



INDIAN INSTITUTE OF MANAGEMENT KASHIPUR
Kundeshwari, Dist. Udham Singh Nagar, Kashipur – 244713
Uttarakhand (India)

website: www.iimkashipur.ac.in

Expression of Interest (EOI)

**For Hiring of Training Agency for Placement of Student
of Indian Institute of Management Kashipur**

The Indian Institute of Management Kashipur is a new entrant in the elite league of IIMs. The institute is set up with the objective of providing quality management education while sensitizing students towards the needs of the society.

IIM Kashipur commenced operations from July 2011 under the mentorship of IIM Lucknow. The Institute offers Post Graduate Programme in Management (PGPM), a two year full time residential programme. The rigorous curriculum seeks to instil a passion for knowledge and ability to apply that knowledge to real life scenarios. The programme lays emphasis on all-round personality development and inculcates the values of leadership and integrity.

IIM Kashipur intends to engage a training agency to help the Institute in improving the placement conversion of its student. The agency have to arranged for training program for student to hone their communication / interview / group discussion skills to make them ready for final placements.

Now competent, expert and capable training agencies meeting all the requirements are requested to forward their Expression of Interest (EOI) along with the requisite information and documents to the following address:

Chief Administrative Officer,
Indian Institute of Management Kashipur,
Kundeshwari, Dist-Udham Singh Nagar, Uttarakhand – 244713,

Last date of submission of EOI is 07.07.2018 by Post/Courier/Hand. The EOI submitted by email/fax will not be accepted.

The envelope containing the EOI should be super scribed “EOI for Training Agency for Placement”

Query if any, may be sent to email id - amit.chanpuria@iimkashipur.ac.in

Based on the EOI, limited/open tender will be issued to the shortlisted training agencies for award of contract.” The bid shall be in two stage: technical and commercial with 60% weightage to technical requirement and 40% weightage to financials.

For detail scope of work, Pre- Qualification requirement and other information are as under:

1.0 Scope of Work:

The scope of work of the training agency is as below, but not limited to this. In case any other job is required for successful execution of preparatory training for placement of students then the same shall also be organised by the Agency

- (a) Conducting career guidance sessions for the final year PGP student (210 in number).
- (b) Resume development of the final year PGP student.
- (c) Conducting Mock interview (HR / Specialization specific) for the final year PGP student (at least 2 for each student).
- (d) Group discussion practice for the final year PGP students (at least 2 for each student).

2.0 Pre-Qualification requirement

- 2.1 Agency must be a registered one, with GST registration number and all other relevant approvals / licence etc.
- 2.2 The agency should have experience of working with any IIM for placement support activities.
- 2.3 The agency must have qualified staff having at least five years of experience in his team or as associate.
- 2.4 The agency should have demonstrated ability of preparing MBA students for cracking interview in top companies.

3.0 Bid Requirements:

- 3.1 In this EOI, the following terms shall be interpreted indicated:
 ‘Bid’ means response to this EOI
 ‘Bidder’ means the respondent to this EOI.
- 3.2 The bidder shall enclose documents along with the bid to show that he has previous experience. It shall be the responsibility of the bidder to fill complete, correct and accurate information in line with the requirements/stipulations of EOI documents, regarding their past experience and other information required to facilitate due evaluation / consideration of their bids. In case any essential information given by a bidder is found to be incorrect or a misrepresentation, the bid is likely to be rejected as not responsive, and if the bid has resulted in a contract, the contract is liable to be terminated.
- 3.3 The bidder shall have to sign a Secrecy Agreement with IIM Kashipur whenever called for.
- 3.4 The agency shall be deemed:

- (a) to have information of IIM Kashipur location and its surroundings and all available information relating thereto (including any such information provided by or on behalf of IIM Kashipur)
 - (b) to have satisfied itself, before submitting its bid, as to the nature of work including geological conditions of the Institute, the extent and nature of work and materials necessary for the completion of the assigned work and accommodation it may require, and
 - (c) generally to have obtained all necessary information as to risks, contingencies and all other circumstances which may influence or affect bid
- 3.5 Furthermore, the agency shall be deemed to have taken into account, prior to entering into the contract, any further information provided by IIM Kashipur before the effective date.
- 3.6 The Institute shall not be liable to the agency for claims for additional payments under the Contract on account of matters affecting the assigned work and/or any associated activities, which the agency:
- (a) should have determined and understood prior to submission of its bid for the performance of the work on the basis of information provided by or on behalf of the Institute, or
 - (b) Could reasonably be expected to have been aware of as an experienced agency in the field of the kind of services to be performed under the contract.