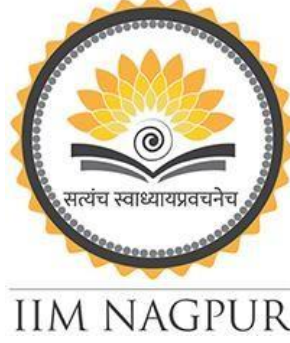


INDIAN INSTITUTE OF MANAGEMENT NAGPUR



Tender for selection of Training firm / service provider for conducting Trainings / Workshops for students of IIM Nagpur

(Tender Reference NO.: IIMN/150/2023-24/06 dated 05/06/2023)

Issued by:

Client

Career Development Services office
Indian Institute of Management Nagpur - 441108
Email: placeoffice@iimnagpur.ac.in
Phone no. 0712-287-0326
www.iimnagpur.ac.in

E-Tender Notice

Selection of Training firm/service provider for conducting workshops for students at IIM Nagpur

(E-Tendering mode)

Indian Institute of Management Nagpur invites electronic tender from experienced Training firms / Service Providers for conducting training/workshops for IIM Nagpur students.

The tender should be electronically submitted on or before 26/06/2023 up to 03.00 PM.

| | |
|---|---|
| Bid Publishing Date | 05/06/2023 |
| Pre Bid meeting. Interested bidders should write to placeoffice@iimnagpur.ac.in for the meeting link. | 13.06.2023 at 03:00 PM |
| Bid Submission End Date | 26/06/2023 up to 03.00 PM |
| PQ cum Technical Bid Opening Date | 26/06/2023 at 3.30 P.M |
| Financial Bid Opening Date | Price Bid of only technically qualified bidders as per Bid evaluation scheme shall be opened at a later date. |

Tenderer who has downloaded the tender from www.tenderwizard.com/etenders shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely rejected, and tenderer is liable to be banned from doing business with IIMN.

The link for the tender is uploaded on the IIM Nagpur website will also be available on the procurement CPP Portal. Intending tenderers are advised to visit IIMN website www.iimnagpur.ac.in and www.tenderwizard.com/etenders regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

e-

Chief Administrative Officer
Indian Institute of Management Nagpur

E-tendering guidelines to bidders:

| | | |
|----------|--|---|
| 1 | Tender No | IIMN/150/2023-24/06 dated 05/06/2023 |
| 2 | E Tender processing fees payable to KEONICS through epayment mode using credit/debit/Net banking mode | Rs: 3540/- |

- Vendors must have Class 2/3 Digital Signature Certificate to participate in the tender (To obtain DSC, please contact KEONICS help desk)
Phone: 08040482113
Email id: dsc@antaressystems.com
Note: If Vendors already have Digital Signature Certificate then it is not needed to buy the digital signature again.
- Bidders should register themselves in the website www.tenderwizard.com/etenders. To activate the user ID and password, kindly pay the Registration fee of Rs. 2,000 plus GST by paying online payment through credit card/Debit card /Net banking in the website.
- Tenders –Pre-qualification bid and Financial bid should be submitted only through e-Tender portal and obtain the Tender Acknowledgement Token as proof of successful submission.
- Tender will not be accepted after the date and time fixed for receipt of tenders as set in Tender notice or subsequent extensions if any.
- Relevant documents in proof have to be uploaded wherever required.

Help Desk:

To get in touch with one of our customer service representatives, please refer the help desk numbers provided on the homepage or call the following number: Bangalore: 080 40482100 / 9686196760

- prabhuswamy@etenderwizard.com

Communication Address**KEONICS Help Desk**

No. 24, 3rd stage, 4th Block,
Basaveshwaranagar,
Bangalore – 560079
Fax : 080 4048211

Chapter 1

A. INTRODUCTION

IIM Nagpur was established in the year 2015 and the two-year full-time residential MBA is IIMN's flagship programme. Seven batches of Post Graduate Programme have passed out from the institute.

Career development services supports students in their preparation for placements by providing access to valuable data and resources. Every year before placement season starts we conduct pre-placement training which includes various workshops to prepare students for final and summer placements.

