

INDIAN INSTITUTE OF MANAGEMENT UDAIPUR
(An Autonomous Institute under Ministry of Education, Govt. of India)

E-TENDER DOCUMENT FOR
Selection of Assessment Partner for Summer Internship Student Evaluation



Tender reference No. - IIMU/SIEP/2026/01 Dated 29 Apr 2026

Indian Institute of Management Udaipur Balicha, Udaipur-313001, Rajasthan
Website: www.iimu.ac.in

Signature of Bidder

Signature of HOD

TENDER DOCUMENT FOR SELECTION OF ASSESSMENT PARTNER FOR SUMMER INTERNSHIP STUDENT EVALUATION AT IIM UDAIPUR CAMPUS

SECTION I: NOTICE INVITING TENDER (NIT)

1. Indian Institute of Management Udaipur (hereinafter referred to as “IIMU” or “IIM Udaipur” or “Institute”) is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as a premier management institution in the country. IIM Udaipur has started its operations from the year 2011 and operating from its permanent campus located at Balicha, Udaipur, Rajasthan, with a present strength of approximately 800 (Eight hundred only) students, faculty and staff on campus, with a projected increase of 10% to 15% per year.
2. Indian Institute of Management Udaipur (IIMU) invites E-BIDS (ONLINE TENDER) from eligible and experienced agencies for the design, administration, and evaluation of assessment services under the Summer Internship Excellence Program (SIEP) initiative for its Two-Year MBA programme students. The services shall be delivered for the Institute located at Indian Institute of Management Udaipur, Balicha, Udaipur, Rajasthan, in accordance with the requirements specified in the Bidding Document under a Two-Bid System (Technical and Commercial Bids). The detailed scope of work includes assessment design, execution, evaluation, and reporting (including dashboards and analytics), as outlined in the tender document. The tender document can be downloaded from the CPP Portal, and bids shall be submitted only through the CPP Portal. Bids submitted through any other mode shall not be accepted. The tender document may also be accessed through the Institute’s website: <https://www.iimu.ac.in>. All important dates and related details pertaining to this tender shall be available on the CPP Portal.
3. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the office of the Director, IIM Udaipur shall be final and binding.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

4. These Instructions to Bidders (ITB) govern the preparation, submission, and evaluation of bids for the Summer Internship Excellence Program (SIEP) Assessment Services at IIM Udaipur. By submitting a bid, the bidder confirms having examined the complete tender document, including all sections, annexures, and any corrigenda issued, and agrees to be bound by the terms and conditions contained therein
 - 4.1. Bidders must read the complete tender document before submission. The Bidders shall sign and stamp each page of this tender document as a token of having read, understood, and comply with the tender, the terms and conditions contained herein.
 - 4.2. All bids must be submitted online via the CPP portal. No manual bids will be accepted. Incomplete bids/documents shall be rejected without giving any reason.
 - 4.3. All documents must be digitally signed and uploaded in PDF format. If a digital signature is not available, bidders may manually sign, scan, and upload the documents in PDF format, ensuring clarity and legibility.
 - 4.4. Bill of Quantities (BOQ) – Financial Bid Submission: The bidder is required to submit the Financial Bid strictly in the prescribed **BOQ (Bill of Quantities) format in Excel**, provided along with the tender document.
 - 4.5. Bids shall remain valid for a period of 90 (ninety) days from the date of opening of the Financial Bid, unless extended by mutual written consent of the Institute and the bidder. Any bid valid for a shorter period shall be treated as non-responsive and liable to rejection

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4.6. Clarifications may be sought up to 7 days before the bid submission deadline.

4.7. Bidders must submit a No-Conflict of Interest Declaration as per Clause 33 (Section IX) and Annexure X. Non-submission may lead to rejection of the bid.

5. Earnest Money Deposit (EMD) is waived for this tender. In lieu thereof, all bidders shall mandatorily submit a Bid Securing Declaration (BSD) in the prescribed format at Annexure-IV, duly signed by an authorised signatory. Failure to submit a valid BSD shall render the bid non-responsive.
6. Bidders seeking clarification on any provision of the tender document may submit queries strictly in accordance with the pre-bid process specified below. No oral clarification, communication, or explanation shall be binding on the Institute unless issued through a written clarification or corrigendum uploaded on the designated portal.
7. **Pre-Bid Familiarization and Pre-Bid Interaction**
 - a. Interested bidders are encouraged to familiarize themselves with the requirements of the Summer Internship Excellence Program (SIEP) at IIM Udaipur prior to submission of bids. This will help bidders design a more relevant and effective assessment solution aligned with internship preparation objectives.
 - b. A pre-bid interaction (virtual) shall be conducted to clarify queries of prospective bidders regarding the Summer Internship Excellence Program (SIEP) assessment requirements.

Particulars	Details
Mode	Virtual
Date & Time	06 May 2026 at 1500 hrs

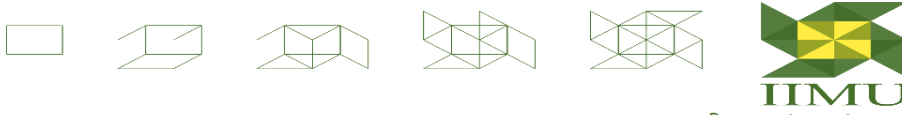
- c. Bidders are advised to attend the pre-bid meeting to fully understand the scope and expectations.
- d. Queries shall be submitted in writing, by email only, prior to the pre-bid interaction, to procurement@iimu.ac.in with a copy to placements@iimu.ac.in, with the subject line “Pre-Bid Queries – SIEP Assessment Tender – [Bidder Name]”. The last date and time for submission of queries shall be as specified in the Tender Schedule. Queries received after the prescribed deadline or in any other format may not be considered:

S.No.	RFP Section / Clause No.	Page No.	Description of Query	Bidder Suggested Clarification / Change

- e. Bidders may also request an additional virtual pre-bid interaction/briefing session with the Career Development and Placement Office or designated Institute representatives using the contact details provided in the tender notice. Such interactions shall be scheduled in advance and conducted during working hours, prior to 7 days of bid submission.
8. Bidders are expected to understand the scope of services, student profile, scale of operations, and delivery expectations (primarily virtual). No claims regarding a lack of understanding of requirements shall be entertained after submission of bids.
9. Binding Nature of Clarifications: Responses to pre-bid queries and clarifications issued by the Institute shall be deemed final and binding. No separate communication shall be entertained post issuance of official clarifications.

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Tender Information Summary

Field	Details
Tender Title	Selection of Assessment Partner for Summer Internship Projects Evaluation for students of 2025-27 Batch (Two-Year MBA)
Tender Reference Number	IIMU/SIEP/2026/01
Estimated Tender Value	₹3,70,000/-
Tender Type	QCBS-Based (Quality and Cost Based Selection) as per CPPP guidelines
Number of Covers	Two (Technical and Financial)
Tender Category	Service
Publishing Date	30 Apr 2026 at 1800 hrs
Bid Document Download, Start Date	30 Apr 2026 at 1800 hrs
Pre-Bid Meeting Date	06 May 2026 at 1500 hrs
Last Date for Submission of Pre-Bid Queries	06 May 2026 at 1800 hrs
Bid Submission Start Date	30 Apr 2026 at 1800 hrs
Bid Submission End Date	22 May 2026 at 1000 hrs
Bid Opening Date (Technical)	22 May 2026 at 1100 hrs
Financial Bid Opening Date	To be notified to technically qualified bidders
Tender Inviting Authority (TIA)	Indian Institute of Management Udaipur
Tender Publishing Portal	CPPP
EMD	Not Applicable. Bid Securing Declaration: Mandatory
Performance Bank Guarantee (PBG)	#NA
Bid Evaluation Method	QCBS with weightage as per CPP guidelines
Contact Details	procurement@iimu.ac.in +91-294-2477200

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SECTION III: ELIGIBILITY CRITERIA

10. General Eligibility Requirements

- 10.1. All bidders/agencies shall fulfil the eligibility criteria set out in this Section and submit the requisite supporting documents and declarations, duly **self-attested** by the Authorised Signatory, along with the bid.
- 10.2. Bids that do not meet the eligibility criteria or are not accompanied by the prescribed documentary evidence shall be treated as **incomplete and rejected**.
- 10.3. **Legal Entity, Registration & Statutory Compliance**
- 10.3.1. The bidder must be a legally established entity in India, registered as a **Company, Partnership Firm, or Limited Liability Partnership (LLP)** under applicable Indian laws, as on the date of bid submission.
- 10.3.2. The bidder must be actively engaged in the business of **assessment services, talent evaluation, employability testing, or related domains**.
- 10.3.3. The bidder must possess valid statutory registrations, including:
- Permanent Account Number (PAN)
 - Goods and Services Tax (GST)
 - Any other registrations required to deliver the services under this tender
- Documents Required**

S. No.	Document Type	Issuing Authority	Validity	Page No.
1	Certificate of Incorporation / Registration	ROC / Relevant Authority	N/A	
2	GST Registration Certificate	GST Department	As applicable	
3	Permanent Account Number (PAN)	Income Tax Department	N/A	

10.4. Experience in Assessment Services

10.4.1. Minimum Experience

The bidder must have a minimum of **five (5) years of experience** in providing **B-School students' assessment services, talent evaluation, employability testing, or similar services, reckoned up to 31 March 2025**.

