



भारतीय प्रबन्ध संस्थान लखनऊ
Indian Institute of Management Lucknow
Prabandh Nagar, IIM Road, Lucknow – 226 013 (India)
Website: www.iiml.ac.in

**NOTICE INVITING TENDER (NIT) FOR “HIRING AN AGENCY FOR MOCK INTERVIEW AND GD
TRAINING SERVICES”
SHORT NOTICE**

NIT No: IIML/PUR/PLACEMENT SERVICES/06/2025-26

Date: 21.08.2025

Tender ID on eProcure portal: 2025 IIML 874242 1

Indian Institute of Management, Lucknow (hereinafter called “IIML”) is an Autonomous Body. One of the main objectives of the Institute is to impart High-Quality Management Education by running Post Graduate Degree in Management, Doctoral Programmes in Management, various Management Programmes for Working Executives & Management Development Programmes, etc.

IIM Lucknow is one of the premier management institutes in India and one of the top-league business schools across the globe. Indian Institute of Management Lucknow is an academic prowess platform which prospects, prepares, and prospers every aspirant who is looking forward to seek professional education in various digital and managerial sectors.

The institute invites online bids for its Placement Office to avail the services of a reputed firm with a proven track record in career preparation, specifically for conducting mock interviews, group discussion (GD) and training sessions for its MBA and MBA-ABM students. The objective is to enhance students' performance in campus placements through focused, practical training.

A free view of NIT is available on Govt. eProcure portal i.e. <https://www.eprocure.gov.in> and on Institute website www.iiml.ac.in. Interested Firms/agencies are requested to sign in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The NIT comprises of Technical bid and Financial bid. The interested agencies may download the NIT by accepting terms & conditions. The technical bid shall be consisting of Part-A followed by Presentation and the price bid duly filled have to be uploaded on the eProcure Portal of the Government of India i.e. <https://eprocure.gov.in> using Digital Signature before the last date & time for submission as mentioned in the tender notice. The credentials as listed below shall be uploaded online.

Important Details

Estimated Tender Value (Annual)	Rs.7,00 000/-
Last date for Submission of Bid	29 TH AUGUST 2025 (9:00 AM)
Technical Bid Opening	30 TH AUGUST 2025 (10:00 AM)
Bid Security/EMD	Rs. 15,000/-

Date of Presentation	To be communicated to the bidders who will score minimum qualifying marks in part-I of the technical bid
Financial Bid Opening	To be communicated to the qualified technical bidders through CPP Portal
Validity of Tender	120 (One Hundred Twenty Days) days from the date of opening of tender.
Venue for Pre-bid meeting/opening of Technical and Financial bids	The Chief Administrative Officer Indian Institute of Management Prabandh Nagar, IIM Road Lucknow – 226013 0522-6696917/0522-6696929

Chief Administrative Officer
For Indian Institute of Management Lucknow

INSTRUCTIONS FOR THE BIDDER:

1. The bidder shall explicitly indicate the relevant supporting documents stipulated in this document.
2. The bidder is advised to go through the eligibility criteria before filling the tender.
3. **Amendments to Bidding Documents:** At any time before the deadline for submission of Bids, the Institute/ IIML may, for any reason deemed fit by it, can modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.
4. The bidder shall carefully examine and understand the specifications/nature of work/conditions in this document and seek clarifications, if required, to ensure that they have understood all specifications/conditions of NIT. Such clarifications should be sought before submission of bids.
5. The incomplete bids, conditional bids, bid non-conforming to the terms and conditions to the terms & conditions and bids not submitted in the prescribed format are liable for rejection.
6. All erasures, cuttings and alterations made must be attested by the authorized person while filling the tender document. Over-writing of figures is not permitted.
7. If any discrepancy/misprint is noticed in specification or BOQ, it should be clarified from the institute before uploading the bid.
8. All pages of the Bid should be stamped, signed, page numbered and indexed.
9. Any effort by the bidder to influence any IIML Official regarding the tendering process may result in rejection of his bid.
10. IIM, Lucknow reserves the right to reject unreasonable and unviable rates. The Bidders, who attempt to spoil the tendering process of quoting unviable/unfeasible rates/predatory prices, would forfeit their EMD.
11. In case of differences arising in the terms and conditions of the tender documents with the firm(s), the decision of IIM Lucknow shall prevail.
12. All communications during the tender process and after finalization of tender will be through email. It is compulsory for bidders to provide a valid email ID in the technical bid.' Corrigendum/ Addendum will be issued on the website of the Institute and CPP.
13. IIM Lucknow reserves the right to modify/change/delete/add any further terms and conditions prior to actual signing of the agreement
14. The institute do not bind themselves to accept the lowest or any other tender and reserve the right to accept or reject any or all the bidders either in full or in part without assigning any reason.

