



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Uruvela, Prabandh Vihar**  
**Bodh Gaya – 824234, India**

Tender No: IIMBG/2020-21/Placement/13

Date: 12 September 2020

**Limited Tender For Providing Automated Recruitment System at IIM Bodh Gaya**

Issued By  
IIM Bodh Gaya (Bihar)  
**(e-publish mode only)**

Website:  
<http://www.iimbg.ac.in/tender-and-notice>  
<https://www.eprocure.gov.in/epublish/app>

**Tender Inviting Authority**

Chief Administrative Officer  
Indian Institute of Management Bodh Gaya  
Uruvela, Prabandh Vihar  
Bodh Gaya-824234 (Bihar)

Phone: 0631-2200238  
Email: [cao@iimbg.ac.in](mailto:cao@iimbg.ac.in)

Indian Institute of Management Bodh Gaya, an autonomous body, under the Ministry of Human Resources Development, Government of India invites Limited Tenders for Providing Resume Building Workshop And Training at IIM Bodh Gaya, Bihar. Interested Agencies meeting the eligibility criteria as per tender document may submit their tenders for Providing Resume Building Workshop And Training, complete in all respect at below address:

The Store & Purchase Officer,  
Indian Institute of Management Bodh Gaya,  
Uruvela, Prabandh Vihar,  
Bodh Gaya-824234 (Bihar)

Email : [spo@iimbg.ac.in](mailto:spo@iimbg.ac.in) , Mobile : 7033439192

**\* For Clarification if any, please contact at 9730675678**

**Critical Dates of Tender:**

SN	Particulars	Date	Time
1	Date and Time of Publication/Download of Tender	12/09/2020	
2	Bid Submission close date & time	21/09/2020	09.00 am
3	Opening of Bids	21/09/2020	12.00 pm

## 1. ABOUT IIM BODHGAYA

Indian Institute of Management Bodh Gaya is an Institution of National Importance under the Indian Institutes of Management Act, 2017.

## 2. SCOPE OF WORK

The institute requires cloud-based solution to manage all its placement related activities as tabulated below:-

<b><u>Student Admin Access Control</u></b>	<ul style="list-style-type: none"><li>• Available in detail</li><li>• Student placement performance reports</li><li>• Lock/unlock user profiles</li><li>• Create/delete users</li></ul>
<b><u>Student Batch Management</u></b>	<ul style="list-style-type: none"><li>• A snapshot of the entire batch should be available to the Placement Team at all times. This snapshot can be downloaded in and can be used to pitch to the companies. It should be available in<ul style="list-style-type: none"><li>• Excel (online view and download)</li></ul></li><li>• Freezing/ unfreezing of the profiles should be available on click of a button</li><li>• Filter student details by degree, department, offers, offer type... till the last mile</li></ul>
<b><u>CV Creation and Verification</u></b>	<ul style="list-style-type: none"><li>• Online resume builder - based on the details entered by the student, the resume gets auto-generated as per the format of the Institute</li><li>• CV format used will be provided by the Institute</li><li>• Easy and efficient CV verification by validating proofs online</li></ul>
<b><u>Application Management</u></b>	<ul style="list-style-type: none"><li>• Create separate processes for every batch and manage them effectively (2019 summers, 2018 Laterals etc.)</li><li>• Define your placement system - dream logic etc</li><li>• Invite applications for companies added to a process with <b>pre-set eligibility criteria</b></li><li>• Send the list of applicants to the company via the platform/ email</li><li>• Declare shortlists</li><li>• Notify students over email / via portal for new applications, deadlines, reminders, shortlist etc.</li><li>• Placement Team can download applicant Resume and Profiles on a click of a button and send it to companies</li></ul>
<b><u>Meeting Calendar</u></b>	<ul style="list-style-type: none"><li>• A calendar-like feature for the sales team to track the meetings they are performing with the corporates. The feature will also provide an analysis of the meetings</li><li>• Manage different events for the students like – Mock GD, Mock PIs, Competitions, Hackathons, Live Projects from companies, Presentations etc.</li></ul>