10.4.2. Scale of Assignments Executed

The bidder must have **successfully completed** at least one of the following:

- **Five (5)** assessment/evaluation projects involving **200 or more candidates each, OR**
- **Three (3)** large-scale assessment projects involving **350 or more candidates each**.

10.4.3. Experience with Top IIMs

The bidder must have experience of working with **one or more of the Top Six Indian Institutes of Management (IIMs)**, as per **NIRF Rankings 2023, 2024, or 2025**, for at least **one engagement** during the period **FY 2022-23 to FY 2024-25**.

10.4.4. Documentary Evidence

Documentary proof in the form of **Work Orders / Agreements, along with Completion Certificates or Client Confirmations**, must be submitted for all engagements claimed.

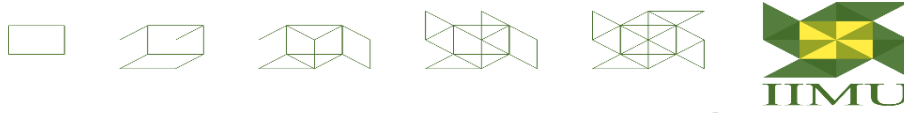
Only **completed assignments** shall be considered. Ongoing or partially completed assignments shall not be reckoned for eligibility.

10.4.5. Mandatory Year-wise Experience Disclosure

- Bidders shall furnish **year-wise experience details for each Financial Year from FY 2020-21 to FY 2024-25**, irrespective of whether any qualifying assignment was undertaken in a particular year.
- Failure to submit experience details for **any Financial Year** shall render the bid **non-responsive**.

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Experience Details – FY

FY	Client Name	Client Category (Govt / PSU / Academic / Corporate)	Project Title / Scope	Work Order / Contract No.	Contract Start Date	Contract End Date	No. of Candidates Assessed	Nature of Assessment	Mode (Online / Offline / Hybrid)	Contract Value (₹)	Documentary Proof (Page No.)	Client Contact Details

10.5. Local Presence & Operational Capability

- 10.5.1. The bidder must have a functional office presence in India as on the date of bid submission.
- 10.5.2. The bidder must demonstrate adequate operational capability, including qualified assessment experts, technical personnel, and support staff, to successfully execute the engagement under SIEP.
- 10.5.3. The bidder shall deploy a **dedicated project team**, including a **Project Manager / Engagement Lead**, and ensure continuity of resources throughout the contract period.

10.6. Minimum Requirements

- Minimum **10 full-time employees** in relevant domains (assessment/analytics/consulting/tech support)
- At least **one dedicated Project Manager** and **2–3 team members** for this assignment
- Capability to handle **200+ candidates in a single assessment cycle**

Operational Details to be Submitted

Particulars	Details to be Provided	Page No.
Office Address (HO / Branch)	Full Address & Contact Details	
Proof of Office	GST / Lease / Utility Bill / Incorporation Address Proof	
No. of Full-Time Employees	Salary/Wage Distribution Sheet (March 2026)	
No. of Project Personnel Proposed	CVs of Project Manager & Core Team	
Experience of Project Personnel	Relevant Current Project/s details (similar nature)	
Technical & Operational Capability	Platform/tools/infrastructure	
Undertaking for Resource Commitment	Self-Declaration	

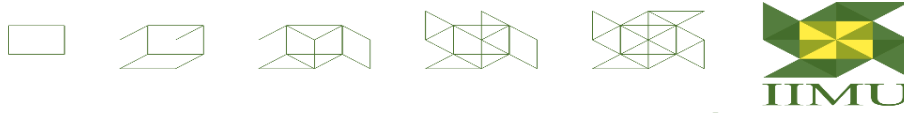
Undertaking

The bidder shall confirm that:

- Adequate resources and team members shall be deployed for the assignment
- Continuity of key personnel shall be maintained during the contract period
- Replacement of key personnel shall require prior Institute approval

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10.7. **Financial Capability & Contract Experience**

10.7.1. **Turnover Requirement**

The bidder must have a **minimum average annual turnover of INR 1 Crore** during the last **three Financial Years (FY 2022-23, FY 2023-24, FY 2024-25)** from relevant services (Assessment services/ HR Service/ Related domains).

Year-wise Turnover Summary

Financial Year	Total Turnover (₹)	Turnover from Relevant Services (₹)	CA Certificate (Page No.)
2022-23			
2023-24			
2024-25			
Average			

10.7.2. **Contract Value Experience**

During the last three financial years, the bidder must have completed either:

- **Five (5)** training /evaluation projects of value **₹5 Lakhs** or more
OR
- **Three (3)** projects of value **₹10 Lakhs or more** each.

Customer-wise Contract Details

S. No.	Client Name	FY	Project Value (₹)	Nature of Work	Client Certificate (Work Orders / Agreements / Completion Certificates)	Page No.
1		2022-23				
		2023-24				
		2024-25				

10.7.3. **Financial Documents**

The bidder shall submit:

- Audited Financial Statements (Balance Sheet & P&L)
- Income Tax Returns (ITR)
- CA Certificate confirming turnover

10.8. **Legal Standing & Debarment Status**

- The bidder must not have been blacklisted, debarred, or declared ineligible by any IIM, Government body, PSU, autonomous body, or reputed institution.
- The bidder must not be involved in any litigation that may adversely impact contract execution.
- A **self-declaration** confirming the above shall be submitted as per Annexure [VII].

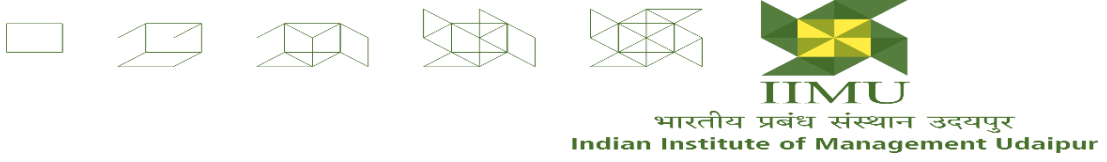
10.9. **Disqualification Criteria**

The Bidder shall be liable for disqualification if:

- Information furnished is false or misleading
- Required documents have not been submitted

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- Legal standing is adverse
 - Conflict of interest is not disclosed
- 10.10. **Document Authentication**
- All documents shall be **self-attested** by the Authorized Signatory.
 - Financial documents shall be **certified by a Chartered Accountant**.
 - The Institute reserves the right to verify originals and seek additional clarifications.

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SECTION IV: SCOPE OF WORK

The Indian Institute of Management Udaipur (IIM Udaipur) places strong emphasis on experiential learning through its Summer Internship Program (SIP), which is a critical academic and professional milestone for students across its management programs. In line with the Institute's objective of continuously enhancing learning outcomes and strengthening industry engagement, the **Summer Internship Excellence Program (SIEP)** has been conceptualized.

The SIEP aims to introduce a structured, rigorous, and industry-aligned evaluation mechanism for summer internship projects undertaken by students. Under this program, students' internship projects will be evaluated by experienced **industry mentors and practitioners** through individual presentations of the students, ensuring high-quality feedback, benchmarking against industry standards, and recognition of exceptional work.

To operationalize the SIEP in a transparent and scalable manner, it is proposed to onboard an external agency/partner through a formal **tendering process**.

11. The scope of work has been designed to comprehensively cover all major requirements related to assessment, evaluation, and student readiness under the Summer Internship Excellence Program (SIEP).

However, considering the dynamic nature of placement requirements and evolving industry expectations, the Institute reserves the right to modify, enhance, or extend the scope during the contract period to include additional components, cohorts, or evaluation parameters. Such modifications shall be implemented through written communication and mutually agreed terms, without vitiating the contract.

