



भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management
Bodh Gaya

Tender No: IIMBG/NIT/EXED/2023-24/02

**Notice Inviting Tender for
Engagement as Service Providers to market and End to End manage online
Executive Education Programs of IIM Bodh Gaya**

**at IIM Bodh Gaya
Issued By
IIM Bodh Gaya (Bihar)**

(e-Tender mode only)

Tender Document can be downloaded from the following websites: -

<http://www.iimbg.ac.in>

<https://www.eprocure.gov.in/eprocure/app>

**Address to :-
Chief Administrative Officer (CAO) IIM Bodh Gaya (Bihar)
Tender Inviting Authority (TIA)**

Phone: 0631-2200238, Mail Id: cao@iimbg.ac.in

1. NOTICE INVITING TENDER

Online Bids are invited under a Two Bid system for Engagement as Service Providers to market and End-to-End manage Online Executive Education Programs (EEPs) of the Indian Institute of Management Bodh Gaya (hereinafter referred to as “IIM Bodh Gaya”, “IIMBG”, or the “Institute”) as per the schedule mentioned below:

Sl. No.	Item Name	Description
1	Service Description	Engagement of the Service Providers to market and End-to-End manage Online Executive Education Programs of Indian Institute of Management Bodh Gaya
2	Tender Ref. No. and Date	IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024
3	Estimated cost of Tender	<u>Rs. 3 Crore (Rs. Three Crore)</u>
4	EMD (Earnest Money Deposit)	2% of the Cost of Tender (Rs.600000.00)
5	Performance Security	The successful bidder should deposit Performance Security @ 5 % of the total tender value before finalize the contract agreement.
6	Date of e-Publishing on Central Procurement Portal	11-01-2024 Uploaded on website website :- https://www.iimbg.ac.in and CPP Portal https://www.eprocure.gov.in/epublish/app
7	Pre-Bid Meeting	17-01-2024 time 1600 hrs.
8	Closing Date & Time for Submission of Bids	01-02-2024 15.00 hrs.
9	Opening of Technical Bids	02-02-2024, 1100 Hrs.
10	Opening of Financial bid	After Technical bid evaluation, will be informed later
11	No. of covers: -	02 covers (Technical & Financial)
12	Contract Period	Initially, for a period of One years which can be further extended based on performance review, requirement of the Institute, at the discretion of the Director of the Institute, on same terms and conditions for Two Year (One year at a time)
13	Location of the work	Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar Bodh Gaya – 824234, India

Pre-Bid Meeting: An online pre-bid meeting will be held on 17-01-2024 at 1600 Hrs. Bidders who wish to participate in the pre-bid meeting may forward their queries in advance i.e. before the pre-bid meeting date to ao.purchase@iimbg.ac.in with the subject line “Tender for EEP – Pre-Bid Meeting” and furnishing the mail ID on which the meeting link is to be forwarded.

1. INTRODUCTION

- (a) Indian Institute of Management Bodh Gaya belongs to the prestigious IIM family of business schools. It is a third generation IIM, set up by the Government of India in September 2015. The Indian Institutes of Management Act, 2017 declares IIMs as Institutions of National Importance, empowered to attain standards of global excellence in management education, management research, and allied areas of knowledge.
- (b) The Institute has established itself as a name to reckon with among the IIMs. Along with the flagship MBA Program, the Institute has been successfully conducting programs for working/experienced professionals and middle/senior functionaries in the government and corporate (public and private) sectors. It has emerged as a sought-after source and a popular destination for post-experience learning.
- (c) The programs offered by the Institute are tailor-made, custom-designed Management Development Programs (MDPs) for experienced professionals working in the government and the industry; and Faculty Development Programs (FDPs) targeted at faculty and academic administrators. IIMBG offer the most needed certificate programs in AI & ML, Digital Marketing, Business Management, Financial Management and Analytics to name a few. These programs aim to broaden the horizon of participants, strengthen their knowledge and skills, and prepare them to be better managers, leaders, entrepreneurs, teachers, researchers, and academic administrators, as the case may be. We expect the executive education participants to be knowledge seekers, ready to learn, unlearn and relearn.
- (d) Executive Education Programs are being offered online, offline (on- campus), and hybrid formats.
- (e) Typical programs offered are:
 - i. Short-duration In-Company Management Development Programs (SDIC-MDPs)
 - ii. Long-duration In-Company Management Development Programs (LDIC-MDPs)
 - iii. Open-enrolment Management Development Programs (O-MDPs)
 - iv. Institute-specific Faculty Development Programs (I-FDPs)
 - v. Open-enrolment Faculty Development Programs (O-FDPs)
 - vi. Long-Duration Online Certificate Programs (LDO-CFPs) Short-duration Online Certificate Programs (SDO-CFPs)
- (f) The programs offered are of long -duration (around one year) and short duration (less than six-month). They are academic-title oriented programmes (leading to a certificate).
- (g) The programs are function/domain focused or a judicious blend of them, encompassing areas such as Decision Sciences, Economics & Business Environment, Finance & Accounting, Information Systems, Digital Transformation, Analytics, Management Communication, Marketing, Organization Behavior and Human Resource Management, Production & Operations Management, Public Policy, Strategy & Entrepreneurship.
- (h) The Institute is planning to expand its footprint in the EEP space in a big way. It is towards

this end that the Institute is looking forward to tying up with competent service providers who have robust business, financial, and technical strengths and who have proven experience in marketing and end-to-end managing the EECPS of the kind described above.

2. **GENERAL INSTRUCTIONS TO THE BIDDERS**

- (a) IIMBG reserves the right to amend or cancel this Invitation for Tender (in whole or in part) and/or invite tenders afresh with or without amendments, without incurring any liability for such action, and without assigning any reason. Information provided at this stage is indicative, and IIMBG reserves the right to amend/add details in the tender document under due notification to the Bidders on its website only as corrigendum.
- (b) Bids received after the last date and time as mentioned herein shall be rejected. IIMBG is not responsible for any delays in the submission of the Bids.
- (c) Bidders are advised to frequently check the said section of the website for updates (if any).

