

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
**Umsawli, Shillong-793018**

Website: [www.iimshillong.ac.in](http://www.iimshillong.ac.in)

**Tender No: V1-1601/10/2022-SPO/24-25/07**

**Date: 17 Oct 2024**



**Notice Inviting e-Tender (NIeT)**

For

**Providing Services for GD And Interview Coaching And Counselling for students of  
IIM Shillong**

## INDEX

<b>SECTION NO</b>	<b>DESCRIPTION</b>	<b>PAGE NO</b>
	<b>DETAILED NOTICE INVITING E-TENDER</b>	3
1.0	<b>INSTRUCTIONS FOR ONLINE BID SUBMISSION</b>	5
2.0	<b>GENERAL TERMS AND CONDITIONS</b>	6
3.0	<b>ELIGIBILITY CRITERIA</b>	9
4.0	<b>SCOPE OF WORKS</b>	10
5.0	<b>SPECIAL TERMS &amp; CONDITIONS AND PAYMENT TERMS/ SCHEDULE.</b>	10
6.0	<b>FINANCIAL BID</b>	12
7.0	<b>PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER DOCUMENT, DECLARATION AND BIDDER DETAILS- ANNEXURE -I</b>	13

### **DETAILED NOTICE INVITING e-TENDER**

Online tenders, in two bid system are invited on behalf of Director, IIM Shillong from eligible, experienced agencies for Providing Services for GD And Interview Coaching And Counselling for students of IIM Shillong

<b>NIT No</b>	<b>V1-1601/10/2022-SPO/24-25/07</b>
Name and Location of Work	Providing Services for GD And Interview Coaching And Counselling for students of IIM Shillong
Date of Completion of the Work	150 days from the date of issue of LoI/ Work Order.
Date of Issue/e-Publishing at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	17 Oct 2024 at 17.00 hrs
Document Download Start Date and time at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	17 Oct 2024 at 17.00 hrs
Document Download End Date and Time at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	31 Oct 2024 at 15.00 hrs
Tender Queries should reach by	Latest by 25 Oct 2024 till 17:00 Hrs. Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a>
Last Date and Time for receipts of Tender online at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	31 Oct 2024 at 15.00 hrs
Date and Time for opening of Tender at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	01 Nov 2024 at 15.00 hrs
Date and Time for Financial Evaluation at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	To be declared after successful evaluation of technical bid documents.

No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 <b>Email: <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a></b>

Sd/-

Chief Administrative Officer  
IIM Shillong

## **1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION :**

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notice/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in) and [accountsofficer@iimshillong.ac.in](mailto:accountsofficer@iimshillong.ac.in) clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6 The bid submitted shall become invalid if-
  - i The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
  - ii The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
  - iii The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.7 The tender document shall be uploaded in two parts as follows:
  - 1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
  - 1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids
- 1.8 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Sd/-  
Chief Administrative Officer  
IIM Shillong

## **2.0 GENERAL TERMS & CONDITIONS:**

### **2.1 INSTRUCTIONS TO BIDDERS**

#### ***General Conditions of Tendering***

- 2.1.1 **Tender document:** One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the drawings/ specifications/brochures etc (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.
- 2.1.2 **Tender validity:** Tender shall remain valid for a period of 90 **days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given. In case of bidder revoking or cancelling his tender, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute's website.
- 2.1.3 **Tender submission:**
1. Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
  2. The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorised to enter into commitment on behalf of the bidder.
  3. If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

#### **2.2 Bidder's responsibility for bid & Clarification:**

- 2.2.1 The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.
- 2.2.2 The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

2.2.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in))**

2.3 **Pre-Bid meeting** :Techno-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

#### 2.4 **Amendments.**

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website ([www.iimshillong.ac.in](http://www.iimshillong.ac.in)) for details. No other mode of notice will be given.

#### 2.5 **Scope of Tender**

The complete scope of works/ supply/ service has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of works/ supply/ service in line with basic scheme and scope as defined in the tender document shall be considered.

#### 2.6 **Deviations in terms and condition**

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. **Conditional tenders are liable to be summarily rejected.**

#### 2.7 **Institute's right**

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

#### 2.8 **Earnest money**

2.8.1 The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NlET.

2.8.2 **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme (having Valid Registration) shall be exempted from payment of EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the item/work/service tendered to get EMD exemptions. If the bidder fails to submit valid registration certificate his claim for EMD exemptions shall not be entertained.

