



# Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713 Uttarakhand, India

(Web Site: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in))



## NOTICE INVITING TENDER

### FOR PLACEMENT CONSULTANCY FIRM/ CONSULTANT FOR IIM KASHIPUR

**Notice Inviting tender (NIT) No. IIMKASHPUR/PUR DEPTT/NIT/09/2020-21 dt. 17 Sep 2020.**

1. Bids in sealed cover are invited for rate contract of consultancy services under two bid system (Technical Bid and Financial Bid) from reputed experienced and financially sound parties (consultancy firm/consultant) listed in this NIT. Please super scribe the above mentioned Title “FOR PLACEMENT CONSULTANCY FIRM/ CONSULTANT FOR IIM KASHIPUR”, NIT number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.

2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below –

(a) Bids/queries to be addressed to: STORE AND PURCHASE OFFICER

(b) Postal address for sending the Bids:

STORE AND PURCHASE OFFICER  
INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR  
KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR,  
UTTARAKHAND (INDIA) PIN – 244713

[Website: www.iimkashipur.ac.in](http://www.iimkashipur.ac.in)

(c) Name/Designation of the contact personnel: STORE AND PURCHASE OFFICER

(d) Telephone numbers of the contact personnel: 91-7088270882,7900444090 / 321,  
[AO, Placement - Phone: 09926099008](tel:09926099008)

(e) e-mail ids of contact personnel: [purchase@iimkashipur.ac.in](mailto:purchase@iimkashipur.ac.in), and  
[amit.chanpuria@iimkashipur.ac.in](mailto:amit.chanpuria@iimkashipur.ac.in)

(f) Last date and time of submission of bid: **14 Oct 2020 at 11 AM**. Any changes of the schedule will be notified on the Institute’s website.

(g) Date and time of opening of Technical bid: **14 Oct 2020 at 11:30 A.M onwards**. Any changes of the schedule will be notified on the Institute’s website. If the date is holiday, the next working day will be the opening date of the tender. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant / suitable after Technical evaluation is done by the duly constituted Committee.



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- 3. Cost of Bid Document/Tender Fee:** Bidders can download bid document from the website of IIM Kashipur and submit the non-refundable processing fee of ₹ 1000/- + 180/- = 1,180/- (Rupees One Thousand One Hundred and Eighty only) in the form of Demand Draft or Banker's Cheque in favour of "Indian Institute of Management, Kashipur". Please note that Tender Fee is not exempted. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.
- 4. Tender Value/Estimated Volume of Business:** The total estimated cost/bid value/tender value of the NIT is approximately **Rs. 25,00,000/-** (Rupees Twenty Five Lakh only). One year initial and extendable for two years (on yearly basis but not more than three years including initial contract period) on mutual basis on same terms and condition.
- 5. Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.
- 6.** The NIT may be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. Buyer also reserves the right to withdraw the NIT, should it become necessary at any stage without giving reasons thereon of withdrawing the NIT. IIM Kashipur reserves the right to reject all the applications without assigning any reasons whatsoever.
- 7.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.
- 8. Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above and this should contain two separate envelopes of Technical Bid and Financial Bid, duly marked with the content on each. The Technical Bid should contain copy of NIT document duly signed and may be stamped on each page along with Annexure-I of the NIT supported by demand drafts (Tender Fees and EMD) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services. Financial Bid envelope should contain Annexure-II of the NIT, duly filled and signed.
- 9. Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing or telephonically about the clarifications sought not later than two days prior to the date of opening of the Bids.
- 10. Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline



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for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

**11. Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

**12. Validity of Bids:** The Bids should remain valid till 90 days from the last date of submission of the Bids.

**13. Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for amount of 25,000/- (Rupees Twenty-Five Thousand only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft or Fixed Deposit Receipt from any of the public sector banks or a private sector bank authorized to conduct government business payable in favour of "Indian Institute of Management, Kashipur" payable at Kashipur. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. Exemptions, if any must be supported with legitimate documents. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

**14. Performance Guarantee:** The successful bidder (Consultant / Consultant Agency) shall pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in the form of DD/Bank Guarantee/FDR pledged to IIM Kashipur payable at Kashipur. The same should be valid for a minimum period of one year from the effective date of this Agreement and renewable and / or increasable thereof at the discretion of IIM Kashipur. No interest shall be payable on amount deposited as Performance Security.