3. **SCOPE OF WORK**

The objective of this Tender is to engage competent service providers who can fulfill the end-to-end service requirements of online executive Certificate programs as enumerated below. These are indicative and not exhaustive. The successful Bidders [to whom the Contract(s) is/are awarded] hereinafter called the “Engaged Agency/ices” or “EA”, will be responsible, *inter alia*, for the following:

(a) **Responsibility**

It is made clear upfront that the rights and privileges of designing and developing a program shall vest entirely with the Institute only, and the responsibility and obligations of the EA would be to facilitate the delivery of the programs, by providing support in the form of marketing, outreach and advertising and learning management system and program management services. Program management services include but is not limited to initial shortlisting of applicants based on Institute’s criteria, conducting qualifying examination, collection of fees and remittance to IIM Bodh Gaya on agreed terms, technology support (both hardware and software) for online education, distribution of books and materials conduct of online/offline examinations, providing support staff for online programs during the sessions, collecting pre and post reading materials from instructors, sending reminders for the sessions ,creating links for the classes in advance etc.

(b) **Marketing and End-to-End Program Management**

Marketing and end-to-end Program Management of the following kinds of programs in online, offline and/or hybrid mode:

S. No	Type/Classification of Program	Typical No. of Program Hours
1	Participation Certificate	Less than 60 hours
2	Academic-title: Certificate Program	>60 and <=160

These are the following long duration certificate programmes that IIMBG initiated:

1. Artificial Intelligence & Machine Learning.

2. Digital Marketing
3. Business Management
4. Financial Management and Analytics
5. Corporate Law

Apart from these programmes IIMBG with EA can design and run other short / Long duration online certificate programmes depending on the expertise and experience of both the parties.

Notes:

- i. This information is representative and the actual program offerings may vary. This information is being provided to make the Bidders aware of the marketing and program management requirements expected from the EA. The decision on the classification of the programs is the prerogative of IIM Bodh Gaya.
- ii. Programs may be offered online (virtual mode), offline (on- campus) or hybrid mode.
- iii. The Institute would work closely with the EA on the program specifics as regards its nature, type, structure, duration, pedagogy, mode of delivery, title, fee-per-participant, marketability, etc., factoring in the suggestions of the EA to the extent deemed appropriate, as regards the expectations and requirements of the industry, market, participants, etc. The institute reserves the right to decide on the academic content of the programs.

(c) Enrolments

- (i) A minimum enrolment of (i.e., at least) 40 participants (meeting the prescribed admission-eligibility requirements) for certificate programs. Detailed information about the number of expected participants will be shared to EVs at the time of program offering.
- (ii) The Bidder must conduct at least 15000 training hours (i.e., No. of participants * No. of training hours) per year, spread across multiple programs
- (iii) Deciding on the ceiling of enrolment per batch of any program is the prerogative of the Institute and the same shall be accepted by the EA, without demur.
- (iv) Bidders not conforming to the above requirements NEED NOT apply. Failure to meet the targets prescribed may lead to termination of Contract & Performance Security may be forfeited.

(d) Marketing Services

- i. Providing up-to-date market research and feedback to the Institute for enabling it to design appropriate EECs for the appropriate audience.
- ii. Providing print/electronic and Digital Marketing and Communication campaigns across all social media and digital channels.

- iii. Harmonization of the campaigns to ensure synergy and positive impact with the promotional efforts (if any) of IIM Bodh Gaya.
- iv. Customization of the campaigns suiting individual programs.
- v. Development of campaign in consultation with IIM Bodh Gaya as to how the proposed campaigns are the best fit for obtaining targeted enrolments.
- vi. All qualified interested cases (participants) and closures will be reported on a real time basis to designated contacts in IIM Bodh Gaya

(e) End-to-End Program Management Services

- i. To take care of the successful admission of the minimum enrolments.
- ii. To ensure the Program's smooth, streamlined, and successful conduct with full support.
- iii. Establish and maintain a dedicated channel to support the program registration, access, queries, grievance-redress, and other requirements of the participants and IIM Bodh Gaya.
- iv. Timely communication of the program logistics, schedules, changes (if any), etc. to the participants.
- v. Ensuring the smooth delivery of programs by overseeing and close monitoring of the day-to-day operations.
- vi. Deploy the necessary licensed technology tools, platforms, and software interfaces to manage the Program deliverables, including hosting courseware, content sharing, assessment/evaluation, recording sessions and attendance, and proctoring of online/offline exams, etc. efficiently and effectively, indemnify IIM Bodh Gaya in case of any dispute.
- vii. Maintaining online attendance record of students, Compilation of the program feedback from all the participants post completion of the Program and submitting the same to Institute, as per Institute requirements, within the prescribed timelines.

4. ROLE OF IIM BODH GAYA

IIM Bodh Gaya's role shall include the following:

- i. Ensure curriculum design, content development and programme delivery of the same using the facility provided by the bidder.
- ii. Specify the minimum threshold qualifications for selecting candidates for individual Programmes, based on which the bidder would promote the programme and shortlist the candidates. IIM Bodh Gaya would do the final selection for various Programmes.
- iii. Decide and communicate, at the beginning of the programme, an appropriate scheme of evaluation as per the requirements of the course and the methods of instruction.

- iv. Nominate one or more person(s) to interface between IIM Bodh Gaya and the Partner.
- v. Provide the instruments for examination of the participants (whoever requires certification from IIM Bodh Gaya as proof of completing the course.)

5. ELIGIBILITY CRITERIA

- a. Copy of Certificate of Incorporation Under the Company's Act, Certificate of Registration of the firm under Shop & Business Establishment Act. (Whichever is applicable) or else as applicable.
- b. The Bidder should have operational experience for at least three years as on the date of application, (copies of work orders, completion certificates from the earlier clients for similar work should be submitted).
- c. The Bidder should be able to establish clear rights / title to the technology. Proof should be attached.
- d. The Bidder should have requisite licenses from the appropriate governmental regulatory body. The copy of License should be attached.
- e. The Bidder should have proven capability of providing online education either on broadband technology or other modes of communication facilities in terrestrial and /or non-terrestrial mode. Orders executed during the last three years along with completion certificates (Installation and commissioning) from the client should be attached.
- f. The bidder should have had annual average turnover (including the group) for the preceding three financial years (2020-21,2021-22 & 2022-23) of at least Rs. Three Crores (audited statements should be attached). In case of group financial statements, certificate from the Chartered Accountant should be provided as an evidence that your company is authorized to participate in the bid.

