



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

Tender No: IIMBG/NIT/2020-21/ Placement/14

Date: 14 October 2020

(e-Procurement Mode only)

Tender document and other details can be obtained from <https://mhrd.euniwizarde.com>, <http://www.iimbg.ac.in> & CPP Portal website: www.eprocure.gov.in/epublish/app/epublish/app

Registration with M/s ITI Ltd: - Intending Consultancy Firm/ Consultants are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://mhrd.euniwizarde.com> for obtaining user-id, by paying a registration fee (As given in the e-portal), and online tender processing fee (As given in the e-portal), etc. Consultancy Firm/ Consultants are also required to obtain Class-III (Signing + Encryption) Digital Signature for participating in the e-tender.

E-Tender Processing Fee – Rs (As given in the e-portal) pay to “ITI LTD. Through e-payment gateway.

For participating in the e-Tendering process of IIM Bodh Gaya (Bihar), the Firm/Agency shall have to get them registered on the site <https://mhrd.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://mhrd.euniwizarde.com> with the help of Class-III (Signing + Encryption) Digital Signature by which they can participate in e-Tender of IIM Bodh Gaya.

For this intending Consultancy Firm/ Consultant may contact following e-Wizard Helpdesk numbers.

- 1. E-Wizard Helpdesk Patna**
1st floor, M-23, Road No. - 25,
Near SBI Sri Krishna Nagar, Patna-800001.
Phone No.: 0612-2520545, 8448288986, 8448288984, 8448288982.
MAIL ID – ewizardhelpdeskpatna@gmail.com
- 2. E-Wizard Helpdesk**
New Delhi -110001, Phone No. 011-49606060
Mail id: ewizardhelpdesk@gmail.com



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

Tender No: IIMBG/NIT/2020-21/ Placement/14

Date: 14 October 2020

Notice Inviting Tender for “Hiring of Placement Consultancy Firm/ Consultant” for IIM Bodhgaya, Bihar

Indian Institute of Management Bodhgaya (IIM Bodhgaya) invites bids in two bid systems from reputed, experienced and financially sound Consultancy Firm/ Consultant for the following Consultancy Service:-

Brief Details of Tender:

| <i>Item Description</i> | <i>Estimated Volume of contract (Rs.)</i> | <i>EMD (Rs.)</i> |
|---|---|------------------|
| HIRING OF PLACEMENT CONSULTANCY FIRM/ CONSULTANT FOR IIM Bodhgaya | 40,00,000/- | 80,000/- |

The tender document along with all forms are available on the Institute website: <http://www.iimbg.ac.in> and <https://mhrd.euniwizarde.com> at the e-publishing window of the Central Public Procurement portal (CPPP) <http://eprocure.gov.in/epublish/app> and bid is to be submitted through online mode only.

Important Information on Tender:

| S/N | Particulars | Date | Time |
|-----|--|--|-----------|
| 1. | Date and Time of Online Publication / Download of Tender | 14-10-2020 | 1845 Hrs. |
| 2. | Bid Submission Start Date and Time | 14-10-2020 | 1855 Hrs. |
| 3. | Bid Submission Close Date and Time | 04-11-2020 | 1800 Hrs. |
| 4. | Opening of Technical Bids | 05-11-2020 | 1200 Hrs. |
| 5. | Opening of Financial Bids | Will be informed later | |
| 6. | Period of Contract | Period of contract will be for the period November 20 to May 21. | |

TABLE OF CONTENTS

| <i>S. No.</i> | <i>Description</i> | <i>Page No.</i> |
|---------------|---|-----------------|
| 1. | About IIM Bodhgaya | 4 |
| 2. | Scope of Work, Technical Specification For Consultancy Services | 4-5 |
| 3. | Earnest Money Deposit Details | 6 |
| 4. | OID, Eligibility Criteria And Technical Criteria | 6-7 |
| 5. | Financial Bid Details | 7 |
| 6. | Availability of Tender | 7 |
| 7. | Bid Validity Period | 7 |
| 8. | Bid Submission, Opening & Evaluation | 7-14 |
| 9. | Performance Security Details | 14 |
| 10. | Contract Period & Delivery Schedule | 15 |
| 11. | Payment Terms : Milestone Based Payment Disbursal Plan | 15-16 |
| 12. | General Terms And Conditions | 16-17 |
| 13. | Important Information for The Consultancy Firm/ Consultant | 17-18 |
| 14. | Technical Bid Summary | 19-20 |
| 15. | Annexure – I - EMD Details | 21 |
| 16. | Annexure – II - Self -Declaration Certificate for Accepting All Terms & Conditions | 22 |
| 17. | Annexure – III - Self -Declaration Certificate for Non-Blacklisting | 23 |
| 18. | Annexure – IV - Work Order Details | 24 |
| 19. | Annexure – V - Annual Turnover | 25 |
| 20. | Annexure – VI - In-House Strength:100 Plus | 26 |
| 21. | Annexure –VII - Experience Certificate | 27 |
| 22. | Annexure – VIII - Operational Certificate | 28 |
| 23. | Annexure – IX - Mandate Form for Electronic Fund Transfer | 29 |
| 24. | Annexure – X - Financial Bid | 30 |

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 scope of work of the Consultant / Agency is given in succeeding paragraphs.