2.8.3 If the bidder, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her

offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited.

- 2.8.4 After placement of Work Order/ Supply Order on successful bidder, the earnest money will be refunded to the unsuccessful Bidders. For successful bidder, the EMD will be converted to Security Deposit without any interest and will be refunded after one month of successful completion of Defect Liability Period.
- 2.8.5 In case of cancellation/ withdrawal of this 'NIeT' i.e. Notice Invitation to e-Tender by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to Bidders without any interest.

## 2.9 Tender requirement

### 2.9.1 Technical and Price Bid

- 2.9.1.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure II by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
- 2.9.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.9.1.3 Priced bid of Technically qualified bidders will be opened on designated date.

### 2.10 PERFORMANCE GUARANTEE :

As Performance Security, EMD of the successful bidder shall be retained by the Institute as a Performance Guarantee. At the successful completion of contract/ supply/ work/ service the Performance Guarantee will be refunded to the bidder. MSME registered firms who have sought exemption for submission of EMD will require to furnish a Performance Bank Guarantee (PBG) to the amount of 3% of the contract/ supply/ service value within 2 weeks of receipt of work/supply order.

### 2.11 Completion Certificate:

Upon satisfactory completion of contract/supply/work, a Completion Certificate will be issued by the Institute.

### 2.12 Liquidated Damages for delayed completion/ supply:

If the successful bidder fails to perform within the stipulated time then penalty at the rate of 0.5% per week or part thereof subject to a maximum of 10% of the Work/



contract/ supply order value will be levied and deducted from the payment due to the firm.

### **2.13 Work/ Purchase at Risk and Cost**

The institute reserves the right to get the whole or part of the work/ purchase executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.

### **2.14 Insurance**

The bidder shall take insurance to cover any accident or accidents of nature, for an amount as required for the type of Work/ contract/ supply against damage /loss/ injury to property or person or loss of life during the complete period of the supply/ contract.

### **2.15 Indemnity**

The bidder shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property.

### **2.16 Jurisdiction**

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute are subject to Shillong court's jurisdiction only.

## **3. ELIGIBILITY CRITERIA**

**A.** The following documents are to be furnished by the tenderer in Technical bid. Only those bidders who meet the below mentioned minimum criteria will be considered for Financial Bids:-

1. The applicant firm should be a registered training firm for the type of services as required in this document.
2. The applicant firm should be in practice for more than 2 years.
3. The applicant firm should be registered with GST and PAN
4. Experience of handling training assignments of Educational Institution(s) such as IIT's, IIM's, NIT's or any other centrally funded institute is desirable. Furnish copy of the documentary evidence in support of the handling of such training programs.
5. The firm needs to submit a written recommendation/feedback from at least 3 previous clients/institutions wherein they have undertaken similar training programme along with their contact details for verification.
6. The bidder should not have been blacklisted by any department/institute of the Government of India in the past. (Undertaking in this regard is to be submitted)
7. Signed and Scanned Copy of Tender Acceptance Letter

#### 4. SCOPE OF WORK

##### Program Objective

- (i) To prepare students for the campus placement process and ultimately for the Business World.
- (ii) To make sure students are aware of sectors and trends in the global market.
- (iii) To maximize MBA students' performance in the placement process
- (iv) To make sure students are aware of their area of improvement to work upon in order to get placed

##### Description of requirement

Sl no.	Program Component	Duration per session (Mins)	Format	No. of sessions
1	Practice			
1.1	Group Discussions (Group of 10) (3 per student in which 2 GDs student will participate and 1 GD student will evaluate)	120	1 to many	30
1.2	Practice Interview 1 (Online)	30	1 to 1	300
1.3	Practice Interview 1(Online)	30	1 to 1	300
2.	Support			
2.1	Interview and GD best practices	120	1 to many	1
2.2	Company Specific Presentation pointers/ Work shops during placements	As per requirement	As per requirement	20

#### 5. SPECIAL TERMS & CONDITIONS AND PAYMENT TERMS/ SCHEDULE

- (a) The rates quoted by Bidder (s) shall be all-inclusive (except GST) and fixed throughout the period of the Contract, and no changes in this regard are accepted, for any reason whatsoever.
- (b) If the successful Bidder fails to fulfill his obligations under the Contract i.e., non-adherence to terms and conditions in full or in part, IIMS may terminate the Contract forthwith, without incurring any liability whatsoever.
- (c) Notwithstanding anything contained herein, the Contract can be terminated by either party by giving an advance notice of three months. No reason need be stated by either party for (seeking) termination.
- (d) Termination shall not affect the ongoing programs (i.e., programs in progress), and they shall progress and conclude as per the terms agreed upon by the parties under the Contract.
- (e) Manpower Deployment: The Bidder is required to deploy a set of technically qualified, skilled, and experienced human resources with prior experience in the scope of work, for exclusive servicing of the IIMS contract. One of the resource persons shall be the single point of contact (SPOC), who will liaise with the counterpart in IIMS for the successful conduct of the programs.
- (f) The bidder shall at all times use duly licensed software, tools, etc. for the execution of the Scope of work as mentioned above. The Bidder shall duly acknowledge and comply with the provisions of law relating to intellectual property rights. The bidder shall indemnify and hold the Institute harmless at all times, for any lapses in this regard on its part, for any reason whatsoever.
- (g) The bidder shall apprise and seek the inputs of the Institute in the activities planned in support of the Scope of work.

(h) The bidder shall share the information with the Institute, from time to time, concerning the latest activities in support of the Scope of work.

(i) The bidder shall develop and ensure due security protocols so that the material developed, and the programs delivered by IIMS through the electronic channel of the bidder are not corrupted, altered, or their integrity compromised in any manner, notwithstanding technical snags (if any), intrusions (such as hacking) or interruptions that might occur; and promptly take suitable and strong preventive, detective, corrective, and remedial measures that would prevent recurrence of such events.

(j) The bidder shall provide appropriate customer training for the users of the Institute, on its technology platforms (if any) for smooth execution of the Scope of work .

(k) The bidder shall notify the Institute promptly of any complaint or claim made or brought against it or against the bidder with respect to the deliverables at the Institute.

## 6. FINANCIAL BID

- The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
- A sample BOQ is placed herewith in excel sheet format.
- If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.

### Sample Financial Bid

Sl no.	Program Component	Duration per session (Mins)	Format	No. of sessions	Rate per session excl of taxes	Total excl of taxes (in Rs)
1	Practice					
1.1	Group Discussions (Group of 10) (3 per student in which 2 GDs student will participate and 1 GD student will evaluate)	120	1 to many	30		
1.2	Practice Interview 1 (Online)	30	1 to 1	300		
1.3	Practice Interview 2 (Online)	30	1 to 1	300		
2.	Support					
2.1	Interview and GD best practices	120	1 to many	1		
2.2	Company Specific Presentation pointers/ Work shops during placements	As per requirement	As per requirement	20		
3.	Grand Total excl of taxes					

**PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER DOCUMENT,  
DECLARATION AND BIDDER DETAILS**

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref no.

Date:

**To**  
**The Chief Administrative Officer**  
**IIM SHILLONG**  
**Umsawli, Shillong - 793 018.**

**Sub:**

" \_\_\_\_\_  
\_\_\_\_\_." against Tender No: \_\_\_ Dated \_\_\_/\_\_\_/\_\_\_

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work " \_\_\_\_\_." as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole works/ supply/ service in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above works/supply/service, I/We hereby submit the relevant information.
2. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
3. I/We enclose herewith documentary evidence of my/our experience of execution of work/ supply/ service of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender document.
4. I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ supply /services during the last 5 years.
5. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also understood that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of.....2022

**Name of the Bidder with Address:**

Name:

Address:

Signature of Bidder(s), with the seal of Firm

**BIDDER's DETAILS**

1.	<b>Name of the Firm/Agency</b>	
2.	<b>Full address with Pin code, Telephone No/Mobile No. E-mail. Address</b>  Telephone/ Mobile no.: Email id:	
3.	<b>Name &amp; Designation of Contact Persons</b>  Name  Designation  Telephone/ Mobile no.: Email id:	
4	<b>Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)</b>	
5	<b>Nature of Business:</b>	
6	<b>a. GSTIN:</b>  <b>b. PAN:</b>	
7	<b>Bank Account Particulars:</b> Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	
8	<b>Details of EMD paid:</b> <b>EMD Amount: Rs.</b> <b>Receipt No.</b>	

**Signature of the bidder with seal**