INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

24.05.2024

CORRIGENDUM-II

for

Tender Notification No.: 24SP005T; Dated 02/05/2024

Request for Proposal for the Engagement of Agency/Consultants to Conduct Career Development Workshops for the Academic Year 2024-25 for IIM Tiruchirappalli

Corrigendum to the Tender Document

S. No	Reference to the Main Tender	Amendments/Inclusions	
1	Page No. 1 & 16 Under relevant Earnest Money Deposit (EMD) Clause	EMD amount has been reduced from Rs. 1,20,000/- to Rs. 90,000/-.	
2	Page No. 5-14 of the Tender Document under the Scope of the Work	The Scope of work defined in the main tender document from Page Number 5-14 stands cancelled and the revised Scope of Work is incorporated from Page 2 of this Corrigendum.	
3	Inclusion of clause under the General Terms & Conditions	**Escalation of Rates for Renewals/Extension of the Contract:** i. At the time of Renewals/Extension of the Contract, the vendor may request an escalation/price increase of upto 10%, with reasonable justifications. However, it is the prerogative of the institute to agree to the request or not. The decision of the institute shall be final and binding. ii. There shall be a review of the performance at the end of each year, along with a provision for annual price escalation of upto 10% per annum to absorb the increase in the input costs. All other terms and conditions of the contract shall remain the same. The decision of the competent authority is final.	
4	Page No. 20 of the main Tender Document	*For* The master envelope containing the three envelopes should be delivered at the below-mentioned address on or before the deadline.	*Read As* The master envelope containing the *two envelopes* should be delivered to the below-mentioned address on or before the deadline.
5	The bidders are welcome to add more list of activities that are useful to enhance the students' abilities in their technical proposal. The institute also expects more customization of beneficial services in their proposal.		
6	The bidder should quote the rate on batch wise for the first-year and second-year. The total rate quoted by the bidder will be taken for the consideration of QCBS Calculation as per the terms of the tender.		
7	It is reiterated that the Price bid should kept in a separate envelope (i.e. Cover 2), and all the pages of the tender document should be signed and sealed, including the Corrigendum.		
8	The last for submission of bids is extended till June 10, 2024 (17.00 Hrs.)		

All other points mentioned in the Tender document, Corrigendum – I and other than the above Corrigendum, will remain the same.

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SCOPE OF WORK

IIM Tiruchirappalli's Career Development Workshops serve as a cornerstone in the holistic development of its students, bridging the gap between academia and industry expectations. Through these workshops, students are empowered to confidently embark on their professional journeys, equipped with the requisite skills and knowledge to thrive in the competitive business landscape.

The objective of the tender is to engage competent service provider(s) who can fulfil the requirements enumerated below. These are indicative and not exhaustive.

Flow Chart
Career Development Workshops

These sessions are classified into five steps as follows:
Step 1: Diagnosis is applicable for all PGPM & PGPM-HR Students:
  * It is only an indicative timeline and is subject to change based on the academic schedule and examination dates.

Step 1: Diagnosis (Refer to Table-01)

(for all first- and second-year students of the PGPM & PGPM-HR)

a. Resume Building Workshop: Group Sessions (60-90 students) – Online mode – 90 Mins
b. Resume Review and Feedback: One Coach: One Student – Online mode – 20-30 Mins
c. Mock Personal Interview: One Coach: One Student – Online mode – 20-30 Mins

Preparation of **Quartile Distribution**: Result of Step 1 (Refer to Table-02)

Result: Provides overall and domain-specific quartile distributions

Step 2: Preparation for Group Discussion (Refer to Table-03)

One coach: Eight students ratio - Online mode – 20-30 Mins

Step 3: Preparation for Interview (Refer to Table-04)

3a. Workshops on: MS Excel, Aptitude, Role Clarity, Industry Deep Dive, Resume review, Guesstimate, Case-based interview questions, Interview Questions Based on Resume (IQBR). [This is an indicative list, not exhaustive]

3b. Mock PI

- Behavioral Interview: One Coach: One Student – Offline mode – 20-30 Mins
- Functional Interview: One Coach: One Student – Online mode – 20-30 Mins

Placements

Certain students (especially those in Q3 and Q4) may need additional hand-holding sessions; this cohort may also include students from Q1 and Q2 who may not get placed in first few attempts (after placement commencement). They may need support on specific/selective aspects (e.g., PI only).

Step 4: Summer Internship Program (SIP) Success (Refer to Table-05)

Group Sessions – Online mode – 180 Mins

Objective: 1. To increase the chances of PPO conversions; 2. To provide support to students (voluntary) for enhanced performance on their internship projects.

(for all first-year students of the PGPM & PGPM-HR)

Following section presents the detailed outline of the steps delineated in the flowchart:
Table 1
Step 1: Diagnosis is applicable for all PGPM & PGPM-HR Students
Dates represent an indicative timeline and may change based on the academic schedule.

Step	Indicative activities to be conducted (The descriptions are only indicative)	Type and Mode	Indicative Duration (of one session)	Indicative timeline *	
				2nd Year of PGPM and PGPM-HR Batch students	1st Year of PGPM and PGPM-HR Batch students
Step 1: Diagnosis	a. **Resume Building Workshop:** The Resume Building Workshop offers participants practical guidance on crafting effective resumes while also addressing essential do's and don'ts. Covering key topics such as resume structure, highlighting achievements, and tailoring content, attendees will gain valuable insights into what to include and what to avoid in their resumes. By the end of the session, participants will be equipped with the knowledge needed to create impactful resumes aligned with their career goals, increasing their chances of success in the job market.	Group (size 60-90 students); Mode: online	90 min	NA	1st Week of July 2024
	b. **Resume review and Feedback:** Students undergo comprehensive resume review and analysis sessions with industry experts. Detailed feedback is given to each student on their resume, with a focus on specific sections. This feedback is concrete and documented meticulously to assist students in enhancing their resumes effectively. Feedback focuses on content clarity, formatting, relevance to the job market, and overall effectiveness.	One coach: One student; Mode: online	20-30 min	03rd and 04th Week of July 2024	2nd and 3rd Week of July 2024
	c. **Mock Personal Interview (Mock PI) with Industry Mentors:** Comprehensive written feedback is	One coach: One	20-30 min	01st and 02nd Week	

				of August 2024	4th Week of July 2024 and 1st Week of August 2024
	provided for each student. This includes assessing oral communication skills (soft skills) and identifying areas for improvement.	student; Mode: online			

Table 2

Quartile Distribution

Step	Indicative activities to be conducted	Indicative timeline *	
		2nd Year of PGPM and PGPM-HR Batch students	1st Year of PGPM and PGPM-HR Batch students
Result of Step 1	**Preparation of Quartile Distribution:** The agency is tasked with preparing a quartile distribution based on the following indicative (not exhaustive) parameters. Quartile Distribution essentially indicates the probability of a student getting placed through the campus placement process in accordance with the companies (expected to visit the campus). This distribution takes into account an individual student's relative position (vis a vis her/his batchmates). This will help in categorizing students into different groups based on their performance in various aspects, allowing for targeted feedback and support. i. 10th, 12th and graduation scores ii. Reputation of undergraduate college and work experience iii. MBA 1st year CGPA (For only 2nd year students) iv. CAT/GMAT score v. Mock interview performance vi. Evaluation of video resumes, if applicable vii. Profile evaluation, including notable achievements or unique aspects of the candidate's CV viii. Any other parameter if needed. **Output:** By analyzing candidates across these indicative parameters and providing both overall and domain-specific quartile distributions, the agency can effectively rank and categorize candidates based on their suitability and potential for success in the recruitment process.	3rd Week of August 2024	2nd Week of August 2024

Based on the quartile distribution, the subsequent steps for placement preparation activities from steps 2 to 3 are optional for Q1 and Q2 students. Q1 and Q2 students who choose to enroll in the preparation activities will be permitted to participate voluntarily.

However, placement preparation activities are mandatory for Quartiles Q3 and Q4 students. Q3 and Q4 students are required to participate in the preparation activities as part of their placement readiness.

Table 3

Step 2: Group Discussion (GD) [Mandatory for Q3, Q4; voluntary for Q1, Q2] **Step**	**Indicative activities to be conducted. (The descriptions are only indicative)**	**Type and Mode**	**Indicative Duration** (of one session)	**Indicative timeline ***	
				Mandatory for only Q3 and Q4 of 2nd Year students, and Q1 and Q2 is optional	**Mandatory for only Q3 and Q4 of 1st Year students, and Q1 and Q2 is optional**
Step 2: Mock GD	**Mock Group Discussion (GD) Sessions with Industry Mentors:** GDs are moderated by industry mentors, providing students with expert guidance and insights. Some GDs are structured around case studies to simulate real-world scenarios and challenges. Following each GD session, detailed written feedback is provided to every student individually. i. Feedback meticulously pinpoints specific areas where students can enhance their performance in group discussions. ii. Tailored suggestions and strategies are offered to aid students in effectively refining their GD skills.	One coach: Eight students Mode: online	20-30 mins	3rd and 4th Week of September 2024	3rd and 4th Week of September 2024

Table 4

Step 3: Interview (PI) Preparation Workshops [Mandatory for Q3, Q4, and voluntary for Q1, Q2]

Step	Indicative activities to be conducted. (The descriptions are only indicative)	Type and Mode	Indicative Duration (of one session)	Indicative timeline *	
				Mandatory for Q3 and Q4 of 2nd Year students, and Q1 and Q2 is optional	Mandatory for only Q3 and Q4 of 1st Year students, and Q1 and Q2 is optional
Step 3: Interview and Preparation Workshops	**Excel Workshop:** Workshop aimed at enhancing students' data analysis, reporting, and decision-making skills. The workshop covers advanced Excel features such as functions, pivot tables, data visualization, and automation. It targets students from all backgrounds and is conducted in an interactive format, focusing on practical application and skill development.	Group (60-90 students) Mode: online	90 mins	NA	03rd Week of August 2024
	Aptitude Sessions: are to help students prepare for various aptitude tests commonly used in the recruitment process. These sessions cover topics such as quantitative aptitude, logical reasoning, verbal ability, and data interpretation. Through interactive sessions, practice exercises, and mock tests, students enhance their problem-solving skills and boost their confidence for success in aptitude-based assessments during job placements.	Group (60-90 students) Mode: online	90 mins	NA	03rd Week of August 2024

Role Clarity Session: Role Clarity Sessions provide students with a clear understanding of different roles and responsibilities in various industries and job functions. These sessions aim to help students explore career paths, identify their interests and strengths, and align their skills with potential job roles. Industry professionals share insights into different roles, career trajectories, and skill requirements, enabling students to make informed decisions about their career paths and pursue opportunities that align with their goals and aspirations.	Group (60-90 students) Mode: online	90 mins	NA	04th Week of August 2024
Industry Deep Dive: Industry Deep Dive sessions provide students with in-depth insights into specific industries or sectors. By delving into key topics such as market dynamics, emerging technologies, regulatory frameworks, and career prospects, students acquire valuable knowledge to inform their career choices and develop industry-relevant skills.	Group (60-90 students) x 3 Sessions through online mode	90 mins	04th Week of August 2024	NA
Resume review: Students undergo comprehensive resume review and analysis sessions with industry experts. The sessions are structured as follows: i. An industry expert thoroughly reviews each student's resume.	One coach: One student ratio Mode: online	20-30 mins	01st and 02nd Week of September 2024	1st and 2nd Week of September 2024

	ii. Feedback from the first review is discussed, and additional insights are provided for further improvement.				
	Guesstimate Workshop: Guesstimate Workshop helps students develop skills in estimating and making educated guesses in problem-solving scenarios where precise data may be lacking. These workshops involve practical exercises, case studies, and group discussions to familiarize students with different guesstimate techniques and approaches. Through hands-on learning, students enhance their analytical thinking, creativity, and ability to make informed decisions based on limited information, preparing them for similar challenges in real-world business environments and case interviews.	Group (60-90 students) Mode: online	90 mins	NA	01st Week of October 2024
	Case-Based Workshop: Case-based workshops provide students with hands-on experience in analyzing and solving business cases. These workshops simulate real-world business scenarios and challenges, allowing students to apply their academic knowledge to practical situations. Through group discussions, case analysis exercises, and presentations, students develop critical thinking,	Group (60-90 students) Mode: online	90 mins	NA	01st Week of October 2024

problem-solving, and decision-making skills. Industry experts and faculty members facilitate the workshops, providing guidance, feedback, and insights to help students enhance their analytical capabilities and prepare for case interviews in job placements and consulting roles.				
Interview Questions Based on Resume (IQBR): Industry experts craft interview questions tailored to each student's resume content. Feedback is provided on students' responses, focusing on clarity, relevance, confidence, and alignment with industry expectations.	One coach: One student ratio Mode: online	20-30 mins	01st and 02nd Week of October 2024	02nd and 03rd Week of October 2024
Mock Personal Interview (Mock PI) with Industry Mentors: a. **Behavioral Interview (Offline): **** i. Industry mentors evaluate students' communication skills, problem-solving abilities, emotional intelligence, and other relevant soft skills. ii. Feedback on how effectively students articulate their experiences and demonstrate desired behavioural	One PI Offline/on-campus mode and one through online mode One coach: One student ratio	20-30 mins	03rd and 04th Week of October 2024 and 01st Week of November 2024	04th Week of October 2024 and 01st and 02nd Week of November 2024

	competencies is provided. **b. Functional Interview (Online):** iii. Industry mentors assess students' depth of knowledge, analytical thinking, and problem-solving skills within their chosen field. iv. Feedback is provided on the clarity of students' responses, their ability to apply theoretical concepts to practical situations, and areas for further skill development. In both the Behavioral and Functional Interview mock sessions, students receive detailed feedback from industry mentors. This feedback helps students identify their strengths and weaknesses, refine their interview techniques, and build confidence for success in real-world interviews.				

** IMPORTANT: One industry mentor can only be assigned a maximum of 10-12 offline interviews per day.

Table 5

Step 4: Summer Internship Program (SIP) Success [applicable for the first-year students]

These hand-holding sessions are crucial in supporting all students, especially those in the last quartile or those who remain unplaced by the month of January in the academic year. These sessions should be personalized and customized to the individual needs of each student, providing them with guidance, support, and resources to overcome challenges and achieve their career goals.

Step	Indicative activities to be conducted. (The descriptions are only indicative)	Type and Mode	Indicative Duration	Indicative timeline *
Step 4: SIP Success	**SIP Success Session (Once):** SIP Success Sessions to guide students through their internship journey, enhance their performance, and maximize their chances of securing Pre-Placement Offers (PPOs).	Group (60-90 students) Mode: online	90 mins x 2	01st Week of March 2025.

Note: The above-proposed activities are indicative and represent the minimum to be covered. They can be customized by including additional activities, extending the duration, and changing the mode of delivery. These customizations should be incorporated into the proposal and presented during the technical presentation.