

NOTICE INVITING QUOTATIONS

Ref No: IIMJ/NIQ/2024-25/04

Dated: 19.06.2024

Subject: Conducting Outbound Orientation Program at IIM Jammu

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites quotations from eligible agencies/ firms for conducting Outbound Orientation Program at IIM Jammu. Interested Agencies/ Firms meeting the eligibility criteria may submit their quotations along with all supportive documents.

SCHEDULE:

Start date and time of submission of Quotations	:-	20.06.2024 at 02.00 PM
Last Date and Time for Submissions of Quotations	:-	27.06.2024 upto 3.00 PM
Date and Time of Opening of Quotations	:-	27.06.2024 at 04.00 pm
Bid Validity days	:-	90 days (From last date of opening of Quotations)
Quotation should be sent through email: Should be in single PDF. PDF must be Password protected (Password will be asked at the time of opening of Quotation).	:-	purchase@iimj.ac.in cao@iimj.ac.in

Note:

The Quotations submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. The bidders are requested to read the document carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the selection process.

1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its permanent campus at Jagti, the 200 acres of state-of-the-art campus at Jagti, 14 Kms. from Jammu City, about 16 Kms from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.
- 1.3 IIM Jammu is also operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.
- 1.4 IM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.

1.5 INTRODUCTION TO ORIENTATION PROGRAM AT IIM JAMMU:

- 1.5.1 When a new student joins the Institute, it is vital to get them to become productive and efficient as quickly as possible. Induction training or Orientation Program forms a pivotal part in this process.

- 1.5.2 Orientation Program is essential for any student who joins a program at the Institute because it helps him/ her to develop during the course of study and motivates him/her to be stronger performer in the future. It is during the Orientation program that a student gets to know about the Institute's vision, mission, philosophy, work environment, student's responsibilities, the Institute culture and values and also the key processes to be followed during the stay at the Institute.
- 1.5.3 A proper Orientation and Induction at this stage shapes the student's disposition and outlook for study, future career and motivation levels. The Orientation Program thus should consist of eminent and luminary speakers from Corporate, Academia, Government and Administration. Apart from lecture sessions, the Orientation should have outbound activities which infuses a strong sense of motivation, team building, team dynamics, leadership qualities and self-development.
- 1.5.4 A five-day Orientation Programme is planned for new batches of all Programs every year. Everyday students will start their day with an early morning yoga session which will be followed by highly interactive modules with perfect balance of classroom, outbound and on-the-job activities.

2. SCOPE OF WORK FOR OUTBOUND ACTIVITIES:

- 2.1 A 3-4-day Outbound Orientation Program which inculcate team spirit, leadership qualities, self-confidence, personal/professional effectiveness and motivation amongst the students.
- 2.2 **Activities should cover the following learning goals:**
 - 2.2.1 Imagination, creativity, brainstorming.
 - 2.2.2 Focus, awareness of surroundings for future interaction.
 - 2.2.3 Overcoming fears, inhibitions.
 - 2.2.4 Stress handling.
 - 2.2.5 Group Discussions.
 - 2.2.6 Team Building and working in groups.
 - 2.2.7 Leadership Skills.
 - 2.2.8 Planning and Strategizing.
 - 2.2.9 Resource Managements.
 - 2.2.10 Memory and concentration.
- 2.3 **Tentative Date: 9th July 2024 – 12th July 2024.**
- 2.4 **Tentative Number of Students: 425.** The Number of Students is tentative and may vary on the date of actual execution of work.

3. ELIGIBILITY CRITERIA:

- 3.1 Vendor/Firm should have experience of at least 3 years in the field of similar business i.e. Conducting Outbound/Inbound Program in reputed institutes.
- 3.2 The Firm must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)

4. SUBMISSION OF QUOTATION:

- 4.1 The vendor/firm is requested to read the document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specification/ instructions in this document may disqualify the vendor/firm from the selection process.
- 4.2 The quotation shall be submitted with the email subject "**Conducting Outbound Orientation Program at IIM Jammu**".

