



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
NOIDA CAMPUS
Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P
Tel: 0120-6678515 | Fax: 0120-6678506
Website: www.iiml.ac.in | E-mail: purchase_iimlnc@iiml.ac.in

NIT No.: IIML-NC/PUR/Student Advisory/2024/04

Date of Tender: 06th November 2024

**NOTICE INVITING TENDER FOR HIRING THE AGENCY FOR STUDENT
ADVISORY SERVICES FOR PGPWE STUDENTS AT IIM LUCKNOW NOIDA
CAMPUS**

Indian Institute of Management Lucknow (IIML), Noida Campus invites quotations from the reputed experienced vendor for “Hiring the Agency for Student Advisory Services for PGPWE students at IIML, Noida Campus. The Quotations are invited on behalf of the Indian Institute of Management Lucknow, Noida Campus from the specialized firms dealing in the field.

IMPORTANT DATES

Tender Announcement start date	06 th November 2024
Last date and time for submission of tender	26 th November 2024 by 2:00 PM
Date and time for Opening of Tender BID	27 th November 2024 by 2:00 PM
EMD	Rs. 4,000/- (Rupees Four Thousand only) submitted through NEFT
Note that The Institute reserves the right to change/revise the date of opening the tender. In such a case, the information will be displayed on the institute’s website.	

Details:

E-tenders are invited for “**Hiring an Agency for Student Advisory Services**” specifically for PGPWE students at IIM Lucknow, Noida Campus. Interested vendors can view the Notice Inviting Tender (NIT) on the Government’s E-Procurement portal: <https://eprocure.gov.in>. New users must sign in with a Digital Signature Certificate (DSC) to obtain a user ID and password.

The tender document includes:

1. **Rate Bid** – Downloadable upon acceptance of the terms and conditions.
2. **Technical Bid** – Annexure-1.
3. **Evaluation Criteria** – Annexure-2.
4. **Financial Bid** – Annexure-3.

SUBMISSION INSTRUCTIONS:

Vendors are requested to:

1. Duly sign the tender document's terms and conditions.
2. Upload the completed tender, including Technical and Financial Bids, on the E-Procurement portal (<http://eprocure.gov.in>), using a DSC.
3. Ensure all credentials and documents listed are uploaded before the specified closing date and time.

For further details or any clarifications, vendors may refer to the full NIT document available online.

GUIDELINES FOR BIDDERS

1. The Indian Institute of Management, Lucknow, an autonomous body under the Ministry of Education, Government of India, with its office at Noida Campus, B-1, Sector-62 Institutional Area, Noida - 201307, Uttar Pradesh (India), hereby invites proposals from reputed vendors/agencies. Offers must adhere to the specifications and be submitted in the prescribed Bill of Quantities (BOQ) format.
2. Quotations are invited for services related to the Post Graduate Programme in Management for Working Executives (PGPWE), specifically for "Hiring an Agency for Student Advisory Services" for PGPWE students based at the Indian Institute of Management Noida Campus.
3. Bidders who have downloaded this tender from the Government of India's procurement website must not alter or modify any part of the tender document, including the price bid template. Any tampering or modification of the tender document will lead to outright rejection of the bid, and the Earnest Money Deposit (EMD) will be forfeited.
4. Bidders are advised to regularly visit the website <https://eprocure.gov.in> after 05th November 2024 until the tender submission deadline for any Corrigendum, Addendum, or Amendment.
5. The terms and conditions of the tender, including the technical bid (Annexure-1), evaluation criteria (Annexure-2), and financial bid (Annexure-3), are detailed in the Tender Document.
6. Bidders should include a brief profile of services rendered over the past three years, highlighting relevant experience.
7. On behalf of the Director of the Indian Institute of Management, Lucknow, you are invited to submit your rates for a term of 5 years (structured as 1+1+1+1+1 years) using the enclosed 'Bill of Quantity' form for the services described above.
8. Bidders are required to submit an Earnest Money Deposit (EMD) of Rs. 4,000/- (Rupees Four Thousand only), payable to the Indian Institute of Management, Lucknow Noida Campus. EMD should be deposited in the following bank account:

- **Account Name:** INDIAN INSTITUTE OF MANAGEMENT LUCKNOW-NOIDA CAMPUS
- **Bank:** AXIS BANK LTD.
- **Account Number:** 022010100356060

- **IFSC Code:** UTIB0000022

A copy of the EMD receipt must be uploaded on the e-procurement portal www.eprocure.gov.in. Registered firms under the NSIC/MSME scheme are exempt from EMD submission upon provision of valid, attested documentary proof.