<b><u>Attendance Management for Events</u></b>	<ul style="list-style-type: none"> <li>• Automated attendance capturing for events like PPT, workshops, Interviews etc.</li> <li>• Stitching student attendance with the admissions policy – Application criteria etc.</li> <li>• Manage different events for the students like – Mock GD, Mock PIs, Competitions, Hackathons, Live Projects from companies, Presentations etc.</li> <li>• Customizable evaluation dashboards</li> </ul>
<b><u>Access Control</u></b>	<ul style="list-style-type: none"> <li>• Flexible customizable controls</li> <li>• Verifier login to verify students profiles</li> <li>• Different kind of PT access available with different visibility (can be decided by college)</li> </ul>
<b><u>Industry &amp; Campus Connect</u></b>	<ul style="list-style-type: none"> <li>• Easy for students to view the details of the companies visiting through the “news feed” feature</li> <li>• Placement team will be able to monitor the content posted by the companies before the students view it</li> <li>• Placement team and various societies can post content and event for the students</li> <li>• One-way communication only from companies to students, student names or any other information pertaining to the students will not be visible to companies</li> </ul>
<b><u>Dashboard</u></b>	<ul style="list-style-type: none"> <li>• Available for all key users</li> <li>• A dashboard available to student - list of companies invited, eligible, applied, shortlisted and placed</li> <li>• Apply to companies with a click of button and track all the application where you have applied</li> <li>• See all the details related to the company on the platform itself before you apply</li> </ul>
<b><u>MIS Reports</u></b>	<ul style="list-style-type: none"> <li>• Student Performance report and insights available for the placement team to take required action</li> <li>• A live Placement Report available to the placement team to track performance and share with the higher authorities on click of a button</li> <li>• For analysis and reports which are above and beyond those available on the platform, vendor/Company will generate and deliver such analysis/reports upon request.</li> </ul>
<b><u>Database Security and Management</u></b>	<ul style="list-style-type: none"> <li>• Corporate Contact database would be encrypted with the best encryption commercially available. Encryption key will be generated by the placement team and would only be available to them to access data</li> <li>• If the encryption key is not available users will only see junk and the key will only be available to the placement team, even the service provider will not have a copy of the same</li> <li>• Access controls can be provided within the team to manage information handling</li> <li>• All data should be managed using global Cloud service provider (CSP) who has full empanelment for delivering Public Cloud services to government customers in India.</li> </ul>

<b><u>Notifications</u></b>	<ul style="list-style-type: none"> <li>• Student will be provided notifications via 3 mediums:</li> <li>• <b>Mobile App</b></li> <li>• <b>Email</b> on the registered Student ID</li> <li>• <b>In-App</b> notifications on WebApp</li> <li>• Placement Team can initiate notifications (as reminders) at multiple instances to maximize applications for a company</li> <li>• Notification are triggered at various levels – Invitation to a company’s application, reminders to apply, deadline extensions, shortlist declarations, notifications for proof rejection during Verification process etc.</li> </ul>
<b><u>Support</u></b>	<ul style="list-style-type: none"> <li>• 24x7 support will be available throughout the subscription period.</li> <li>• For regular communication, a WhatsApp group will be created with key stakeholders from IIM BODHGAYA and support team from company/vendor</li> <li>• All issues identified during subscription period will be resolved within 48 working hours</li> <li>• Phone support for critical issues and urgent communication will be available 24x7</li> <li>• Email support for all official communication and responses</li> </ul>
<b><u>Training</u></b>	<ul style="list-style-type: none"> <li>• Online trainings will be made available to all users as and when required during the subscription period.</li> <li>• Online refresher trainings will be conducted free of cost at the request of the client.</li> </ul>
<b><u>Automated Resume Creation</u></b>	<ul style="list-style-type: none"> <li>• Resume will be automatically created (basis profile creation) for the students in the format approved by the college</li> <li>• List of different types of resumes available to choose from</li> </ul>
<b><u>Calendar</u></b>	<ul style="list-style-type: none"> <li>• To manage meetings and calls with companies</li> <li>• To set the different events for students</li> <li>• avoid clashes</li> </ul>

## **Training & Support**

### **Training:**

- Online trainings should be made available to all users as and when required during the subscription period.
- Online refresher trainings should be conducted free of cost at the request of the client.

### **Support:**

- 24x7 support should be available throughout the subscription period.
- For regular communication, a WhatsApp group should be created with key stakeholders from IIM BODHGAYA and support team of vendor/company
- All issues identified during subscription period should be resolved within 48 working hours
- Phone support for critical issues and urgent communication should be available 24x7
- Email support for all official communication and responses

### 3. QUALIFICATION EVALUATION PARAMETERS:

Sl. No.	Parameters
1.	CRM
2.	Student Access and Company Access
3.	Automatic Resume Builder
4.	Data Security
5.	Companies Present on Platform
6.	Corporate Exposure
7.	Clientele
8.	Pricing

***Bidders not complying with above conditions or not providing complete information as described shall not be considered and hence they will be out rightly rejected without assigning any reasons, whatsoever.***

### 4. IIM Bodh Gaya's Right to Terminate the Process

IIM Bodh Gaya may terminate the tender process at any time and without assigning any reason. IIM Bodh Gaya makes no commitments, expressed or implied that the process will result in a business transaction with anyone.