1. Bid submission process

1.1 Tender/Bid/ Response to this NIT should be uploaded on the online in a two-bid system on CPPP e-procure portal (Techno-commercial bid and Price/Financial bid separately) in the enclosed Performa duly filled in and signed.

1.2 No price should be mentioned in the Techno-Commercial bid. A separate excel file (Financial bid) has been made available on the portal for submitting the rates / financial bids. The rates shall not be disclosed in the technical bid. Disclosure of rates with Technical bids will result in technical disqualification.

1.3 Technical Bid should include the following:

1.3.1 Technical Bid shall be consisting of Part-I & Part-II. The bidder will have to fill out Part-I and enclose all required documents in support of the eligibility criteria mentioned in this tender document. Part-I & Part-II (Presentation/ Demonstration of the proposed services) shall carry a maximum of 30 marks.

- 1.3.2 Only those bidders shall be called for the Presentation/demonstration, who scores minimum of 10 marks out of 15 in Part-I. Part-II (Presentation) shall carry a maximum of 15 marks. The bidder shall have to score 20 marks out of 30 marks for technical qualification/ to be declared as Technically Qualified Bidder.
- 1.3.3 Declaration accepting the tender conditions & non-blacklisting of the bidder (Annexure-II). Financial Bid should be only be submitted in form of excel/BoQ in the format, provided with this NIT on eProcure portal.
- 1.3.4 The bidder has to quote the rates in a given particular Column in BOQ given on the portal and upload the same. The bidder is advised to use excel, made available on CPP portal with this NIT and ensure their bid price is separately uploaded properly in the CPP portal.

2. Eligibility Criteria for Technical Evaluation: The interested firms must meet the following criteria:

Criteria	Required Proof
Registered entity in India with minimum 3 years in operation	Certificate of Incorporation / GST Registration Certificate having date of registration
Minimum 3 similar engagements with top-tier B-Schools (IIMs) / IITs in the last 3 years	Work orders / MoUs / Letters of Completion
Experience of trainers or panelists with reputed companies or as B-School alumni (minimum 05)	CVs / Panelist Profiles
Capacity to manage at least 250 students in a cycle	Declaration with past engagement details
Training Methodology and Customization for IIM-L	Attach a writeup
Technology Platform / Delivery Mode (if hybrid/online) –	Attach a the writeup

3. Technical and Work Score Evaluation: The Technical proposal will be evaluated out of **30 marks**, divided into:

Criteria	Maximum Marks
PART-I	
Experience with B-Schools (No. of Institutes in last three years – Based on the Experience Certificate submitted by the bidder) - 2 Marks for each work order/ completion certificate for IIMs - 1 Marks for each work order / completion certificate from other B-Schools	06
Profile of top 05 Trainers/ Panelists (Based on the CVs submitted by the Bidder)	03
Training Methodology and Customization for IIM-L – (Based on the writeup provided by the bidder)	03
Technology Platform / Delivery Mode (if hybrid/online) – Based on the writeup provided by the bidder	03
Total in PART-I	15
PART-II	
Presentation by bidder on its experience with top B Schools, brief about top Trainers/ Panelists, Methodology, Customization for IIM Lucknow, Features of the Technology platforms, sample demonstration of the GD/PI etc.	15
TOTAL OF PART-I & II	30

Minimum technical score to qualify for presentation (PART-II) = 10 marks in Part-I
 Minimum technical score to qualify PART-II = 10 marks in Part-II
 Minimum Total marks required to be a Technically Qualified Bidder (Part-I & II) = 20 marks out of 30.

A. Bid Evaluation Method: The Technical bids of the bidders shall be opened & evaluated by the constituted Bid evaluation committee. The bidders are requested to read the bid documents carefully and enclose the required documents accordingly. The technical evaluation followed by the Presentation/demonstration shall be carried out on basis of the eligibility laid on in the bid.

B. Technical Bid Evaluation process:

- (i) The constituted committee shall evaluate Part-I (on the basis of enclosed documents) and invite the eligible bidders for the next stage i.e. Presentation/ demonstration based on the marks obtained by the bidder i.e. 10 marks out of 15 marks.
- ii) The committee shall evaluate the Presentation/ demonstration carrying a maximum of 15 marks. The bidder will have to score minimum marks of 10. Only those bidders, who score a total of 20 marks out of 30 shall be technically qualified. The financial bids of only technically qualified bidders will be opened.

C. Financial Bid Evaluation Process:

- (i) The financial bid will carry 70 marks.
- (ii) The bidder, quoting the lowest price shall be awarded 70 marks.
- (iii) If the bid with the lowest price is Rs. 10,000/- then the financial value of the other bidders shall be computed as under = $(70 \times \text{Lowest Bid Price}/\text{Quoted bid price})$. The bidder quoting the lowest party will be awarded 70 marks in Financial evaluation.
- (iv) The value of the financial bid shall be as given in Illustration -1 below:-

Illustration-1: If the bidder has quoted Rs. 12,500/- as its bid price then its financial value is $70 \times 10000 / 12500 = 56$

D. Final valuation and ranking:

- i. The total value of bidder for ranking shall be as given in Illustration-2 below: -
Illustration – 2: If the bidder in Illustration 1, whose technical evaluation (Part-I & II) marks are 25 then its total marks will be $25 + 56 = 81$
- ii. The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidders both in Technical Evaluation and Financial Evaluation.
- iii. The bidder with the highest marks (Technical + Financial evaluation) shall be deemed as the L-1 Bidder / Successful Bidder for the award of the contract.
- iv. In case of two or more bidders are evaluated as L-1 (same marks) then the bidder quoting a lower price bid in the financial bid shall be awarded the contract.

4. Disqualification

- (a) Proposal not submitted in accordance with this document required or without enclosing proper documents while uploading bid documents on eProcure portal.
- (b) During the validity of the proposal or its extended period, if any, the bidder increases his quoted prices.
- (c) Proposal is received without duly filled and signed with a stamp of the technical bid (Part-I). The proposal is not accompanied by all requisite documents.
- (d) If the quotation is received without EMD or valid certificate for exemption (NISC/MSME – only for manufacturers).

- (e) The financial bid/ BoQ must not be enclosed /uploaded with the Technical bid. Disclosure of rates in Technical bid will result in Technical Disqualification. Despite fulfilling all eligibility criteria, such a bid shall not be considered for further evaluation.
- (f) Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- (g) In case any component of the price bid is quoted “NIL” by the bidder. Such bid shall be considered an unresponsive bid and shall not be considered for further evaluation.

5. Clarification:

Bidder requiring any clarification regarding the Tender Document may submit its questions by email (purchase@iiml.ac.in for NIT related issues and placementoffice@iiml.ac.in for Scope of work related).

- 6. Earnest Money Deposit:** Bidders are required to deposit an amount mentioned on the first page of the tender document as Earnest Money Deposit (EMD) to the below-mentioned bank account of the Institute on or before the last date & time mentioned above. EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at the appropriate place. NSIC /MSME registered firms are exempted from submission of EMD on uploading of valid MSME certificate.

Bank Account No.	07231450000294
Name of Bank & Type of Account	HDFC/Savings
IFSC Code	HDFC0000723

EMD of all unsuccessful bidders will be returned after the finalization of the tender. EMD of the successful bidder will be returned only after receipt of the Security Deposit towards the Performance Security Deposit. In case, the bidders provide false or misleading information or make changes in the downloaded document or provide a forged document or hide facts relevant to the tender/bidder, the EMD of such bidder may be forfeited. Such action can be taken at any stage of the bidding process i.e. during or after the process.