**15. Eligibility Criteria:**

- (a) Agency must be a legitimate entity to operate in industry and should possess necessary GST registration with other essential relevant approvals/licence etc.
- (b) The agency should have three-year experience of industry working for placement services. The agency having experience with Tier-1 industry level shall be preferred.
- (c) The agency / consultant must have qualified staff having at least three years of experience in relevant field. Consultants/ Agencies having membership/ interaction with reputed / established HR forum /community like AIMA, FICCI, HRFI, SHRM etc. shall be given preference. (Docs to be submitted)
- (d) The Agency/Consultant should have been existence for 3 years or more.
- (e) The Agency/Consultant should have proven track record (Docs to be submitted).



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(f) Average Annual turnover of the firm in three years should be greater than or equal to 20 lakh. (Bidder are mandatorily to furnish relevant documents to support its sound financial status as part of bid submission. Institute will verify the documents submitted by bidder, if required).

(g) The bidder must have at least three years' experience of providing similar type of services and should have implemented/executed one placement assignment in last three years period to any of Central/State Government/Universities/Central Funded Technical Institutes. Documentary proofs for the services rendered with such Central/State Government/Universities/CFTI's with duration of service shall be furnished. (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. Institute will verify the documents submitted by bidder, if required)

(h) The Tender Fee is mandatory to be paid along with the bid. EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. Exemptions, if any must be supported with legitimate documents.

(i) There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Agency) and the firm should not be blacklisted by Central Government/ State Government/PSU/any other Institutes. The declaration to such state as incorporated in Technical Bid will be assumed for this purpose.

(j) The Technical bid envelope should consist of all the essential documents to establish with the given eligibility criteria in the Technical criteria for evaluation.

(i) D.D. of tender Fee/ Cost

(ii) D.D of Earnest Money Deposit.

(iii) The hard copy of Tender Document duly signed / Stamped on each page.

(iv) A copy of valid GST or a legitimate registration to operate such service as per the Gol norms.

(v) The vendor should enclose all documents pertaining to its eligibility criteria and experience. A copy of Certificate/Work Orders also to be enclosed.

## 16. General Terms and Conditions:

(a) The rate contract will be for two years starting from the date of awarding the contract. The cost of the Contract shall be valid for initial contract period. The initial contract will be for two years and will be extendable for one year on satisfactory performance and mutual consent of both the parties. Proposed date of commencement of the Work/Contract: **01 Nov 2020**.

(b) The payment for services under this agreement shall be made on quarterly basis, through crossed-cheque or through ECS.

(c) The agency shall not appoint any sub-agency to carry out any obligations under the contract.

(d) Anyone or more the following action/commission/omission are likely to cause summary rejection of tender:



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- i. Any bid received late without conclusive proof that it was delivered before the specified closing time.
  - ii. Any bid not accompanied by required earnest money deposit (EMD) and Tender Fee.
  - iii. Any bid received unsealed or improperly sealed
  - iv. Any conditional bid or bid offering rebate
  - v. Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents
  - vi. Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.
- (e) IIM Kashipur reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIM Kashipur to select the bidder based on their potential.
- (f) The successful contractor should execute an agreement in the non-judicial stamp of Rs. 100/- incorporating the various terms and conditions. In the event of bidder backing out before actual award of execution of agreement, IIM Kashipur will have right to forfeit the earnest money deposit.
- (g) The discretion and decision of the committee in respect of the shortlisting of bidders / award of final contract shall be final and binding on all without any right of appeal. The decision of the Hon'ble Director of IIM Kashipur will be final in all respect and will be acceptable to all the tenderers.

## 17. Schedule of Requirements: Scope of Work:

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

- (a) To drive placement process for final year students in consultation with Placement Office of IIM Kashipur and ensure minimum 60 Nos of placements out of the passing out batch of students. After attaining minimum 60 Nos of placements, an incentive of 5% of total contract amount shall be payable to consultant for each 15 Nos of additional students finally placed through consultant's efforts. Placements executed solely by Institute's efforts shall not be accounted for incentive to Consultant/Agency.
- (b) To get live Projects and other campus engagement activities from reputed companies.
- (c) Preparation of detailed schedule for placement of final year student and other related activities in consultation with Placement Office of IIM Kashipur.
- (d) Liasoning with industry and reputed companies for placement with proper scheduling of these activities including campus interviews etc.
- (e) Consultant / Agency to provide complete / full assistant for placement of students of IIM Kashipur.
- (f) Support 1<sup>st</sup> year students for internship and align/strengthen them for future placement prospects.