11.1. Overview and Objectives

The primary objective of initiating this tendering process is to **identify and empanel a competent external partner** who can:

- 11.1.1. Design, duly approved by the institute, and implement a structured evaluation framework for the Summer Internship Projects and facilitate the evaluation of the projects undertaken by approximately 370 students through panels of industry assessors external to the Institute during the period 21 June to 20 July 2026. In unforeseen circumstances where a student is unable to attend the assigned evaluation slot within the scheduled window, the Service Provider shall facilitate evaluation in an alternative time slot. Such rescheduling may be arranged within or beyond the defined evaluation window.
- 11.1.2. Ensure fairness, transparency, and academic rigor throughout the evaluation process.
- 11.1.3. Support the Institute in documenting internship outcomes through student-wise evaluation reports and structured feedback with objective scores on the parameters of evaluation as mutually agreed between the vendor and the institute, and duly approved by the institute.

11.2. Program Description

The **Summer Internship Excellence Program (SIEP)** is an evaluation and recognition initiative under which

- 11.2.1. Students undertake summer internships as an integral part of their academic curriculum.
- 11.2.2. Each student completes a defined project during the internship, in accordance with the course curriculum requirements.
- 11.2.3. The completed projects are evaluated by external industry assessors possessing relevant domain expertise.

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11.2.4. Evaluations are conducted using standardized rubrics proposed by the service provider and approved by the Institute.

11.2.5. Performance of the projects and associated students is identified and recognized based on the evaluation outcomes and feedback.

11.3. **Key Stakeholders**

11.3.1. **Students:** Participants of the Summer Internship Program

11.3.2. **Industry Evaluators (Assessors):** Professionals with 8+ years of Post-MBA experience from the relevant domains responsible for project assessment.

11.3.3. **External Service Provider:** Agency managing assessors' selection, onboarding of assessors whose profiles are approved by the institute, evaluation logistics, and reporting

11.3.4. **IIM Udaipur (CDPO / Academic Team):** Program oversight, governance, and final approving authority

11.4. **Responsibilities**

The selected vendor/service provider will be expected to undertake the following responsibilities:

11.4.1. **Evaluation Framework Design**

- Develop a **structured evaluation rubric** aligned with both academic and industry expectations.
- Incorporate **qualitative and quantitative assessment parameters**.
- Design and submit for approval a **comprehensive evaluation mechanism** for assessing the student internship presentations (PPT), which may cover aspects such as **problem understanding, analytical approach, quality of analysis, recommendations, business impact, and communication effectiveness**.

11.4.2. **Industry Assessor Onboarding and Management**

- **Identify, onboard, and manage qualified industry professionals** as assessors, each with a **minimum of 8+ years of post-MBA professional experience** across relevant domains such as **Marketing, Finance, Operations, Strategy/Consulting, HR, etc.**
- Ensure the **constitution of adequate assessment panels**, each comprising **3 (three) members**, to evaluate the individual presentations of all students in the batch (approximate batch strength: **370 students**).
- The **number of panels and assessors across domains** will depend on the distribution of projects by specialization. The final number of assessors to be engaged will be **mutually agreed upon between the vendor and the Institute**.
- **Submit assessor profiles for prior approval by the Institute. The Institute reserves the right to reject any profile without assigning reasons. Any profile(s) rejected by the Institute shall be replaced by the vendor with alternative suitable profiles, subject to the approval and satisfaction of the Institute.**
- Ensure **conflict-of-interest checks and confidentiality undertakings** from all assessors.
- Map assessors to student projects **based on domain relevance**.

11.4.3. **Final Evaluation by Industry Assessors**

- **Constitute industry assessor panels comprising three members each** for the evaluation process latest by 7 days prior to the evaluation window.
- Approximately **370 student presentations** will be evaluated by these panels. The **number of assessments to be conducted by each panel within a particular domain** shall be determined by the **service provider in**

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consultation with the Institute and the information must be shared with the institute 7 days prior to the assessment window.

- Ensure that **all assessor profiles are approved by the Institute prior to engagement.**
 - Conduct **structured evaluation sessions of approximately 15–20 minutes per student**, centred around the **internship PPT presentation**, on dates and time slots determined by the Institute.
 - Allocate time within each session for **presentation, assessor-led questions, and discussion.**
 - Assess the internship projects on parameters including but not limited to **problem definition, analytical rigor, execution quality, recommendations, potential business impact, and communication skills.**
 - Ensure that evaluations are conducted in a **standardized, fair, and time-bound manner**, either **virtually or physically**, as decided by the Institute.
- 11.4.4. **Student Support and Optional Guidance Sessions**
- Conduct **one or more orientation sessions for the entire batch** to familiarize students with the **evaluation criteria and expectations.**
 - Provide an **optional provision for one-on-one guidance sessions with industry mentors**, if required.
 - Enable students to **request support sessions for clarification, improvement, or feedback** on their internship work or presentations.
 - Coordinate **scheduling, mentor allocation, and session logistics** in a timely manner.
- 11.4.5. **Evaluation Execution and Coordination**
- Coordinate the **collection and management of PPT submissions** from students.
 - Ensure **strict adherence to timelines and evaluation standards.**
 - Maintain **consistency and transparency** across all evaluations.
- 11.4.6. **Reporting and Analytics**
- Provide **detailed evaluation reports** for each student/project.
 - Share **consolidated insights, summary analytics, and benchmarking data** with the Institute.
- 11.4.7. **Governance and Compliance**
- Maintain **high standards of transparency and data confidentiality.**
 - Ensure **strict adherence to the Institute guidelines and academic integrity norms** throughout the process.
- 11.5. **Expected Deliverables**
- 11.5.1. Approved evaluation rubric and process document
- 11.5.2. Pool of trained & onboarded industry assessors with 8+ years of post-MBA experience
- 11.5.3. Completed evaluations for all participating students from the batch.
- 11.5.4. Individual student feedback reports
- 11.5.5. Consolidated program-level report highlighting insights and best practices
- 11.5.6. Panel-wise assessor details for every domain, duly approved by the institute
- Please Note:** All evaluation outputs, reports, and data shall remain the sole property of IIM Udaipur.
- 11.6. **Coverage & Target Group**
- The vendor shall be capable of handling full-batch assessments in a single or multiple cycles during the assessment window **21.06.2026-30.06.2026**. The scope shall cover:
- Students enrolled in the **MBA (Two-Year Program)**
 - Estimated **~370 students** (final number may vary)

11.7. **Technology and Platform Requirements**

The Service Provider must ensure:

- A **robust and secure assessment platform**
- Data security and confidentiality of student information
- Capability to handle **large-scale concurrent assessments**
- Backup mechanisms to prevent data loss or disruption

11.8. **Training & Support**

The vendor may conduct orientation sessions for students and provide guidance for Summer Internship reports

11.9. **Variations**

The Institute reserves the right to:

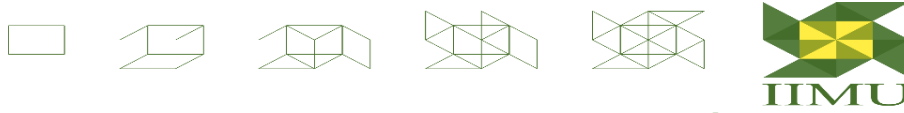
- Increase or decrease the number of students
- Modify assessment structure
- Introduce additional modules or evaluation parameters

Note: The vendor shall accommodate such changes at mutually agreed terms.