7. Forfeiture of EMD: On the following occasions, the EMD shall be forfeited:

- In case the bidder withdraws his bid after the last of the submission of the bid.
- In case the bidder does not fulfill his obligations after the awarding of the work order within the stipulated time period.
- In case the bidder accepts the work order on a conditional basis after winning the bid and not submitting the performance security. The process of debarred/blacklisting shall be initiated in this case.

- 8. Performance Security Deposit:** On the issue of the work order, the contractor shall submit the Performance Security Deposit for an amount equivalent to 10% of Contract Value in the form of Demand draft / Fixed Deposit Receipt / Performance Bank Guarantee from any scheduled bank in favor of ‘Indian Institute of Management Lucknow’ payable at Lucknow within 07 working days. The validity of the Instrument shall be for a period equal to the contract period plus 60 days. This Security Deposit may, at the option of the IIM Lucknow be forfeited in the event of the contractor’s failure to fulfill any of the obligations under the contract/agreement. The security deposit shall be refunded by IIM Lucknow to the contractor after 60 days of the expiry or termination of the contract. The security deposit shall not carry any interest. It is distinctly understood that IIM Lucknow shall be entitled to appropriate all dues and/or expenses that will be due and payable by the contractor to IIM Lucknow

under the items hereof, and/or result of IIM Lucknow suffering or incurring any damages and/or extra expenses by employing any services to IIM Lucknow consequent to the failure of the contractor to discharge the said services/supply of goods and/or any part or parts thereof to the satisfaction of IIM Lucknow without prejudice to its right against the contractor for damages under the Law, and that shall be recovered from contractor's monthly bill and/or security deposits.

9. Forfeiture of Performance Security/Security Deposit:

- a. Non-execution of the awarded work in accordance with the contract conditions or as per the specifications mentioned in the documents.
- b. In case the bidder is debarred from the bidding process by the competent authority of the institute on whatsoever grounds.
 - i. Stops the execution of awarded contract without giving prior information to the IIM.
 - ii. Commits breach of any of the provisions of the integrity pact.
 - iii. Conditional acceptance of the work order which differs from the tenders.
- c. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender evaluating process or after awarding the contract, Earnest Money/Performance Security shall be forfeited whatever is convenient.
- d. In case, the contract is terminated on the ground of any default by the contractor, his security deposit will be forfeited.

10. Scope of Work

The selected service provider, will be responsible for designing and delivering a comprehensive training and evaluation program to prepare MBA and MBA-ABM students at IIM Lucknow for placement interviews and group discussions. The detailed scope of work includes, but is not limited to, the following components:

No. of participants: Minimum 500 (approximately) / per annum

A. Mock Personal Interviews (PI)

- Organize and conduct **mock personal interview sessions** for MBA and MBA-ABM students, replicating the format and pressure of real placement interviews.
- Interviews must reflect **domain-specific scenarios**, tailored to career paths such as Consulting, Finance, Marketing, Operations, Product Management, and General Management.
- Each student should receive at least **2 rounds of mock interviews**, with a mix of technical and HR-style questioning.
- Interviews should be conducted by **industry professionals and domain experts**, preferably with B-School hiring experience or alumni background.

B. Group Discussion (GD) Training Sessions

- Design and deliver **interactive GD training sessions** for students, covering:
 - Fundamentals of group discussion
 - Role play and real-time GD simulations
 - Effective communication, argument structuring, group dynamics, and conclusion strategies
- Conduct at least **2-3 GD simulations per student**, evaluated by experienced moderators.

- Each student must receive **individualized feedback** on performance, including behavioral, verbal, and content-oriented insights.

C. Structured Training Module Development

- Develop a **customized, structured training program** that outlines the delivery schedule, session objectives, mock PI/GD structure, timelines, and evaluation criteria.
- The module should be **tailored to IIM Lucknow's placement calendar** and specific student preparation needs based on past placement trends.
- Incorporate best practices and case-based learning for practical application.

D. Performance Evaluation and Individual Feedback

- Provide **detailed, student-specific feedback** after each mock PI and GD round, highlighting:
 - Strengths and weaknesses
 - Recommendations for improvement
 - Domain-specific behavioural and technical skill gaps
- Use standardized evaluation forms and rubrics to ensure **consistency and transparency**.
- Optionally, use digital tools or platforms to share recorded feedback and progress tracking.