6. BID EVALUATION CRITERIA

- a. Technical Bids will be opened on the date and time mentioned in the Notice Inviting Tender online.
- b. Technical Bids will be evaluated first, to obtain a Technical Score as under:

Evaluation Criteria for Technical Bid

S. No	Description	Documents to be provided	Max Marks
1)	Record of successful completion of Certification programs (<u>as mentioned in the Scope of Work</u>) in the institutions ranked in the top 50 of NIRF 2022 (Management Category), <u>excluding IIMs and IITs</u> (management related areas only).	At least one set of Work Order & Corresponding Invoice as proof for each of the said	08

	<p>Count of Institutions: A) 01-03 Institutions: 03 Marks B) 04-07 Institutions: 05 Marks C) 08 and above Institutions: 08 Marks</p>	institutions	
2)	<p>Record of successful completion of certification programs in top 50 of NIRF 2022 (Management Category), <u>excluding IIMs and IITs</u> (management related areas only)</p> <p>Count of programs, including repeat programs: A) 01-05 Programs: 03 Marks B) 06-10 Programs: 05 Marks C) 11 Programs and above: 7 Marks</p>	One set of Work Order & Corresponding Invoice as proof, for each Program	07
3)	<p>Record of successful completion of Certificate programs (as mentioned in the Scope of Work), <u>in IIMs and IITs only.</u></p> <p>Count of Institutions: A) 01-03 IIMs and IITs: 05 Marks B) 04-07 IIMs and IITs: 08 Marks C) 08 and above IIMs and IITs: 10 Marks</p>	At least one set of Work Order & Corresponding Invoice as proof for each of the said IIMs	10
4)	<p>Record of successful completion of Certificate programs in IIMs and IITs only</p> <p>Count of programs, <u>including repeat programs:</u> A) 01-05 Programs: 05 Marks B) 06-10 Programs: 08 Marks C) 11 Programs and above: 10 Marks</p>	One set of Work Order & Corresponding Invoice as proof, for each Program	10
5)	<p>Record of successful completion of Certificate programs (as mentioned in the Scope of Work) in the institutions ranked in the top 51-100 of NIRF 2022 (Management Category), <u>excluding IIMs and IITs.</u></p> <p>Count of Institutions: A) 01-03 Institutions: 02 Marks B) 04-07 Institutions: 03 Marks C) 08 and above Institutions: 05 Marks</p>	At least one set of Work Order & Corresponding Invoice as proof for each of the said institutions	05
6)	<p>Record of successful completion of Certificate programs in top 51-100 of NIRF 2022</p>	One set of Work Order &	05

	<p>(Management Category), <u>excluding IIMs and IITs</u></p> <p>Count of programs, <u>including repeat programs:</u> A) 01-05 Programs: 02 Marks B) 06-10 Programs: 03 Marks C) 11 Programs and above: 5 Marks</p>	Corresponding Invoice as proof, for each Program	
7)	<p>Record of required technology (LMS) used for the conduct of classes including attendance, quiz, polls, class participation etc. at any of the IIM/IIT campus for running the online programs listed under this NIT.</p> <p><u>Count of Years:</u> A) Providing technology to an IIM/IIT for at least 01 year and continuing: 03 Marks B) Providing technology to an IIM/IIT for at least 02 years and continuing: 04 Marks C) Providing technology to an IIM/IIT for at least 03 years and continuing: 05 Marks</p>	At least one set of Work Order (with support document for the required technology)	05
8)	<p>Record of required technology used for the successful conduct of online proctored technology for examination in the institutions ranked in the top 50 of NIRF 2022 (Management Category).</p> <p><u>Count of Institutions:</u> A) 01-02 Institutions: 03 Marks B) 03-04 Institutions: 04 Marks C) 05 and above Institutions: 05 Marks</p>	At least one set of Work Order (with mention of the required technology) & Corresponding Invoice as proof for each of the said institutions	05
9)	<p>Record of successful completion of Certificate programs <u>(as mentioned in the Scope of Work)</u> for No of participants in the institutions ranked in the top <u>1-100 of NIRF</u> 2022 (Management Category). An average Count of Participants in Last 3 Preceding Years:</p> <p>Count of Participants in certificate program: A) 500 to 750 Participants: 04 Marks B) 751 to 1000 Participants: 07 Marks C) 1000 and above Participants: 10 Marks</p>	Proof to be submitted	10

10)	An Average Turnover for Last 3 Preceding Year i.e 2022-23, 2022-21, 2021-20. A) 3 to 5.99 Crore: 4 Marks B) 6 to 7.99 Crore: 7 Marks C) 8 Crore & Above: 10 Marks	Turnover certificate by Chartered accountant	10
11)	Presentation on: A) Founding & Top Management Team of EA B) Business Strengths of the Bidder C) Financial Strengths of the Bidder D) Technical Strengths of the Bidder E) Service Support Strengths of the Bidder F) Marketing / Banding plan for the Programs G) Business Growth Plan	Documentary proof of strengths	25
	Total Marks		100

Cut-off Marks for Qualifying: Bidders securing a **minimum of 50 marks** in the Technical Evaluation only will be considered as ‘Technically Qualified’. From such technically qualified bids, five to seven firms will be empaneled on the basis of marks secured in the technical bid.

7. **EXECUTION OF AGREEMENT**

- The Bidders selected/empaneled will be communicated through a formal letter.
- The Bidders shall be required to execute a Contract (as per the format to be prescribed by the Institute) within 60 days from the date of issue of such communication. Failure to do so shall lead to disqualification of the Bidder.
- After selection, Bidders failing to launch programs as per the prescribed dates of the Institute, will lead to penal action, including cancellation of the Program Work Order(s) and/or termination of the Contract.

8. **PERFORMANCE SECURITY**

- a) The successful tenderer will have to deposit the performance security in the form of DD/TDR/FDR/Bank Guarantee @ 5 % of the total value of order valid for contract period plus three months at the earliest. No interest will be paid by IIM Bodh Gaya on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respects.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified delivery 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.
- e) 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.

9. **EMPANELMENT PERIOD**

- a) The empanelment will be initially for a period of one year from the date of issue of the order. Based on satisfactory performance, the empanelment period may be extended maximum up to another two years (one year at a time) on mutually agreed terms and conditions.
- b) IIM Bodh Gaya can terminate the empanelment with Three months' notice in case the services are not found satisfactory.

10. **DELIVERY SCHEDULE**

The successful bidder should provide the service as per the Programme schedule provided by Executive Education & Consultancy, IIM Bodh Gaya.

11. **SUBMISSION OF BID AND EVALUATION OF THE TENDER:**

a) **SUBMISSION OF BIDS:**

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from IIM Bodh Gaya Website (www.iimbg.ac.in)

b) REGISTRATION:

- i) Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- ii) The bidders choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iii) Bidders to register upon enrolment their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- iv) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- v) The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

c) SEARCHING FOR TENDER DOCUMENTS:

- a) Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- c) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

d) PREPARATION OF BIDS:

- a) Bidders should consider any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to

understand the documents required to be submitted as part of the bid.

- c) The bidder, in advance, should get ready with the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
- d) 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 bidders. Bidders can use “My Documents” available to them to upload such documents.
- e) 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 the bid submission process.

e) SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- a) The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted online on the CPP Portal in BOQ format only. Disclosure of Financial rates in technical bid would lead to rejection of the bid. No Hard Copy of any tender document needs to be submitted.
- b) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- g) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- h) Bids not submitted, as per the above Performa will be summarily rejected.
- i) Bidders are requested to note that they should 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 out by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- j) 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 public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- k) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- l) 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.
- m) 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.
- n) The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- o) Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e- Token in the company’s name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link Information about DSC’.
- p) Bidders are advised to follow the instructions provided in the Instructions to the Bidders for the e-Submission of the bids online through the Central Public.

f) BID SUBMISSION PROCESS:

TECHNICAL BID SUBMISSION:

- a) The bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, followed by all the necessary documents as a part of technical bid documents.
- b) The Technical Bid should be accompanied by the relevant documents, duly signed, and stamped by Authorized Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.
- c) **Due date:** The tender must be submitted online before the bid submission end date. No Hard copies of the tender documents/ bids will be entertained. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- d) The Technical Bid should be accompanied by a copy of this Tender Document (to be submitted online as a part of a Technical Bid)with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document (uploaded online) will not be considered.
- e) The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- f) The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- g) IIM Bodh Gaya reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- h) IIM Bodh Gaya reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after the submission of the bids shall not be entertained.
- i) Any change/ corrigendum/ extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal (<https://www.eprocure.gov.in/epublish/app>) and IIM Bodh Gaya website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Bodh Gaya website for updates.

g. FINANCIAL BID SUBMISSION:

- a) The Financial Bid (Price Bid) shall be submitted in electronic form only in

conformity with the tender specifications on the portal only by the time & date as specified in NIT.

- b) The rates quoted in the financial bid would be treated as a revenue sharing percentage in the enclosed “Price Bid format” i.e., in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances. The format of Financial Bid is given in the tender document.
- c) Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
- d) The Financial Bids of only those firms qualifying the technical evaluation will be considered. The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

12. BID OPENING & EVALUATION

- a) The bids will be opened by a committee duly constituted for this purpose. Bids (complete in all respect) received will be opened as per Schedule as mentioned above, in presence of Agencies representative if available or as applicable.
- b) Place for opening of Bids: Indian Institute of Management Bodh Gaya, Uruvela Prabandh Vihar Bodh Gaya, Bihar -824234
- c) The Technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- d) The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.

13. Selection of successful bidder:

- a. The bidder who is technically qualified as well as quotes the highest revenue sharing % (Percentage) to IIMBG shall be declared as the successful bidder (H-1)
- b. IIM Bodh Gaya may empanel agencies Programme wise /category-wise, in case of different revenue sharing % (Percentage) of different category of programmes.
- c. IIM Bodh Gaya reserves the right to empanel one or more agencies through this NIT.
- d. IIM Bodh Gaya reserves the right to negotiate the quoted revenue sharing percentage rate, with the H-1 bidder to arrive at the fair and reasonable revenue percentage.
- e. IIM Bodh Gaya reserves the right to give counteroffer of the revenue sharing percentage to the bidders other than the H-1 bidder to arrive them at the revenue sharing percentage of H-1.
- f. A Technical Bid containing commercial details or Revelation of Prices in any form or for any reason before opening the Financial Bid shall not be considered.

- g. The Institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- h. In case the day of opening of tender is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

14. ONLINE BIDS SUBMISSION: -

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	.PDF
3.		Bidder's Information as per Annexure- I	.PDF
4.		Bidders having experience of similar work during last 7 years in Government/ Semi- Government/ PSUs/ Autonomous bodies. Copy of work orders, completion certificates and payment received against the work order is required as per Annexure- II	.PDF
5.		The bidder must have an Average Annual Turnover of a minimum of 3.00 Cr. in the last three consecutive financial years as per Annexure-III . Ending FY- 2022-23, Certified by Chartered accountant.	.PDF
6.		Acceptance of terms & Conditions as per Annexure- IV	.PDF
7.		The bidder must not be a Blacklisted/Suspended firm or have not been involved in any service-related dispute with any Government/ Semi-Government/ PSUs, in or outside India, as per Annexure-VI .	.PDF
8.		Bank Mandate -(Cancelled cheque leaf of a running bank account should be enclosed for refund purposes Annexure-VIII	.PDF
9.		Other Important Documents <ul style="list-style-type: none"> • Firm Registration Certificate • PAN details • GST Registration details • Declaration of the Firm as OEM of STP, WTP or Authorization from OEM if bidder is not OEM. 	.PDF .PDF

10.		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	.PDF
11.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF
12.		Note: Institute may ask the vendor/supplier to submit any other certificate/document as it may deem fit.	.PDF
COVER – 2 FINANCIAL BID (PRICE BID)			
Sr. No.	Types	Content	File Types
1.	Financial Bid	Price Bid in given format BOQ only.	.xlsx

15. ASSISTANCE TO BIDDERS:

- 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.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

16. GENERAL INSTRUCTIONS TO THE BIDDERS:

- The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ eToken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.
- Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure>.

17. BID VALIDITY:

- The bids shall remain valid for a period of 180 days from the date of opening of the bid. In case the Bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- In case the Bidder withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

- c. The Submission of bids does not entitle any Agency for automatic grant of award.
- d. Any enquiry after submission of the proposal will not be entertained.
- e. Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.
- f. IIM BODH GAYA reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.

18. BID EVALUATION

- a. The Technical Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix and the Financial Bids of only those Vendors / Suppliers qualifying the technical evaluation will be considered.
- b. Opening and Evaluation of Bids: The institute reserves the right to seek clarifications or additional information/ documents from any Vendor/Supplier regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the Vendor/Supplier does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

19. AWARD OF CONTRACT

- a. For Engagement as Service Providers to market and End to End manage Executive Education Programs at IIM Bodh Gaya, one or more service Provider /s will be empaneled. The highest revenue shared Percentage quoted by service Providers / EA for each category / programmes will be offered to five to seven technically qualified EA. Those EAs who accept the offer will be empaneled for the same.
- b. The EAs / Service Providers should accept the offer within 10 days from the date receipt of offer letter foremanpanelment, failing which the offer will be cancelled automatically.
- c. IIM Bodh Gaya reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.
- d. The contract / empanelment for qualified bidder will be initially for a period of one year and may be extended further for another two years (one year at a time), on mutual consent if their performance is found satisfactory.
- e. The selected bidder will abide by all the Terms & Conditions of the Tender Document.

20. COMMENCEMENT OF PROGRAMME: -

Within 60 days of mail / Work Order issued date.

21. TERMS & CONDITIONS GOVERNING THE CONTRACT

- a. The **Percentage (%) Share** quoted by Bidders shall be all-inclusive (except GST) and fixed throughout the period of the Contract, and no changes in this regard are accepted, for any reason whatsoever.
- b. The Institute reserves the sole right to have a panel of Bidders and award the work to the H-2 bidder subject to the condition that the H-1 bidder declined/fails to execute the work and agrees to undertake the work with the percentage share quoted by H-1.
- c. If the successful Bidder (“Engaged Agency” or “EA” as specified herein) fails to fulfill his obligations under the Contract i.e., non-adherence to terms and conditions in full or in part, IIM Bodh Gaya may terminate the Contract forthwith, without incurring any liability whatsoever.
- d. Notwithstanding anything contained herein, the Contract can be terminated by either party by giving an advance notice of three months. No reason need be stated by either party for (seeking) termination.
- e. Termination shall not affect the ongoing programs (i.e., programs in progress), and they shall progress and conclude as per the terms agreed upon by the parties under the Contract.
- f. **Manpower Deployment:** The EA is required to deploy a set of technically qualified, skilled, and experienced human resources (studio engineer) with prior experience in the scope of work, for exclusive servicing of the IIMBG contract. One of the resource persons shall be the single point of contact (SPoC), who will liaise with the counterpart in IIMBG for the successful conduct of the programs. Studio engineer should remain present during all the class time.
- g. The EA shall at all times use duly licensed software, tools, etc. for the management of the programs of IIM Bodh Gaya. The EA shall duly acknowledge and comply with the provisions of law relating to intellectual property rights. The EA shall indemnify and hold the Institute harmless at all times, for any lapses in this regard on its part, for any reason whatsoever. **IIMBG may ask EA to submit the Indemnity Bond for above said.**
- h. The EA shall apprise and seek the inputs of the Institute in the promotional and marketing campaigns for the programs.
- i. The EA shall share the information with the Institute, from time to time, concerning the existing and potential market opportunities for the programs.
- j. The EA shall notify the Institute of any potential customer-interest in any new or modified programs or inquiries concerning the same.

- k. The EA shall, in advance, notify the Institute of any competing programs and marketing activities about which the EA is aware, and which may affect the ability of the EA and/or the Institute to obtain the anticipated market share in the segment and/or the expected enrolments in any Program.
- l. The EA shall develop and ensure due security protocols so that the material developed, and the programs delivered by IIMBG through the electronic channel of the EA are not corrupted, altered, or their integrity compromised in any manner, notwithstanding technical snags (if any), intrusions (such as hacking) or interruptions that might occur; and promptly take suitable and strong preventive, detective, corrective, and remedial measures that would prevent recurrence of such events.
- m. The EA shall provide appropriate customer training for the users of the Institute, on its technology platforms (e.g., LMS) for smooth conduct of the programs.
- n. The EA shall notify the Institute promptly of any complaint or claim made or brought against it or against the EA with respect to the Program (s) of the Institute.
- o. Grievances, complaints, and suggestions of enrolled students/participants and/or of the Institute shall be promptly attended to, remediated, or resolved by the EA. Where challenges exist, the same shall be promptly brought to the notice of the Institute.
- p. The EA shall not alter the program offerings of the Institute, in any manner, without the prior written approval of the Institute.
- q. The EA shall promptly notify the Institute of any defects or deficiencies that appear or tend to recur in the delivery of programs.
- r. The EA shall not outsource and/or subcontract any part of its responsibilities, in full or in part, to any third party, without the prior written approval of the Institute. Even in such cases, such third parties shall also be duty-bound to comply, without demur, with all the terms and conditions of the Tender, as devolving on the EA.
- s. The EA shall ensure that the intellectual property rights of the content developed and delivered by IIM Bodh Gaya are protected in accordance with the law. This could be through technological measures combined with a proper End User License Agreement (EULA) between the EA and the participant(s) enrolling in the programs. Also, they should be protected through appropriate contracts and organizational processes internal to the EA. Copies of the EULA and the employment contracts are to be provided to the Institute, along with a description of the organizational processes put in place to protect the intellectual property rights, as and when demanded by the Institute.
- t. The recorded lectures and all other academic content developed and delivered by the Institute are its intellectual property. The EA shall hand over the recorded lectures to the Institute. The EA shall not retain any copy of the recorded lectures once the

Program is over. Any exception to this, clearly bringing out the reasons, the nature and duration of such retention shall be explicitly agreed upon between the Institute and the EA; and shall be adhered to, in letter and spirit, by the EA. Similarly, the EA shall hand over all the (remaining) academic content and materials provided by the Institute in conducting a program, back to the Institute, once the said Program is completed. It is reiterated that the EA shall honor these responsibilities in letter and spirit.

- u. The EA is expected to facilitate the assessment of the participants who require certification, by upholding the standards and integrity protocols as may be set by the Institute. For this, the EA shall adopt necessary technological measures for conducting examinations for the programs offered by the Institute. Proofs of the arrangements as available in the technology platform or as implemented by the EA shall be shared with the Institute, prior to commencement of the exams.
- v. In case the Institute wishes to avail the services of the EA for marketing purposes only (e.g., without availing the EA's LMS and program management support), the share of Program Fee between the EA and Institute will be mutually decided and agreed upon before the commencement of the activity. The EA shall be open to such additional opportunity.
- w. The EA shall be solely responsible for ensuring compliance with all applicable laws of the land in the performance of services.
- x. The EA shall always work in the best interests of the Institute and shall not (cause to) do any act advertently or inadvertently that is prejudicial to the good functioning, smooth/streamlined working; causing (or having the potential to cause) risk, damage loss of any kind to the (interests of the) Institute and its programs. Any breach shall attract penal action, including but not limited to forfeiture of security deposit and termination of Contract.

21. PAYMENT TERMS

- A. For each Program of duration less than one year, the successful Bidder ("Engaged Agency" or "EA") shall release the payments to the Institute, as follows:
 - (i) Within one week of the invoice being raised on the start of the Program: 40% of the Institute share.
 - (ii) Within one week of the invoice being raised on completion of 35 hours of the Program: Balance 30% of the Institute share.
 - (iii) Within one week of the invoice being raised on completion of 70 hours of the Program: Balance 30% of the Institute share.
- B. Campus Immersion program will be charged Separately a minimum amount between of Rs. 3000 to Rs. 4000 Per day per Participant & it is voluntary paid to Institute directly.

- C. The payments which are to be received in installments can be mutually agreed between by both the parties.
- D. The Bidder shall be liable for payment of interest at a rate as applicable to a 365-day deposit of State Bank of India, for any delayed payments. The interest rate shall be reckoned as on the date the payment falls due.
- E. GST payments shall be honored by the parties, additionally, as per law.

F. FORCE MAJEURE

- a. If at any time, during the continuance of the agreement/contract, the performance in whole or in part by the parties (i.e., the EA and IIMBG), of any obligation specified in the Contract, is prevented, restricted, delayed, or interfered with by reason of war or hostility, the act of the public enemy, civil commotion, sabotage, the act of state or direction from statutory authority, earthquake, explosion, epidemic, pandemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as an event), the parties may be excused from performance of their obligations provided that notice of happenings of any such event is exchanged by either party within two calendar days from the date of occurrence thereof. Provided further that the obligations under the agreement shall be resumed by the parties, as soon as practicable, after such event comes to an end or ceases to exist. The decision of the Institute as to whether the obligations may be so resumed and the time frame within which the obligations may be resumed shall be final and binding.
- b. The Force Majeure events mentioned above will not in any way cause an extension of the period of the Contract, unless explicitly agreed upon by the Institute.

G. PENALTY

The EA shall always ensure the regular and uninterrupted provision and quality of services. In case of failure, disruption or deficiency in services, or negligence, advertently or inadvertently, appropriate action shall be taken by the Institute, which may include and not limited to, forfeiture of the security deposit and/or termination of the Contract. The Director of the Institute (Competent Authority) shall decide whether a breach has occurred, and the same shall be binding on the EA.

H. LAWS GOVERNING AGREEMENT/CONTRACT

The Contract (to be) entered into between the Institute, and the EA shall be governed by the laws of the Union of India in force for the time being.

I. TERMINATION FOR INSOLVENCY

The Institute may, at any time, terminate the contract by giving Three-month written notice to the EA, without any compensation to the EA, and without any liability or implications devolving on it, if the EA becomes bankrupt or otherwise insolvent as declared by a competent court, provided that such termination will not prejudice or

affect any right of action or remedy, which has accrued or will accrue to the Institute.

J. INTERPRETATION

Any clarification regarding the meaning or intent or interpretation of any of the terms and conditions of the Tender or Contract, whether explicit or implicit, shall be sought from the Director of the Institute (Competent Authority) whose decision in the matter shall be final and binding.

K. ARBITRATION

In the event of any dispute arising between the Institute and the EA in any matter covered under the Contract or arising directly or indirectly therefrom or connected or concerned therewith in any manner of the implementation of any terms and conditions of the said Contract, the matter shall be referred to the Director of the Institute (Competent Authority) who may appoint an eminent person distinguished in the field of management or such other field as deemed appropriate as the sole Arbitrator. The EA will not be entitled to raise any objection as regards such an appointment. The award of the Arbitrator shall be final and binding on both the parties, subject to the provisions of the Arbitration and Conciliation Act, 1996, and the rules made thereunder. The parties shall expressly agree that the arbitration proceedings shall be held at Bodh Gaya. The language of the arbitration and proceedings shall be (in) English only. The costs of arbitration shall be borne equally by both the parties.

L. JURISDICTION OF COURTS

Any dispute arising, if any, under the Tender and Contract shall be subject to the jurisdiction of the competent courts of Bodh Gaya / Gaya only.

Annexure-1

(To be printed on Bidder's letterhead and submitted as the first page of 'Technical Bid')

LETTER FOR SUBMISSION OF BID

To:
The Chief Administrative Officer.
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar, bodh Gaya, Bihar
824234.

Dear Sir,

Subject: Bid for Tender No: IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024 inviting Bidders for Engagement as Service Providers to market and End-to-End manage online Executive Education Programs.

Subject to the conditions given in the tender documents, I/We hereby submit my/our bid for Tender No: IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024 inviting Bidders for Engagement as Service Providers to market and End-to-End manage online Executive Education Programs, I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally and without demur.

SI. No	Particulars	Details
1	Name of the Bidder (Firm/Co./Agency)	
2	Address of Registered Office	
3	GSTIN & PAN	
4	Authorized Signatory's Name	
5	Authorized Signatory's Designation	
6	Contact No.(s): Landline	
7	Contact No.(s): Mobile	
8	Email ID:	

Note: All correspondence shall be made by the Institute on the mentioned address, contact No. and email ID only.



DECLARATION

I, _____, the undersigned, being the authorized signatory for submission of bid for Tender No.: IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024 inviting Bidders for Engagement as Service Providers to Market and End-to-End Manage online Executive Education Programs, hereby declare that I read and understand all the terms and conditions of the Tender document.

All the documents submitted and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact or information has been concealed or misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

Authorized Signatory:

Full name:

Designation:

(Company Seal)

Date:

Place:

TECHNICAL BID

Tender No.: Tender No: IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024

inviting Bidders for Engagement as Service Providers to Market and End-to-End manage online Executive Education Programs

The following documents are to be furnished by the Bidder in the Technical Bid. Bidders should carefully read and comply with the notes given below this Table.

Sl. No	Description	Documents to be provided
1)	Record of successful completion of Certification programs <u>(as mentioned in the Scope of Work)</u> in the institutions ranked in the top 50 of NIRF 2022 (Management Category), <u>excluding IIMs and IITs</u> (management related areas only).	At least one set of Work Order & Corresponding Invoice as proof for each of the said institutions
2)	Record of successful completion of certification programs in top <u>50 of NIRF 2022</u> (Management Category), <u>excluding IIMs and IITs</u> (management related areas only)	One set of Work Order & Corresponding Invoice as proof, for each Program
3)	Record of successful completion of Certificate programs <u>(as mentioned in the Scope of Work), in IIMs and IITs only.</u>	At least one set of Work Order & Corresponding Invoice as proof for each of the said IIMs
4)	Record of successful completion of Certificate programs in IIMs and IITs only	One set of Work Order & Corresponding Invoice as proof, for each Program
5)	Record of successful completion of Certificate programs <u>(as mentioned in the Scope of Work)</u> in the institutions ranked in the top <u>51-100 of NIRF 2022</u> (Management Category), <u>excluding IIMs and IITs.</u>	At least one set of Work Order & Corresponding Invoice as proof for each of the said institutions
6)	Record of successful completion of Certificate programs in top <u>51-100 of NIRF 2022</u> (Management Category), <u>excluding IIMs and IITs</u>	One set of Work Order & Corresponding Invoice as proof, for each Program
7)	Record of required technology (LMS) used for the conduct of classes including attendance, quiz, polls, class	At least one set of Work Order (with support document for the

	participation etc. at any of the IIM/IIT campus for running the online programs listed under this NIT.	required technology)
8)	Record of required technology used for the successful conduct of online proctored technology for examination in the institutions ranked in the top 50 of NIRF 2022 (Management Category).	At least one set of Work Order (with mention of the required technology) & Corresponding Invoice as proof for each of the said institutions
9)	Record of successful completion of Certificate programs (as mentioned in the Scope of Work) for No of participants in the institutions ranked in the top 1-100 of NIRF 2022 (Management Category). An average Count of Participants in Last 3 Preceding Years:	Proof to be submitted
10)	An Average Turnover for Last 3 Preceding Year i.e 2022-23, 2022-21, 2021-20.	Turnover certificate by Chartered accountant
11)	<p>Presentation on:</p> <p>H) Founding & Top Management Team of EA</p> <p>I) Business Strengths of the Bidder</p> <p>J) Financial Strengths of the Bidder</p> <p>K) Technical Strengths of the Bidder</p> <p>L) Service Support Strengths of the Bidder</p> <p>M) Marketing / Banding plan for the Programs</p> <p>N) Business Growth Plan</p>	Documentary proof of strengths

Notes:

- Data about Programs that commenced and/or completed in the past three financial years only i.e., 01 April 2020 to 31 March 2021; 01 April 2021 to 31 March 2022; and 01 April 2022 to 31 March 2023 should be furnished. Programs that commenced and/or completed outside the range of the said three years will NOT be considered.
- Cut-off Marks for Qualifying: Financial Bids of only those Bidders who score 50 marks and above only will qualify.
- The Presentation will be evaluated by a Committee constituted by IIMBG. The date, time and mode of the presentation shall be communicated by IIMBG.

- d) Bidders should submit all the documents as mentioned in the Section /Point No. 6,11 & 14 - PREPARATION and SUBMISSION OF BIDS.
- e) The Bidders should not have been blacklisted by any Department of the Government of India, Quasi-Govt., or Autonomous body of the Central Govt., anytime in the past. There should not be any criminal case registered against the Bidder including the firm and its owners, representatives, successors, assigns, partners, or management, anywhere in India or abroad. The Bidder should not have faced any action by any law enforcement agency of India or any foreign country. A declaration to this effect is to be submitted with the Technical Bid, signed by an authorized signatory (as per Annexure-4).

Name of the Bidder (Firm/Co./Agency)_____

Name & Designation of the Authorized Signatory: _____

Date:
Place:

Signature:
Name:

Company Seal:

BID SECURITY AND DECLARATION FORM
(to be printed on the company/firm/agency's letterhead)

Date:

To,
The Chief Administrative Officer
Indian Institute of Management Bodh
Uruvela Prabandh Vihar, Bodh Gaya-
824234

Sir,

Sub: 'Bid Security Declaration' for Tender No.: IIMBG/NIT/EXED/2023-24/02, dt
11.01.2024 inviting Bidders for Engagement as Service Providers to Market and End-
to-End Manage online Executive Education Programs.

We, _____ understand
that, as per Item & of the Notice Inviting Tender, bids may be supported with a 'Declaration'
towards payment of EMD for the companies which are not exempted from payment of EMD,
to participate in the tender process. We declare as under:

We will automatically be suspended from being eligible for bidding in any tender issued by
the Indian Institute of Management Bodh Gaya for the period of 3 years, from the date of
award of contract, if we are in breach of any of the following obligation(s) under the bid
conditions: -

- If we withdraw the bid or increase the quoted prices after opening of the bid and during
the period of bid validity or its extended period, if any.
- In case we fail to sign the Contract in accordance with the terms and conditions (including
timelines for execution of the Agreement) of this Tender or fail to furnish the
Performance Security in accordance with the terms and conditions of this Tender and
Letter of Award.

We understand that this declaration shall expire, if we are not the successful Bidder, and on
receipt of IIMBG's notification of the award to another Bidder; or thirty days after the validity
of the Bid; whichever is earlier.

Name of the Bidder
(Firm/Co./Agency) _____

Name & Designation of the Authorized Signatory: _____

Date:

Signature:

Place:

Name:

Company Seal:

DECLARATION REGARDING NON-BLACKLISTING OF THE FIRM
(To be printed on Bidder's letterhead)

To:
The Chief Administrative Officer
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar, Bodh Gaya-
824 234, Bihar

Dear Sir,

Subject: Non-Blacklisting declaration in connection with IIM Bodh Gaya Tender No.:
IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024 inviting Bidders for
Engagement as Service Provider to Market and End-to-End manage online
Executive Education Programs.

This is to notify you that our Firm/Company/Organization intends to submit a proposal in
response to Tender No.: IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024 inviting
Bidders for Engagement as Service Provider to Market and End-to- End manage online
Executive Education Programs.

In accordance with the above we declare that:

- a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b. We are not blacklisted by Central or any State Government or by any entity, organization, agency, autonomous body, or society of any State or Central Government or any Regulatory Authority in India or any other country in the world, for any kind of fraudulent activities.
- c. No action by any law enforcement agency in India or abroad has ever been initiated by us, at any time.

Name of the Bidder (Firm/Co./Agency) _____

Name & Designation of the Authorized Signatory: _____

Date:

Signature:

Place:

Name:

Company Seal:

FINANCIAL BID FORMAT

Tender No.: IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024 inviting Bidders for Engagement as Service Providers to Market and End-to-End manage online Executive education Programs-reg.

(To be filled online)

Date of Submission of Financial Bid:	
Notice Inviting Tender (NIT) for empanelment of as Service Providers to Market and End-to-End manage online Executive education Programs at IIM Bodh Gaya	
Tender Ref. No: IIMBG/NIT/EXED/2023-24/02, dt 11.01.2024	
Name of the EA:	
Correspondence Address:	
Tel/Mob No.:	
Email Id:	

Percentage of Revenue Sharing Offered

S. No.	Programmes	The H1 in each category will be based on highest revenue sharing Percentage (%) in each category by the EA to IIMBG. The revenue in each category is to be calculated by multiplying by the no. of participants with the fee charged per participant.			
		No of Participants A	Tentative Fees Per Participant B	Total Revenue = A x B	Revenue sharing Percentage (up to 2 decimals) of the share of Gross Program Fees (excluding GST)
	09-11 Months online Certificate Programmes				
1	Artificial Intelligence & Machine Learning.				
2	Digital Marketing				
3	Business Management				
4	Financial Management and Analytics				
5	Corporate Law				

Note –

1. The Above List is not exhaustive.
2. The minimum number of participants in each category is to be 40 to proceed with the Programme. & Minimum Tentative Fees of above-mentioned certificate Programme would be Rs. 1,50,000/- (Rs. One Lakh Fifty Thousand Only) for each program.
3. Apart from these programmes IIMBG with EA can design and run other short / Mid / Long duration online certificate programmes depending on the expertise and experience

of both the parties.

4. The Other Programme can be also offered / Launched in the areas of Human resources Management / Organizational Behavior / Marketing / Finance / general Management / Strategy & Entrepreneurship / Operations Management & Quantitative techniques / Business Communication and Humanities / Information System & technology / Economics & Public policy any other relevant Management Area.
5. The maximum tolerable drop out of the participants in each category of the Programme after payment of first installment is to be restricted to 10 percent
6. All Programmes can be of both Nature i.e B2B (For Executives of Specific Company / Organizations) & B2C (Open for Executives of any Company / Organization). The EA can also Propose any Programme from the area mentioned in Para 4 For short duration (1 to 15 days), Mid Duration (More than 15 days & less than 6months), Long Durations (More than 6 Months & less than 12 months) with suitable fees. The proposed Programme should be in the financial Bid Format Only.
7. Gross Program Fees exclude GST from the total fees in a case where GST is not mentioned separately.
8. The final selection will be based on the maximum revenue to be shared to IIMBG on both the figures (percentage share multiplied by number of participants) quoted.
9. Programs offered by the Institute may vary in structure, duration, content, title, mode, target audience etc. and can be mutually agreed upon. The rate quoted by the Bidder shall be applicable and hold good, for a specific program offered at the time of quote.
10. Programs may be offered in online (virtual mode), offline (on-campus) or hybrid mode.
11. Bids with conditions of any kind will be rejected.
12. In case of any discrepancy between figures and words, the value in stated in words shall prevail.
13. Price quoted should be all inclusive, except GST.
14. Any corrections/interlineations on this page shall result in rejection of the Bid.

DECLARATION

I/we..... (Name of the Authorized Representative of Vendor/Supplier) of..... (Name of the Vendor/Supplier) 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:
Vendor/Supplier)

(Name & signature with stamp of the