

**CORRIGENDUM-1**

No.: IIMI/2019-20/25/Corrigendum-01

09-08-2019

The following amendments / addendum have been made in Tender No. IIMI/2019-20/25 dated 06-08-2019 for Selection of Agency for Domain Knowledge Workshop to the participants:

**Addendum-1:** The following point is inserted at Tender Clause no 4.3 Page 05

4.3 (b) Bidders should submit the detailed proposal as per our Scope of Work in Packet No - 5 as mentioned in clause no 9.2 (Packet-5)

**Amendment-2:** Online Bid Submission Procedure (Tender Clause no 9.2 Packet-5)

May please be read as “**Supporting documents as per tender clause 4.2 (e) and 4.3. The Bidder should provide detailed qualifications and experience of the trainers and detailed proposal as per our Scope of Work**”

**Amendment-3:** BID EVALUATION (Tender Clause no. 11 Page no 08 to 11)

Bid Evaluation may please be read as follows:

**11. BID EVALUATION :**

The bidder would be selected on the basis of ranking and evaluation of Technical and Financial Bids by a Committee, and Committee's decision would be final. The Committee will decide the parameters to be used for determining the suitability and adequacy of the bids. The procedure for selection of the party/agency shall be based on Quality and Cost Based Selection system for evaluation by the Committee.

**The process of selection of the successful bidder would be determined as under:-**

**11.1 Pre-qualification Evaluation:**

The bidders have to submit all the documents mentioned in the Clause 4, i.e. OID, Eligibility Criteria, EMD and Technical criteria. The bidders who qualified in Pre-Qualification Evaluation only will move on to **Stage-1: Marking for Pre-qualification Evaluation**

## Stage-1: Marking for Pre-qualification Evaluation

| Sr. No.  | Particular   | Marks Breakup  | Total Marks |
|--|--|--|-------------|
| 1  | No. of years of relevant experience of Consultant/firm(track record)   | 01 Marks for each year   | 10          |
| 2.   | Quality of trainers to be deployed (Qualification and Experience)  | 1 Marks for each trainer   | 10          |
| 3  | Similar Programmes /activities in IIMs /IITs / Nationally funded educational institutes/Other top tier private B schools during the last three financial years | 1 contract -> 2.5 Marks<br>2 contracts -> 5.0 Marks<br>More than 3 -> 10 Marks | 10          |
| <b>Total Marks (Marking for Pre-qualification Evaluation ) Stage-1</b> |  |  | <b>30</b>   |

Note: The bidders scoring minimum 15 marks or more out of total 30 marks will move on to next **Stage-2** i.e. **marking for Presentation and Mock Domain Knowledge**.

Bidders who qualified in **Stage-1 Marking for Pre-qualification Evaluation** will be called for a **Stage-2** i.e. **marking for Presentation and Mock Test – Domain Knowledge** at IIM Indore campus. Date and time of the Presentation and Mock test will be communicated to the eligible bidders.

## Stage-2: Marking for Presentation and Domain Knowledge

| Sr. No.   | Particular   | Maximum Marks |
|---|--|---------------|
| 1.  | Methodology and Work Schedule  | 20            |
| 2.  | Mock GD/PI   | 20            |
| 3.  | No of clients handled during last five years in IIMs /IITs / Nationally funded educational institutes/Other top tier private B schools | 10            |
| <b>Total Marks (Marking for Presentation and Domain Knowledge ) Stage-2</b> |  | <b>50</b>     |

| Stage No.  | Description  | Maximum Allocated Marks | Actual Marks |
|--|--|-------------------------|--------------|
| Stage-1  | Total Marks in <b>Marking for Pre-qualification Evaluation</b>                 | 30                      |              |
| Stage-2  | Total Marks in <b>Marking for Presentation and Mock Test- Domain Knowledge</b> | 50                      |              |
| <b>Total Marks for Technical Bid (Stage- 1 + Stage- 2)</b> |  | <b>80</b>               |              |

Note: only the bidders scoring minimum 40 marks or more out of total 80 marks (Technical Bid) will be considered qualified and move on to the next **Stage-3 i.e. Evaluation of Financial Bid.**

Marks of Technical Bid (Stage-1 and Stage-02) will be normalized in the manner as mentioned here-below:

$$\text{Normalized technical Bid Score} = \frac{\text{Marks obtained in Technical Bid} \times 10}{\text{Highest marks of Technical Bid}}$$