9. The successful bidder will be required to furnish a Security Deposit equivalent to 10% of the contract value, in the form of a demand draft, Fixed Deposit Receipt (FDR), or Bank Guarantee (BG) from a nationalized bank. This must be made payable to “Indian Institute of Management, Lucknow Noida Campus.”

The deadline for submission of tenders is 26th November 2024, by 2:00 PM.

**To: Head Administration
Indian Institute of Management Lucknow Noida Campus
B-1, Sector-62, Noida – 201307 (U.P.)**



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NIT No.: IIML-NC/PUR/Student Advisory/2024/04

Date of Tender: 06th November 2024

Indian Institute of Management Lucknow – Noida Campus invites quotations from qualified vendors/agencies to provide “Student Advisory Services” for students of the Post Graduate Programme in Management for Working Executives (PGPWE) as outlined below:

Duration of Services

The Student Advisory Services are tentatively required until January 2025 for the PGPWE program; however, exact dates will be confirmed upon award of the contract.

1. Objectives of the Services

The agency shall provide services with the following specific objectives:

1. **Career Preparedness:** Equip students with industry-aligned mentoring services to enhance their readiness for future career opportunities.
2. **Informed Career Choices:** Guide students in making well-informed career decisions.
3. **Resume Optimization:** Assist students in presenting their skills, knowledge, and experiences effectively to recruiters through resume enhancements.
4. **Career Development:** Connect students with industry mentors to support their performance and understanding of industry expectations.

1.2 Scope of Work (Approx. 55 Students)

A. Group Sessions

Each module shall include two 60-minute sessions for the entire batch, delivered offline.

- **Module 1: Career Planning**
 - Understanding and defining career goals

- Career planning process
- Developing actionable plans to achieve career goals
- **Module 2: Enhancing Resumes and Social Media Presence**
 - Crafting an impactful resume (structure, format, and best practices)
 - Social media do's and don'ts for professionals
 - Optimizing LinkedIn profiles for visibility
- **Module 3: Interview Preparation**
 - Pre-interview research on industry and companies
 - Analyzing job descriptions and role requirements
 - Effective communication during interviews (verbal, vocal, and visual cues)

B. One-to-One Career Coaching/Counselling (Mode: Online)

Individual sessions (30–45 minutes each) conducted by an experienced coach, focusing on:

- Career goal identification and aspiration alignment
- Customized development plans aligned with chosen career paths
- Student-driven development objectives

1.2.3 Delivery Period

The required duration for these services extends to January 2025 (tentative) or as specified by the Institute. Exact delivery dates will be communicated following the award of the contract.

1.2.4 Payment Terms

Payment shall be made via NEFT upon submission and verification of all required supporting documents evidencing satisfactory delivery.

1.2.5 Contract Period

The contract shall commence from the date specified in the work order or contract agreement and will initially remain valid for twelve (12) months. The Institute may renew the contract annually, for up to five years (1+4), based on satisfactory performance under mutually agreed terms and conditions.

Online Submission Requirements

Interested vendors/agencies may view the Notice Inviting Tender (NIT) on the Government E-Procurement portal at <https://eprocure.gov.in>. Vendors must log in (new users must sign up with a Digital Signature Certificate) to obtain a user ID and password. The tender document, including rate bids, can be downloaded after accepting the terms and conditions. The completed tender document, including duly signed Annexures 1, 2, and 3, should be uploaded to the E-Procurement portal by the specified submission deadline.

The **Indian Institute of Management Lucknow – Noida Campus** reserves the right to accept or reject any or all offers, fully or partially, without providing reasons.

Qualified vendors must submit a technical bid (Annexure-1), which will be evaluated as per criteria in Annexure 2, along with a financial bid (Annexure-3). Submissions must be completed online, and quotations received after the specified deadline will be automatically disqualified.

IIML Noida Campus retains the right to accept or reject any tender in whole or in part and is not obligated to accept the lowest bid or provide reasoning for non-acceptance. Incomplete or non-compliant tenders will be subject to rejection.

For further clarification, please contact pgpwe@iiml.ac.in or purchase_iimlnc@iiml.ac.in.

Name and signature of the tenderer
With company seal

Annexure - 1

Indian Institute of Management Lucknow – Noida Campus

Technical Bid

Format for Technical Bid (on letterhead)

S. No.	Descriptions	Information to be filled by the tenderer (if required separate sheets may be enclosed)	
1.	Name and address of firm/agency with complete contact details		
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)		
3.	Name and Address of the directors proprietor/partners with mob no.		
4.	Year of formation of the company		
5.	Details of registration	R. No.	Copy enclosed: Y / N
6.	Total number of employees of the Firm		List enclosed: Y / N
7.	Income tax return for the last three financial years (attach copies)	Copy enclosed: Y / N	
8.	The total turnover of the agency during last three financial years (attach	Copy enclosed: Y / N	
9.	Total Experience in years providing Career Counselling Services <i>for IIMs/IITs etc. (mention all)</i>		Copy enclosed : Y / N
			Copy enclosed : Y / N
10.	(a) GST number/Certificate	No.	Copy enclosed : Y / N
	(b) PAN number	No.	Copy enclosed : Y / N
11.	Any other certification	Copy enclosed : Y / N	
12.	Details of Earnest Money	DD No.	Date:
13.	Any other information		
14.	MSME/NSIC certificate, if any		

List of Major Clients, including Govt. Organizations/Academic Institutions.

S. No.	Name of Client with contact Details	Category/Nature of Service Offered	Period for which supplied	Feedback of client
1)				
2)				
3)				
4)				
5)				

Copies of relevant documents are to be enclosed in support of the above information.

Turnover during the last three years

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	2021-22		Y / N
2.	2022-23		Y / N
3.	2023-24		Y / N

Please enclose documentary evidence for the above facts, duly verified by the Chartered Accountant (CA). Copies of relevant documents are to be enclosed in support of the above information.

- Note:** 1) Please enclose all supporting documents.
2) If documents are not included in the application, the bid will be automatically rejected.

Name and signature of the tenderer
With company seal

Indian Institute of Management Lucknow Noida Campus
CAREER COUNSELING EVALUATION SCHEME

1) The technical evaluation will be for 70 marks and will be based on the following scheme.

Description	Marking Scheme	Max. Marks	Min. Marks required for Qualification
The firm should have a minimum of three (3) years of experience in the field of providing such services	3 marks for 3 years of experience, and 1 mark for each additional year subject to a maximum of 5 marks.	5	3
The firm should have at least 02 (2) contracts in a highly reputed Educational Institute with annual values not less than Rupees 3 lakh each per annum.	3 marks for 2 (two) contracts of Rs. 3 lakhs each per annum, and 1 mark for each additional contract to a maximum of 5 marks. Subject to a maximum of 5 marks.	5	3
Minimum turnover of Rs. 15 lakh annually for the last 2 years	3 marks for minimum turnover (Rs. 15 lakh each year for the last 2 years) and 1 mark for each additional 7 lakh, subject to a maximum of 5 marks.	5	3
Feedback from Clients (from 2 clients including the present)*	Very Good – 2.5 Marks, Good – 1.5 marks Satisfactory – 1 Marks, Fair – 0 Marks subject to a maximum of 5 marks	5	3
Presentation to the technical committee and evaluation of the response by the technical committee and/ or site visit to the current clients of the bidder.	Evaluation by Technical Committee.	50	23
Total		70	35

* The firm should provide the contact information (i.e., names of two contact persons, phone number, e-mail address, URL of the company) of three clients that IIM-Lucknow may contact in order to obtain the required information.

- 2) A bidder has to score at least the minimum marks under each category mentioned above and also an overall minimum score of 35 in the technical evaluation in order to be technically qualified.
- 3) Financial bids of only the technically qualified bidders will be opened.
- 4) The financial evaluation will be for 30 marks and will be only for the technically qualified bidders. The lowest-priced qualified bidder will get the maximum financial score (30) while the others will have a pro-rated score lower than 30. More specifically, the financial score of a technically qualified bidder is calculated as $\text{Financial score} = 30 * (\text{lowest price bid}) / (\text{price bid of the bidder})$
- 5) The bidder with the highest total score (technical + Financial) will be declared as the successful bidder. In case of tie, the bidder having higher financial score will be declared successful.

Name and signature of the tenderer
With company seal

Indian Institute of Management Lucknow – Noida Campus
BOQ

Validate Print Help

Item Rate BoQ

Tender Inviting Authority: Indian Institute of Management Lucknow – Noida

Name of Work: TENDER FOR HIRING THE AGENCY FOR STUDENT ADVISORY SERVICES FOR PGPWE STUDENTS AT IIM LUCKNOW/NOIDA CAMPUS

Contract No: IIML-NCIPUR/Student Advisory/2024/04 Date of Tender: 05th November 2024

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Note:

- 1- Activity "A" will be held on either Saturday or Sunday evening, depending upon the Institute's schedule of classes during December 2024- January 2025.
- 2- The period of the contract will commence with effect from the date mentioned in the work order/contract agreement and shall remain valid initially for a period of one year (twelve months). Further, the contract period is subject to renewal up to five (1-4) years on yearly basis by the Institute on satisfactory performance on mutually agreed terms and conditions.

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Cost Per Participant in Figures To be entered by the Bidder in Rs. P	TOTAL Amount (For 55 Participants) Without Taxes in Rs. P	TOTAL AMOUNT in Words
1	2	4	5	15	55	55
1	Group Sessions: Two sessions of 60 minutes for each module for the entire batch collectively (Mode – Offline)					
1.01	Module 1: Career Planning - Importance of writing Career Goals - Process of Career Planning - Action Planning to achieve Career Goals	55.000	Nos		0.00	INR Zero Only
1.02	Module 2: Enhancing Your Resume and Social Media presence - Building an Impressive resume - Structure / Format/ Best Practices - Do's & Don'ts of Social Media for a professional - Enhancing your Social Media presence - LinkedIn	55.000	Nos		0.00	INR Zero Only
1.03	Module 3: Preparing for an Interview - Before the interview - Research on Industry / Co. - Understanding a JD and requirements of a role - Do's & Don'ts during the conversation - Verbal / Vocal / Visual aspects of Communication	55.000	Nos		0.00	INR Zero Only
2	One to One Career Coaching / Counseling: (Mode: Online) An experienced Coach conducts a coaching session with each student and help them make an action plan to meet career goals: • 30 - 45 mins one to one conversation • Individual development focused sessions • Career Aspiration / Goal identification • Action plan for skill development as per career path chosen • Students to work on their development plans	55.000	Nos		0.00	INR Zero Only
3	Year wise Amount					
3.01	First Year Amount (in Rupees)	1.000	Nos		0.00	INR Zero Only
3.02	Second Year Amount (in Rupees)	1.000	Nos		0.00	INR Zero Only
3.03	Third Year Amount (in Rupees)	1.000	Nos		0.00	INR Zero Only
3.04	Fourth Year Amount (in Rupees)	1.000	Nos		0.00	INR Zero Only
3.05	Fifth Year Amount (in Rupees)	1.000	Nos		0.00	INR Zero Only

Note:

1. **Scheduling of Activity A:** Activity “A” sessions will be scheduled on either Saturday or Sunday evenings, as per the Institute’s academic calendar, during the period from December 2024 to January 2025.
2. **Contract Duration:** The contract will commence from the date specified in the work order or contract agreement and will initially remain valid for a period of one year (12 months). Based on satisfactory performance and mutually agreed terms and conditions, it may be renewed annually, up to a maximum of five years (1+4).

Name and signature of the tenderer
 With company seal