



INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar
Bodh Gaya – 824234, India

Tender No: IIMBG/2020-21/Placement/12

Date: 12 September 2020

Limited Tender For Providing Resume Building Workshop And Training at IIM Bodh Gaya

Issued By
IIM Bodh Gaya (Bihar)
(e-publish mode only)

Website:
<http://www.iimbg.ac.in/tender-and-notice>
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Tender Inviting Authority

Chief Administrative Officer
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya-824234 (Bihar)

Phone: 0631-2200238
Email: cao@iimbg.ac.in

Indian Institute of Management Bodh Gaya, an autonomous body, under the Ministry of Human Resources Development, Government of India invites Limited Tenders for Providing Resume Building Workshop And Training at IIM Bodh Gaya, Bihar. Interested Agencies meeting the eligibility criteria as per tender document may submit their tenders for Providing Resume Building Workshop And Training, complete in all respect at below address:

The Store & Purchase Officer,
Indian Institute of Management Bodh Gaya,
Uruvela, Prabandh Vihar,
Bodh Gaya-824234 (Bihar)

Email : spo@iimbg.ac.in , Mobile : 7033439192

*** For Clarification if any, please contact at 9730675678**

Critical Dates of Tender:

| SN | Particulars | Date | Time |
|----|---|------------|----------|
| 1 | Date and Time of Publication/Download of Tender | 12/09/2020 | |
| 2 | Bid Submission close date & time | 21/09/2020 | 09.00 am |
| 3 | Opening of Bids | 21/09/2020 | 12.00 pm |

1. ABOUT IIM BODHGAYA

Indian Institute of Management Bodh Gaya is an Institution of National Importance under the Indian Institutes of Management Act, 2017.

2. SCOPE OF WORK

| Program Activity | Mode | Duration | Type |
|----------------------------|--------|----------|------|
| Resume Building and Review | Online | 60 Mins | 1:1 |
| Mock Interview | Online | 60 Mins | 1:1 |

Program Activities in Detail

- All sessions will be organized based on the role/ industry preference, education background and work experience of the students.
- All sessions will focus on preparing the students for real interviews through practicing interview questions and case studies, sharing experiences, providing detailed feedback and resolving students' queries.
- Students will be asked to share their top 3 roles and sector preferences and coach allocation would be done based on the same.
- For each personalized interview, detailed feedback will be collected and shared with the student and placement committee.
- All sessions should be conducted on the suitable & matching platform for better user experience and progress tracking of students.
- Sessions timings would be as per students and coach's availability and may happen on weekdays late nights or weekends.
- On the genuine reasons, coach change request will be taken from students.
- The assignment can be started within a week of first payment and each activity can be accomplished within 30 days of initiation. For Example, if we start the resume sessions on 15 Sep, it would be completed by 15 Oct, similarly for mock Interviews.
- All the coaches assigned to IIM Bodh Gaya will have minimum of 4 years of experience.
- Resume Building session – Coach will go through the resume and mark the comments before the session to improve the effectiveness of the session. Students would be requested to go through the vetted resume before the session, gather the doubts and clear during the 1:1 interaction. The session will cover following points –
 - Explain and discuss the changes coach have proposed
 - Quiz the students on the points and gauge their preparedness
 - Provide them feedback to improve further
 - Answer the resume queries of the student

- **Mock interview-** as a prerequisite, the student will be asked to prepare on close to 40 types of behavioral interview questions. The preparation will be followed by one on one interview to judge the student's behavioral interview skills and give feedback on the same and general preparation on interview as well. The session will cover following points –
 - Mock Interview on the preferred role and sector
 - Detailed feedback in the session
 - Queries of the student

3. QUALIFICATION EVALUATION PARAMETERS:

| Sl. No. | Parameters |
|---------|--|
| 1. | Consolidated Offerings |
| 2. | Contact Hours Per Student (One on One) |
| 3. | Team Deployed for Workshop |
| 4. | Experience of Mentors |
| 5. | Contribution to Job preparation |
| 6. | Value added benefits being offered |
| 7. | Past client feedback |
| 8. | Pricing |

Bidders not complying with above conditions or not providing complete information as described shall not be considered and hence they will be out rightly rejected without assigning any reasons, whatsoever.

4. IIM Bodh Gaya's Right to Terminate the Process

IIM Bodh Gaya may terminate the tender process at any time and without assigning any reason. IIM Bodh Gaya makes no commitments, expressed or implied that the process will result in a business transaction with anyone.

This tender does not constitute an offer by IIM Bodh Gaya. The bidder's participation in this process may result in IIM Bodh Gaya selecting the bidder to engage in further discussion and negotiations onwards execution of a contract, if necessary. The commencement of such negotiation does not, however, signify a commitment by IIM Bodh Gaya to execute a contract or to negotiations. IIM Bodh Gaya may terminate negotiations at any time without assigning any reasons.

The institute reserves the right:

- a. To reject any or all tender quotations without assigning any reason whatsoever and is not bound to accept the lowest (L1) rate.
- b. To change any clauses/items/condition on the tender quotation document.

5. BID SUBMISSION PROCESS

The Bid will be submitted by the selected vendors (due to LTE) through physical submission like speed post, courier, by hand etc. or may be submitted through email on given mail id.

The Store & Purchase Officer,
Indian Institute of Management Bodh Gaya,
Uruvela, Prabandh Vihar,
Bodh Gaya-824234 (Bihar)

Email : spo@iimbg.ac.in
Mobile : 7033439192

Bid Evaluation

The Tender Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the vendor/company/agencies as per the evaluation parameter listed above.

Opening and Evaluation of Bids: The institute reserves the right to seek clarifications or additional information/ documents from any bidder. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

Bid Validity Period

The bid will remain valid for 90 days from the date of opening as prescribed by IIM Bodhgaya. A bid valid for a shorter period shall be rejected, being non-responsive.

6. TERMS AND CONDITIONS OF THE CONTRACT

- (i) The financial bid should be valid for a period of not less than 90 days from the date of opening of bid.
- (ii) Bids will be opened in the presence of bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
- (iii) The institute does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- (iv) The prices are to be quoted as per the tender document and also to mention the amount as total package with Taxes.
- (v) All duties, taxes and other levies payable by the vendor shall be included in the total price.
- (vi) Vendor should quote only for the specified requirements in the tender and for all the requirements in the tender. No change in the work from the tender documents will be permitted.

7. EXPENSES TO BE BORNE BY BIDDER

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. IIM Bodhgaya

in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

8. JURISDICTION

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Gaya alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Gaya.

9. DISPUTE SETTLEMENT AND APPOINTMENT OF ARBITRATOR

All dispute or differences whatsoever arising between the parties out of or relating to the work and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiation shall be settled by referring the dispute to The Director, IIM Bodh Gaya, who may either herself decide the dispute as Arbitrator or appoint some other person as arbitrator to adjudicate the same, who shall be unconnected with IIM Bodh Gaya. The proceedings will be governed by the provisions of the Arbitration & Conflation Act 1996.

By consent of parties the jurisdiction of all other courts are exculpated and the court at Patna, Bihar alone shall have jurisdiction. The language of Arbitration shall be English. The venue of Arbitration proceedings shall be Patna as the case may be.

Place:

Name:

Date:

Address:

Contact No.:

E-mail:

Signature with Stamp of Bidder

FINANCIAL QUOTE FORMAT

Ref: - IIMBG/2020-21/Placement/12

Date: 12 September 2020

| Activity | No. of Minutes for each session | Per Student Cost (In Rs.) | Total Cost including all taxes and charges if any (In Rs.) |
|--------------------------------|---------------------------------|---------------------------|---|
| Resume Building & Review (1:1) | 60 Mins | | |
| Mock Interview (1:1) | 60 Mins | | |

No other charges applicable.

- Approx. Strength – 189 Students
- The above services are required for the period of one year. The services rendered by the vendor/company may be extended for further period base on services performance evaluation by the organization committee

Signature of the authorized representative of the bidder

Name:

Designation

Date

seal