For example, the combined technical marks in Stage-1 and Stage-02 of the bidders are as follows:

| Party | Secured Marks of Technical Bid out of total 80 marks |
|-------|--|
| A     | 60   |
| B     | 50   |
| C     | 55   |

The normalised combined technical marks of Stage-1 and Stage-2 would be as follows:

| Party | Technical Score(TS) |
|-------|---------------------|
| A     | 10.00               |
| B     | 8.33                |
| C     | 9.16                |

### Stage-3: Financial Bid Evaluation

The Institute will open the financial bids of bidders who will qualify in Technical Bid (Stage-1 and Stage-2) evaluation. The date and time of opening the financial bid will be intimated to the Tenderers in advance and financial bid will be evaluated as under:

**Scoring of Financial Bids-** The scores for financial bids are based on the following method:

$$\text{Normalized Financial Bid Score} = \frac{\text{Lowest Tender Price} \times 10}{\text{Quoted Tender Price}}$$

For example, the quotes for rates for are as follows:

| <b>Party</b> | <b>Quoted Tender Price</b> |
|--------------|----------------------------|
| A            | 3,50,000                   |
| B            | 3,00,000                   |
| C            | 3,25,000                   |

The normalised score for financial bid would be as follows:

| <b>Party</b> | <b>Financial Score - FS</b> |
|--------------|-----------------------------|
| A            | 8.57                        |
| B            | <b>10.00</b>                |
| C            | 9.23                        |

**Note that the lower the price, the higher the score.**

#### **Stage-4: Combined Evaluation**

The scores of technical proposal would be given 80% Weightage, and the financial proposal would be given 20% Weightage. The weighted combined scores of the Technical Scores (Ts), and Financial Scores (Fs) shall be used to rank the bidders on the basis of formula as given below:

$$\text{Combined Score} = 80\% * \text{TS} + 20\% * \text{FS}$$

The normalised Combined Score would be as follows:

| <b>Party</b> | <b>Technical Marks</b> | <b>80% of (ii)</b> | <b>Financial Marks</b> | <b>20% of (iv)</b> | <b>Combined Marks (iii) + (v)</b> |
|--------------|------------------------|--------------------|------------------------|--------------------|-----------------------------------|
|              | <b>(TS)</b>            |                    | <b>(FS)</b>            |                    |                                   |
| <b>(i)</b>   | <b>(ii)</b>            | <b>(iii)</b>       | <b>(iv)</b>            | <b>(v)</b>         | <b>(vi)</b>                       |
| A            | <b>10.00</b>           | <b>8.00</b>        | 8.57                   | 1.71               | <b>9.71</b>                       |
| <b>B</b>     | 8.33                   | 6.66               | <b>10.00</b>           | <b>2.00</b>        | 8.66                              |
| C            | 9.16                   | 7.33               | 9.23                   | 1.85               | 9.18                              |

**Addendum-4:** the following points are inserted at tender clause no 17.4

17.4 (i) The condition of prior turnover and prior experience may be relaxed for Startups in accordance with the guidelines issued by the Government of India from time to time.

17.4 (j) The English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi translation

**Addendum-5:** the following clause is inserted as tender clause no. 18

**18. CONTRACT PERIOD**

18 (a) The contract will be initially for a period of two years from the date of order. Based on satisfactory performance, the contract may extend maximum up to for five years on yearly basis on mutually agreed terms and conditions.

18 (b) IIM Indore can terminate the contract with 30 days' notice period in case the services are not found satisfactory.

**Amendment-6:** Annexure-I (Page No. 15)

EMD amount of **Rs. 60,000/-** as mentioned in annexure-1 may please be read as **Rs. 10,000/-**.

**Amendment-7:** BOQ (Financial Bid)

**“Basic rate in figure to be entered by the bidders in Rs.”** may please be read as **“Basic Rate per participant in figure to be entered by the bidders in Rs.”**

All other terms and conditions remain unchanged.

Tender document duly incorporating above addendums / amendments is placed below.