11.10. **Additional Requirements**

The Service Provider may be required to:

- Support additional assessment cycles if, under unavoidable circumstances, the assessment of every student is not completed
- Provide customized reports for specific stakeholders
- Assist in data interpretation and decision-making



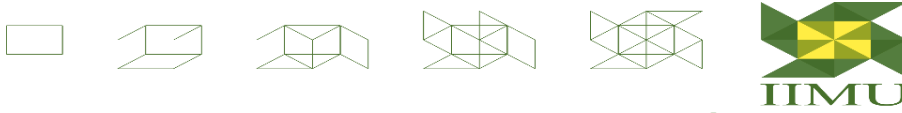
SECTION V: QCBS TECHNICAL EVALUATION CRITERIA

12. The following details are to be submitted based on historical data of executed projects of a similar nature:

S.No.	Evaluation Criterion	Scoring Matrix	Max Marks	Evidence Required
1	Years of Experience in Assessment / Evaluation Services with two set of institutes mentioned in the clause	<ul style="list-style-type: none"> • 8-10 years = 8 • 10-12 years =9 • >12 years = 10 	10	Work orders/agreements or completion certificates
2	Scale of Assessment Projects (last 5 years)	<ul style="list-style-type: none"> • 5 to 8 projects with 200–350 participants = 5 • 9 to 10 projects with 200–350 participants = 6 • 3 to 5 projects with >350 participants = 8 • more than 5 projects with >350 participants = 10 	10	Client work orders or completion reports
3	Organizational Strength (Relevant Team Size)	<ul style="list-style-type: none"> • 10–20 employees = 4 • 21–50 = 6 • >50 = 10 	10	HR declaration
4	Assessment Design & Content Capability	Have conducted: <ul style="list-style-type: none"> • Multi-section tests (quant + verbal + reasoning) = 5 • Advanced (domain + behavioural/SJT/case-based) = 10 	10	Sample test content: framework documents
5	Dedicated Team: Project Manager & Key Personnel	<ul style="list-style-type: none"> • Dedicated PM + team with <3 years of experience in similar projects = 5 • Experienced team with 3 or more years of experience in similar projects =10 	10	CVs of the proposed team
6	Technology Platform Capability	<ul style="list-style-type: none"> • Online testing platform = 5 • Online testing Platform with analytics/dashboard = 8 • Online testing Platform with analytics/dashboard, Secure, scalable platform to withstand 350+ concurrency, options of proctoring = 10 	10	Self-declaration on platform capability with Platform screenshots; technical note
7	Reporting & Analytics Capability	<ul style="list-style-type: none"> • Spreadsheet reports = 5 • Spreadsheet Reports + dashboards = 10 • Spreadsheet Reports + Advanced analytics (benchmarking, insights, segmentation) = 15 	15	Self-declaration with Sample reports/dashboard

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8	SOPs & Process Maturity	<ul style="list-style-type: none"> • No Documented SOPs for the project execution = 0 • Documented SOPs for the project execution = 5 • Documented SOPs for the project execution + structured workflows + reporting = 10 	10	SOP documents; sample workflows
9	Client Feedback / Past Performance (last 3 years) for the institutes mentioned in Section III	<ul style="list-style-type: none"> • 2 clients = 6 • 3-4 clients = 8 • ≥ 5 clients = 10 	10	Client testimonials/feedback
10	Data Handling & Confidentiality Readiness in the previous projects of a similar nature	<ul style="list-style-type: none"> • No compliance document = 0 • Audit compliant documented policies = 5 	5	Policies/consent documents / templates

Additional Notes:

- Only bidders satisfying the minimum eligibility requirements shall be considered for technical evaluation.
- Only bidders scoring minimum qualifying marks (70/100) in the technical evaluation shall be considered for financial evaluation
- The final selection shall be based on QCBS (Quality and Cost Based Selection) as per CPPP guidelines (Technical: Financial::70:30)
- The Institute reserves the right to modify scoring criteria or weightages

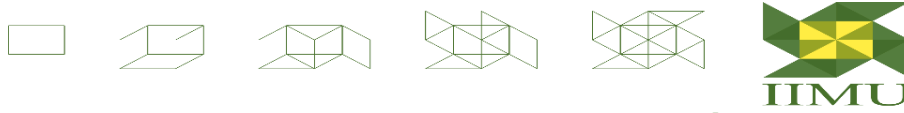
SECTION VI: BID/ TENDER EVALUATION AND BIDDER SELECTION METHODOLOGY

- The bids shall be evaluated by a **Procurement Committee** duly constituted by the Institute. The Committee shall examine the bids in accordance with the terms and conditions specified in this tender document.
The decision of the Committee in the evaluation of bids shall be **final and binding** on all bidders. No correspondence shall be entertained outside the prescribed evaluation process, except as part of official clarifications sought by the Committee.
- Any attempt by a bidder or its representative to **influence the evaluation process**, directly or indirectly, whether formally or informally, shall lead to:
 - Immediate **disqualification of the bid**, and
 - Possible **blacklisting/debarment** as per Institute policy

The Procurement Committee is fully empowered to take appropriate decisions in this regard.
- The selection of the bidder shall be carried out using the Quality and Cost Based Selection (QCBS) method.
 - Technical Evaluation Weightage: 70%
 - Financial Evaluation Weightage: 30%
- Technical Evaluation Criterion
 - Technical bids shall be evaluated only for the bids satisfying the eligibility criterion as specified in Section III.
 - Only those bidders who achieve the **minimum qualifying marks** (70 out of 100) shall be considered technically qualified
 - Only **technically qualified bidders** shall be eligible for the opening of financial bids

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Eligibility Criteria Summary Checklist

S.No.	Criterion	Requirement	Documentary Evidence Required	Page No. in Bid
1	Legal Entity & Statutory Status	Registered Company / LLP / Partnership Firm	Certificate of Incorporation / Registration	_____
2	Branch / Administrative Office in India	Fully functional office within India as on the date of Letter of Award (LoA)	Shops & Establishment Registration / Lease Deed / Utility Bill / GST Address Proof	_____
3	Relevant Experience	Minimum 5 (five) years of continuous service Experience of working with one or more top six Indian Institutes of Management (IIMs), as per NIRF rankings 2023 or 2024 or 2025, in each year during the period 2023 to 2025	Work Orders along with Completion Certificates	_____
4	Financial Turnover	Average annual turnover \geq ₹1 Cr. during the last three financial years	Audited Balance Sheets and CA Certificate confirming turnover	_____
5	Legal Standing & Debarment	No criminal convictions; Not blacklisted / debarred by any Government / PSU / Autonomous Body	Self-declaration on non-judicial stamp paper, duly notarized	_____
6	Financial Documentation	Submission of Income Tax Returns and audited financial statements for the last three financial years	CA-certified copies of ITRs and Financial Statements	_____
7	No-Conflict Declaration		Annexure IX	_____

Note: Failure to meet **any one** of the eligibility criteria listed under Sl. No. 1 to 7 shall result in **outright rejection of the bid at the technical evaluation stage**, without further scoring or consideration.

17. Technical Scoring Matrix (100 marks) — Normalized to 70% in QCBS

This evaluation matrix (**Section V**) is designed in accordance with CPPP QCBS guidelines for service tenders. Each criterion is objectively scored with documentary evidence requirements. **Minimum qualifying score for technical evaluation is 70 out of 100.** All government-issued certificates must be self-certified, and all self-declarations or certificates issued must be duly countersigned by a Chartered Accountant (CA).

18. Financial Scoring (Price Bid) – 30% Weightage under QCBS

- The financial component shall carry a weightage of 30% under the Quality and Cost Based Selection (QCBS) methodology.
- The bidder quoting the Lowest Evaluated Price (L1) shall be awarded a financial score of 100 marks. Financial scores of other bidders shall be normalized using the rules specified in GeM.

19. Final Score Calculation (QCSB Method)

The final score shall be derived by combining the Technical Score and Financial Score in accordance with QCBS methodology and prevailing CPPP guidelines.

Signature of Bidder

Signature of HOD

$$\text{Final QCBS Score} = (\text{NTS} \times 0.70) + (\text{NFS} \times 0.30)$$

Where:

NTS = Normalized Technical Score

NFS = Normalized Financial Score

The bidder obtaining the **highest Final QCBS Score** shall be declared the **successful bidder**.

Step-by-Step Bidder Selection Process

Step 1: Technical Evaluation

- Bidders shall first be evaluated against the Minimum Eligibility Criteria. Only those bidders who meet all criteria and submit complete documentary evidence shall be considered for technical evaluation.
- Eligible bidders shall be evaluated on technical parameters and assigned a score out of 100 marks as per the prescribed QCBS evaluation matrix.
- Only bidders securing 70 marks or more in the technical evaluation shall qualify for financial evaluation.

Step 2: Financial Evaluation

- Financial bids of only technically qualified bidders shall be opened.
- Financial scores shall be calculated using the prescribed normalization formula as per CPPP.

Step 3: Final Score Computation

For each bidder, the final score under QCBS shall be calculated by combining the normalized technical and financial scores using the prescribed weightages:

- **70% weightage** for Technical Score
- **30% weightage** for Financial Score

Bidders shall be ranked in descending order of their Final QCBS Scores as H1, H2, H3, ... Hn. The bidder obtaining the highest Final QCBS Score (H1) shall be declared the Successful Bidder and recommended for award of the contract.

Tie-Breaker Criteria

In the event of a tie in the Final QCBS Score, the following criteria shall be applied sequentially:

- a. Bidder with a higher Technical Score
- b. If still tied, the bidder with the earlier date of incorporation shall be ranked higher

Amendment of Tender Document

The Institute reserves the right to **amend, modify, or supplement** the tender document at any time prior to the deadline for submission of bids.