Major Requirements:

For all MBA-1 & MBA-2 students

- Resume building workshop (One to one) (MBA 1 only)
- Workshop on Interview etiquette
- Mock Interviews (Technical interview & HR interview (Separate One on One) for MBA 2, and Technical & HR combines for MBA 1) (Feedback for every student).
- GD offline workshop
- Mock GD in groups of 7/8 and one-to-one feedback
- Case-study-based workshop - Approaching, solving, and presenting the solutions
- Mock-Case Study Round
- Guesstimates Workshop
- PPT preparation and presentation workshop
- Industry/Sector Workshops (MBA 1 only)

B. Notice Inviting Bids

IIM Nagpur is inviting **Online Bids** from experienced Training agencies / Service Providers to conduct Trainings / workshops as per Detailed Scope of Work (Chapter 3)

Timeline for Bidding Process:

| | |
|---|---|
| Bid Publishing Date | 05/06/2023 |
| Pre Bid meeting. Interested bidders should write to placeoffice@iimnagpur.ac.in for the meeting link. | 13.06.2023 at 03:00 PM |
| Bid Submission End Date | 26/06/2023 up to 03.00 PM |
| Technical Bid Opening Date | 26/06/2023 at 3.30 P.M |
| Financial Bid Opening Date | Price Bid of only technically qualified bidders as per Bid evaluation scheme shall be Opened at a later date. |

Bid Submission:

Bids shall be submitted online only at www.tenderwizard.com/etenders

1. Submission of Tender

The tender shall be submitted online in two parts, viz., PQ-cum-technical bid and price bid. The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

2. Validity period of the Bid: The bids will be valid for a period of Three months from the date of submission.

C. General Information for Bidders

- 1.** Bidders should acquaint themselves with the scope of work and reach out to IIM Nagpur for anyqueries / clarifications they might need regarding the bid or the work requirements. The Pre-bid meeting for the purpose is scheduled on 13th June 2023 at 03:00 PM. Interested bidders may send a request to attend the meeting to placeoffice@iimnagpur.ac.in / exe_cds@iimnagpur.ac.in before 12th June 2023.
- 2. Period of work:** The work is expected to be completed over the period of August and September 2023. The exact schedule of the workshops will be decided by the institute in consultation with the successful bidder before release of work order. However due to unforeseen circumstances, the institute may decide to extend the period for a further one month.
- 3. Period of contract-** Contract period initially will be for one year. This period may be extended further for one year (for the year 2024). The extension of contract and terms and conditions therein are subject to the positive feedback from students and CDS office for the services of the vendor. The financials for the extended contract will be invited from the vendor and will be decided on the basis of addition, modification or deletion of deliverables, batch strength and the mode of deliverables i.e. Online/ Offline depending on the circumstances of the next year. It is **not mandatory** upon the institute to renew the contract or utilize the services in next year.
- 4. Performance Security Deposit:** The successful bidder will be required to deposit 5 % of the Total Contract value in the form of a Bank Guarantee within 15 days of the issue of Work order.
- 5. Contract:** On completion of the bidding process, IIM Nagpur will issue a Letter of Intent (LOI) to the selected firm/s. Upon receipt of the LOI, the firm will submit the detailed plan as per the scope of work, including the names of the persons who will form the team assigned to IIMN as well as the external industry experts who will conduct the sessions for the students. This plan submitted to IIMN will be a part of the contract agreement signed between IIMN and the firm before commencement of work.
- 6. Legal dispute:** Any dispute, which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Nagpur (Maharashtra) only.
- 7. Payment terms:** **The number of students to participate in the training/workshops are tentative and may change after the closure of admission process. The exact number of students participating will be confirmed in the work order and payment amount will be decided on pro-rata basis as per the amount quoted by the bidder in the price bid.** The payment will be made after successful completion of the workshops as per the scope of work and the terms and conditions of the contract agreement as per schedule given by IIMNagpur.
- 8. Authorization and Manpower deployment:** The Service provider shall inform the institute in writing the names of the persons authorized to sign vouchers, raise bills and collect payments.
- 9. Rejection clause:** The firm who does not fulfil any of the PQ conditions or submit incomplete documents in any respect is liable to be rejected summarily.
- 10. Selection of Service Provider:** Through Techno-Commercial evaluation as detailed in **Chapter 4**. The institute plans to empanel two service providers, one for MBA-2 batch and second for MBA-1 batch.