The agency shall be liable to bear with the additional work for increasing the number of placements. Accordingly, the additional activity/tasks desired by the placement office shall be taken-up by the consultant/agency.

- a. To drive summer internship and placement process for first year (180 Students) & second year students (110 Students) in consultation with Placement Office of IIM Bodhgaya and **ensure 100 % Summer Internships and Final Placements.**
Summer internships and Final placements executed solely by Institute's efforts shall not be accounted for incentive to Consultant/Agency.
- b. To get live Projects and other campus engagement activities from reputed companies.
- c. Preparation of detailed schedule for placement of final year student and other related activities in consultation with Placement Office of IIM Bodhgaya.
- d. Liasoning with industry and reputed companies for placement with proper scheduling of these activities including campus interviews etc.
- e. Consultant / Agency to provide complete / full assistant for placement of students of IIM Bodhgaya.
- f. Support 1st year students for internship and align/strengthen them for future placement prospects.
- g. To invite reputed speakers from industry for PGP courses / seminars. Necessary admin support for speakers/guests shall be provided by the Institute.
- h. Introducing and enrolling students of IIM Bodhgaya in contemporary management practices from time to time for upscaling of their better career prospects/placement. Necessary admin support shall be provided by the institute for organising such activities. However, a prior consent/approval of the institute shall be obligatory for such events.
- i. All Services to be provided by the Agency/Consultant shall be performed with promptness and diligence in a workmanlike manner and at a level of proficiency to be expected of a consultant with the background and experience that the Consultant has represented it has. Nothing in this clause shall affect IIM Bodhgaya's right to revise, update or otherwise modify the 'Standard of Services' during the subsistence of the Agreement and/or any Contract. The Company shall provide such access to its information, property and personnel as may be reasonably required in order to permit the Consultant to perform the Services.
- j. Agency/Consultant will bring company to IIM Bodhgaya, such as IT Analytics ITes, Investment Banking, Finance E-tailing consulting and FMCG shall be given prominence over other sectors. All efforts shall be made by the Consultant / Agency to bring companies from these sectors, in addition to other sectors to the campus for summer internship and final placement.

Technical Specifications for Internship Readiness Program and Placement Readiness Program

Objective:

1. Internship Readiness Programme for MBA 1st Year: A 5-month program for the current

batch for 2022, to be launched by Mid November 2020

5 Key Focus Areas for Internship Readiness Program:

1. **Key Focus Area 1:** Alignment and planning with IIM BG stakeholders, initiating the development journey, prep for internship interviews
2. **Key Focus Area 2:** Preparation for Internship Interview
3. **Key Focus Area 3:** Support during internship interview process with specific mid cycle review for students not placed, core skill development
4. **Key Focus Area 4:** Prep for learning and showcasing self-during internships, core skill development (contd.), help students select their electives
5. **Key Focus Area 5:** Personalized guidance for learning and showcasing self during internships.

Objective:

2. Placement Readiness Programme for MBA 2nd Year: A 4-month program for the current batch of 2021, to be launched in Nov. 2020.

3 Key Focus Areas for Placement Readiness Program:

1. **Key Focus Area 1:** Alignment and planning with IIM BG stakeholders, initiating the development journey, prep for final placement interviews
2. **Key Focus Area 2:** Preparation for final placement interviews
3. **Key Focus Area 3:** Support during final placement interview process with specific mid cycle review for students not placed, core skill development.

Technical Specifications for Fostering Industry Relations and Recruitment

Objective: To set-up an Integrated Careers Office at IIM Bodh Gaya to meet the following goals: (Nov. 2020 to May 2021)

- Launch an effective recruitment engine to ensure Summer Internships and Final Placements and increase the average stipends and salary.
- Undertake initiatives to strengthen the IIM BG brand to build credibility among potential recruiters and students.

7 Key Initiatives for Industry Relations and Recruitment:

1. Create a Placement Cell playbook
2. Grow the list of potential recruiters/companies
3. Create a job board (organic, integrated)
4. Strengthen industry partnerships through masterclasses, workshops and mentorship opportunities.
5. Launch pre-placement talks, both virtual and in-person.
6. Strengthen brand basics (brand collaterals, USP, pitch).
7. Build a strong alumni network to facilitate peer learning and foster industry connects.

Broad Milestones

1. All 116 students of the 2nd Year get placed
2. All 180 students of the 1st Year get internships
3. A Placement Cell playbook
4. A growing list of companies
5. A dynamic job board with a growing list of jobs
6. Increasing industry partnerships
7. Improved brand basics (pitch and other external-facing collateral)

8. Pre-placement talks
9. Building a robust alumni network

3. EARNEST MONEY DEPOSIT (EMD) DETAILS

- 3.1. EMD of Rs. 80,000/- (Rupees Eighty Thousand only) in the form of demand draft/ banker's cheque from nationalized/scheduled bank in favor of Indian Institute of Management Bodh Gaya, payable at Bodh Gaya, should be submitted. The EMD should be valid for at least 180 days.
- 3.2. The firms registered with Directorate General of Supply and Disposal (DGS&D)/ National Small Industries Corporation (NSIC)/ Ministry of Micro, Small and Medium Enterprises (MSMEs) Startups for these services are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) with their tender to this effect.
- 3.3. EMD of all unsuccessful Consultancy Firm/ Consultant will be returned after finalization of the tender. EMD of the successful Consultancy Firm/ Consultant will be returned only after receipt of Security Deposit towards Performance Guarantee.
- 3.4. The amount of EMD is liable to be forfeited if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Bank Guarantee.
- 3.5. No interest will be paid on the EMD / Performance Guarantee.
- 3.6. The details pertaining to EMD are to be filled as per **Annexure-I**.

