



भारतीय प्रबंध संस्थान बोधगया / INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar Bodh Gaya – 824234, India

Tender No: IIMBG/NIT/2022-23/ Placement/001

Date: 06 July 2022

This file has been cleaned of potential threats.

If you confirm that the file is coming from a trusted source, you can send the following SHA-256 hash value to your admin for the original file.

64c7ec083a97ce7cc1a282ca8305af58b2fcc949b67e4cfcb360a4c3b13ce6a6

To view the reconstructed contents, please SCROLL DOWN to next page.



(e-Procurement Mode only)

Tender document and other details can be obtained from <https://mhrd.euniwizarde.com>, <http://www.iimbq.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.

E-Wizard Helpdesk

**301-302, 3rd Floor, The Cloverleaf, Plot no.37,
Sector-11, Dwarka, New Delhi - 110075
Tel: 011-49606060/8448288984/8448288981
Mail Id – ewizardhelpdesk@gmail.com
ewizardhelpdeskpatna@gmail.com**

**Notice Inviting Tender for Hiring of Placement Consultancy Firm/ Consultant for
“Technical & Soft Skills Training for MBA Batch VII” for IIM Bodh Gaya, 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:

Item Description	Estimated Volume of contract (Rs.)	EMD (Rs.)
Technical & Soft Skills Training for MBA Batch VII FOR IIM Bodhgaya	10,00,000/-	30,000/-

The tender documents 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	06.07.2022	1800 Hrs.
2.	Bid Submission Start Date and Time	06.07.2022	1800 Hrs.
3.	Bid Submission Close Date and Time	27.07.2022	1800 Hrs.
4.	Opening of Technical Bids	28.07.2022	1200 Hrs.
5.	Opening of Financial Bids	After evaluation of Technical Bid	
6.	Period of Contract	6 Months	

TABLE OF CONTENTS

S. No.	Description	Page No.
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	7-15
9.	Performance Security Details	15
10.	Contract Period & Delivery Schedule	16
11.	Payment terms : Milestone Based Payment Disbursal Plan	16
12.	General Terms and Conditions	16-18
13.	Important Information for The Consultancy Firm/ Consultant	18-19
14.	Technical Bid Summary	20-21
15.	Annexure – I - EMD Details	22
16.	Annexure – II - Self -Declaration Certificate for Accepting All Terms & Conditions	23
17.	Annexure – III - Self -Declaration Certificate for Non-Blacklisting	24
18.	Annexure – IV - Work Order Details	25
19.	Annexure – V - Annual Turnover	26
20.	Annexure – VI - In-House Strength:100 Plus	27
21.	Annexure –VII - Experience Certificate	28
22.	Annexure – VIII - Operational Certificate	29
23.	Annexure – IX - Mandate Form for Electronic Fund Transfer	30
24.	Annexure – X - Financial Bid	31



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.

Below points need to be noted with utmost care:

1. The significant chunk of the batch of 210 students, 70% consists of freshers, which means they will be facing a professional corporate interview for the first time.
2. Keeping the status of our institute in mind and to maintain our long-lasting relationship with our legacy recruiters, their satisfactory performance is of utmost important.
3. Most of the batch needs the soft skills and technical skills in communication (evident from the assessment of the esteemed faculty mentors during their VIVA).
4. Also the domain related technical guidance needs to be imparted since the students require industry insights in the business field, such as Finance, Marketing, Operations, IT Analytics and more.
5. Onboarding a professional training and development firm for the process will help us bridge the gap between industry demand and students requirements.

Keeping the above points in mind along with the fact that the placement season is fast approaching, the CDCComm suggests onboarding a professional training firm for the benefit of students of MBA VII seek for institutional support for the same.

The Training would cover following:

Part A : Technical Training

Functional Interview:

- The aim would be to **assess the candidate's knowledge, skills, and experience for a specific job.**
- A **functional interview** is required as it would help in identifying the functions, need and the risks involved in doing a particular job.