Chapter 2

Pre-Qualification and Technical Criteria

| | |
|-------|--|
| 1.1 | Only those Bidders who meet the following minimum criteria will be considered for evaluation: |
| 1.1.1 | The applicant firm should be a registered training firm for the type of services as required in this document |
| 1.1.2 | The applicant firm should be in practice for more than 2 years. |
| 1.1.2 | The applicant firm should be registered with GST. |
| 1.1.3 | Experience of handling training assignments of Educational Institution(s) such as IIT's, IIM's, NIT's or any other centrally funded institute is desirable. Furnish copy of the documentary evidence in support of the handling of such training programs. |
| 1.1.4 | The firm needs to submit a written recommendation/feedback from at least 3 previous clients/institutions wherein they have undertaken similar training programme along with their contact details for verification. |

Submission of documents to assess pre-qualification criteria:

Bidders must submit the documentary proof in support of meeting the pre-qualification criteria. Simply an undertaking signed by the bidder for any item of the criteria shall not suffice. All the documentary proofs must be uploaded with the bid document.

Bidders must ensure that the documents submitted are named appropriately and with reference to this bid document.

Bidders fulfilling the above criteria will be considered for Technical evaluation as detailed in Chapter 4. Please refer the checklist for other mandatory documents to be submitted with the bid.

In deciding upon the selection of service provider, emphasis will be paid on the ability and competency of the firm to provide high quality services according to the time schedule and in close co-ordination with IIM Nagpur.

Chapter 3

DETAILED SCOPE OF WORK

IIM Nagpur has around 251 students in the batch of MBA (2022-2024) & around 250 students in the batch of MBA (2023-2025) who would be participating in the forthcoming campus recruitment season for Final and Summer Placements respectively.

CDS office therefore intends to appoint an external third-party training vendor for pre-placement training, who would deliver the training from July to September for IIM Nagpur.

Program Objective

- To prepare students for the campus placement process and ultimately for the Business World.
- To make sure students are aware of sectors and trends in the global market.
- To maximize MBA students' performance in the placement process by minimizing NIBO (Number of Interviews before Offer) per student.
- To make sure students are aware of their area of improvement to work upon in order to get placed

The training program will be separate for both the batches, batch 2022-2024 (around 251 Students) and batch 2023-2025 (around 250 students)

Batch 2022-24, MBA 2 (Around 251 Students)

The training program will include the following items:

- **PPT prep + presentation session Advance Level (Online)**

This session would focus on tips and techniques on how to design a Professional PowerPoint Presentation, and as well as best practices and techniques for delivering effective and engaging presentations. As a professional at the managerial level, students are expected to be at ease with PPT preparation and how they present themselves. Our requirement is for more advanced sessions since students in their first year have already attended the basic training.

- **Interview Best Practices session (Offline)**

Industry leaders for the preparation of interviews will conduct interview workshops. A detailed session on evaluation criteria for selection and expectations from candidates will be covered in the session. The session will prepare students in terms of the Must Do's & how to avoid the common mistakes in interviews, Professional Communication, Body Language, Grooming, Self Presentation

- **Guesstimates workshop Advance (Offline)**

This session focuses on enhancing students' critical thinking abilities and problem-solving skills as it combines guesswork and calculations. Students highly request this session, as most of the companies go for questions on guesstimation in the technical interview process.

- **Case-Based Interview Prep workshop and Mock Case Study Round (Offline)**

The session would include various case studies from top consulting firms, academic institutes, and multinational companies. Primary focus would be on Approaching, solving, and presenting the solutions. This session will focus on developing client/business-facing skills in the student.

- **Mock Interviews (Offline)**

Two separate mock interview sessions, including one technical and one behavioral round. Industry experts will evaluate students with 1:1 feedback.

• **GD workshop and Mock GD Advance (Offline)**

This session should focus on the evaluation criteria of a GD along with the purpose, importance, types, and do's and don'ts of a Group Discussion. GD workshop will help build different communication and leadership skills, which can be evaluated during the mock session.

Experimental Workshops (Online)

Industry leaders would conduct workshops for specific roles. Sessions on overview of various roles such as IT Consulting, Sales & Marketing, IT Sales, Finance role, Product Management, and Project Management.

| Sr. No | Description of Service | Mode of Service | Time & Type |
|--------|--|-----------------|--|
| 1 | PPT(PowerPoint) preparation and presentation session Advance Level | Online | ●90 minutes – Group Session (2 groups. Around 125 students in each group, addressed separately) |
| 2 | Interview Workshops | | |
| | ● Interview Best Practices session | Offline | ●90 minutes – Group Session (2 groups. Around 125 students in each group, addressed separately) |
| | | | |
| | ● Guesstimates workshop | Offline | ●90 minutes – Group Session (2 groups. Around 125 students in each group, addressed separately) |
| | | | |
| | ● Case Based Interview Prep workshop | Offline | ●90 minutes (Group of 4/5) |
| | ● Mock Case Study Round | Offline | ●30 minutes - Case solution Discussion |
| 3 | ● Experimental Workshops | Online | ●90 minutes each group session- Industry leaders would conduct workshops for specific roles (6 Sessions) |
| 4 | ● Group Discussion Workshop | Offline | ●90 minutes – Group Session (2 groups. Around 125 students in each group, addressed separately) |
| | ● Mock Group Discussion | Offline | ●60 minutes (Group of 7-8 students) |
| 5 | ● Mock Interviews | Offline | ●45 minutes (Behavioral interview with feedback) – Individual (1:1) |
| | | Offline | ●45 minutes technical interview & feedback round –Individual (1:1) |

Batch 2023-25, MBA-1 (Around 250 Students)

The training program will include the following items:

Resume building workshop (Online) and Resume building with mentor (Online)

Industry experts will conduct this workshop and will include resume-building guidelines along with techniques, do's, and don'ts for video resumes, followed by one-to-one review sessions. In the review, the mentor will suggest the changes in the resume (1:1).

- **Sector workshops (Online)**

Workshops would be conducted by industry leaders from specific sectors. Sessions on overview of various sectors such as BFSI, IT/ITES, FMCD & FMCG, E-Commerce & Logistics, Media & Entertainment, Pharmaceuticals & Healthcare, Consulting, Manufacturing, and Analytics. We are planning to have 10 sessions for 10 sectors.

- **Interview Best Practices session and Mock Interviews (Online)**

Interview workshops should be conducted by industry leaders for the preparation of interviews. Apart from the mentioned workshop, we would like to conduct one round of mock interviews, technical + HR. After the mock interview detailed one-to-one feedback should be given to the candidate.

- **GD workshop (Offline) and Mock GD (Online)**

This session should focus on the evaluation criteria of a GD along with the types, purpose, importance, and do's and don'ts of a Group Discussion. GD workshop will help in building different communication and leadership skills, which then can be evaluated at the time of the mock session.

- **Guesstimates workshop - Offline**

This session focuses on enhancing students' critical thinking abilities and problem-solving skills as it combines guesswork and calculations. Students highly request this session, as most of the companies go for questions on guesstimation in the technical interview process.

- **Case Based Interview Prep Workshop - Offline**

The session would include various case studies from top consulting firms, academic institutes, and multinational companies. This session will focus on developing client/business-facing skills in the student

| Sr. No | Description of Service | Mode of Service | Time & Type |
|--------|--------------------------------------|-----------------|--|
| 1 | ● Resume Building Workshop | Online | ●90 + 30 minutes - Group Session (2 groups. Around 125 students in each group, addressed separately) |
| | ● Resume Building + Review | Online | ●45 minutes for each student resume building and review (1:1) |
| 2 | ● Sector workshops | Online | ●90 minutes - Group Session (Each Sector). The workshop should be for 10 sectors which would be specified by the students. (2 groups of around 125 students in each group, addressed separately) |
| 3 | Interview Workshops | | |
| | ● Interview Best Practices session | Offline | ●90 minutes – Group Session (2 groups. Around 125 students in each group, addressed separately) |
| | ● Guesstimates workshop | Offline | ●90 minutes – Group Session (2 groups. Around 125 students in each group, addressed separately) |
| | ● Case Based Interview Prep workshop | Offline | ●90 minutes – Group Session (2 groups. Around 125 students in each group, addressed separately) |
| 4 | ● GD workshop | Offline | ●90 minutes – Group Session (2 groups. Around 125 students in each group, addressed separately) |
| | ● Mock GD | Online | ●60 minutes (Group of 7-8 students) |
| 5 | ● Mock Interviews | Online | ●45-60 minutes (Behavioral + Technical interview with feedback) – Individual (1:1) |

General Conditions and information for Service Provider

1. As some of the sessions are going to be in virtual mode, **recording for all the sessions is mandatory**. One copy will be shared with the CDS office and other with respective individual student.
2. The above-mentioned recordings of the training programme are the sole proprietorship of IIM Nagpur and the client would not be allowed to use any video or part of the video for any promotion or classroom training purpose.
3. Vendor is expected to conduct Pre and Post training assessment test for MBA2 and MBA1 students. The same needs to be vetted by CDS office prior to the Test. The Pre-& Post Assessment test scores need to be shared with the CDS office within 4 days of starting and conclusion of the training programme.
4. Trainers engaged in the below-mentioned training programme at IIM Nagpur must have more than 6 years of prior work experience. The bidder should give an indicative list of trainers proposed for IIM Nagpur with their operational plan with this bid.
5. IIM Nagpur has the right to choose the individual trainers from the available pool and it would be mandatory to conduct the training from the selected trainers ONLY. No deviation or alteration on the availability of a specific selected trainer would be entertained on the specified dates.
6. For technical interviews, the concerned trainer needs to be a domain expert with considerable experience in the said domain.
7. Trainers need to individually work with each student for their resume review.
8. Detailed feedback for individual students and sessions needs to be submitted with the CDS office within 4 days of completion of specific modules. A detailed feedback of individual students along with the areas of improvement, a detailed SWOT analysis of the students need to be submitted to CDS office within 4 days of the closure of the Pre-Placement Training programme.
9. All IT requirements for conducting the training programme smoothly need to be arranged and managed by the Vendor only.
10. The detail feedback of individual students needs to be discussed with the concern student post the mock interview.
11. The training programme would be spread across July to September (Weekend Included) for both the batches. The specific available dates and timing of the training programme would be informed to the Vendor while issuing the work order. The dates which would be mentioned in the work order would be non-negotiable in any circumstances as it would be as per the students' academic schedule.
12. Vendor is expected to provide extra support for the tail of the batch (the last 20% of unplaced students struggling to secure an offer for both batches).
13. Pre and Post assessment by the vendor to showcase the effectiveness of the training.
14. The institute will not bear the offline sessions' costs (travel, accommodation, and food).

Chapter 4

Bid Evaluation Scheme

- 1.1 Technical bid will be assessed for 70 marks & price bid for 30 marks.
- 1.2 If the score of bidders in technical bid is below 50 % (35 Marks) then the bidder will not be considered for further evaluation. Price bid of such bidders will not be opened.
- 1.3 Price Bids of only those bidders shall be considered for opening and evaluation, whose bid is determined to be technically acceptable to IIMN.

Evaluation of price bid shall be taken up to determine the competitive prices of the techno-commercially acceptable bids and include the following:

- During Price bid opening only average technical score of agencies will be read out by price bid opening committee before opening of price bids.
- The Total amount quoted in Price Bid will be considered for evaluation purpose.
- The quoted prices shall be checked to determine the arithmetical correctness of the same.
- A bidder having highest composite score of Technical and Price Bid will be selected forward of contract.
- The composite score will be calculated for each batch. The vendor getting highest composite score for each batch will be awarded the assignment for respective batch.
- IIMN reserves the right to accept/ reject any tender in part or full, without assigning any reason whatsoever.
- IIMN reserves their right to negotiate the quoted price.

Technical bid score, out of 70, will be arrived based on the following

Parameters / Attributes / Dimensions:

| Sr. No. | Description | Maximum Marks |
|---------|---|---|
| TB1 | Training firm with at least 03 years of existence | 02 Years -05 Marks 02-07 Years –10 Marks 07 years and above- 15 Marks |
| TB2 | Number of Key Professionals & their Post Qualification experience (with the firm and overall). | 10 Marks |
| TB3 | Proposed plan for IIM Nagpur as per Scope of work with Profile of Professionals proposed to be assigned to IIM Nagpur | 20 Marks |
| TB4 | Experience of handling training assignments of Educational Institution(s) such as IIMs. Detailed list and supporting documents of institutes with number of students, number of sessions etc. | 15 Marks |
| TB5 | Additional relevant services offered by bidders in addition to the scope of work. Will be scored subject to IIMN's needs and priorities and potential benefits. | 10 Marks |
| | TOTAL | 70 Marks |

**Please submit the supporting bid document files / bid pages named as the given Sr.No., TB1, TB2, TB3.... etc.*

As per the annexures and based on supporting documents related to experience. The firm scoring highest marks (H1) in technical assignment will be assigned score as 70. Each of the bidders will be scored as below

- **Technical score of firm X= (Marks assigned to firm being evaluated * 70) / (Marks scored by H1)**

Methodology for arriving at the Price of Bidders:

- **Price bid score for Batch 2022-24, MBA-2 (around 251 Students) “Y1 shall be out of 30”**

$$Y2 = \text{Score of Price bid} = \frac{30 * (\text{Price quoted by lowest agency})}{(\text{Price quoted by an agency})}$$

Formula to calculate total score of an agency:

$$\text{Total Score out of 100} = X + Y2$$

The bidder getting the highest composite techno-commercial score (X+Y1) will be awarded the contract for Training / workshops for students at IIM Nagpur for **Batch 2022-24, MBA-2 (around 251 Students)**.

- **Price bid score for Batch 2023-25, MBA-1 (around 250 Students) “Y2 shall be out of 30”**

$$Y1 = \text{Score of Price bid} = \frac{30 * (\text{Price quoted by lowest agency})}{(\text{Price quoted by an agency})}$$

Formula to calculate total score of an agency:

$$\text{Total Score out of 100} = X + Y1$$

The bidder getting the highest composite techno-commercial score (X+Y2) will be awarded the contract for Training / workshops for students at IIM Nagpur for **Batch 2023-25, MBA-1 (around 250 Students)**.

Notes:

1. IIM N reserves the right NOT to award the work to the highest scorer.
2. IIMN reserves the right to reject any or all bids without assigning any reason.
3. IIMN reserves the right to increase or decrease the scope of work.
4. IIM N reserved the right to award the work in case equal score of bidders.

ANNEXURE – I**PARTICULARS OF BIDDER**

| SR.NO | DESCRIPTION | |
|--------------|---|--|
| 1 | Name of the bidder | |
| A | Trade Name (in Block letters) | |
| B | Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters) | |
| C | Name of Proprietor /Partners /CEO /Directors (In Block letters) | |
| 2 | Postal Address | |
| 3 | Telephone No. | |
| 4 | E-mail / Website address (if available) | |
| 5 | PAN (upload self-attested photocopy) | |
| 6 | GSTIN (GST Registration No.) (Upload self-attested photocopy) | |

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender as stipulated in the tender notice No **IIMN/150/2023-24/06 dated 05/06/2023**. Accordingly, I/ we accept the terms and conditions and hereby offer the rates “as per Price Bid”

Signature _____

Date_____

Official seal of bidder _____



Annexure II

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidder's Letter head)**

I / We, the authorized signatory of M/s..... , participating in the tender No **IIMN/150/2023-24/06 dated 05/06/2023** for providing Preplacement trainings / workshops for students at IIM Nagpur, do hereby declare:

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD is being deposited for the said tender.
- (ii) That in the event we withdraw / modify our bid during the period of bid validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD

Then I/we will be suspended from being eligible for bidding / award of all future contract(s) of Indian Institute of Management Nagpur for a period of one year from the date of committing such breach.

Signature of Authorized Signatory of bidder

Name of Authorized Signatory

Company Name

Undertaking by the bidder (To be submitted on the bidder's letterhead)

I / We _____ hereby confirm that we have understood the Scope of Work and the Terms and conditions in the Tender Document No **IIMN/150/2023-24/06 dated 05/06/2023** issued by IIM Nagpur.

I / We have understood the scope of services to be provided through Prebid meeting / email.

I/ We are ready to offer the required services as detailed in the scope of work at the rates mentioned in the Price Bid

Name of the Signatory _____

Signature with date _____

Name of the Firm _____

Seal of the firm

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Bidder is required to furnish the bid as per checklist below (the bid and all supporting documents to be submitted online):

| Sr.no | Item Description | Submitted/ Attached YES/NO | Remark |
|-------|--|-------------------------------|--------|
| 1 | PAN copy | | |
| 2 | GST Registration copy | | |
| 3 | Particulars of bidders (Annexure I) | | |
| 4 | Bid Security Declaration (Annexure II) | | |
| 5 | Undertaking (Annexure III) | | |
| 6 | Establishment/ registration certificates as proof for Number of years of existence | | |
| 7 | Price Bid (to be submitted online) | | |
| 8 | Profile of the Training firm and its Key Professionals: (please mention the credentials of professional(s) to be assigned to IIM Nagpur 1. Qualification 2. Experience | | |
| 9 | Credentials of professional(s) to be assigned to IIM Nagpur 1. Qualification 2. Experience | | |
| 10 | Profile of services offered by the firm | | |
| 11 | Experience of handling training assignments or other relevant assignment of Educational Institution(s) such as IIT's, IIM's, NIT's or any other centrally funded institute. | | |
| 12 | Undertaking on the bidder's letterhead that the firm has not been blacklisted from any organization – Government or private. | | |
| 13 | Any other information relevant to your response to this BID that you may wish to provide. | | |