Any such amendments shall be **published on the Institute's official website** and shall be **binding on all bidders**.

SECTION VII: BID SUBMISSION GUIDELINES (CPPP-COMPLIANT)

20. Mode of Submission

All bids shall be submitted **exclusively through the CPP portal** within the prescribed timelines.

Submission of bids through any other mode, including **physical submission (sealed envelopes), email, courier, or hand delivery**, shall **not be accepted under any circumstances**, and such bids shall be **summarily rejected**.

21. Bid Structure: The bid shall be submitted in **two covers**

21.1. Cover 1: Technical Bid: The Technical Bid shall comprise the following:

21.1.1. **Eligibility Documents** - As per the prescribed checklist

21.1.2. **Mandatory Compliance Documents** – As per the prescribed checklist

Signature of Bidder

Signature of HOD

- 21.1.3. **QCBS Supporting Documents** – Documentary evidence for technical scoring parameters, as per relevant Annexure(s)
- 21.1.4. **Prescribed Forms and Declarations** – Duly filled and signed
- 21.1.5. **Tender Document:** Each page to be signed and duly stamped along with filled-in data wherever required
- 21.1.6. **Bid Securing Declaration (BSD)**
- 21.1.7. **Digitally Signed Documents** – All documents shall be duly signed (digitally or physically, as applicable) and uploaded in scanned PDF format.
- 21.2. Cover 2: Financial Bid
- 21.2.1. The Financial Bid shall be submitted strictly in the prescribed format on the CPP portal.
- 21.2.2. Bill of Quantities (BOQ) – Financial Bid Submission - The bidder is required to submit the Financial Bid strictly in the prescribed **BOQ (Bill of Quantities) format in Excel**, provided along with the tender document.
- The BOQ shall be **duly filled, signed, and uploaded** as part of the Financial Bid.
 - Bidders must quote **all-inclusive rates**, including professional fees, assessor costs, coordination, logistics, platform costs (if any), and all applicable taxes and charges.
 - No deviation from the prescribed BOQ format shall be permitted.
 - Conditional pricing or partial submission of the BOQ shall lead to rejection of the bid.
- Note:
- The BOQ template forms an integral part of the tender document.
 - In case of any discrepancy between the BOQ and other financial submissions, the **BOQ shall prevail**.
- 21.2.3. The quoted rates shall remain valid for a period of 90 (ninety) days from the date of bid submission.
- Note:
- Any **incomplete or improperly submitted bid** may be liable for rejection.
 - Financial details disclosed in the Technical Bid shall lead to the **disqualification of the bidder**.

Quoted Price Components: The Financial Bid shall be **inclusive of all costs** required for providing the services in accordance with the scope of work and applicable statutory requirements. No additional claims shall be entertained beyond the quoted price.

Please note that “Any bid quoting service charges below the prescribed minimum shall be treated as non-responsive and rejected without further evaluation”.

- Price Bid in the prescribed BOQ Excel format (Annexure-III)
- Must be filled without altering the structure
- No technical details should be included

22. Shortfall Document Submission

- a. After the technical evaluation, bidders may be asked to submit shortfall documents.
- b. These must be uploaded within 48 hours of intimation.
- c. Only historical documents (pre-existing at bid submission) are allowed.
- d. No new or modified documents will be accepted.

23. Bid Opening

- 23.1. Technical bids only for the eligible bidders satisfying the minimum eligibility criteria as mentioned in Section III will be opened first on the CPP portal.
- 23.2. Financial bids will be opened only for technically qualified bidders.
- 23.3. Bidders can view bid opening status live on the portal.

Signature of Bidder

Signature of HOD

24. Deadline and Server Time

- 24.1. The CPPP server clock is the official reference for submission deadlines.
- 24.2. Late submissions due to internet issues or server delays will not be entertained.

SECTION VIII: MANDATORY CLAUSES

25. Bid Securing Declaration (BSD)

In lieu of submission of an Earnest Money Deposit (EMD), all bidders shall mandatorily submit a Bid Securing Declaration (BSD) as part of their bid.

The BSD shall be submitted on the bidder's letterhead, duly signed and stamped by the Authorised Signatory, in the prescribed format provided in the tender document.

By submitting the BSD, the bidder undertakes that it shall not:

- a. withdraw or modify its bid during the period of bid validity; or
- b. fail to accept the Letter of Award (LoA) or fail to enter into the contract, after being declared the Successful Bidder

In the event of the occurrence of any of the above actions, the Institute may, after due process and recording of reasons, suspend or debar the bidder from participating in future tenders or procurements of IIM Udaipur for a period proportionate to the breach, in accordance with applicable procurement rules and guidelines.

Conditions:

- a. No physical or financial instrument (such as a Demand Draft, Bank Guarantee, or cheque) is required to be submitted under this clause.
- b. Bids not accompanied by a valid and duly executed BSD shall be treated as non-responsive and liable to rejection.
- c. The BSD shall remain valid for the entire bid validity period, as specified in the tender document.

26. Statutory and Regulatory Compliance

The bidder shall comply with applicable laws and regulations, including:

- GST laws
- Income tax provisions
- Any contractual or professional compliance relevant to service delivery

The bidder shall ensure that all external assessors engaged are qualified professionals and that any contractual or honorarium arrangements comply with applicable laws.

27. GST Compliance

All bidders must be **GST registered** and are required to **quote applicable GST rates along with corresponding HSN codes** in their financial bid. GST must be **clearly shown as a separate component** in the price quotation. Any **misclassification of HSN codes or incorrect GST rates** shall be the **sole liability of the bidder**. In case the bidder falls under the purview of GST compliance, they must ensure full adherence to applicable GST laws and regulations.

28. Code of Integrity Compliance

All bidders are required to strictly adhere to the **Code of Integrity in Public Procurement** as prescribed under Rule 175 of the General Financial Rules (GFR), 2017. Any violation of this code—such as corrupt practices, conflict of interest, or fraudulent representation—may result in **rejection of**

Signature of Bidder

Signature of HOD

the bid, blacklisting of the bidder, and may also attract legal action under the Prevention of Corruption Act or other applicable laws.

29. Service Continuity & Non-Disruption

The bidder shall ensure the uninterrupted conduct of evaluation activities as per the schedule.

- a. No last-minute cancellations of panelists
- b. Backup panelists must be available
- c. Any disruption impacting evaluation timelines will be treated as a breach

30. Ethical Engagement of Assessors

The bidder shall ensure:

- a. Engagement of qualified professionals only as per the clause mentioned
- b. No conflict of interest (e.g., assessors evaluating known candidates)
- c. Fair and unbiased evaluation practices

31. Prevention of Sexual Harassment (POSH)

The bidder shall comply with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, and ensure that all personnel/assessors adhere to professional conduct standards during engagement with students.

32. No-Conflict Declaration

The bidder shall submit a No-Conflict of Interest Declaration (Annexure X), duly signed by the Authorized Signatory, confirming that:

- a. The bidder is not engaged in any activity that may result in a conflict of interest with the services to be provided under this Contract.
- b. The bidder has not participated, directly or indirectly, in the preparation of this tender document or in defining the scope of work.
- c. The bidder does not have any professional, financial, or personal relationship with any official of the Institute that may influence the bidding process or the execution of the contract.

The bidder shall also ensure that all personnel, including external assessors engaged for this assignment:

- a. Do not have any conflict of interest with the students being evaluated or the Institute.
- b. Maintain complete impartiality, fairness, and confidentiality during the evaluation process.

The bidder shall disclose any actual or potential conflict of interest immediately upon becoming aware of such a situation. The Institute reserves the right to take appropriate action, including rejection of the bid or termination of the contract, if any conflict of interest is found to exist or is not disclosed.

SECTION IX: GENERAL TERMS AND CONDITIONS

Allotment of Contract

The contract shall be awarded to the bidder obtaining the highest Final QCBS Score, as determined under the prescribed evaluation methodology.

The successful bidder shall be required to execute a formal Agreement with the Institute within 15 (fifteen) days from the date of issuance of the Letter of Award (LoA), or within such extended period as may be permitted by the Institute.

Failure to execute the Agreement within the stipulated time may result in cancellation of the award and such other actions as deemed appropriate by the Institute.

Signature of Bidder

Signature of HOD

Contract Duration

The initial term of the Agreement shall be for a period of three (3) months, commencing from the Effective Date of execution of the Agreement.