Sd/-

K. V. Sathyanathan  
Officer (Stores & Purchase)

# भारतीय प्रबंध संस्थान इंदौर

## INDIAN INSTITUTE OF MANAGEMENT INDORE

प्रबंध शिखर, राऊ-पीथमपुर रोड, इंदौर – 453 556

PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE – 453 556

फ़ोन PHONE: +91-731-2439630-33; फ़ैक्स FAX: +91-731-2439800; ईमेल EMAIL: [stores@iimdr.ac.in](mailto:stores@iimdr.ac.in)

निविदा क्रमांक/Tender No: IIMI/2019-20/25



दिनांक/ Date: Aug 06, 2019

### प्रतिभागियों को डोमेन ज्ञान प्रदान करने के लिए एजेंसी चयन हेतु निविदा आमंत्रण सूचना NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR CONDUCTING DOMAIN KNOWLEDGE WORKSHOP TO THE PARTICIPANTS

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में निम्नलिखित सेवाओं के लिए प्रतिष्ठित एवं अनुभवी सलाहकार / एजेंसीयों से ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है:

Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bids systems from reputed and experienced Consultants / Agencies for the following:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

| मद का विवरण<br>Item Description                    | निविदा की अनुमानित<br>कीमत Estimated<br>Cost of Tender | अग्रिम जमा<br>EMD | निविदा फीस<br>Tender Fee |
|--|--|-------------------|--------------------------|
| Domain Knowledge - Workshop to<br>the Participants | 4,00,000/-   | 10,000/-          | NIL                      |

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

| क्रमांक<br>S. No. | विवरण Particulars   | दिनांक<br>Date | समय<br>Time |
|-------------------|---|----------------|-------------|
| 01                | निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय<br>Date & Time of Online Publication/Download of Tender  | 06-08-2019     | 1730 Hrs.   |
| 02                | बोली जमा करने की प्रारंभ तिथि एवं समय<br>Bid Submission Start Date & Time                                   | 06-08-2019     | 1730 Hrs.   |
| 04                | बोली जमा करने की अंतिम तिथि एवं समय<br>Bid Submission Close Date & Time                                     | 20-08-2019     | 1500 Hrs.   |
| 05                | अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय<br>Closing date & time for Submission of EMD | 20-08-2019     | 1500 Hrs.   |
| 06                | तकनीकी बोलियों का खोला जाना<br>Opening of Technical Bids  | 21-08-2019     | 1500 Hrs.   |

**विषय सूची**  
**TABLE OF CONTENTS**

| <b>S.No.</b> | <b>Description</b>  | <b>Page no.</b> |
|--------------|---|-----------------|
| 01           | आईआईएम इंदौर के बारे में <a href="#">ABOUT IIM INDORE</a>                 | 3               |
| 02           | काम का दायरा <a href="#">SCOPE OF WORKS</a>                               | 3               |
| 03           | बयाना जमा विवरण <a href="#">EARNEST MONEY DEPOSIT DETAILS</a>             | 4               |
| 04           | पात्रता मानदंड <a href="#">ELIGIBILITY CRITERIA</a>                       | 4-5             |
| 05           | वित्तीय बोली विवरण <a href="#">FINANCIAL BID DETAILS</a>                  | 5               |
| 06           | समय सारणी <a href="#">TIME SCHEDULE</a>                                   | 6               |
| 07           | निविदा की उपलब्धता <a href="#">AVAILABILITY OF TENDER</a>                 | 6               |
| 08           | बोली वैधता <a href="#">BID VALIDITY PERIOD</a>                            | 6               |
| 09           | बोली प्रस्तुत करना <a href="#">BID SUBMISSION</a>                         | 6-7             |
| 10           | बोली का खोला जाना <a href="#">BID OPENING</a>                             | 8               |
| 11           | बोली का मूल्यांकन <a href="#">BID EVALUATION</a>                          | 8-10            |
| 12           | सफल बोलिदाता <a href="#">SUCCESSFUL BIDDER</a>                            | 10              |
| 13           | भुगतान की शर्तें <a href="#">PAYMENT TERMS</a>                            | 11              |
| 14           | कार्य निष्पादन सुरक्षा विवरण <a href="#">PERFORMANCE SECURITY DETAILS</a> | 11              |
| 15           | वितरण कार्यक्रम <a href="#">DELIVERY SCHEDULE</a>                         | 11              |
| 16           | विशेष नियम और शर्तें <a href="#">SPECIAL TERMS AND CONDITIONS</a>         | 11-12           |
| 17           | सामान्य नियम और शर्तें <a href="#">GENERAL TERMS AND CONDITIONS</a>       | 12-13           |
| 18           | अनुबंध की अवधि <a href="#">CONTRACT PERIOD</a>                            | 13              |
| 19           | अनुलग्नक-I <a href="#">ANNEXURE – I</a>                                   | 14              |
| 20           | अनुलग्नक-II <a href="#">ANNEXURE – II</a>                                 | 15              |
| 21           | अनुलग्नक-III <a href="#">ANNEXURE – III</a>                               | 16              |
| 22           | अनुलग्नक-IV <a href="#">ANNEXURE – IV</a>                                 | 17              |
| 23           | अनुलग्नक-V <a href="#">ANNEXURE – V</a>                                   | 18              |

## 1. ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

## 2. SCOPE OF WORK:

### **Domain knowledge or Industry sessions for PGP, IPM and EPGP batches**

Indian Institute of Management Indore (IIM Indore) is desirous to engage the services of a Consulting organization of repute with experience in the field of conducting placement preparatory workshops on domain knowledge and deep dive industry sessions for fresher as well as lateral participants.