Role/Sector Clarity Workshop:

- The aim of **role/sector workshops** would be to understand different roles and sector preferences/situations in order to handle a specific role along with the

sectoral demands in terms of responsibilities / performance areas following a change in the structure of a work unit. The role is to ensure workers that students have an up to date role/sector information.

- Lack of role/sector clarity can lead to a person-job misfit hence reflecting a withdrawal on the employee's part.

Case Study Solving Workshops

- The focus would be to **develop decision making skills, enhance team spirit and strengthen the analytical skills of the students.**
- It is designed for developing better **problem-solving skills**, increases awareness of a problem, stimulate students to make decisions **and** gives **helpful** tips for approaching the **case** studies from widened lenses.

The total strength of MBA Batch VII is 210 approx. budget for technical training would be 3.8 lac + GST.

Part B: Soft Skills Training

Behavioural Interview / HR Interview

The student will be asked to prepare on close to 40 types of behavioural interview questions. The preparation will be followed by one-on-one interviews to judge the student's behavioral interview skills and give feedback on the same.

Group Discussion

Group discussions are mainly useful when there is a need to share experiences or knowledge with the group members, create new ideas or actions, do a need assessment, understand complex ideas and then make decisions about them.

Company Specific Trainings

Company specific training and development programs provide a host of benefits. They enhance employee performance, boost employee productivity. These are sessions which improve conversion of students in interview they specifically attend on campus. These sessions are usually done to make sure students understand what the company management and HRs are looking for in candidates and ensuing when these companies or similar companies come on campus-students can improve their conversions tremendously. This will be delivered by professionals working in those companies and are familiar with the business and recruitment process of that company reduce employee turnover and improve company culture.

The total strength of MBA Batch VII is 210 and the approx. budget for Soft Skill training would be 4.7 lac + GST.

3. EARNEST MONEY DEPOSIT (EMD) DETAILS

- 3.1. **EMD of Rs. 30,000/- (Rupees Thirty 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 establishment of the firm should be more than 5 Years old in the

business (Documentary evidence must be submitted.)

- d) The bidder should have average annual turnover of last 3 financial years (2018-19,2019-2020,2020-2021) must be more than Rs. 40.00 lakhs
- e) The firm should attach list of Work Orders / documentary evidence where the similar type of work is being executed / completed during the last three years. The details of the same along with supporting documents are to be submitted as per the **Annexure-IV**.
- f) Existing In-house Employee Strength should be at least 15 Plus as per the Annexure-VI
- g) The Firm must provide Customer Experience Certificate from institutions highlighting the support provided for academics, faculty and placement as per Annexure-VII
- h) The Firm should be operational in similar business for last 3+ years at least as per Annexure-VIII
- i) 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 documents 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 **4 months (120 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 donot 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.

E-Wizard Helpdesk

301-302, 3rd Floor, The Cloverleaf, Plot no.37,
Sector-11, Dwarka, New Delhi - 110075
Tel: 011-49606060/8448288984/8448288981
Mail Id – ewizardhelpdesk@gmail.com
ewizardhelpdeskpatna@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.		Establishment/ Registration of the firms	.PDF
6.		Consultancy Firm/ Consultant's Annual Turnover > 40.00 lakhs as per Annexure – V	.PDF
7.		List of Work Orders/ Experience as per Annexure – IV must be >= 3 Years	.PDF
8.		Certificate and Proof for Existing Inhouse Employees Strength of at least 15 plus: as per Annexure – VI	.PDF
9.		Customer Experience Certificate from institutions highlighting the support provided for academics, faculty and placement as per Annexure – VII	.PDF
10.		Certificate/Proof for operational in similar business for last 3+ years at least: as per Annexure VIII	.PDF
11.		Mandate form for electronic fund transfer/RTGS/other cashless transfer as per Annexure IX	.PDF
12.		Other Important Documents <ul style="list-style-type: none"> • Firm Registration Certificate • PAN & Aadhar details • GST Registration details 	.PDF
13.		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	.PDF
14.		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.



