



**TENDER DOCUMENT**

**CONDUCTING OUTBOUND TRAINING FOR  
STUDENTS OF IIM KASHIPUR**

**IIM KASHIPUR**

**KUNDESHWARI, KASHIPUR  
Dist- UDHAM SINGH NAGAR,**

**KASHIPUR – 244713, UTTARAKHAND**

**(MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOI)**



IIM Kashipur an autonomous body under the Ministry of Human Resource Development invites sealed quotations from qualified firms in the prescribed format as given in Annexure-I & II for conducting **Out Bound Training** for students of IIM Kashipur.

The purpose of the training is to inculcate Team spirit, Leadership qualities, Self-confidence, Communication skill, Self-empowerment and Motivation in the Students of IIM Kashipur so that the learning from the training can be applied to the work place in future.

The successful bidder shall be selected on the basis of a single covers bidding system viz.

### **1. Techno-Commercial Bid**

### **2. Financial Bid**

- The Techno- Commercial bid should consist of documents regarding the competency of the bidder and the track record in conducting the Out Bound Training for students of IIM Kashipur.
- Financial Bid should contain the amount quoted by the Bidder.

The Institute will take a decision on award of the contract to the Bidder based on the factors mentioned below

- whose bid has been determined to be substantially responsive to the bidding documents
- who has offered the lowest bid amount
- who has been determined to be eligible in accordance with the provisions in the tender document &
- whose Techno-Commercial Bid is acceptable

The Bids should be submitted in one sealed covers mentioning "**Techno Commercial Bid**" or "**Financial Bid**", as the case may be, superscribed as



**"Quotation for Outbound Training for Students of IIM KASHIPUR"** on or before 3.00 PM on 30th May, 2018 to the following address:

The Chief Administrative Officer  
Indian Institute of Management Kashipur  
Kundeshwari, Kashipur,  
Dist-Udham Singh Nagar,

The Quotations will be opened on 30th May, 2018 and the successful bidder will be awarded the contract. The 8<sup>th</sup> batch of training should begin in the month of July, 2018. If the tender cannot be opened on the date as given above due to any unavoidable circumstances, the tender will be opened on the next working day unless separate communication is issued in this regard.

IIM Kashipur takes no responsibility for delay, loss or non-receipt of bids sent by Post. Bids submitted by Telex/Telegraphic/Fax/E-mail etc. will not be accepted. Conditional offers are liable for rejection. IIM Kashipur reserves the right to reject any proposal without assigning any reason thereof.

\*Note- For any query please mail to [pgpoffice@iimkashipur.ac.in](mailto:pgpoffice@iimkashipur.ac.in).



### **Description and Specifications for the Out Bound Training:**

1. **Location:** Bidder should propose location of Bhimtal (near Nainital) and Ramnagar (Corbett Park region) for OBT. And accordingly should submit cost estimation details for both the location separately.
2. **Objectives:** To inculcate Team spirit, Leadership qualities, group dynamics, inter-personal communication, Self-confidence, Communication skills, Self-empowerment, Motivation, Collaboration, Out of the box thinking, Interdependence, Team bonding, Analytical Thinking, Managing Ambiguity and Change, Innovation, Managing resource constraints etc.
3. **Schedule and Duration:** OBT is scheduled to be tentatively held from 4<sup>th</sup> July to 7<sup>th</sup> July. 4 day/2 night (i.e One lot of students will depart early morning to the OBT venue, will have night stay and next day return by evening. Similar schedule for another lot of students on 3<sup>rd</sup> day and return back on 4<sup>th</sup> day)
4. **Accommodation:** Hotel booking /accommodation should be of 3 Star or equivalent rating. The Hotel / accommodation should be duly registered and approved with local Govt. body. The hotel room can be double or triple sharing.
5. **Activities:** Activities should include physical activities like trekking, obstacles facing, rappelling/rock climbing, team games etc., in addition to motivational classes and first aid.  
Detailed program list and schedule of the training should be submitted along with the quotation. The exhaustive list of activities which can be conducted by the bidder along with a brief note on anticipated learning derived from it shall be submitted along with the quotation.
6. **Casualty Evacuation:** Casualty Evacuation should be integrated into every activity. Suitable vehicles are to be kept stand by and location of the nearest hospitals shall be identified prior to every activity.
7. **First Aid:** First Aid kit should be part of the inventory for each activity and should be made available at the camp as well as at the location of each activity.