The objective of this program is to help bridge the industry knowledge gap that aids students to understand the industry requirements better. The program requires to familiarize the students to the dynamics of different sectors and industries and more importantly provide an easy and effective framework to understand any industry on their own.

The knowledge sessions must cover all the industries and sectors given in the table below. The reason for choosing disparate industries is to equip the students with tools of how to analyse the industries which have very different dynamics. At the end of the program, material pertaining to 20-25 industries should be provided to the participants.

#### **A. Proposed workshop details:**

No. of participants: Approximately 500-550 (PGP, IPM and EPGP batch participants)  
Dates: Between November and December 2019

No. of sessions: Maximum 10 (The students will be divided into 2 batches and there will be 5 sessions for each batch of 75 minutes each spread over a week. These should be interactive sessions where students can ask clarifying questions to the mentors during the sessions.

The details of domain/industry wise sessions is as under:

| <b>Domains</b>                   | <b>Sessions</b> |
|----------------------------------|-----------------|
| Consulting                       | 2               |
| FMCG                             | 2               |
| Retail & Ecommerce               | 2               |
| IT Analytics & Digital marketing | 2               |
| Finance & Banking                | 2               |
| Total                            | 10              |



### 3. EARNEST MONEY DEPOSIT (EMD) DETAILS

- a) **EMD of Rs.10,000/- (Rupees Ten thousands only)** should be submitted through NEFT or RTGS Bank Transfer or Direct Credit in favour of Indian Institute of Management Indore.
- b) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these Services only**, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- c) **The bidders who seeks exemption from EMD as per clause no. 3(b) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**
- d) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender.
- e) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- f) The amount of EMD (if any) 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 Security Deposit.
- g) No interest will be paid on the EMD (if any) and Performance Security deposited remitted.

### 4. ELIGIBILITY CRITERIA

#### 4.1 **OID (Other Important Documents):**

OID viz. Firm / Company Incorporation Certificate, PAN details, GST details are to be provided.

#### 4.2 **Statutory Documents:**

- a) The Bidder 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-I**.
- b) The firm should be 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. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.

- c) The company should attach list of Purchase Order / Work Order where the similar type of work executed during the last 7 years from the date of publication of the tender as detailed below
- i. Three similar works of 40% of the estimated cost **OR**
  - ii. Two similar works of 50% of the estimated cost **OR**
  - iii. One similar work 80% of the estimated cost

The details of the same along with supporting document are to be submitted as per the **Annexure-III**.

- d) The Annual Turnover should be at least 30% of the estimated cost of the tender during each of the previous three financial years (2015-16 to 2017-18) or (2016-17 to 2018-19). Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the **Annexure-IV**.
- e) Bidders should have a team of qualified trainers with high level work experience from industry preferably also education from top IIMs and other top ranked B-schools of India. The Bidder should provide detailed qualifications and experiences of the trainers. **Relevant proofs to be submitted.**
- f) Bidder should be senior consultants in training space, conducting similar workshops in other top IIMs and B-schools for at least last five years. **Relevant proofs to be submitted.**

#### 4.3 Technical Criteria:

- a) Queries / clarifications (if any) w.r.t. detailed scope of work may please be addressed: Placement Department, IIM Indore, Tel: 0731-2439660, Email: [placementoffice@iimdr.ac.in](mailto:placementoffice@iimdr.ac.in)
- b) Bidders should submit the detailed proposal as per our Scope of Work in Packet No - 5 as mentioned in clause no 9.2 (Packet-5)

#### 5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by system). Kindly quote your offer on FOR IIM INDORE (exclusive of all taxes and charges).

**Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.**

Please be noted that:

- **Hospitality:** The Institute is willing to provide free hospitality on campus including boarding and lodging to the trainers and their team for smooth conduct of the programme at the Institute. However, it will be subject to the availability of rooms on campus.
- **Travelling:** Travel cost is to be borne by the consulting organization.