Tender No: IIMBG/NIT/2022-23/ Placement/001

Date: 06 July 2022

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 “Technical & Soft Skills Training for MBA Batch VII

IIM Bodh gaya, Bihar ” at the following address on or before 27-07-2022 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

- Technical Bids will be opened on 28.07.2022 @ 1200 Hours
- Financial Bids opening date will be announced later.
- 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 30 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.

BID Evaluation parameters

Firm/Agency Evaluation Parameters for Technical Training and Soft Skills Training for MBA Batch 07 students of IIM Bodh Gaya		
Parameters	Details	Weightage (in %)
Financial Strength	(Bidder's average Annual Turnover of the last 3 years) should be more than 40.00 Lakhs	10%
	(Turnover certificate certified by Chartered Accountant)	
Age of the Company should be more than 5 years	Company should have establishment for more than 5 years in the following Technical Training and Soft Skill Training (Supporting documents need to submit)	20%
	Workshop Counselling sessions	4
	Mock and Behavioral Interviews	4
	Functional Interview Training session	4
	Company specific/ Role sector clarity session	4
	Placement readiness study Materials	4
Experience (PO/WO with completion certificate)	Company must have Minimum 3 years experience in the Technical Training and Soft Skill Training for Govt. Educational Institutes/ Govt. Universities/ Govt. R&D institution since 01-07-2019	20%
	If vendor having Experience in IITs/IIMs/AIIMs/NITs and other Institute of National Importance / Govt. Research Institution within last 3 years since 01-07-2019	20%
Presentation (30 Minutes)	30 Minutes Presentation will be given by the bidder with complete profile and Experience and expertise to the committee	30%

The core of presentation as above will be used for shortlisting of consultancy Firm/ Consultant for next stage of evaluation

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:

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

8.10.3. 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:

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

8.10.4. Successful Consultancy Firm/ Consultant

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

8.10.6. The purpose of the four-stage selection process spelt out above is to get these 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 3% 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 July 2022 to January 2023.

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

11. PAYMENT TERMS: 100% post completion of work.

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 July 2022 to January 2023, 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 TenderFee.
 - 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: “Technical & Soft Skills Training for MBA Batch VII ” for IIM Bodhgaya, Bihar			
Tender NO: IIMBG/NIT/2022-23/ Placement/01		Dated: 06.07.2022	
Name of the Firm/Agency:			
Name of the Director/Proprietor:			
Office Address			
Email Id:			
Mobile No:			
Details of EMD:			

Checklist for Supporting Documents

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 PageNo.		Remarks
			From	To	
1.	Details of EMD:				
	EMD				
	Amount: Rs. 30,000/-				
	DD/Banker's Cheque No.				
	Dated:				
	Bank :				
	As per Annexure I				
2.	Self declaration certificate for acceptance of all terms and condition of the tender document as per Annexure II				

Tender No: IIMBG/NIT/2022-23/ Placement/001

Date: 06 July 2022

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 15 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 3+ years at least: as per Annexure VIII				
9.	Mandate form for electronic fund transfer/RTGS/other cashless transfer as per Annexure IX				
10.	Financial Bid: As per Annexure X				
11.	Other Important Documents <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				
13.	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.



भारतीय प्रबंध संस्थान बोधगया / INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar Bodh Gaya – 824234, India

Tender No: IIMBG/NIT/2022-23/ Placement/001

Date: 06 July 2022

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/2022-23/ Placement/01 Dated July 6, 2022 (**Notice Inviting Tender for “Technical & Soft Skills Training for MBA Batch VII ” 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 in Rs.	No. and Date	Bank Name
Earnest Money Deposit	30,000/-		

Thanking you

Yours

faithfully,

(Authorized 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/2022-23/ Placement/01 Dated July 6, 2022 (**Notice Inviting Tender for “Technical & Soft Skills Training for MBA Batch VII ” 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

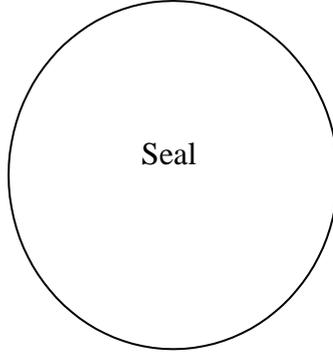
(to be provided on letterhead of the firm)

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:

Place:



Authorized Signatory

Name

Designation:

Contact No.:

Tender No: IIMBG/NIT/2022-23/ Placement/001

Date: 06 July 2022

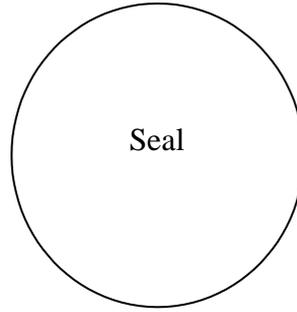
ANNEXURE – IV

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 last three Fiscal year of minimum 40.00 lakhs & above.				

Date:

Place:



Authorized Signatory

Name

Designation:

Contact No.:

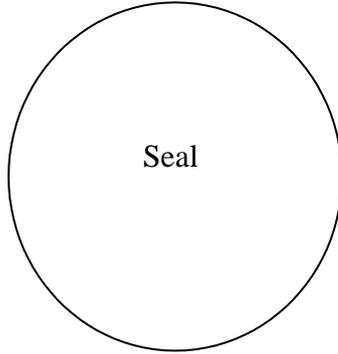
ANNEXURE – V

Annual Turnover Details:

Evaluation Criteria		Remarks
Financial Year	Turnover in Rs.	
Consultancy Firm/ Consultant's Annual Turnover for last three financial years		Supporting Documents are to be attached along with the Annexure-V

Date:

Place:



Authorized Signatory

Name

Designation:

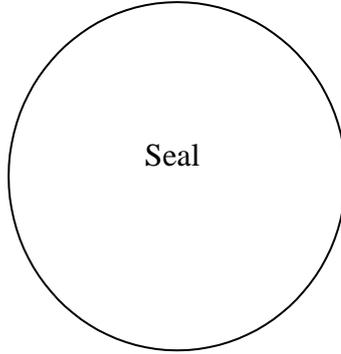
Contact No.:

ANNEXURE – VI

**Certificate and Proof for Existing Inhouse Employees Strength of at least 15 plus
along with qualifications and Experiences:**

Date:

Place:



Authorized Signatory

Name

Designation:

Contact No.:

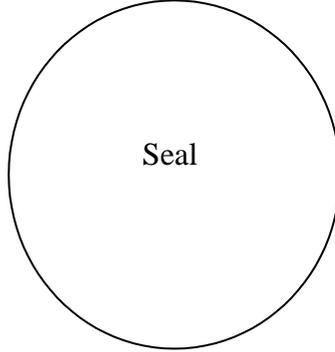


ANNEXURE – VII

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

Date:

Place:



Authorized Signatory

Name

Designation:

Contact No.:

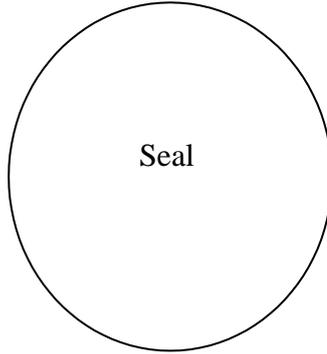


ANNEXURE – VIII

Certificate/Proof for operational in similar business for last 3+ years at least:

Date:

Place:



Authorized Signatory

Name

Designation:

Contact No.:



Tender No: IIMBG/NIT/2022-23/ Placement/001

Date: 06 July 2022

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



भारतीय प्रबंध संस्थान बोधगया / INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar Bodh Gaya – 824234, India

Tender No: IIMBG/NIT/2022-23/ Placement/001

Date: 06 July 2022

applicable.



Tender No: IIMBG/NIT/2022-23/ Placement/001

Date: 06 July 2022

ANNEXURE – X

COVER – 2 : FINANCIAL BID FORMAT

Tender No: IIMBG/NIT/2022-23/ Placement/01

Date: July 06, 2022

1. Name of the Tenderer's Firm (Agency): -
2. The price bid format is mentioned below:
- 3.

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

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: _____