



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

Minutes of the PreBid meeting

With reference to tender no: IIMN/150/2023-24/06 dated 05/06/2023 for “**Selection of Training firm /service provider for conducting Trainings/ Workshops for students of IIM Nagpur**”, the Prebid meeting in online mode was held on 13.06.2023 at 03:00 PM.

Attendees:

CDS Office: Geetushree Deshmukh- CDS Office Sampada Salve-CDS Office	Vendors: foundit.ai (Monster) Gocrackit Careercarve Heromindmine Acadecraft Inc Skills Panacea
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Following are the queries and their replies as discussed in Prebid meeting.

Sr. no.	Query	Answers
1.	Flexibility in conducting sessions in online and offline mode	No. There won't be any flexibility. The sessions will have to be conducted as mentioned in the scope of work.
2.	Do Travel and accommodation have to be arranged by the service provider? Can the institute arrange the same? Share the costing as well. The accommodation cost should be considered separately?	As mentioned in the Tender document, all the logistics arrangements for providing the services need to be arranged by the service provider. All such costs of travel, meals and any other incidentals will be borne by the service provider. IIM Nagpur will not pay any additional charges for the same. The total cost quoted in the price bid should include all the incidental costs like travel, accommodation etc. IIM Nagpur has in-campus accommodation facility which can be availed on direct payment basis and subject to availability. The charges for a single occupancy room are Rs.2500/- plus tax per day.
3.	Page 3 : Table : Point 2 : Is INR 3450/- same as EMD? Can we submit a Startup Indian certificate for waiver of EMD?	Rs.3450/- is the tender processing fees charged by the eProcurement portal. IIM Nagpur is not charging any tender fees. This is not EMD. There is no EMD to be paid. The waiver form for EMD is attached as Annexure II.

4.	EMD fee reimbursement form but there is nothing mentioned in the Tender document, no amount.	EMD has been waived off and no bidder needs to pay it. Only the EMD waiver form Annexure II is to be filled and submitted as per standard practice.
5.	If we are registered on tender wizard do we need to register again? Do we have to use DSC necessarily to login and is it possible to login through Mac devices? Can you give us any Coordinator contact in case of any tech support from Tenderwizard.	One time registration is required for tender wizard. DSC is mandatory for eProcurement as per the government procurement regulations. Bidders need to check with Tender Wizard directly for compatibility (MAC and other devices) and registration queries. The point of contact is Mr.Prabhuswamy. prabhuswamy@etenderwizard.com Ph.No.9686196760
6.	Page 5 : 7 : Can you share price-bid pro-forma?	The Price Bid is available for download on tenderwizard. If you are registered as bidder, you will be able to download the same.
7.	Page 5 : 7 : How will you know the pro-rate rates for each component?	The no of students will be confirmed in the work order for MBA2 (2022-24 batch). The no. of students for MBA1 (2023-25 batch) will be tentatively confirmed with the work order and firm number will be communicated by mid-July. If students don't attend the session after our confirmation, the number will not be reduced. The cost per student will be calculated based on the total amount quoted by the service provider for the batch. The component wise cost breakup is not asked for and will not be required.
8.	Page 8 & Page 10 : Case Based Interview Prep : Group of 4/5 and Group of 125 - Are both different requirements?	For MBA 2 batch - The case-based interview prep session of 90 minutes each group. For a group of 4-5 students. For MBA1 batch - The case-based interview prep of 90 minutes for 2 separate groups of tentative 125 students per group.
9.	Page 8 : Mock Case Study Round : 30 mins : What are the expectations? What is the group size? Is it do be done only for PGP2s and not for PGP1s?	Expectations – As per the standard recruitment practice of industry using Case study round. Group – 4/5 students per group As clearly mentioned in the tender document this session is for MBA2 batch only.

10.	<p>Page 8: Experimental Workshops? Why are they called so? Are they to be done in a batch of 250 or batch of 125 ? Which 6 roles is it to be done for? What should be the coverage?</p>	<p>Role based workshops for different roles being offered to the students in the industry. The group / batch for each role will depend on the interest of the students for that role. The service provider is expected to offer the sessions and arrive at an optimum group size which will work best for the benefit of the students. Total 6 sessions to be offered depending upon the interest of students or the newer roles in the market.</p>
11.	<p>Page 10 : 1 : 90 + 30 minutes - Group Session (2 groups. Around 125 students in each group, addressed separately) : What is to be done in the 30 mins? Is it for group activity?</p>	<p>90 minutes for the Resume building session. 30 minutes for query resolution and discussion.</p>
12.	<p>Page 11 : SWOT Analysis : Can you share an example? Strengths & Weaknesses are clear. Opportunities - should we talk about career options? Threats - Not clear.</p>	<p>Standard SWOT analysis relevant for the scope of services to be provided as per this document. Threats may be understood as Challenges.</p>
13.	<p>Scope of work : Page 7, 8 , 9, 10 + Pre & Post Assessments + SWOT Analysis of each student + Technology Platform + Video Recordings+Food+Travel. Is this correct understanding?</p>	<p>The tender document has made the scope of work quite clear in the Chapter and through this MoM. It is not clear if the query is a clarification or confirmation. IIMN cannot be responsible for the bidder's correct understanding as per the query submitted here.</p>
14.	<p>Page 11 : Extra support for 20% of the batch : What is expected from here? Any indicative scope of work?</p>	<p>The scope is clearly defined in the tender document. This will be a subjective approach according to the vendor in consultation with institute authorities. Some suggestions may be 1 on 1 sessions covering the points like resume update, addressing the challenges, review for targeted roles. No additional charges will be paid for this effort and exercise.</p>
15.	<p>Page 12 : TB 1 : What is the need for 7 years of experience? We as a firm have done work with 100+ programs in less than 5 years. Why not consider that? Also there is multiple Govt. directives not to consider these criteria for start ups</p>	<p>The minimum eligibility criteria is two years to allow startups to participate. However, the scoring scheme has been decided by the selection committee of the institute as per our priorities, experience and output desired from the service provider and will not change.</p>
16.	<p>Page 12 : TB2 : How many professionals are required to get full 10 marks</p>	<p>The bidder is expected to submit the correct and true details of the firm's manpower. The intention is to gauge the firm's capabilities. Any intention of submitting additional manpower on rolls for the sake of scoring 10 marks will not be tolerated and any such intention if found will be dealt with strictly.</p>

17.	Page 12 : TB3 : Proposed Plan : Is there anything required apart from the Scope of Work provided?	The proposed plan is the detailed operational plan that the bidder is proposing to achieve the objectives of this assignment.
18.	Page 12 : TB5 : Additional relevant services : Very vague : What additional services are expected here?	The bidders may propose additional sessions which will help the student's prospects for placement. This is over and above the scope of work and no additional charges will be paid for this.
19.	Page 13 : Terminology is incorrect : Y1 & Y2 for MBA	Not relevant. Please follow the terminology as per the tender document. Any misinterpretation by the bidders will not be the responsibility of IIM Nagpur.
20.	Technical scores have higher weightage . Pricing would be similar from the same firm - Highly likely that same firm gets max scores for MBA 1 & MBA 2 : How will you decide which firms to choose for MBA 1 & MBA 2?	As per the Bid evaluation scheme defined in the tender document.
21.	Page 15 : You have a shared format for Waiver of EMD. However, nowhere in the tender document is EMD mentioned. Can you please clarify.	EMD has been waived off and no bidder needs to pay anything. Only the EMD waiver form Annexure II is to be filled and submitted as per standard practice.
22.	Page 17 : Point No. 8 & 9 : Explain the difference. Is Point No. 8 for firm employees and Point No. 9 for external mentors	Point no.8 is for the agency's in-house human resource mentioning the team being assigned to IIMN. Point no.9 is for the industry experts / professionals to be assigned to IIMN.

Note: This document is a part of technical bid and submission of bid implies that they have understood the clarifications.

The conditions of the tender document remain unchanged.

Issued by:

Store & Purchase office, IIM Nagpur