9. **Water activity:** Water activities (if any) should be conducted under the supervision of qualified personnel with quality safety equipment. The participants shall be allowed to perform the activity only with life jackets.
10. **Food:** Food should be served during the tenure of the training. The detailed menu should be provided with the quotation. The proposed minimum menu is as follows:
- (a) **Breakfast:** North Indian and South Indian breakfast dish with tea/coffee and milk with cornflakes.
  - (b) **Lunch:** Roti/chapatti, Rice, Daal, One Mix veg (without gravy), one paneer dish, one non-veg dish, curd, salad, papad, pickle and sweet/dessert.
  - (c) **Evening Snacks:** Pakoda, Cookies, tea/coffee etc.
  - (d) **Dinner:** Roti, Daal, One Mix veg (without gravy), one paneer dish, one non-veg dish, curd, salad, papad, pickle and sweet/dessert.
11. The organizations bidding for the OBT programme should have had prior experience of three years with conducting OBT for others Institutes of national importance. The list of activities conducted successfully for other organisation/department/ Institute should be attached with the bid.
12. The transportation of students, faculty and staff of IIM Kashipur from Institute to the venue and back will be arranged by IIM Kashipur.
13. Photos of the location wherein the bidder intends to conduct the training and details about each activity should be provided along with the tender.
14. The sealed bids shall consist in addition to the above , the rate per participant (student, faculty and staff) including additional GST / service tax chargeable, boarding, lodging, training and any other outdoor support.
- 15. Students:** Total number of students will be around 230. In addition to that, 4 faculty and 4 support staff may participate in the OBT. Students' number may deviate from 10 % to 15 %.
- 16. Payment:** All payment will be made to the bidder (Firm/Organization). No payment will be made to third party. 40% of the payment will be made 7 days in advance from the scheduled date of OBT subjected to submission of equal amount Bank Guarantee in favour of Indian Institute of Management, Kashipur. 10% of the advance payment will be paid during the OBT programme. And remaining 50% of the payment will be made post completion of Out Bound Training subject to submission of bills / tax invoice with GST number. All heads of payment including facilitation and other charges should be mentioned clearly.
- 17. Travel of Facilitators:** Travel of facilitators has to be made by the bidder and no payment in this regard will be made by the Institute.



## Instructions to the Bidder

1. Scope of the bid includes;
  - Hotel booking
  - Accommodation and food for the participants (Students/Faculty/Staff)
  - Training the participants to achieve the objectives
  - Ensuring safety and security of all participants (Students/Faculty/Staff)
2. IIM Kashipur reserves the right to change the activities proposed as part of the training program, as per requirement.
3. The bidder shall submit tender fee of Rs.1000/- in form of DD in favour of Indian Institute of Management Kashipur payable at Kashipur (Non-refundable).
4. The Bidder shall submit to IIM Kashipur a DD for Rs 50000/- as Earnest money deposit (EMD) along with the Bid. The DD shall be drawn in favour of "Indian Institute of Management Kashipur" payable at Kashipur.
5. The EMD of the unsuccessful bidders will be returned, at the earliest, after the opening of the bid. EMD of successful bidder will be converted into Performance Guarantee and will be released after successful completion of the event.
6. If the successful bidder fails to complete the work within the stipulated time, or dishonours any condition prescribed by IIM Kashipur in the work order/tender document, the EMD will be forfeited by IIM Kashipur.
7. Penalty of 10% of total value of the order will be imposed in case of poor quality of accommodation and food observed by IIM officials.
8. Each lot may have approximately 115 students, 2 faculty and 2 support staff based on the convenience of IIM Kashipur and the successful bidder. However, the payment will be made on the basis of the actual number of participants and not on the basis of a standard batch size.
9. The total number of participants to undergo training will be approximately 240.
10. The successful bidder, shall also perform the various back end works involved in the conduct of the program like scheduling, communication, organizing etc.
11. Validity of the Quotation will be till the date of completion of the training for all participants of IIM Kashipur.
12. Each bidder shall participate in the bidding process only once.  
Submission of multiple quotes by a firm will result in rejection of all quotes submitted by the particular firm.
13. IIM Kashipur reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the Institute's action.



14. IIM Kashipur will take a decision on award of the contract to the Bidder whose bid has been determined to be substantially responsive to the tender documents and who has offered the lowest per participant quote and who has been determined to be eligible in accordance with the provisions of the bid document and whose Techno-Commercial bid is acceptable.
15. The successful bidder will be notified of the award of the work by the Institute by E Mail, confirmed by registered/ Speed Post letter.
16. The Notification of the award of the work will constitute the formation of the Contract.

### **Checklist for the Bidder**

The following documents are to be furnished along with the Quotation;

1. Tender Fee of Rs.1000/- in form of DD in favour of Indian Institute of Management Kashipur. (Non-refundable).
2. EMD of Rs. 50000/ in form of DD in favour of Indian Institute of Management Kashipur payable at Kashipur.
3. Detailed program list and schedule of the training
4. The exhaustive list of activities which can be conducted by the bidder along with a brief note on learning which can be derived from it.
5. Prior experience details of training provided to other organisation/department/ Institute along with supporting documents and detailed Resume of the trainers who will conduct the training.
6. Detailed Menu of the food served.
7. Photos of the both locations wherein bidder is required to conduct the training and details about each activity



**Annexure-I**

**FORMAT OF THE TECHNO COMMERCIAL BID**

(To be submitted in the firm's Letterhead)

1	Name of the firm	
2	Address & GST No.	
3	Telephone/Fax/Email	
4	Proprietor/Partnership/Public Ltd/Private Ltd./Consortium	
5	Name of the Proprietor /Partner(s)/Director(s)/ Designated Officer	
6	Details of similar activities carried out in the previous one year (provide the client list with contact no.)	

**Annexure-II**

**FORMAT OF THE FINANCIAL BID**

(To be submitted in the firm's Letterhead)

Sl. No	Activity	Quotation (Quoted price per participant, inclusive of all taxes)  (* Note- Taxes to be mentioned separately.)
	Outbound Training	





**ANNEXURE –III**

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

The Chief Administrative Officer  
Indian Institute of Management Kashipur

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

Name of the Party/Firm/Company/Institute:

1. Address of the Party:

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

2. 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	Savings	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 CAO, Indian Institute of Management Kashipur 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 Party**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

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