E. Sector-Specific Interview Preparation

- Ensure delivery of mock interviews aligned with key placement sectors:
 - **Consulting** – Case interviews, guesstimates, structured thinking
 - **Finance** – Valuations, financial modelling, market awareness
 - **Marketing** – Brand strategy, market research, behavioural fit
 - **Operations** – SCM, logistics, process optimization
 - **Product Management** – Product design, business case evaluation, tech fluency
 - **General Management** – Leadership scenarios, decision-making, current affairs
- Panellists must be **trained in the nuances of each domain**, ideally practitioners or recruiters from those fields.

F. Panellist and Trainer Profile Requirements

- Engage a team of **qualified panellists and trainers**, including:
 - Industry professionals with recruiting/interviewing experience
 - Alumni of IIMs or equivalent top-tier institutes
 - Trainers with expertise in behavioural and communication skills
- Share **profiles of panellists/trainers** with the Placement Office prior to engagement for review and approval.

G. Reporting and Recommendations

- Submit a **comprehensive report** to the Placement Office upon completion of the engagement, which should include:
 - Attendance and participation records
 - Summary of overall student performance across batches
 - Trends, common areas of improvement, and readiness levels
 - Recommendations for further training or intervention, if needed

- Provide optional anonymized analytics (if using any digital platform) showing comparative insights, student improvement metrics, or benchmarking.

H. Deliverables and Timeline

Deliverable	Timeline
Program Plan Submission	Within 1 week of agreement
Kick-off Session	Within 10 days
Mock Interview and GD Rounds	As per agreed calendar
Final Report to Placement Office	Within 2 weeks of completion

11. Institute Data

- "Institute Data" means all data, works and materials: that are collected by the service provider or provided by the Institute or its students / uploaded to or stored on the Platform by the Institute; transmitted by the Platform at the instigation of the Institute; supplied by the Institute to the Service Provider for uploading to, transmission by or storage on the Platform; or generated by the Platform as a result of the use of the Hosted Services by the Institute.
- The Service Provider may only have access to the Institute's data as and when access is provided by the Institute.
- The Service Provider shall use the logo, name, images of the Institute for promotional purposes after providing proper information to the Institute. In case of termination of contract/MOU the Service Provider will hand over all data related to Institute and will be restricted from promotional/Publicity/any other use of Institute's data.

12. Governing Law and Dispute Resolution: If any dispute, difference or claims (the "Dispute") arises between the Parties about the validity, interpretation, implementation or alleged breach of any provision of this NIT, then the Parties shall negotiate in good faith to endeavor to resolve the matter. However, if the dispute has not been resolved by the Parties within 15 days of notification of such Dispute, then either Party may submit the Dispute to arbitration to be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996 (as amended). Arbitration proceedings shall be held at Lucknow, India. The dispute shall be referred to a sole arbitrator who shall be a neutral and suitably qualified third party mutually agreed upon by the Parties to the dispute. The arbitration proceedings shall be conducted at Lucknow and the award shall be rendered in the English language. The award so passed by the Arbitrator shall be enforceable in Lucknow.

13. SPECIAL TERMS & CONDITIONS

- Time for execution of the awarded work:** Time is the essence of this tender. The successful bidder will be required to initiate and provide the ordered services as per the scope of work/services mentioned in this NIT within one week
- Contract Period:** The contract period shall be initially for one year w.e.f. the date of issue of the work order. This may be expended on same terms & conditions and rate for a period of another two years, on yearly basis, subject to satisfactory services provided by the successful bidder and the need of the Institute/ IIM Lucknow.

- (c) **Payment Schedule:** The payment shall be made in two parts as per the actual usage of the services i.e. after completion of the Summer and Final Placements.
- (d) **Indemnification:** The Successful Bidder, irrevocably, and unconditionally hereby indemnifies and undertakes to keep the Institute and /or its Directors, officers, employees, agents, and representatives, for all times from and against all charges, costs, losses, claims, demands, liabilities, obligations, suits, judgments, penalties, proceedings, precautions, litigations, or actions, financial or otherwise, at law or equity, including the expenses of defending any claim of liability by any third party, and from and against all actual damages sustained, whatsoever, whether past or current suffered or incurred by the Institute and/ or its Directors, officers, employees, agents, and representatives due to reasons of
- a) Breach, misconduct, omissions, misrepresentation or
 - b) Negligence on the part of Successful Bidder and or its directors, employees, in the performance of the services including but not limited to any claim/third party claim arising out of improper or illegal use or adoption or invasion or infringement of the copyright or intellect property right and violation of confidentiality obligations.
 - c) Act detrimental to the interest and reputation of the Institute
- (e) **Termination of Contract:** IIM Lucknow shall have the right to terminate this Contract in part or in full in any of the following cases: -
- (a) The agreement may be terminated in whole or in part, by Institute in the event of a material breach by the successful bidder that is not cured within thirty (30) days of notice from the institutes.
 - (b) This Agreement may be terminated in whole or in part, by a Party for convenience, on 3 months' prior written notice to the other Party.
 - (c) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.
- (f) **Confidentiality:** All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of the Procuring Entity to the contractor, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of the Procuring Entity and shall not, without the prior written consent of Procuring Entity neither be divulged by the contractor to any third party, nor be used by him for any purpose other than the design, procurement, or other services and work required for the performance of this Contract. If advised by the Procuring Entity, all copies of all such information in original shall be returned on completion of the contractor's performance and obligations under this contract.

This contract declares the subject/data of students matter of this Contract as coming under confidential and sensitive, the contractor shall take all reasonable steps necessary to ensure that all persons employed in any connection with the contract, have acknowledged their responsibilities and penalties for violations under this contract to keep the data confidential.

(g) Execution of agreement: The successful bidder/contractor will be required to execute an agreement on a non-judicial stamp paper of Rs.100/- (cost to be borne by the contractor) within 30 days from the date of issue of work order/ Lol (Letter of Indent).

Till the agreement is signed by both parties (IIM Lucknow & the bidder), this NIT, Corrigendum/Addendum to this NIT, Bid submitted by the successful bidder, any clarification provided by the successful bidder, Work Order/ LOI issued by IIM Lucknow to the successful bidder and Acceptance of this work order by the successful bidder will form the agreement.

(h) Sub-contracting: The bidder cannot assign or transfer and subcontract its interest/obligations/awarded work under the contract without prior written permission of the IIM Lucknow.

(i) Validity of the bid: The validity of the bid should be 120 days from the last day of the submission of the bid. No changes in the bid or withdrawal of the bid would be permitted after the last day of the submission of the bid. In case, the tender could not be finalized within the bid validity, the extension of the bid validity shall be requested in writing from the bidder before the expiry of the bid validity. Deny of bid extension shall be considered unresponsive and will not be considered for further evaluation.

(j) Disclaimer Clause: IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be Lucknow.

(k) Force Majeure : Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements.

The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure. However, if the performance in whole or part or any obligation under this contract is prevented or delayed for period exceeding 120 days, either party may at its option terminate the contract without any financial repercussions on either party by giving at least 15 days' notice.

(I) Arbitration & Jurisdiction : All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or subject thereof or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM, Lucknow, who shall appoint an Arbitrator to adjudicate the same who should be unconnected with IIM Lucknow and the cost of arbitration shall be divided equally between IIML and the bidder. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act, 1996. The place of arbitral proceedings will be Lucknow. By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the arbitral proceedings shall be English.

TECHNICAL BID**(To be filled by the bidder with all required enclosures)**

Part-I		
S No.	Description	Response of the bidder
1.	Name of the Bidder	
2.	Name of the authorized person [who signs on the tender document]	
3.	E-mail address	
4.	Address of the Bidder	
5.	Phone / Mobile No.	
6.	GST No. (Attach a copy of certificate)	
7.	PAN No. of the firm/Company for Income Tax (attach a copy of PAN card)	
8.	Does the bidder a registered entity in India with minimum 3 years in operation?	Yes / No If yes, attach Certificate of Incorporation / GST Registration Certificate having date of registration
9.	Does the bidder has Minimum 3 similar engagements with top-tier B-Schools (IIMs) / IITs in the last 3 years?	Yes / No If yes, attach Work orders / MoUs / Letters of Completion
10.	Does the bidder has Experienced trainers or panellists with reputed companies or B-School alumni (minimum 05)?	Yes / No If yes, provide name of top five such panelists and enclose their profiles/CV 1. 2. 3. 4. 5.
11.	The bidder must have a minimum average annual turnover of Rs.20,00,000/- for similar services provided during the last three years (2024-25, 2023-24 and 2022-23), along with relevant Certificates. (Please enclose an audited Balance-sheet or certificate from the Chartered Accountant).	2024- 25: _____ 2023-24: _____ 2022-23: _____
12.	Does the bidder has capacity to manage at least 250 students in a cycle?	Yes / No If yes, provide a declaration on a letter head
13.	Can the Bidder customize the Training Methodology as per IIM Lucknow requirements?	Yes / No If yes, enclose a writeup on proposed methodology

14.	Does the bidder use a Technology Platform / Delivery Mode in case of hybrid/online services	Yes / No If yes, enclose a writeup on proposed technology.
15.	Any criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm is not blacklisted by Central Government/ State Government/ PSU/any other Institutes.	Yes/ No (Enclose an undertaking on Bidder's letter head)
16.	Enclosed proof of deposited Earnest Money Deposit: A copy of NIFT/RTGS transaction of EMD amount Or Valid certificate for claiming exemption from deposit of EMD	Amount: _____ UTR No: _____ & Date: _____ OR Type of Certificate for exemption from deposit of EMD: _____
17.	Enclosed Details as per Annexure-II	Yes/ No

The undersigned hereby declares that he/she is authorized by the Bidder(company/firm) to sign and submit this bid. The undersigned agrees to all the terms and conditions mentioned in this NIT.

Further, it declared that the information provided above are true & complete and the submitted documents with this bid are genuine.

Further the undersigned understands that in case, it is found that the information provided above is false or misleading or the submitted document(s) is/are forged, the bid submitted by the undersigned will be technically disqualified, EMD may be forfeited and the undersigned's firm/company may be blacklisted for a period of 2 years.

(Signed & Stamp of the bidder)

Date:.....

FINANCIAL BID**(To be filled by the bidder)****(Only for Reference. The bidder shall NOT use this format. A separate excel sheet is available with this NIT on eProcure portal. Please use the Excel Sheet)**

Service Components	Quantity	Unit Rate in INR to be quoted by the bidder (Excluding GST)	Total Amount in INR (Excluding GST)
Group Discussion Session for the batch	03		
Mock Interview Session for the batch	03		
Group Discussion (Batch of 10-15 students)	50		
Mock Interview (Individual Sessions)	600		

Note:

1. The successful bidder shall be selected on the basis of scored marks. The method of awarding the marks is given in the Bid evaluation process.
2. This financial bid is only for reference to the bidders. The Bidders are advised not to disclose price in Technical bid. (Part-I & Part-II). A separate excel sheet (BOQ) shall be provided on eProcure portal to quote the price, failing which the bid shall not be considered for evaluation.
3. The bidder shall quote unit rate only i.e. per 'Group Discussion Session for the batch', 'Mock Interview Session (per student)', 'Group Discussion for a batch of 10-15 students' and 'Mock Interview (Individual Sessions)'.
4. The quantity mentioned in the BOQ / financial bid is indicative for determining the lowest rate (quoted rate x quantity mentioned) for award of marks for financial bid.

(Singed & Stamp of the bidder)

Date:.....

(ON LETTER HEAD OF THE BIDDER) UNDERTAKING

With respect my/our bid submitted against NIT No.
dated _____, I / We
_____ Partner / Sole Proprietor (Strike out which is
not applicable) of (Name & Address of Firm) _____ to hereby declare and
solemnly affirm:-

- a) That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government or any Autonomous Institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. or Autonomous Institute.
- d) That the terms and conditions mentioned in this NIT are acceptable to me/ us. I/We will abide by them in Letter and spirit.
- e) That I/ We will provide the required services as mentioned in the work order within the stipulated period.
- f) That no partner or shareholder, directly or indirectly is connected/related to any employee working in the IIM Lucknow.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us found to be false/ incomplete at any stage, our bid / empanelment will be liable to be cancelled / terminated and attract appropriate action.

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER