sessions and domain-specific training sessions Extend services as and when required

Batch 2022-2024	17 th July to 31 st July	Stage 1	Initial Engagement Group Activities, General Lecture
	1 st Aug to 31 st Aug	Stage 2	Preparation of CV (F2F mode) Regular industry-specific knowledge sessions and domain-specific training sessions.
	1 st Sep to 31 st Oct	Stage 3	GD, mock Interview, and final batch preparation. Regular industry-specific knowledge sessions and domain-specific training sessions.
	1 st Nov to 31 st March	Stage 4	Regular industry-specific knowledge sessions and domain-specific training sessions Extend services as and when required

8. 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 July to 31st Aug 2023), the next 30% of the remaining total fee amount will be released in Phase 2 (1st Sep 2021 to 31st October 2023) and the remaining 40% of the fee amount will be released after successful completion of Phase 3 (1st Nov to 31st March 2024 or till the completion of the program which ever is earlier).

IIM Raipur reserves the right to release the fee amount only after successful completion of stage-wise activities as mentioned in the contract. The service provider shall raise invoices after the completion of every phase. Payment shall be made only after the successful completion of stage-wise activities as mentioned in the contract and within 30 days period on the receipt of hard copies 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).

9. CONTRACT PERIOD

The Placement Committee of IIM Raipur reserves the right for the extension of the contract. The committee will review the 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. The rate escalation (if required) will be decided by the Committee member of IIM Raipur.

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:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Director
IIM Raipur

Date :

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: IIMR/Tender/_____ dated _____

Name of Tender / Work: _____.

Dear Sir,

1. I/We have downloaded I obtained the tender document (s) for the above mentioned 'Tender/Work' for the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totally / entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

PART-B (FIANCIAL BID EVALUATION)

FINANCIAL BID

Name Work: Hiring of Expet Service Provider for Batch Preparedness for Placement of PGP 2022-24 & PGP 2023-25 Batch of IIM Raipur

Name of the Company		
Sl. No	Item Details	Amount (Rs.) with GST
1	Total cost for the batch preparedness for placement of PGP 2022-24 & PGP batch 2023-25 batch of IIM Raipur as per scope of work and terms & conditions mentioned in the tender document.	
	TOTAL ANNUAL COST FOR THE ABOVE SERIVCE WITH GST	0.00