4. OTHER IMPORTANT DOCUMENTS (OID), ELIGIBILITY CRITERIA AND TECHNICAL CRITERIA

4.1. Other Important Documents

- Firm Registration Certificate
- PAN & Aadhar details
- GST Registration details

4.2. Eligibility Criteria

- a) The Consultancy Firm/ Consultant should give self-declaration certificate for acceptance of all terms and conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-II**.
- b) The firm should be neither blacklisted by any government department nor there any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-III**.
- c) The firm should attach list of Work Orders / documentary evidence where the similar type of work is being executed / completed during the Current Fiscal year of minimum 0.8 Crore & above. The details of the same along with supporting

document are to be submitted as per the **Annexure-IV**.

- d) Last 5 years Average Annual Turnover should be 80 Lakh as per the **Annexure-V**.
- e) Existing In-house Employee Strength should be at least 100 Plus as per the **Annexure-VI**
- f) The Firm must provide Customer Experience Certificate from institutions highlighting the support provided for academics, faculty and placement as per **Annexure-VII**
- g) The Firm should be operational in similar business for last 4+ years at least as per **Annexure-VIII**
- h) Mandate form for electronic fund transfer/RTGS/other cashless transfer as per **Annexure IX**

5. FINANCIAL BID DETAILS

Financial bid (i.e. BOQ) given with tender is to be sent after filling all relevant information. The priced BOQ should be sent strictly as Annexure-X available with the tender failing which the offer is liable for rejection. Kindly quote your offer on FOR IIM Bodhgaya (inclusive of all taxes and charges). **The Firm/Agency should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.**

6. AVAILABILITY OF TENDER

The tender document along with all forms are available on the following websites:

<http://www.iimbg.ac.in> and <https://mhrd.euniwizarde.com> and at the e-publishing window of the Central Public Procurement (CPPP) portal <http://eprocure.gov.in/epublish/app>

7. BID VALIDITY PERIOD

The bid will remain valid for **3 months (90 DAYS) from the date of opening of financial bid as prescribed by IIM Bodhgaya**. A bid valid for a shorter period shall be rejected, being non-responsive.

8. BID SUBMISSION

8.1. SPECIAL INSTRUCTION TO CONSULTANCY FIRM/ CONSULTANTS FOR E-TENDERING

1. The Special Instructions (for e-Tendering) supplement “Instructions to Consultancy Firm/ Consultants”, as given In the Tender Document. Submission of online Bids is mandatory for this Tender. For conducting electronic tendering; IIM Bodh Gaya Bihar is using the portal **<https://mhrd.euniwizarde.com>** of M/s ITI Ltd, a Government of India Undertaking.
2. The Consultancy Firm/ Consultants are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature of Class-III (Signing + Encryption) Certificates. The instructions given below are meant to Assist the Consultancy Firm/ Consultants in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: **<https://mhrd.euniwizarde.com>**

8.2. REGISTRATION

1. Consultancy Firm/ Consultants are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link “Consultancy Firm/ Consultant Enrolment “on the e-tender Portal by paying the Registration fee of Rs. 2000 +GST /- year charge.
2. As part of the enrolment process, the Consultancy Firm/ Consultants will be required to choose a unique username and assign a password for their accounts.
3. Consultancy Firm/ Consultants are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the Consultancy Firm/ Consultant.
4. Upon enrolment, the Consultancy Firm/ Consultants will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a Consultancy Firm/ Consultant. Please note that the Consultancy Firm/ Consultants are responsible to ensure that they do not lend their DSC“s to others which may lead to misuse.
6. Consultancy Firm/ Consultant has to log into the website through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.

8.3. TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate Consultancy Firm/ Consultants to search active tenders by several parameters. These parameters could include Tender No, Department Name, Place, Date, Estimate Cost, etc. There is also an option of advanced search for tenders, wherein the Consultancy Firm/ Consultants may combine a number of search parameters such as Department’s Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the e-tender Portal.
2. Once the Consultancy Firm/ Consultants have selected the tenders they are interested in, you can pay the Form Fee by DD only and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card thereafter you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective „requested“ Tab. This would enable the e-tender Portal to intimate the Consultancy Firm/ Consultants through SMS / e-mail in case there is any corrigendum issued to the tender document.