## 6. TIME SCHEDULE

| क्रमांक<br>S.<br>No. | विवरण Particulars   | दिनांक<br>Date | समय<br>Time |
|----------------------|---|----------------|-------------|
| 01                   | निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय<br>Date & Time of Online Publication/Download of Tender  | 06-08-2019     | 1730 Hrs.   |
| 02                   | बोली जमा करने की प्रारंभ तिथि एवं समय<br>Bid Submission Start Date & Time                                   | 06-08-2019     | 1730 Hrs.   |
| 04                   | बोली जमा करने की अंतिम तिथि एवं समय<br>Bid Submission Close Date & Time                                     | 20-08-2019     | 1500 Hrs.   |
| 05                   | अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय<br>Closing date & time for Submission of EMD | 20-08-2019     | 1500 Hrs.   |
| 06                   | तकनीकी बोलियों का खोला जाना<br>Opening of Technical Bids  | 21-08-2019     | 1500 Hrs.   |

## 7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

## 8. BID VALIDITY PERIOD

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

## 9. BID SUBMISSION

### 9.1 Instruction to Bidder

Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>)** by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal. **The registration is completely free of charge.**

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

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.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The **Toll Free** contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

## 9.2 Online Bid Submission Procedure

**Other Important Documents (OID):** The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF of PAN Card
2. [Packet-2](#): Duly Completed Scanned PDF of Registration Certificate Details
3. [Packet-3](#): Duly Completed Scanned PDF of GST

**Cover-1:** The file should be saved in a PDF version and should comprise of the following items:

[Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I with transaction details for EMD.

[Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.

[Packet-3](#): Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.

[Packet-4](#): Duly Completed Scanned PDF copy of Annexure-IV with supporting Documents.

[Packet-5](#): Supporting documents as per tender clause 4.2 (e) and 4.3. The Bidder should provide detailed qualifications and experience of the trainers and detailed proposal as per our Scope of Work.

[Packet-6](#): Supporting documents as per tender clause 4.2 (f) relevant proofs to be submitted.

[Packet-7](#): Duly Completed Scanned PDF copy of Annexure-V.

**Cover-2:** The BOQ should be downloaded from the website and should comprise of the following items.

[Packet-1](#): Financial Bids in XLS version Filled with all relevant information.

## 9.3 Online Submission of Earnest Money Deposit (EMD)

It is also required to submit EMD through NEFT or RTGS or Bank Transfer or Direct Credit at the following account before 20-08-2019 at 1500 hrs.

Name of beneficiary: Indian Institute of Management Indore

Address: Rau-Pithampur Road, Indore-453556, M.P.

Account No.: 53018623445

Name of the Bank: State Bank of India

Branch Address: IIM Indore Campus

IFSC Code: SBIN0030525

## 10. BID OPENING

- a) Technical Bids will be opened on 21-08-2019 at 1500 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) **Bids should be summarily rejected, if tender is submitted other than through online and / or EMD not submitted within stipulated date / time.**

## 11. BID EVALUATION :

The bidder would be selected on the basis of ranking and evaluation of Technical and Financial Bids by a Committee, and Committee's decision would be final. The Committee will decide the parameters to be used for determining the suitability and adequacy of the bids. The procedure for selection of the party/agency shall be based on Quality and Cost Based Selection system for evaluation by the Committee.

**The process of selection of the successful bidder would be determined as under:-**

### 11.1 Pre-qualification Evaluation:

The bidders have to submit all the documents mentioned in the Clause 4, i.e. OID, Eligibility Criteria, EMD and Technical criteria. The bidders who qualified in Pre-Qualification Evaluation only will move on to **Stage-1: Marking for Pre-qualification Evaluation**

#### Stage-1: Marking for Pre-qualification Evaluation

| Sr. No.  | Particular   | Marks Breakup  | Total Marks |
|--|--|--|-------------|
| 1  | No. of years of relevant experience of Consultant/firm(track record)   | 01 Marks for each year   | 10          |
| 2.   | Quality of trainers to be deployed (Qualification and Experience)  | 1 Marks for each trainer   | 10          |
| 3  | Similar Programmes /activities in IIMs /IITs / Nationally funded educational institutes/Other top tier private B schools during the last three financial years | 1 contract -> 2.5 Marks<br>2 contracts -> 5.0 Marks<br>More than 3 -> 10 Marks | 10          |
| <b>Total Marks (Marking for Pre-qualification Evaluation ) Stage-1</b> |  |  | <b>30</b>   |

Note: The bidders scoring minimum 15 marks or more out of total 30 marks will move on to next **Stage-2** i.e. **marking for Presentation and Mock Domain Knowledge.**

Bidders who qualified in **Stage-1 Marking for Pre-qualification Evaluation** will be called for a **Stage-2** i.e. **marking for Presentation and Mock Test – Domain Knowledge** at IIM Indore campus. Date and time of the Presentation and Mock test will be communicated to the eligible bidders.

## Stage-2: Marking for Presentation and Domain Knowledge

| Sr. No.   | Particular   | Maximum Marks |
|---|--|---------------|
| 1.  | Methodology and Work Schedule  | 20            |
| 2.  | Mock GD/PI   | 20            |
| 3.  | No of clients handled during last five years in IIMs /IITs / Nationally funded educational institutes/Other top tier private B schools | 10            |
| <b>Total Marks (Marking for Presentation and Domain Knowledge ) Stage-2</b> |  | <b>50</b>     |

| Stage No.  | Description  | Maximum Allocated Marks | Actual Marks |
|--|--|-------------------------|--------------|
| Stage-1  | Total Marks in <b>Marking for Pre-qualification Evaluation</b>                 | 30                      |              |
| Stage-2  | Total Marks in Marking for <b>Presentation and Mock Test- Domain Knowledge</b> | 50                      |              |
| <b>Total Marks for Technical Bid (Stage- 1 + Stage- 2)</b> |  | <b>80</b>               |              |

Note: only the bidders scoring minimum 40 marks or more out of total 80 marks (Technical Bid) will be considered qualified and move on to the next **Stage-3 i.e. Evaluation of Financial Bid**.

Marks of Technical Bid (Stage-1 and Stage-02) will be normalized in the manner as mentioned here-below:

Normalized technical Bid Score =  $\frac{\text{Marks obtained in Technical Bid} \times 10}{\text{Highest marks of Technical Bid}}$

For example, the combined technical marks in Stage-1 and Stage-02 of the bidders are as follows:

| Party | Secured Marks of Technical Bid out of total 80 marks |
|-------|--|
| A     | 60   |
| B     | 50   |
| C     | 55   |

The normalised combined technical marks of Stage-1 and Stage-2 would be as follows:

| Party | Technical Score(TS) |
|-------|---------------------|
| A     | 10.00               |
| B     | 8.33                |
| C     | 9.16                |

## Stage-3: Financial Bid Evaluation

The Institute will open the financial bids of bidders who will qualify in Technical Bid (Stage-1 and Stage-2) evaluation. The date and time of opening the financial bid will be intimated to the Tenderers in advance and financial bid will be evaluated as under:

**Scoring of Financial Bids-** The scores for financial bids are based on the following method:

$$\text{Normalized Financial Bid Score} = \frac{\text{Lowest Tender Price} \times 10}{\text{Quoted Tender Price}}$$

For example, the quotes for rates for are as follows:

| Party | Quoted Tender Price |
|-------|---------------------|
| A     | 3,50,000            |
| B     | 3,00,000            |
| C     | 3,25,000            |

The normalised score for financial bid would be as follows:

| Party | Financial Score - FS |
|-------|----------------------|
| A     | 8.57                 |
| B     | <b>10.00</b>         |
| C     | 9.23                 |

**Note that the lower the price, the higher the score.**

#### Stage-4: Combined Evaluation

The scores of technical proposal would be given 80% Weightage, and the financial proposal would be given 20% Weightage. The weighted combined scores of the Technical Scores (Ts), and Financial Scores (Fs) shall be used to rank the bidders on the basis of formula as given below:

$$\text{Combined Score} = 80\% * \text{TS} + 20\% * \text{FS}$$

The normalised Combined Score would be as follows:

| Party | Technical Marks | 80% of (ii) | Financial Marks | 20% of (iv) | Combined Marks (iii) + (v) |
|-------|-----------------|-------------|-----------------|-------------|----------------------------|
|       | (TS)            |             | (FS)            |             |                            |
| (i)   | (ii)            | (iii)       | (iv)            | (v)         | (vi)                       |
| A     | <b>10.00</b>    | <b>8.00</b> | 8.57            | 1.71        | <b>9.71</b>                |
| B     | 8.33            | 6.66        | <b>10.00</b>    | <b>2.00</b> | 8.66                       |
| C     | 9.16            | 7.33        | 9.23            | 1.85        | 9.18                       |

## 12. SUCCESSFUL BIDDER

- (a) The successful bidder will be the one who has the maximum combined score in six levels.
- (b) The purpose of the six levels selection process spelt out above is to get the services which combine optimally the quality and price.