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- (g) To invite reputed speakers from industry for PGP courses / seminars. Necessary admin support for speakers/guests shall be provided by the Institute.
- (h) Introducing and enrolling students of IIM Kashipur in contemporary management practices from time to time for upscaling of their better career prospects/placement. Necessary admin support shall be provided by the institute for organising such activities. However, a prior consent/approval of the institute shall be obligatory for such events.
- (i) All Services to be provided by the Agency/Consultant shall be performed with promptness and diligence in a workmanlike manner and at a level of proficiency to be expected of a consultant with the background and experience that the Consultant has represented it has. Nothing in this clause shall affect IIM Kashipur's right to revise, update or otherwise modify the 'Standard of Services' during the subsistence of the Agreement and/or any Contract. The Company shall provide such access to its information, property and personnel as may be reasonably required in order to permit the Consultant to perform the Services.
- (j) Agency/Consultant will bring company to IIM Kashipur, such as IT Analytics ITes, Investment Banking, Finance E-tailing consulting and FMCG shall be given prominence over other sectors. All efforts shall be made by the Consultant / Agency to bring companies from these sectors, in addition to other sectors to the campus for summer internship and final placement.

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

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

19. **No joint venture:** Nothing contained in this Agreement shall be deemed or construed as creating a joint venture or partnership between the Institute and Agency. Neither Party shall have the power to control the activities and operation of the other Party or bind the other party and their status is and at all times will continue to be, that of independent entities with respect to each other.

20. **Governing Law:** This Agreement shall be construed and enforced in accordance with the law governing such matters in India.

21. **Arbitration:** In event of any dispute or difference arising out of or in connection with the Agreement including the interpretation of its clauses or any other matter arising out of the Agreement between the Parties, the same shall be resolved by mutual discussion and if any dispute





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or difference arising out of this Agreement or interpretation of the Agreement or any other matter related to the Agreement remains unresolved, it shall be then referred to the Sole Arbitrator to be appointed by the Director, IIM Kashipur alone and the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof).

The place of conducting Arbitration / seat of Arbitration shall be Kashipur and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision / interim orders passed by the Sole Arbitrator, so appointment by the Director, IIM Kashipur, shall be final and binding on both the Parties.

22. **Force Majeure:** Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Agreement upon immediate written notice without any penalty or liability. However the existing liabilities of the Parties and the Institute's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

Signature of Authorized signatory of the company with Seal



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## Annexure-I

(Refers to IIM Kashipur/NIT/09)

### Technical Bid

1. Name of the Tenderer's Firm (Agency): -.....
2. Name of Proprietor/Director of the firm:.....
3. Office Address: .....
- (a) Contact details / Mobile No. ....Email id.....
4. Copy of NIT document duly signed on each page and all the documents as per the eligibility criteria along with the DDs of tender fee and EMD deposit are to be attached with this technical bid format. Exemptions, if any must be supported with legitimate documents.
5. Turnover during the last three FYs. Please attach legitimate proof of turnover.

Year	Turnover in Rupees

6. Tender Fee DD No. \_\_\_\_\_ Bank \_\_\_\_\_ Date \_\_\_\_\_
7. EMD DD No. \_\_\_\_\_ Bank \_\_\_\_\_ Date \_\_\_\_\_
8. Detail of experience in Central Govt/State Govt/Public Sector Undertakings/CFTI during the last three financial years along with documentary evidence.

Sl. NO.	Year	Details of the Organisation where work carried out by the Consultant / Consultancy firm

Note:- Technical Evaluation will strictly be done based on eligibility conditions and terms and conditions of the NIT. The General Terms and Conditions are part of the Tender and to be strictly adhered to. Violation of any condition shall be treated as breach of contract.

Declaration by the Tenderer: This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions attached and undertake myself/ourselves to abide by them. The General Terms & Condition are part of the Tender. I/We want to tender as per rates quoted in the Financial Bid. I/We hereby undertake that the firm has not been blacklisted by any government department/PSU/CFTI's and no criminal case is pending against the firm.

Signature of the Tenderer with Firm's Seal

Contact Number:





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## Annexure-II

(Refers to IIM Kashipur/NIT/09)

### FINANCIAL BID

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

Sl. No.	Description of Services	Annual Charges (Fee) in (Rupees)	Taxes, if any (GST/other taxes)	Grand Total including all taxes
01.	Annual Charges for Placement Services			

Grand Total in Words:.....

(a) The Cost is to be quoted in Indian Rupee only. No other quoting of rates is acceptable and shall be summarily rejected. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reasons.

(b) In case of any difference in the amount in figure and words, the figure amount shall be considered final.

#### Declaration by the Tenderer:

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

Signature of the Tenderer with Firm's Seal

Date: