

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR THE EMPANELMENT
OF SERVICE PROVIDER TO MARKET OPEN MDP PROGRAMMES**

Tender No. 23SP328T dated 16.02.2024

Details	Date	Time	Venue
Name of Work/ Service	“EXPRESSION OF INTEREST (EOI) FOR THE EMPANELMENT OF SERVICE PROVIDER TO MARKET OPEN MDP PROGRAMMES”		
Date of issue of Tender Document	16.02.2024	18.00 Hrs. onwards	-
Pre Bid Meeting	23.02.2024	11.30 Hrs.	
Last date for Submission of Tenders	02.03.2024	17.30 Hrs.	-
Opening of Bid (<i>Tentative</i>)	04.03.2024	11.00 Hrs.	
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published .		
EMD Amount	EMD Amount Rs. 30,000/- to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with tender document.			
Security Deposit (SD) Amount	Rs. 1,00,000/- to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Order, failing which the order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs.) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 nd Floor and obtain acknowledgement)		

NOTICE INVITING TENDER

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Government of India. More details about IIM Tiruchirappalli are available on our website www.iimtrichy.ac.in.

Downloading of Tender Document

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

Opening of Empanelment Window

The contract period is one year. The Empanelment window will be open every three months. New vendors will be inducted into the empanelment process as per the terms and conditions of the tender. The bids received in the quarter will be evaluated. The bids received on a quarterly basis within the due date shall be considered for empanelment for the balance period.

The Vendor who fulfills the eligibility conditions of the Tender document will be empaneled. The institute reserves the right to empanel any number of Vendors.

Earnest Money Deposit

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) of **Rs. 30,000/- (Rupees Thirty Thousand only)** through online transfer to "IIM TIRUCHIRAPPALLI" as per the bank details provided on **Page 1**. A copy of the payment transaction receipt has to be attached with the tender, without which the tender won't be considered for the bidding process.
- b. The EMD of the successful bidder will be adjusted against the interest-free performance Security Deposit due to be paid. The EMD of the unsuccessful bidders will be released after the finalization of the tender. No interest is payable on the earnest money.
- c. EMD relaxation is applicable as per the prevailing policy of the Government of India.

SCOPE OF WORK

- a) To provide end-to-end go-to-market strategy for acquiring an assured number of participants for IIM Tiruchirappalli's Open Management Development Programmes as per the calendar Year 2024-25.
- b) All qualified interested cases and closures will be reported on a real-time basis to designated contacts in IIM Tiruchirappalli.
- c) The bidder should be a data-driven direct marketing service company / edutech company/entity
- d) To provide up-to-date market research and feedback to IIMT to enable us to design appropriate online open executive education programmes.
- e) To undertake all necessary marketing activities to acquire a minimum of assured participants for each program.
- f) The programme could be offered for 3 or 5 days depending on the topic in physical mode only
- g) The programme fee per day per participant is Rs. 10,000/- (plus applicable GST)

- h) If the participants require boarding and lodging at IIM Tiruchirappalli campus, they would be charged Rs. 3000/-(plus applicable GST) per day per participant.
- i) Minimum assured – 30 (thirty) participants per programme and a maximum 50 participants per batch
- j) Flexibility in conducting open MDPs based on the market requirements will be vetted by the committee and the same could be launched in due course.
- k) Successful completion of the programme requires 100% attendance, and participants will receive a “Participation Certificate” upon completion.

Eligibility Conditions for Bidders

The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

1. The Bidder (s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
2. The bidder(s) should be registered as a Company under the Indian Companies Act 1956/2013 / any Legal Entity which is regulated by the Law of the Land and should be in existence for not less than two years as on January 31, 2023. Copy of the Certificate of Incorporation / appropriate certificate should be attached.
3. Bidder(s) should have at least two years’ experience in designing, marketing of open executive education/ similar programmes as on January 31, 2024. Relevant documentary proof like work order / Letter of Intent / Agreement must be submitted with the tender.
4. The Bidder should have done similar work to at least two higher educational institutes, in the past 2 Years. The details of current similar works on hand and other contractual commitments/ Service Level Agreements (SLAs) should be attached along with the tender.
5. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per **Annexure-II**.

Commercials – Revenue Sharing Schemes

- a) 30% of the total program fee would be shared with the vendor.
- b) The vendor should achieve the minimum assured enrollment of 30 participants in each program. The vendor will be billed on actual number of enrollment or 30 whichever is higher. IIM Tiruchirappalli registration process is applicable to all participants. The Open MDP programme fees will be paid directly to IIM Tiruchirappalli.

- c) The revenue to the vendor will be paid after 15 days from the date of the completion of the programme.
- d) If a participant fail to attend the program after making the payment, the fees will not be refunded.
- e) In the event that IIM Tiruchirappalli cancels or reschedules the program due to unforeseen circumstances, refund will be made to the respective participants by IIM Tiruchirappalli.

.General Term & Conditions

1. The successful bidder should provide the service as per the Programme schedule provided by IIM Tiruchirappalli.
2. **Amendment to bid document**
 - a. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:
 - Accept or reject any or all bids.
 - To obtain further clarification or supporting documents during the technical bid evaluation.
 - To suspend, discontinue, modify and/or terminate the Tendering process at any time.
 - To reserves the right to modify/change/delete/add any further terms and conditions prior to issue of Empanelment Order.
3. **Conditional Bids:**

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
4. **Validity of bids and rates**

The quote shall remain valid and open for acceptance for a period of 180 days from the date of opening of price bid.
5. **Forfeiture of Earnest Money:**

The earnest money will be forfeited in the following cases:

 - i. Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the Tender in any respect within the period of validity and/or after opening the Tender. Such bidders will also be blacklisted.
 - ii. When information/certificate/document furnished is found to be false at any stage.
 - iii. When the bid documents have been manipulated or altered after they are downloaded from the website.
6. **Performance Security Details:**
 - i. The Empaneled Vendor will be required to remit an interest free **Performance Security Deposit of Rs. 1,00,000/-** through online transfer to IIM Tiruchirappalli Bank Account, within ten working days from receipt of the work order for a particular program. **The Security Deposit will remain with the Institute until the completion of the program**

and it will be refunded after adjusting applicable deductions along with the final bill payment, if any.

- ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.

7. Signing of contract:

- a. The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a Tamil Nadu State Non-Judicial stamp paper of Rs. 100/- (Rs. one hundred only) within 10 working days from issue of the Work Order along with interest free performance security deposit. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
- b. The service provider shall not be allowed to change its name after the award of the contract.
- c. The Bidder shall certify that change in ownership is not anticipated in the proposed period of contract. If such a change is anticipated, the scope and effect thereof shall be defined. IIM Tiruchirappalli shall file a suit against the bidder for breach of this clause requesting damages and / or specific performance remedies therefrom.

8. Last Payment: The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending of Institute.

9. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.

10. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.

11. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.

12. Jurisdiction: All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.

Annexure – I (Profile of the Bidder)

EMD Transaction/Exemption Eligibility Details		Transaction Ref No: _____ dated: _____ If exempted Provide Valid Certificate Number: _____	
S. No.	Required information		Description
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm.	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Have your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?		

8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
9	Brief details of Litigations, if any, Connected with related work, Current or during the last three years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	Details of bank mandate; Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) in the Related work	

Turnover in the relevant field on contract basis during the last 3 years (from 2020-21 to 2022-23).

Financial Years	2019-20	2020-21	2021-22
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in last three years	INR_____in Lakhs		

Annexure – I (Continued)

List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid (*Please use separate sheet if required without changing the format*). Please attach client certificate and work orders etc., clearly giving period of contact.

Sr. No.	Name of the organization with complete postal address	Period for which the Empanelment was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1				
2				
3				
4				
5				
6				
7				
8				
9				

ANNEXURE – II: SUBMISSION OF TENDER DOCUMENT

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Trichy-Pudukkottai Main Road,
Tiruchirappalli 620 024.

Date:

Subject: “EXPRESSION OF INTEREST (EOI) FOR THE EMPANELMENT OF SERVICE PROVIDER TO MARKET OPEN MDP PROGRAMMES”

Reference: Tender Notice published in IIM Tiruchirappalli website. - ***Tender No: 23SP328T dated 13.02.2024***

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

It is certified that I, _____ (name of the person)

S/o Shri _____

r/o _____

a) am authorized to sign this document on behalf of M/s.

(the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

c) further declare that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
2. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
3. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
4. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company