- 4.3 **Price bid in the above format (on letterhead of the vendor) along with one set of this quotation document, duly signed and stamped and Password protected single PDF** by the vendor/firm should be emailed to purchase@iimj.ac.in on or before 27 June 2024 up to 3.00 PM.
- 4.4 Any quotation delivered by any other mode WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.
- 4.5 **Price:** Price must be quoted in the prescribed format as per **Annexure-I** only, in Indian National Rupees and is inclusive of all taxes/ duties/ charges/GST TA/DA/Boarding/Lodging etc. No extra charges other than quoted price will be entertained.
- 4.6 The total quoted price/amount must be written in figures as well as in words.
- 4.7 The vendor shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected.
- 4.8 The Quotation should be accompanied by the relevant documents duly signed and stamped by Authorised Signatory on each page, without which the quotation will be considered incomplete and hence, summarily rejected.
- 4.9 Incomplete quotation or receiving the quotation after closing date and time are liable to be ignored and rejected.
- 4.10 All bids in which any of the prescribed conditions is not fulfilled or any condition is put forth or conditional bids by the vendor/s shall be summarily rejected.
- 4.11 **Selection of Agency:** The vendor offering the lowest rates in total will be declared as the successful service provider. However, IIM Jammu is not bound to accept lowest quote.
- 4.12 IIM Jammu may terminate this selection process at any time and without assigning any reason. IIM Jammu makes no commitments, expressed or implied that the process would result in a business transaction with anyone.
- 4.13 This call for quotation does not constitute an offer by IIM Jammu. The vendor/firm's participation in this process may result in IIM Jammu selecting the vendor 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 Jammu to execute a contract or to negotiations.
- 4.14 **Bid Validity:** The bids shall remain valid for a period of 90 days from the date of opening of the quotations.
- 4.15 **Documents need to be submitted with quotation (PDF password protected):** The Quotation and relevant documents should be as per sequence mentioned as below, without which the tender will be considered incomplete and hence, summarily rejected.
- a) Quotation (Price Bid) as per **Annexure-I**.
 - b) Brief Profile of Agency as per **Annexure-II**
 - c) MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER as per **Annexure- III**.
 - d) Vendor/firm registration certificate.
 - e) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.
 - f) Copy of GST Registration Certificate.
 - g) **Proof of Experience:** Supporting documents of at least 3 years' experience in the field of similar business i.e. Conducting Outbound/Inbound Program in reputed institutes. (PO and completion certificate for experience).
 - h) Duly signed and stamped of the entire tender document as taken of having read, understood and complied with the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.

5. TERMS AND CONDITIONS:

- 5.1 **Period of Contract:** The Agency shall be awarded contract for one year for conducting similar nature of outbound program with same rate, terms and conditions. If any requirement of similar work arises in future, work order will be issued on same rate, terms and conditions to execute other program of similar nature within this contract period of one year. This contract period may also be extended for further one year on same rates, terms and conditions subject to the satisfactory performance and with the mutual consent of both the parties.
- 5.2 **PAYMENTS TERMS:** 100% Payment will be released after completion of the Out bound Program.
- 5.2.1 Bill to be made in the name of Indian Institute of Management Jammu.
- 5.2.2 No advance payment will be made under any circumstances.
- 5.2.3 TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule. GST No, Pan No and account details should be clearly mentioned on the bill of Vendor.
- 5.3 The institute reserves the right:
- 5.3.1 To reject any or all quotations without assigning any reason whatsoever and is not bound to accept the lowest (L-1) rate.
- 5.3.2 To change any clauses/items/conditions on the call for quotation document.
- 5.4 IIM Jammu will follow the provisions of GFR 2017, as applicable.
- 5.5 The decision of IIM Jammu in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- 5.6 In case of any disputes on execution of the work during the period of contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties.
- 5.7 Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

Chief Administrative Officer
IIM Jammu

QUOTATION (PRICE BID)

(To be submitted on the letterhead of the bidder)

Conducting Outbound Program at IIM Jammu				
Scope of Work	Job	Rate/Job (₹)	GST (%)	Total Amount [Incl. GST] (₹)
<p>Total Charges inclusive of all, as per following scope of work: A 3-4-day Outbound Orientation Program which inculcate team spirit, leadership qualities, self-confidence, personal/professional effectiveness and motivation amongst the students. Activities should cover the following learning goals:</p> <ul style="list-style-type: none"> • Imagination, creativity, brainstorming. • Focus, awareness of surroundings for future interaction. • Overcoming fears, inhibitions. • Stress handling. • Group Discussions. • Team Building and working in groups. • Leadership Skills. • Planning and Strategizing. • Resource Managements. • Memory and concentration. <p>Tentative Number of Students: 425</p>	1 Job			
TOTAL AMOUNT (Incl. GST):		₹	_____	
Price in words: Rupees (_____)				

Note:

1. **Price:** Price must be quoted in Indian National Rupees and is inclusive of all taxes/ duties/ charges/GST TA/DA/Boarding/Lodging etc. No extra charges other than the quoted price will be entertained. The total quoted price/amount must be written in figures as well as in words.
2. The vendor shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected.

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)

BRIEF PROFILE OF AGENCY

(To be submitted on the letterhead of the Agency/ Firm)

Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist

1.	Name of the Agency (In Block Letters)	::	
2.	Registered Office Address (With telephone no. & email address)	::	
3.	Details of Contact Person 1:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
4.	Details of Contact Person 2:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
5.	Year of incorporation /constitution of agency and Registration Number	::	
6.	PAN No.	::	
7.	GST No. and Date of Registration under Goods & Service Tax Act.	::	
8.	Total No. of Year of Experience in support of Experience related eligibility criteria).	::	
9.	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	::	

Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory

Name:

Seal:

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Agency/ Firm)

The Chief Administrative Officer
Indian Institute of Management Jammu
Jammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Firm/Company/Institute:**
2. **Address of the Firm/Company/Institute:**

City _____
Pin Code _____
E-Mail ID _____
Mob No: _____
Permanent Account Number _____

3. **Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code:(11-digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:

Certified that particulars furnished above are correct as per our records

Bankers Stamp:
the Authorized Official from the Bank

Date: _____ **Signature of**

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.