



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

## Minutes of the Pre-Bid meeting

Tender No. IIMN/141/2023-24/22 dated 15.01.2024

**Pre-Bid meeting (online Mode) was held on 23.01.2024 at 03:00 PM.**

### Bidders attendees:

1. VC Now
2. Times Pro
3. Jaro Education
4. Emeritus
5. Leadup Universe
6. Unieo

### IIM Nagpur attendees:

1. Dr.Sapan Kumar Singh
2. MrPushkar Deshpande
3. Ms.Aarti Pophali
4. Mr.Rahul Peshatwar

Queries raised and their responses discussed are as below:

Sr.No	Query	Response by IIMN
1	Clause No.4.11 - Redundancies and Disaster Recovery: The ESP should also provide proper security gadgets for the protection of the studio site against all natural and human disasters, including but not limited to, fire, pilferage, sabotage, vandalism etc.	The Campus security will include the security of the ESP's studio on the campus. However, the Security of the gadgets and equipment in the studio lies with ESP.
2	Annexure IV and IV A –Photograph is attached. Its difficult to fill it.	Separate format will be uploaded.
3	What kind of documentary proofs can be submitted for experience?	Work Orders/ Empanelment letters/ Invoice copy with financial details and services rendered mentioned / Certificate of completion from the client.
4	Page 20 Clause 4.7 – Confidentiality – If the slides or material is shared by the participants through screenshots, how can the ESPs be penalised for it?	ESPs are required to maintain confidentiality on their part ensuring that the contents of the course or other material are not shared by the ESPs or their employees or through their delivery tools. The penalty is in case the confidentiality is breached by the ESP.
5	Page 17 Clause 4.2.2.2 - Minimum no of participants guaranteed for each programme – What is the deviation allowed? Can the minimum number of participants be decided in consultation with the ESP in the PDS before launch of the programme?	The indicative minimum number is 60 Participants for each programme. However, the institute may decide to change the number of participants at the time of preparing PDS depending on the programme.



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6	Are there any obligations on IIMN to do any programme if suggested by the vendor?	The programmes suggested by the marketing partner will be considered. There is no obligation to conduct such programmes.
7	Can the Period of the Contract be extended?	No. The contract period will be as per tender document - 3 years and extendable further for 1 year.
8	Will IIMN or ESP conduct the Assessments and tests of students?	The exam papers / tests will be set by IIMN. ESP will conduct the examination. Assessment will be done by IIMN.
9	Clause 3.4.8 -The cost of Guest Speakers will be borne by IIMN or ESP? How many sessions are to be arranged? More clarity on the Guest session to be given.	3 master class for one Year PG certificate Programme and 2 Master Class for 6 Months PG Certificate programme are expected to be arranged by the ESP. The cost of Guest Speakers arranged by ESP will be born by ESP Only. If any Guest sessions are arranged by IIMN, the cost will be born by IIMN.
10	What is the mechanism for the allocation of Programmes among the empanelled agencies?	Programs floated by IIMN will be given to a particular empanelled partner based on recommendation of the Executive Education Committee.
11	Can an ESP opt out of a programme due to less participants despite adequate marketing efforts.	The programme will begin only if the minimum guaranteed participants are registered as mutually decided with the ESP. If the participants are inadequate, IIM Nagpur may not conduct the programme. The ESPs cannot opt out after the programme delivery has started.
12	What is the Method of Bid Evaluation?	As per clause no 4.2 Evaluation Of RFP
13	If a programme is allotted to One of the empanelled ESP, will that programme be exclusive to that agency?	If the ESP proposes any programme then it will be exclusive to that agency. If IIMN launches a programme, it will be allocated as per the recommendations of the EEP committee. If an ESP doesn't perform as per the satisfaction of the institute, then that programme may be given to other ESP.
14	Clarification - No. of ESPs to be empanelled	IIM Nagpur wishes to empanel a minimum of two ESPs. However, more than two ESPs may be empanelled if the criteria are met for revenue sharing as per bid evaluation.

For information of bidders.

Issued by

Stores & Purchase Office

IIM Nagpur