The Agreement shall not be automatically extended. Any continuation of services beyond the initial term shall be subject to renewal, based on satisfactory performance of the Service Provider and mutual written consent of both parties, on such terms and conditions as may be agreed upon.

Sub-Contracting

The Agency shall not assign, transfer, sub-contract, or sub-let, in whole or in part, any of its rights or obligations under the Contract without the prior written consent of the Institute.

Any assignment or subcontracting undertaken without such prior written consent shall be deemed null and void and may result in termination of the Contract, along with such other actions as deemed appropriate by the Institute.

Notwithstanding the above, in the event that approval is granted, the Agency shall remain fully responsible and liable for the performance of the Contract and for all acts, omissions, and obligations of its sub-contractors.

Employment & Conduct

Under no circumstances shall the Institute be deemed to be the employer of the personnel deployed by the Agency. All such personnel shall remain the sole employees of the Agency, and the Agency shall be solely responsible for their recruitment, wages, statutory compliance, service conditions, discipline, and any other employment-related matters.

Accordingly, such personnel shall have no right, claim, or entitlement whatsoever against the Institute in respect of employment, regularization, absorption, wages, benefits, or any other service-related matters.

Any violation of the above conditions shall constitute a material breach of the Contract and may result in the imposition of penalties **and/or termination of the Contract, at the sole discretion of the Institute.**

Termination Clause

The Institute (IIM Udaipur) shall have the right to terminate this Agreement by providing fifteen (15) days' prior written notice to the Service Provider in the event of non-compliance with contractual obligations, unsatisfactory performance, failure to adhere to agreed timelines, or violation of applicable laws.

The Institute may also terminate the Agreement forthwith without prior notice in cases of material breach, including but not limited to:

- a Failure to arrange qualified external assessors as per the agreed criteria
- b Repeated absence or unavailability of panelists without a suitable replacement
- c Failure to conduct evaluations as per the approved schedule
- d Non-submission or delayed submission of evaluation reports and documentation
- e Any act that compromises the integrity, fairness, or confidentiality of the evaluation process

Such termination shall be **without prejudice** to the Institute's right to recover damages and enforce indemnities under the Contract.

The Service Provider shall not terminate the Agreement without providing at least **thirty (30) days' prior written notice** to the Institute. Any failure to comply with this requirement, especially during the active

Signature of Bidder

Signature of HOD

evaluation period, shall be treated as a material breach of contract. In such cases, the Institute shall have the right to recover additional costs incurred for alternate arrangement and, claim damages.

Service Level Agreement (SLA) and Liquidated Damages (LD) Clause

Scope of SLA

The Service Provider (Vendor) shall be responsible for the **end-to-end arrangement of external industry/academic experts (panelists)** for evaluation of Summer Internship Project Presentations, including identification, confirmation, coordination, attendance, and submission of evaluation records.

Service Level Requirements

Sl.	Service Level Criteria	Measurement / Record
1	Panel Confirmation • Final list of panelists with profiles to be submitted at least 5 days prior to commencement of evaluations. • Panelists must meet eligibility criteria and obtain approval of the Procuring Entity.	• Email submission timestamp • Approved panel list document
2	Panel Availability and Attendance • Ensure 100% availability of approved panelists as per schedule. • Arrange pre-approved replacement within 2 hours in case of unforeseen absence.	• Signed attendance sheets (physical / digital) • Session-wise login records (virtual mode) • Approved schedule vs actual attendance report
3	Adherence to Schedule • All evaluation sessions shall commence within ± 10 minutes of scheduled time.	• Session schedule • Invigilator / Faculty Coordinator report • Time-stamped system logs / photographs (if applicable)
4	Compliance with Panelist Qualification • All deployed panelists must strictly comply with qualification and experience criteria specified in the tender.	• Panelist CVs / profiles • Approval records by the Procuring Entity
5	Submission of Evaluation Sheets • 100% submission of duly filled and signed evaluation sheets (or digital equivalent) within 2 days of each session.	• Signed evaluation sheets • Digital submission timestamps • Completeness checklist certified by Program Office
6	Reporting and Documentation • Consolidated evaluation report to be submitted within 2 days of completion of evaluation process.	• Report submission email • Acceptance / sign-off by Procuring Entity
7	Backup and Contingency Management • Maintain minimum 20% buffer panelists to address last-minute contingencies.	• Backup panel list • Replacement / substitution logs

Remedies for non-performance shall be **Liquidated Damages (LDs)/service credits—compensatory, not punitive**—applied strictly per the **Annexure IX** and form an **integral part** of the Contract. Failure to meet SLA parameters may lead to termination of the contract and invocation of the Risk & Cost Clause.

Signature of Bidder

Signature of HOD

Payment Terms

Payment shall be released to the Service Provider only upon successful completion of the entire scope of work, to the satisfaction of the Institute, and submission of all agreed deliverables, including but not limited to evaluation reports, assessment records, and consolidated analytics.

The Service Provider shall submit the final invoice along with all supporting documents and completion reports for verification.

The Institute reserves the right to withhold or deduct payments in part or in full in case of:

- a. Non-performance or partial performance of services
- b. Failure to meet Service Level Agreements (SLA)
- c. Imposition of Liquidated Damages (LD), if applicable

No advance or interim payment shall be made unless otherwise expressly agreed in writing by the Institute.

Substitution of Service Provider / Risk & Cost Clause

In the event that the Service Provider:

- a. fails to perform the services in accordance with the terms of the Contract, or
- b. discontinues the services without prior approval, or
- c. is unable to maintain continuity of services as per the agreed schedule,

The Institute shall have the right, after giving a written notice and reasonable opportunity to cure (where feasible), to terminate the Contract and/or engage an alternate agency to complete the remaining scope of work.

In such cases, the cost incurred by the Institute for completion of the remaining work through an alternate agency shall be recoverable from the payments due to the defaulting Service Provider.

The Institute shall also have the right to reallocate the remaining scope of work and corresponding contract value to the alternate agency, without any further liability to the original Service Provider.

The defaulting Service Provider shall not have any claim over the unexecuted portion of the contract.

Dispute Resolution

Any dispute, difference, or claim arising out of or in connection with this Contract, including its interpretation, performance, or termination, shall first be attempted to be resolved amicably through mutual discussions between the Service Provider and the Institute.

If the dispute remains unresolved, it shall be referred to an internal committee constituted by the Institute for resolution.

In the event that the dispute is not resolved through the above mechanism within a reasonable period, the same shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitration shall be conducted by a sole arbitrator appointed by the Director, IIM Udaipur.

Signature of Bidder

Signature of HOD

The seat and venue of arbitration shall be Udaipur, Rajasthan. The proceedings shall be conducted in the English language.

Subject to the above, the courts at Udaipur, Rajasthan shall have exclusive jurisdiction over all matters arising out of this Contract.

Force Majeure

Neither party shall be liable for any failure or delay in the performance of its obligations under this Contract to the extent such failure or delay is caused by events beyond its reasonable control, including but not limited to acts of God, natural disasters, floods, fires, epidemics, pandemics, quarantine restrictions, war, civil disturbances, governmental actions, or widespread disruptions to utilities or digital infrastructure (“Force Majeure”).

The affected party shall promptly notify the other party in writing (email shall be sufficient) within **seven (7) days** of the occurrence of such event, providing reasonable details of the nature of the Force Majeure event and its expected impact on performance. The affected party shall also make reasonable efforts to mitigate the impact and resume performance at the earliest.

During the continuance of a Force Majeure event, the obligations of the affected party shall be suspended to the extent impacted. The parties shall mutually explore alternative arrangements, including **rescheduling of evaluation sessions, adoption of virtual modes, or extension of timelines**, to ensure continuity of the evaluation process, as far as reasonably practicable.

If the Force Majeure event continues for a period exceeding **thirty (30) days**, either party may terminate the Contract by giving written notice to the other party, without any financial liability.

Interpretation

All terms and conditions of this Contract shall be read and construed in conjunction with all other documents forming part of the Contract. Notwithstanding any division of these documents into separate sections, each part shall be deemed supplementary to and complementary of every other part, and all such documents shall be read together as an integrated whole.

In case of any ambiguity or inconsistency in interpretation, the matter shall be resolved through mutual discussion between the Institute and the Service Provider. Failing such resolution, the interpretation that best reflects the intent of the Contract and ensures fair and effective execution of the services shall prevail.

Right of the IIM Udaipur

The Institute reserves the right to suitably increase or decrease the scope of work specified in this tender, within reasonable limits, based on actual requirements. Any such variation shall be communicated in writing and shall be subject to mutual agreement on corresponding commercial and delivery implications, where applicable.