8.4. PREPARATION OF BIDS

1. Consultancy Firm/ Consultant should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Consultancy Firm/ Consultant, in advance, should get ready the bid documents to be submitted as indicated in the tender document / Schedule and generally, they can be in PDF / XLSX / RAR formats. Original Bid documents may be scanned with 100 dpi with collared option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Consultancy Firm/ Consultants. Consultancy Firm/ Consultants can use “My Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

8.5. SUBMISSION OF BIDS

1. Consultancy Firm/ Consultant should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Consultancy Firm/ Consultant will be responsible for any delay due to other issues.
2. The Consultancy Firm/ Consultant has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Consultancy Firm/ Consultant has to select the payment option as “DD” to pay the tender fee and EMD as applicable and enter details of the instrument.
4. Consultancy Firm/ Consultant should prepare the EMD as per the instructions specified in the tender document. 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 the uploaded bid will be rejected.
5. Consultancy Firm/ Consultants are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Consultancy Firm/ Consultants. Consultancy Firm/ Consultants are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Consultancy Firm/ Consultant). No other cells should be changed. Once the details have been completed, the Consultancy Firm/ Consultant should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Consultancy Firm/ Consultant, the bid will be rejected.
6. The server time (which is displayed on the Consultancy Firm/ Consultants’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the Consultancy Firm/ Consultants, opening of bids etc. The Consultancy Firm/ Consultants should follow this time during bid submission.
7. All the documents being submitted by the Consultancy Firm/ Consultants would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. 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 opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bid click “Complete “(i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

8.6. ASSISTANCE TO CONSULTANCY FIRM/ CONSULTANTS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 24x7 Helpdesk Support. For this intending Consultancy Firm/ Consultant may contact following e-Wizard Helpdesk numbers.

1.1.1. E-Wizard Helpdesk

1st floor, M-23, Road No. - 25,

Near SBI Sri Krishna Nagar, Patna-800001.

Phone No. - 0612-2520545, 8448288986, 8448288984, 8448288982.

Mail id: - ewizardhelpdeskpatna@gmail.com

1.1.2. E-Wizard Helpdesk

New Delhi -110001, Phone No. 011-49606060

Mail id: ewizardhelpdesk@gmail.com

8.7. Online Bid Submission Procedure

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

| COVER – 1 (TECHNICAL BID) (Following documents to be provided as single PDF file) | | | |
|---|---------------|---|------------|
| Sr. No. | Documents | Content | File Types |
| 1. | Technical Bid | Technical Bid Summary | .PDF |
| 2. | | Tender EMD details Annexure - I | .PDF |
| 3. | | Self declaration certificate for acceptance of all terms and condition of the tender document as per Annexure II | .PDF |
| 4. | | Self declaration certificate for Non Blacklisting by any department/organization as per Annexure III | .PDF |
| 5. | | List of Work Orders as per Annexure – IV | .PDF |
| 6. | | Consultancy Firm/ Consultant’s Annual Turnover as per Annexure – V | .PDF |
| 7. | | Certificate and Proof for Existing Inhouse Employees Strength of at least 100 plus:as per Annexure – VI | .PDF |
| 8. | | Customer Experience Certificate from institutions highlighting the support provided for academics, faculty and placement as per Annexure – VII | .PDF |
| 9. | | Certificate/Proof for operational in similar business for last 4+ years at least: as per Annexure VIII | .PDF |
| 10. | | Mandate form for electronic fund transfer/RTGS/other cashless transfer as per Annexure IX | .PDF |

| | | | |
|--|---------------|---|-------------------|
| 11. | | Other Important Documents | .PDF |
| | | <ul style="list-style-type: none"> • Firm Registration Certificate • PAN & Aadhar details • GST Registration details | |
| 12. | | Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any. | .PDF |
| 13. | | All other documents, as required in terms of the tender, to claim eligibility. | .PDF |
| Note: Institute may ask the Firm/Agency to submit any other certificate/document as it may deem fit. | | | |
| COVER – 2 FINANCIAL BID (PRICE-BID) | | | |
| Sr. No. | Types | Content | File Types |
| 1. | Financial Bid | Price Bid in given format BOQ only. | .xlsx |

8.8. Offline Submission of EMD

It is also required to submit EMD along with duly completed Annexure-I in original in a sealed envelope superscripted “**Notice Inviting Tender for Hiring Of Placement Consultancy Firm/ Consultant For IIM Bodhgaya**” at the following address on or before 04-11-2020 at 1800 hrs.

**Store & Purchase Officer,
Administrative Block
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya, Gaya-824234 (Bihar), India
Phone: 0631-2200247 (For Technical Clarification only)
Email: cao@iimbg.ac.in**

8.9. BID OPENING

- a. Technical Bids will be opened on 05-11-2020 at 1200 Hrs.
- b. Financial Bids of the eligible Consultancy Firm/ Consultants will be opened on a later date. The date and time for the opening of Financial Bids will be announced later.
- c. Bids should be summarily rejected, if the tenders submitted other than through online or original EMD is not submitted within stipulated date/time.

8.10. BID EVALUATION

The Consultancy Firm/ Consultant would be selected on the basis of ranking and evaluation of **Technical and Financial Bids by a Consultancy Evaluation Committee (CEC), and CEC's decision would be final. The CEC will decide on the parameters to be used for determining the suitability and adequacy of the bids. The procedure for selection of the Firm/Agency shall be based on Quality and Cost Based Selection (QCBS) system for evaluation by the CEC.**

The process of selection of the successful Consultancy Firm/ Consultant would be determined as under:-

8.10.1. Stage – 1- Technical Evaluation:

The Consultancy Firm/ Consultants have to submit the documents mentioned in the TECHNICAL BID SUMMARY and as mentioned in the clause 4.1.

Online Bid Submission Procedure – COVER-1 (Technical Bid) & clause 4.1, i.e. OID, eligibility criteria, EMD and Technical criteria.

Only those Consultancy Firm/ Consultants who fulfil these requirements will be considered eligible for Stage – 2.