### **13. PAYMENT TERMS**

- a) No advance payment will be made in any case.
- b) The payment will be made as per actual number of the participants in the respective workshop / session.
- c) The consultant shall raise invoice on successful completion of each respective workshop / session and the payment will be effected within 30 days after deducting applicable TDS and / or any other Government Levies as applicable time to time.

### **14. PERFORMANCE SECURITY DETAILS**

- a) EMD of the successful bidders will be converted in performance Security Deposit and the same will be return back after it duly performs and completes the contract/warranty period in all respect. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- c) In case, the firm fails to execute the order successfully, within communicated schedule period, the same consultancy services will be procured 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.

### **15. DELIVERY SCHEDULE**

Final schedule date of Domain Knowledge – Workshop / Session shall be communicated to the successful bidder by the concerned office i.e. Placement Office w.r.t. the contract.

### **16. SPECIAL TERMS AND CONDITIONS:**

- (a) The consultant and his staff shall abide by various rules and regulations of IIM Indore as prevalent from time to time.
- (b) The consultant should confirm that each of its trainers/ employees assigned to perform activity have the proper skill, training and background to perform in a competent and professional manner.
- (c) Neither the consultant nor the consultant's trainers/employees are, or shall be deemed for any purpose to be, employees of the Institute. The Institute shall not be responsible to consultant, consultant's trainers / employees governing for any issues, viz payroll-related taxes to the performance of the assignment.
- (d) The consultant shall assume all liability for and give the Institute complete immunity against all claims, actions or suits or proceedings arising out of or in connection with the performance or rendering services.
- (e) The consultant shall bear all losses of the Institute's property due to his/her/ their negligence.
- (f) The consultant shall not assign or sub-contract this assignment.



- (g) In case of any dispute that arises or that may arise out of or in connection with any of the terms of this assignment or relating to the interpretation of any of the terms of this agreement. The parties agree that they shall initially try to settle the dispute through mutual negotiations that may be conducted / held between the consultant and the Institute through their respective signatories to this agreement or through their authorized representatives.
- (h) Bidder to intimate programme design, methodology, training aids and tools selected to conduct the programme.
- (i) The training material developed by the contractor (successful bidder) hereinafter called contractor shall have the Intellectual Propriety Right (IP) to be provided to the participants
- (j) Only the approved hard copies of the reading material are to be supplied to the participants well in time for which no extra cost will be paid.
- (k) The Institute reserves the right to evaluate the quality of training imparting to the participant(s), feedback and observation by faculty. The Institute also reserves the right to cancel the agreement for conducting Domain Knowledge - Workshop / Session on any other account.
- (l) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws with regard to the personnel engaged by the contractor for the Institute.

## **17. GENERAL TERMS AND CONDITIONS**

### **17.1 Termination for Insolvency**

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Institute.
- b) The Courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arriving out of this purchase. It is specifically agreed that no court outside other than Indore Court shall have the jurisdiction in the matter.

### **17.2 Force Majeure**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

### **17.3. Arbitration**

In the event of any dispute or difference arising under this supply, the Director, IIM Indore or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

### **17.4. Other Conditions**

- a) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- b) IIM Indore reserves the right to cancel and /or vary the terms and conditions of this Purchase Order wholly or in part at any time before its execution and without assigning any reason. Any inquiry after submission of the quotation will not be entertained.
- c) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- d) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- e) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- f) Conditional tenders will not be considered in any case.
- g) IIM Indore shall not be responsible for any transaction delay i.e. non-receipt of the EMD amount.
- h) IIM Indore may issue corrigendum to Tender documents before due date of Submission of bid. The bidder is required to read the Tender documents in conjunction with the corrigendum, if any, issued by IIM Indore. The bidder is not supposed to incorporate the amendment in the body of the Tender document.
- i) The condition of prior turnover and prior experience may be relaxed for Startups in accordance with the guidelines issued by the Government of India from time to time.
- j) The English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi translation

### **18. CONTRACT PERIOD**

- a) The contract will be initially for a period of two years from the date of order. Based on satisfactory performance, the contract may extend maximum up to for five years on yearly basis on mutually agreed terms and conditions.
- b) IIM Indore can terminate the contract with 30 days' notice period in case the services are not found satisfactory.

## ANNEXURE – I

### Undertaking

To  
**Officer (Stores and Purchase)**  
Indian Institute of Management Indore  
Prabandh Shikhar,  
Rau – Pithampur Road  
Indore

Tender No. IIMI/2019-20/25 dated 06-08-2019

### NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR CONDUCTING DOMAIN KNOWLEDGE WORKSHOP TO THE PARTICIPANTS

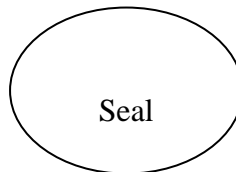
Sir,

1. I /we hereby submit our tender for Selection of agency for conducting Domain Knowledge - Workshop to the participants along with other required documents.
2. I/ We enclosed herewith the following in favor of Indian Institute of Management Indore towards EMD.

| Particular | Amount   | Transaction No. &<br>Date | Bank<br>Name | Supporting<br>documents are<br>to be attached<br>along with the<br>Annexure-I |
|------------|----------|---------------------------|--------------|---|
| EMD        | 10,000/- |                           |              |   |

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, 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.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:



Authorized Signatory

Place:

Name:

Designation:

Contact No.:

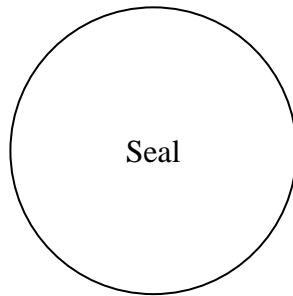
**ANNEXURE – II**

**CERTIFICATE  
(to be provided on letter head 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:**

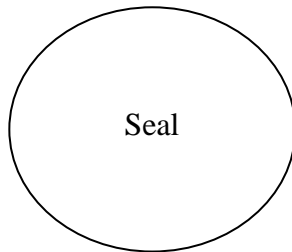
**Contact No.:**

**ANNEXURE – III**

**Work Order Details:**

| Evaluation Criteria  | Name of the Client | Order No. & Date | Amount | Remark  |
|--|--------------------|------------------|--------|---|
| <b>List of Purchase Order / Work Order where the similar type of Work executed by you during last 7 years from the date of publication of tender</b> | 1.                 |                  |        | <b>Supporting document are to be attached along with the Annexure-III</b> |
|  | 2.                 |                  |        |   |
|  | 3.                 |                  |        |   |
|  | 4.                 |                  |        |   |
|  | 5.                 |                  |        |   |

Date:



Place:

Authorized Signatory

Name:

Designation:

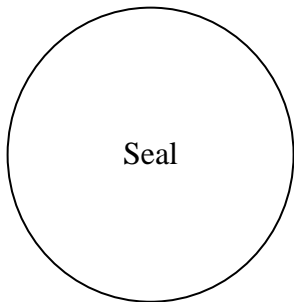
Contact No.:

**ANNEXURE – IV**

**Annual Turnover Details:**

| <b>Evaluation Criteria</b>  |                       |                        | <b>Remark</b>   |
|---|-----------------------|------------------------|---|
| <b>Turnover during last three financial years</b><br><br>2015-16 to 2017-18<br><br>OR<br><br>2016-17 to 2018-19 | <b>Financial Year</b> | <b>Turnover in Rs.</b> | <b>Supporting Documents are to be attached along with the Annexure-IV</b> |
|   | <b>2018-19</b>        |                        |   |
|   | <b>2017-18</b>        |                        |   |
|   | <b>2016-17</b>        |                        |   |
|   | <b>2015-16</b>        |                        |   |

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

**ANNEXURE –V**

**COMPANY DETAILS**

|   |                       |  |
|---|-----------------------|--|
| <b>Name of the Party</b>                                  |                       |  |
| <b>Date of Incorporation / Establishment</b>              |                       |  |
| <b>PAN Number</b>   |                       |  |
| <b>GST Registration Number</b>                            |                       |  |
| <b>Bank Details</b>                                       | <b>Account Number</b> |  |
|   | <b>IFS Code</b>       |  |
|   | <b>Bank Name</b>      |  |
|   | <b>Branch Name</b>    |  |
| <b>Office Address for Postal communication</b>            |                       |  |
| <b>Authorized Signatory Details</b>                       | <b>Name</b>           |  |
|   | <b>Designation</b>    |  |
|   | <b>Email</b>          |  |
|   | <b>Phone</b>          |  |
| <b>Details of Contact other than Authorized Signatory</b> | <b>Name</b>           |  |
|   | <b>Designation</b>    |  |
|   | <b>Email</b>          |  |
|   | <b>Phone</b>          |  |

**Signature and Seal of the Tenderer:**

**Name in Block Letter:**

**Designation:**

**Contact no.**

**Date:**