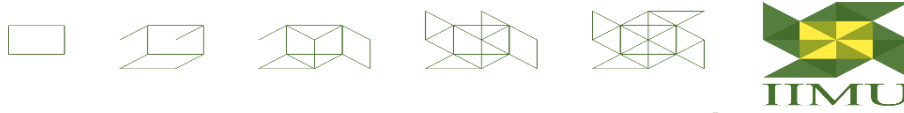
Authority of Signatory

Any person signing the tender or any document forming part of the Contract on behalf of a party shall be deemed to have the authority to bind such party.

Each party shall be responsible for ensuring that its authorized signatories are duly empowered to execute the Contract. In the event it is found that the signatory lacked such authority, the concerned party shall take

Signature of Bidder

Signature of HOD



necessary corrective actions, including ratification of the Contract, without adversely affecting the continuity of services.

Right to Reject Tender

IIM Udaipur reserves the right, at its discretion, to accept or reject any bid, in whole or in part, or to annul the tendering process at any stage prior to award of contract, without thereby incurring any liability to the affected bidder(s).

While the Institute is not bound to assign reasons for such decisions, it shall endeavor to ensure that the tendering process is conducted in a fair, transparent, and non-discriminatory manner in accordance with applicable procurement guidelines.

No claim for compensation or damages shall be entertained on account of such rejection or annulment, except as provided under applicable laws.

33. Monitoring and Compliance Responsibilities of the Service Provider

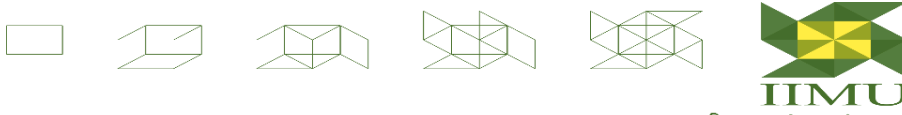
S. No.	Service Requirement	Description	Compliance Indicator
1	Attendance and Participation of Assessors	Ensure 100% availability and participation of approved panelists for all scheduled evaluation sessions	Session-wise attendance records (physical/virtual) and schedule adherence reports
2	Adherence to Evaluation Schedule	Conduct all evaluation sessions as per the approved schedule with minimal deviations	Scheduled vs. actual session timelines
3	Quality and Consistency of Evaluation	Ensure assessments are conducted as per the approved framework with fairness, objectivity, and consistency across panels	Evaluation sheets, scoring patterns, and Institute audit checks
4	Submission of Evaluation Records	Submit all evaluation sheets, scores, and supporting documents within defined SLA timelines	Submission timestamps and completeness verification by the Institute
5	Project Management & Coordination	Nominate a dedicated Project Manager for end-to-end coordination with the Institute	Availability of a single point of contact throughout evaluation period
6	Confidentiality and Data Protection	Maintain strict confidentiality of student data, evaluation content, and Institute information	Signed confidentiality undertakings and adherence to data protection practices
7	Reporting and Documentation	Maintain and submit records of panel allocation, evaluation outcomes, assessor participation, and consolidated reports	Timely submission of reports as per defined timelines
8	Performance Review and Feedback	Facilitate performance review by the Institute during and after the evaluation process	Feedback records and review observations documented by the Institute

Signature of Bidder

Signature of HOD

SECTION X: ANNEXURES

1. Annexure I – Tender Acceptance Letter
2. Annexure II – Bidder's Information Sheet
3. Annexure III – Financial (Price) Bid (BOQ) – Assessment Services for SIEP
4. Annexure IV – Bid Securing Declaration (Form 7)
5. Annexure V – Technical Bid Submission Checklist
6. Annexure VI – QCBS Technical Evaluation Entry Sheet
7. Annexure VII – Declaration Regarding Blacklisting
8. Annexure VIII – Service Level Agreement (SLA) & Liquidated Damages (LD) Matrix
9. Annexure IX – No-Conflict of Interest Declaration



भारतीय प्रबंध संस्थान उदयपुर
Indian Institute of Management Udaipur

Annexure – I
TENDER ACCEPTANCE LETTER
(To be submitted on Agency Letterhead)

To:

The Director
Indian Institute of Management Udaipur
Balicha, Udaipur – 313001, Rajasthan

Date: _____

Subject: Acceptance of Terms & Conditions of Tender

Tender Reference No.: IIMU/SIEP/2026/01

Name of Tender/Work: Selection of Assessment Partner for Summer Internship Student Evaluation

Dear Sir/Ma'am,

- I/We have downloaded/obtained the tender document(s) for the above-mentioned service from the prescribed portal/website as per your advertisement.
- I/We hereby certify that I/We have read the entire terms and conditions of the tender document(s) from Page No. _____ to Page No. _____ (including all annexures, schedules, etc.), which form an integral part of the contract, and I/We shall abide by all the terms, conditions, and clauses contained therein.
- The corrigendum(s), if any, issued from time to time by the Institute have also been taken into consideration while submitting this acceptance letter.
- I/We hereby unconditionally accept all the terms and conditions of the tender document(s) and corrigendum(s), if any, in their entirety.
- I/We further understand that in case of any deviation or violation of the terms and conditions of the tender, the Institute shall have the right to take appropriate action as per the provisions of the tender document, including rejection of our bid and action under the Bid Securing Declaration.

Yours faithfully,

(Signature of the Authorized Signatory with Official Seal)

Name: _____

Designation: _____

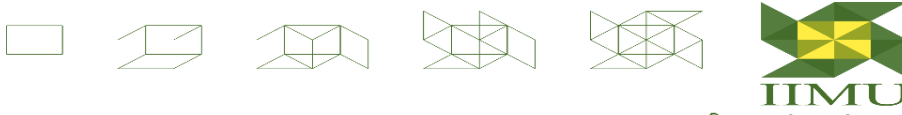
Bidder/Agency Name: _____

Contact No.: _____

Email: _____

Signature of Bidder

Signature of HOD



Annexure – II

BIDDER'S INFORMATION SHEET

Sl. No.	Particulars	Details to be Filled by Bidder	Supporting Document (Indicative)	Page No. in Bid
1	Name of Bidding Entity / Agency		Certificate of Incorporation / Registration	
2	Name of Authorized Representative / Director / Partner		ID Proof / Authorization Document	
3	Registered Office Address (with PIN Code)		Address Proof (GST / Utility Bill / Incorporation Document)	
4	Contact Details (Phone, Email)		Official Letterhead / Communication Proof	
5	Website (if any)		Screenshot / URL Reference	
6	Details of Key Management Personnel (Name, Designation, Email)		Organizational Chart / Company Profile	
7	Authorized Signatory for this Tender (Name, Designation, Mobile, Email)		Board Resolution / Authorization Letter	

Declaration

Certified that the information provided above is true and correct to the best of my/our knowledge and belief. All supporting documents submitted are valid, self-attested, and form part of the bid submission. The bidder acknowledges that any material misrepresentation or omission may lead to disqualification or further action as deemed appropriate by the Institute.

Place:

Date:

Signature of Authorized Signatory

Name:

Designation:

Seal of the Bidder:

Signature of Bidder

Signature of HOD

Annexure-III

Financial (Price) Bid (BOQ) – Assessment Services for SIEP

Subject: Financial Offer for Selection of Assessment Partner for Summer Internship Project Evaluation

Location: Indian Institute of Management Udaipur (IIMU) Campus

Instructions to Bidders:

- The quoted price shall be **inclusive of all costs** (assessor fees, coordination, platform, reporting, taxes, etc.)
- No deviation in format or structure is permitted.
- No technical details shall be included in this section.

BOQ

S. No.	Item Description	Unit	Quantity (Indicative)	Unit Rate (₹)	Total Amount (₹)
1	Assessment Cost per Candidate	Per Candidate	~370		
2	Assessor Fee (Panel-based)	Per Panel / Session			
3	Project Management & Coordination	Lump Sum		1	
4	Reporting & Documentation	Lump Sum		1	
5	Technology / Platform Cost (if applicable)	Lump Sum		1	
	Total Cost (Excl. GST)				
	GST (%)				
	Grand Total (Incl. GST)				

Declaration

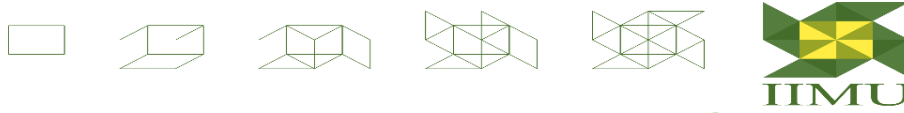
- The quoted price is **inclusive of all operational, administrative, and professional costs** required to execute the scope of work.
- No additional claims shall be made during the contract period except those mutually agreed in writing.
- The price shall remain **valid for 90 days** from the date of bid submission.
- Payment shall be made only upon successful completion of the assignment, in accordance with the Payment Terms specified in the tender document.