8.10.2. Stage-2: Presentation by Technically Qualified Consultancy Firm/ Consultants:

The technically qualified Consultancy Firm/ Consultants are required to make the presentation of not more than 10 minutes on the parameters mentioned in the format below. These parameters will be used to evaluate the tenderer's credentials to serve the Institute as per the requirement.

The presentation schedule to Technically Qualified Consultancy Firm/Consultants will be intimated later through email.

Format for Evaluation of Presentation

T

| Firm/Agency Evaluation Parameters for Career Readiness and Placement Readiness Programs targeting 100 percent Summer Internships and Final Placements for First Year and Second Year MBA students of IIM Bodh Gaya | | |
|---|---|------------------|
| Parameter | Deliverable | Weightage (in %) |
| Structured Course Curriculum for Career Readiness and Placement Readiness | <ul style="list-style-type: none"> - Designing and Creating Academic Curriculum for Career Readiness and Placement Readiness - Access to World Class Academicians from India and Abroad - Experience in Scaling Quality from Inception of the Programme right up to placing Multiple Batches of Students - Certificate Courses - Live Learning Support | 30 |
| Workshops Counseling Sessions Mock Interviews | <ul style="list-style-type: none"> - Workshops building on the concepts learnt in the academic curriculum - One-on-one discussions with an assigned mentor to align on development goals, review progress and discuss feedback on interviews | 10 |
| Placement Cell Pitchbook & Career Development Cell Readiness (Tools & Technologies) | <ul style="list-style-type: none"> - A Placement Cell pitchbook & supporting material - A candidate booklet for Summers & Finals - Recruitment System - Custom built Online Delivery Platform | 10 |
| Recruitment Performance (for 180 Summers and 116 Finals) <ul style="list-style-type: none"> - Sectoral Spread - >ET 500 Companies - Role & JD based Offers - Active Client base 8 plus - Current Fiscal Order Book (0.8 Crore & above.) | <ul style="list-style-type: none"> - Grow list of companies who commit to recruiting from the IIM-BG campus (Empanelment) - Aspirational job offers to ensure an increase in the average batch salary (Above 15 LPA), as well as the highest salary offered (Above 20 LPA) | 20 |
| Industry Partnerships | <ul style="list-style-type: none"> - Curriculum Focused Seminars - Capstone Projects from Companies - Career Fairs - Company Days | 10 |
| Delivery Team | <ul style="list-style-type: none"> - Promoter Experience and Profile - Quality of Faculty - Highest Quality Industry Experts and Facilitators - Senior Resource & Supporting Resource Mix | 20 |

be used for shortlisting of Consultancy Firm/ Consultant for next stage of evaluation.

8.10.3. Stage-3: Financial Bid Evaluation:

The Institute will open the financial bids of Consultancy Firm/ Consultants who have scored minimum of 50% marks.

The date and time of opening the financial bid will be intimated to the Consultancy Firm/ Consultant in advance and bid will be evaluated as under:

Scoring of Financial Bids

The scores for financial bids are based on the following method:

$$\text{Normalized Financial Bid Score} = \frac{\text{Highest Tender Quote} - \text{Firm/Agency's quote}}{\text{Highest Tender Quote} - \text{Lowest Quote}} \times 100$$

8.10.4. Stage-4: Combined evaluation

The score of technical bid evaluation would be given 80% Weightage, and the financial bid evaluation would be given 20% Weightage. The weighted combined score of the Technical bid (Ts), and Financial bid (Fs) shall be used to rank the Consultancy Firm/ Consultants on the basis of formula as given below:

$$\text{Combined Score} = 80\% * Ts + 20\% * Fs$$

8.10.5. Successful Consultancy Firm/ Consultant

8.10.6. The successful Consultancy Firm/ Consultant will be the one who has the maximum combined score in Stage-4

8.10.7. The purpose of the four-stage selection process spelt out above is to get the services which combine optimally the quality and price.

9. PERFORMANCE SECURITY DETAILS

- a. The successful tenderer will have to deposit the performance security in the form of DD at the **rate of 7.5% of the contract value**; valid for contract period plus three months within fortnight of award of the contract. No interest will be paid by IIM Bodhgaya on the deposit.
- b. In case, the firm fails to provide the required services within specified period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- c. In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.
- d. Performance Security will be refunded to the Firm/Agency, after it duly performs and completes the contract period in all respect.
- e. Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

10. CONTRACT PERIOD & DELIVERY SCHEDULE

Period of contract will be for the period November 2020 to May 2021.

The successful Consultancy Firm/ Consultant should commence operation from the date notified in writing by the management.

11. PAYMENT TERMS: Milestone Based Payment Disbursal Plan

The Institute feels the Quantum of Work is primarily divided into 4 major Categories described as follows. And accordingly, the percentage wise cost component has been assigned against each of these items.

- 1- Internship Readiness for the 180 Students of 1st Year MBA Programme – 20 Percent
- 2- Summer Internships for the 180 Students of 1st Year MBA Programme – 30 Percent
- 3- Placement Readiness for the 110 Students 2nd Year MBA Programme – 10 Percent
- 4- Final Placements of the 110 Students of 2nd Year MBA Programme – 40 Percent

The Payment Disbursal plan is further broken down as per the Activity Milestones listed below:

| Placement Readiness (110 Students) --- 10 Percent of Overall Cost | |
|--|--------------------------|
| Activity Milestone | Payment Disbursal |
| CV Writing Interview Preparedness Case Study Discussions Counselling Sessions Placement Pitch Book Job Board Recruiters List | 10 |
| Final Placements (110 Students) --- 40 Percent of Overall Cost | |
| At least 25 % of Second Year | 10 |
| At least 50 % of Second Year | 10 |
| At least 75 % of Second Year | 10 |
| Remaining 25 % of Second Year | 10 |

| Internship Readiness Programme (180 Students) --- 20 Percent of Overall Cost | |
|---|--------------------------|
| Activity Milestone | Payment Disbursal |
| CV Writing Interview Preparedness Case Study Discussions Counselling Sessions Internship Pitch Book Job Board Recruiters List | 20 |
| Summer Internships (180 Students) --- 30 Percent of Overall Cost | |
| At least 40 % of First Year | 15 |
| At least 80 % of First Year | 10 |
| Remaining 20 % of First Year | 5 |

TERMINATION: - IIM Bodhgaya shall at any time be entitled to determine and terminate the Empanelment for any reason including unsatisfactory performance or violation of the terms and conditions of the Agreement and/or any contract whatsoever. A notice in writing from IIM Bodhgaya to the Company/ Agency shall be served, giving 30 (thirty) days' time for such termination and vacation of the premises, without assigning any reasons thereof. In the event of any breach, delay or unsatisfactory performance on the part of the Agency , IIM Bodhgaya may, without prejudice to its other rights, claims, entitlements etc., terminate this Agreement if such breach, delay or performance is not cured by the Consultant within 15 days from the date of receipt of notice.

If all or part of the Empanelment is terminated in accordance with the provisions contained above, IIM Bodhgaya shall, subject to deductions, inter-alia, on the account of breach, delay, lapse etc., pay to Company or Agency, at its option, charges for Services up to the effective date of termination. However, the termination of the Empanelment shall not relieve the Company or Agency of any of the obligations imposed by the Empanelment with respect to the work performed or Services provided by prior to such termination.

12. GENERAL TERMS AND CONDITIONS

- a. The operative period of the contract will be from November 2020 to May 2021, starting from the date of awarding the contract. The cost of the Contract shall be valid for the contract period.
- b. The payment for services under this agreement shall be made on certification in writing by **Career Development Committee, IIM Bodhgaya**, through ECS.
- c. The agency shall not appoint any sub-agency to carry out any obligations under the contract.
- d. Anyone or more the following action/commission/omission are likely to cause summary rejection of tender:
 - i. Any bid received late without conclusive proof that it was delivered before the

- specified closing time.
- ii. Any bid not accompanied by required earnest money deposit (EMD) and Tender Fee.
 - iii. Any bid received unsealed or improperly sealed
 - iv. Any conditional bid or bid offering rebate
 - v. Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents
 - vi. Any effort by a Consultancy Firm/ Consultant to influence the IIM Bodhgaya in the bid evaluation, bid evaluation, bid comparison or contract award decision.
- e. IIM Bodhgaya reserves the right to negotiate with first lowest Consultancy Firm/ Consultant to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIM Bodhgaya to select the Consultancy Firm/ Consultant based on their potential.
 - f. The successful Consultancy Firm/ Consultant should execute an agreement in the non-judicial stamp of Rs. 1000/- incorporating the various terms and conditions. In the event of Consultancy Firm/ Consultant backing out before actual award of execution of agreement, IIM Bodhgaya will have right to forfeit the earnest money deposit.
 - g. The discretion and decision of the CEC in respect of the selection of Consultancy Firm/ Consultants/award of final contract shall be final and binding on all without any right of appeal. The decision of the Competent Authority of IIM Bodhgaya will be final in all respect and will be acceptable to all the Consultancy Firm/ Consultant.

Other Conditions

- a. In case the Consultancy Firm/ Consultants are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- b. IIM Bodhgaya reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
- c. IIM Bodhgaya 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 submission of the quotation will not be entertained.
- d. Conditional tenders shall not be considered.
- e. IIM Bodhgaya reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of the purchase order.
- f. **IIM Bodhgaya may issue a corrigendum to tender documents before the due date of Submission of the bid. The tenderer is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Bodhgaya. The tenderer is not supposed to incorporate the amendment in the body of the tender document.**

Rejection of Tender

The Institute reserves the right to reject any or all the Tenders relating to the work under this Tender Document without assigning any reason whatsoever.

13. IMPORTANT INFORMATION FOR THE CONSULTANCY FIRM/ CONSULTANTS

13.1. Expenses to be borne by Consultancy Firm/ Consultant

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 Consultancy Firm/ Consultant. IIM Bodhgaya in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

13.2. Prices, Taxes, Duties

The Consultancy Firm/ Consultant should quote firm prices/ rates taking into account of all taxes. Duties, Levies, personal tax, corporate tax and all other expenditure required to be incurred by him/ her for providing required services etc, during the contract period as indicated under this contract and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items should be only excluding service tax which shall be charged extra to the students at actual on the production of documentary evidence.

13.3. Work at Risk and Cost

The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the Firm/Agency if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.

13.4. Indemnity

The Firm/Agency shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The Firm/Agency shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, GST, Works contract etc, and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law/regulations or Bylaws. The Firm/Agency shall not employ child labour.

13.5. Interpretation

All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

13.6. Arbitration

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator be appointed by the Director, Indian Institute of Management Bodhgaya, Uruvela Prabandh Vihar, Bodhgaya and the decision of the Arbitration will be binding on both parties of this agreement.

13.7. 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.

COVER -1 (TECHNICAL BID SUMMARY)

(To be submitted on the letterhead of the Consultancy Firm/ Consultant)

| | |
|---|-------------------|
| Tender for : Hiring of Placement Consultancy Firm/ Consultant For IIM Bodhgaya, Bihar | |
| Tender NO: IIMBG/NIT/2020-21/ Placement/14 | Dated: 14.10.2020 |
| Name of the Firm/Agency: Name of the Director/Proprietor: Office Address Email Id: Mobile No: | |

Copies of all supporting documents duly signed and stamped by the Consultancy Firm/ Consultant in support of below particulars must be attached along with this checklist

| Sr. No. | Particulars | Details/ Compliance (Y/N) | If Submitted, Mention Page No. | | Remarks |
|---------|---|---------------------------|--------------------------------|----|---------|
| | | | From | To | |
| 1. | Details of EMD: | | | | |
| | EMD | | | | |
| | Amount: Rs. 80,000/- | | | | |
| | DD/Bankers Cheque No. | | | | |
| | Dated: | | | | |
| | Bank : | | | | |
| | As per Annexure 1 | | | | |
| 2. | Self declaration certificate for acceptance of all terms and condition of the tender document as per Annexure II | | | | |
| 3. | Self declaration certificate for Non Blacklisting by any department/organization as per Annexure III | | | | |
| 4. | List of Work Orders as per Annexure – IV | | | | |
| 5. | Consultancy Firm/ Consultant’s Annual Turnover as per Annexure – V | | | | |
| 6. | Certificate and Proof for Existing Inhouse Employees Strength of at least 100 plus:as per Annexure – VI | | | | |
| 7. | Customer Experience Certificate from institutions highlighting the support provided for academics, faculty and placement as per Annexure – VII | | | | |
| 8. | Certificate/Proof for operational in similar business for last 4+ years at least: as per Annexure VIII | | | | |

| | | | | | |
|-----|--|--|--|--|--|
| 9. | Mandate form for electronic fund transfer/RTGS/other cashless transfer as per Annexure IX | | | | |
| 10. | Other Important Documents <ul style="list-style-type: none"> • Firm Registration Certificate • PAN & Aadhar details • GST Registration details | | | | |
| 11. | Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any | | | | |
| 12. | All other documents, as required in terms of the tender, to claim eligibility. | | | | |

Declaration

I/we.....(Name of the Authorized Representative of Consultancy Firm/ Consultant) of (Name of the Consultancy Firm/ Consultant) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place & Date: (Name & signature with stamp of the Consultancy Firm/ Consultant)

ANNEXURE – I

To

Chief Administrative Officer, Administrative Block
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya, Gaya-824234 (Bihar), India
Phone: 0631-2200238
Email: cao@iimbg.ac.in

Sub: - Tender EMD Details.

Ref: - Tender No. IIMBG/NIT/2020-21/ Placement/14 dated 14 Oct 2020.
(Notice Inviting Tender for Hiring of Placement Consultancy Firm/ Consultant For IIM
Bodhgaya, Bihar).

Dear Sir,

The following demand draft/banker's cheque/ bank guarantee in favour of IIM Bodhgaya are enclosed herewith towards EMD

| Detail of DD/BC/BG | Amount | No. and Date | Bank Name |
|---------------------------|---------------|---------------------|------------------|
| Earnest Deposit Money | Rs. 80,000/- | | |

Thanking you

Yours faithfully,

(Authorised Signatory with Seal)

ANNEXURE – II

To

Chief Administrative Officer, Administrative Block
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya, Gaya-824234 (Bihar), India
Phone: 0631-2200238
Email: cao@iimbg.ac.in

Sub: - Self Declaration Certificate

Ref: - Tender No. IIMBG/NIT/2020-21/ Placement/14 Dated 14 Oct 2020 (Notice Inviting Tender for Hiring of Placement Consultancy Firm/ Consultant For IIM Bodhgaya, Bihar).

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Hiring of Placement Consultancy Firm/ Consultant For IIM Bodhgaya, Bihar, I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are FOR IIM Bodhgaya, and free delivery, unloading at IIM Bodhgaya.

Date:

Authorized Signatory

Place:

Name

Designation:

Contact No.:

Email ID:

ANNEXURE – III

CERTIFICATE
(to be provided on letterhead of the firm)

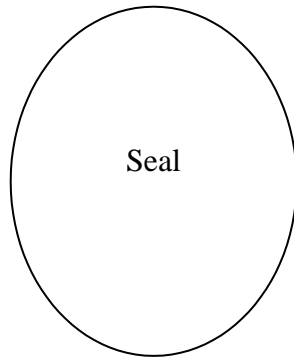
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

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

Place:



Name

Designation:

Contact No.:

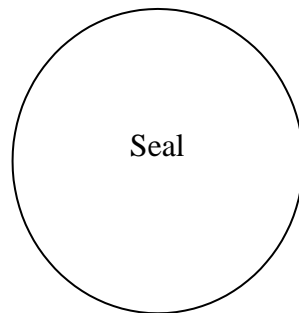
ANNEXURE – IV

Work Order Details:

| <i>S. No.</i> | <i>Evaluation Criteria</i> | <i>Name of the Client</i> | <i>Order No. and Date</i> | <i>Amount</i> | <i>Remark</i> |
|---------------|---|---------------------------|---------------------------|---------------|---------------|
| | List of Work Order where the similar type of Work executed/being executed by you during the Current Fiscal year of minimum 0.8 Crore & above. | | | | |

Date:

Place:



Authorized Signatory

Name

Designation:

Contact No.:

ANNEXURE – V

Annual Turnover Details:

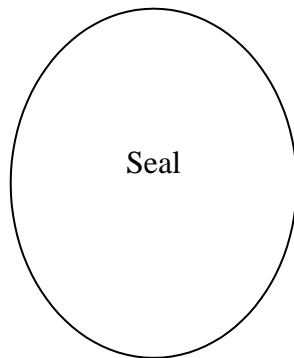
| Evaluation Criteria | | Remarks |
|--|-----------------------|------------------------|
| Consultancy Firm/ Consultant's Annual Turnover for last three financial years | Financial Year | Turnover in Rs. |
| | | |
| | | |
| | | |
| | | |

Supporting Documents are to be attached along with the Annexure-V

Date:

Authorized Signatory

Place:



Name

Designation:

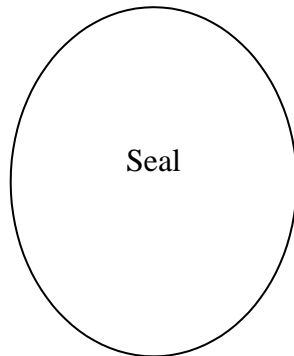
Contact No.:

ANNEXURE – VI

Certificate and Proof for Existing Inhouse Employees Strength of at least 100 plus:

Date:

Place:



Authorized Signatory

Name

Designation:

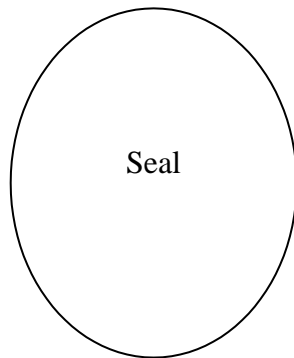
Contact No.:

ANNEXURE – VII

Customer Experience Certificate from institutions highlighting the support provided for academics, faculty and placement:

Date:

Place:



Authorized Signatory

Name

Designation:

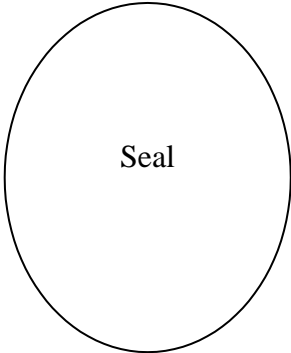
Contact No.:

ANNEXURE – VIII

Certificate/Proof for operational in similar business for last 4+ years at least:

Date:

Place:



Authorized Signatory

Name

Designation:

Contact No.:

ANNEXURE – IX

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

The Chief Administrative Officer
Indian Institute of Management Bodhgaya

Sub: Authorization for release of payment / dues from Indian Institute of Management Bodhgaya through Electronic Fund Transfer/RTGS/ other cashless facilities.

1. Name of the Firm/Agency:

2. Address of the Firm/Agency:

City _____

Pin Code _____

E-Mail ID _____

Mob No: _____

Permanent Account Number _____

3. Particulars of Bank

| | | | |
|--|--------|-------------|-------------|
| Bank Name | | Branch Name | |
| Branch Place | | Branch City | |
| PIN Code | | Branch Code | |
| MICR No | | | |
| (9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number) | | | |
| IFS Code:(11 digit alphanumeric code) | | | |
| Account Type | Saving | Current | Cash Credit |
| Account Number: | | | |

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Bodhgaya responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS/other cashless facilities.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Firm/Agency

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B : Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

ANNEXURE – X

COVER – 2 : FINANCIAL BID FORMAT

Tender No: IIMBG/NIT/2020-21/ Placement/14

Date: 14 October 2020

1. Name of the Tenderer's Firm (Agency): -.....
2. The price bid format is mentioned below:

| Sl. | Description of Services | Charges (Fee) in (Rupees) | Taxes, if any (GST/other Taxes) | Grand Total including all taxes |
|-----|--------------------------------|---------------------------|---------------------------------|---------------------------------|
| 01 | Charges for Placement Services | | | |

Grand Total in Words:.....

- a. The Cost is to be quoted in Indian Rupee only. No other quoting of rates is acceptable and shall be summarily rejected. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reasons.
- b. In case of any difference in the amount in figure and words, the figure amount shall be considered final.
- c. No other charges applicable.

Declaration by the Tenderer:

This is to certify that I/We before signing this financial bid have read and fully understood all the terms and conditions attached and undertake myself/ourselves to abide by them. The General Terms & Condition are part of the Tender. I/We have tendered our best rates as per rates quoted above in the Financial Bid and the quoted rates shall remain firm throughout the tenure of the contract. I/We hereby undertake that the firm has not been blacklisted by any government department/PSU and no criminal case is pending against the firm.

Signature of the Tenderer with Firm's Seal

Date: _____