This tender does not constitute an offer by IIM Bodh Gaya. The bidder's participation in this process may result in IIM Bodh Gaya selecting the bidder to engage in further discussion and negotiations onwards execution of a contract, if necessary. The commencement of such negotiation does not, however, signify a commitment by IIM Bodh Gaya to execute a contract or to negotiations. IIM Bodh Gaya may terminate negotiations at any time without assigning any reasons.

In the event of termination of the contract, all the data that belongs to/ created by IIM BODHGAYA should be returned to the institute and deleted permanently from the vendor/company servers. No copy in any form will be held by the vendor/company.

### 5. CONFIDENTIALITY & NDA

It would be the responsibility of both parties to adhere to the confidentiality and the Non-Disclosure of terms and conditions of this proposal.

**The institute reserves the right:**

- a. To reject any or all tender quotations without assigning any reason whatsoever and is not bound to accept the lowest (L1) rate.
- b. To change any clauses/items/condition on the tender quotation document.

### 6. BID SUBMISSION PROCESS

The Bid will be submitted by the vendors (LTE) through physical submission like speed post, courier, by hand etc. or may be submitted through email on given mail id.

The Store & Purchase Officer,  
Indian Institute of Management Bodh Gaya,  
Uruvela, Prabandh Vihar,  
Bodh Gaya-824234 (Bihar)

Email : [spo@iimbg.ac.in](mailto:spo@iimbg.ac.in) , Mobile : 7033439192

## **Bid Evaluation**

The Tender Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the vendor/company/agencies as per the evaluation parameter listed above.

Opening and Evaluation of Bids: The institute reserves the right to seek clarifications or additional information/ documents from any bidder. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

## **Bid Validity Period**

The bid will remain valid for 90 days from the date of opening as prescribed by IIM Bodhgaya. A bid valid for a shorter period shall be rejected, being non-responsive.

## **7. TERMS AND CONDITIONS OF THE CONTRACT**

- (i) The financial bid should be valid for a period of not less than 90 days from the date of opening of bid.
- (ii) Bids will be opened in the presence of bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
- (iii) The institute does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- (iv) The prices are to be quoted as per the tender document and also to mention the amount as total package with Taxes.
- (v) All duties, taxes and other levies payable by the vendor shall be included in the total price.
- (vi) Vendor should quote only for the specified requirements in the tender and for all the requirements in the tender. No change in the work from the tender documents will be permitted.

## **8. EXPENSES TO BE BORNE BY BIDDER**

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. IIM Bodhgaya in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

## **9. JURISDICTION**

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Gaya alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Gaya.

## **10. DISPUTE SETTLEMENT AND APPOINTMENT OF ARBITRATOR**

All dispute or differences whatsoever arising between the parties out of or relating to the work and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiation shall be settled by referring the dispute to The Director, IIM Bodh Gaya, who may either herself decide the dispute as Arbitrator or appoint some other person as arbitrator to adjudicate the same, who shall be unconnected with IIM Bodh Gaya. The proceedings will be governed by the provisions of the Arbitration & Conflation Act 1996.

By consent of parties the jurisdiction of all other courts are exculpated and the court at Patna, Bihar alone shall have jurisdiction. The language of Arbitration shall be English. The venue of Arbitration proceedings shall be Patna as the case may be.

Place:

Name:

Date:

Address:

Contact No.:

E-mail:

Signature with Stamp of Bidder

## FINANCIAL QUOTE FORMAT

**Ref: - IIMBG/2020-21/Placement/13**

**Date: 12 September 2020**

Product	Subscription Period	Per Student Cost (In Rs.)	Total Cost including all taxes and charges if any (In Rs. )
<b>Automated Recruitment System</b>	1 Year		

No other charges applicable.

- Approx. Strength – 189 Students
- The above services are required for the period of one year. The services rendered by the vendor/company may be extended for further period based on services performance evaluation by the organization committee

Signature of the authorized representative of the bidder

**Name:**

**Designation**

**Date**

**seal**