Date:
Place:

Authorized Signatory:
Name:
Contact Number:

Signature of Bidder

Signature of HOD



Annexure-IV

Bid Securing Declaration (Form 7)

(To be submitted on Agency Letterhead – Applicable only for bidders claiming EMD exemption under GFR Rule 170)

Date: _____

To:

The Director
Indian Institute of Management Udaipur
Balicha, Udaipur – 313001, Rajasthan

Subject: Bid Securing Declaration for Tender No. IIMU/SIEP/2026/01

Dear Sir/Madam,

I/We, the undersigned, hereby submit this Bid Securing Declaration in lieu of Earnest Money Deposit (EMD), in accordance with the provisions of the General Financial Rules (GFR), 2017 and conditions stipulated in the tender document.

I/We understand and acknowledge that submission of this Bid Securing Declaration is a mandatory requirement of the tender.

I/We further agree and undertake that:

- (a) I/We shall not withdraw or modify our bid during the period of bid validity specified in the tender document.
- (b) I/We shall accept the Letter of Award (LoA), if awarded, and execute the Contract Agreement within the stipulated time period.
- (c) I/We shall comply with all terms and conditions of the tender document and subsequent contract.

I/We understand that in the event of any of the following:

- (a) Withdrawal or modification of our bid during the validity period; or
- (b) Failure to accept the Letter of Award (LoA); or
- (c) Failure to execute the Agreement within the stipulated time; or
- (d) Failure to commence or perform the services as per the terms of the Contract;

the Institute shall, without prejudice to any other rights or remedies available under law or contract, be entitled to suspend or debar the bidder from participating in tenders/procurements of IIM Udaipur for a period as deemed appropriate.

Recover from the bidder, the **additional cost incurred** by the Institute in procuring the services from an alternate agency, in the event of failure of the bidder to:

- (a) execute the contract, or
- (b) perform the contractual obligations, or
- (c) continue the services as per agreed timelines.

Such recovery shall be made from any dues payable to the bidder or through any other legally permissible means. This Bid Securing Declaration shall remain valid for the entire bid validity period as specified in the tender document.

I/We confirm that this declaration is:

- (a) submitted as part of our bid,
- (b) true and correct to the best of our knowledge, and
- (c) duly signed by the authorized signatory of the organization.

Signed: _____

Name: _____

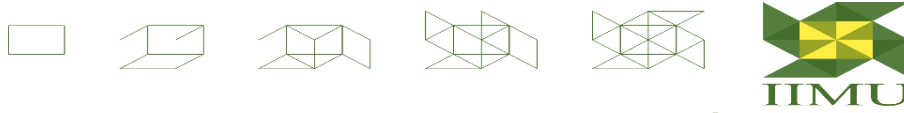
Designation: _____

Company Name: _____

Seal: _____

Signature of Bidder

Signature of HOD



Annexure – V
TECHNICAL BID SUBMISSION CHECKLIST
(To be submitted on Agency Letterhead)

Tender Reference No.: IIMU/SIEP/2026/01

Tender Name: Selection of Assessment Partner for Summer Internship Student Evaluation

Instructions:

- Tick (✓) after ensuring compliance.
- Mention **Page No. in Bid** for each attached document.
- All documents must be **self-attested** and uploaded in PDF on CPPP.

A. Mandatory Eligibility Criteria Documents

S. No.	Requirement	Document to Attach	Tender Reference	Page No. in Bid
1	Legal Entity & Registration	Certificate of Incorporation / Registration	Section III – Legal Entity, Registration & Statutory Compliance	
1a	Permanent Account Number (PAN)	Copy of PAN	Section III – Legal Entity, Registration & Statutory Compliance	
1b	GST Registration	GST Registration Certificate	Section III – Legal Entity, Registration & Statutory Compliance	
2	Operational Presence in India	Address Proof (GST / Lease Deed / Utility Bill / Incorporation Address Proof)	Section III – Local Presence & Operational Capability	
3	Organizational Capability	Declaration of Team Strength, Organizational Structure, Key Personnel Details	Section III – Local Presence & Operational Capability	
4	Relevant Experience in Assessment Services	Work Orders / Agreements / Completion Certificates demonstrating minimum required experience	Section III – Experience in Assessment Services	
5	Experience with Reputed Institutions (if applicable as per eligibility clause)	Work Orders / Client Certificates	Section III – Experience in Assessment Services	
6	Large-Scale Assessment Capability	Proof of projects involving required candidate volumes (200 / 350+ candidates)	Section III – Experience in Assessment Services	
7	Financial Turnover	CA Certificate confirming average annual turnover of ₹1 Crore during last 3 FYs	Section III – Financial Capability & Contract Experience	
8	Contract Experience (Value-Based Projects)	Work Orders / Completion Certificates meeting prescribed project value thresholds	Section III – Financial Capability & Contract Experience	
9	Legal Standing & Non-Blacklisting	Self-Declaration duly signed by Authorized Signatory	Section III – Legal Standing & Debarment Status	

Signature of Bidder

Signature of HOD



10	Financial Documentation	Audited Financial Statements and ITRs for last three financial years	Section III – Financial Capability & Contract Experience	
11	Company Profile & Credentials	Company Profile including service portfolio and organization overview	Section III – General Eligibility Requirements	

B. Mandatory Clauses - Compliance Documents

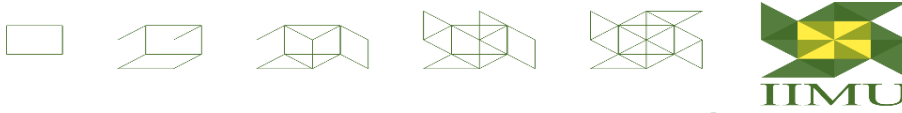
S. No.	Requirement	Document to Attach	Tender Reference	Page No. in Bid
12	Bid Securing Declaration (BSD)	Duly signed Bid Securing Declaration (Form 7)	Section II – Instructions to Bidders / Section VIII – Mandatory Clauses / Annexure IV	
13	Statutory & Regulatory Compliance	Self-declaration confirming compliance with applicable laws including GST, Income Tax, labour/professional regulations as applicable	Section VIII – Statutory and Regulatory Compliance	
14	Data Protection & Confidentiality Commitment	Undertaking on confidentiality, secure handling of student/institute data, and non-disclosure obligations	Section IV – Governance and Compliance / Section IX – Monitoring and Compliance Responsibilities	
15	Professional & Ethical Conduct	Undertaking confirming fair, unbiased evaluations and adherence to ethical standards	Section VIII – Ethical Engagement of Assessors	
16	Resource & Personnel Compliance	Undertaking confirming deployment of qualified assessors / project team as per tender requirements	Section III – Local Presence & Operational Capability / Section IV – Industry Assessor Onboarding and Management	
17	GST Compliance	Declaration of applicable GST rates, HSN/SAC code, and statutory compliance	Section VIII – GST Compliance	
18	Service Continuity & Non-Disruption	Undertaking to ensure uninterrupted conduct of evaluations, backup assessors, and continuity arrangements	Section VIII – Service Continuity & Non-Disruption	
19	POSH Compliance	Self-declaration confirming compliance with Sexual Harassment of Women at Workplace Act, 2013	Section VIII – Prevention of Sexual Harassment (POSH)	
20	No-Conflict of Interest Declaration	Duly signed No-Conflict of Interest Declaration	Section II / Section VIII – No-Conflict Declaration / Annexure IX	

C. Standard Bid Submission (Forms & Identifiers)

S. No.	Requirement	Document to Attach	Tender Reference	Page No. in Bid
21	Tender Acceptance Letter	Annexure I duly filled, signed, and stamped	Section X – Annexures / Annexure I	

Signature of Bidder

Signature of HOD



22	Bidder's Information Sheet	Annexure II duly filled and signed	Section X – Annexures / Annexure II	
23	Authorization of Signatory	Board Resolution / Power of Attorney / Authorization Letter authorizing the signatory to submit the bid and bind the organization	Section II – Instructions to Bidders / Section IX – Authority of Signatory	

Declaration by Bidder

All the above forms and documents have been duly filled, signed, and submitted as part of the bid. The bidder confirms that the authorized signatory has full authority to submit the bid and bind the organization.

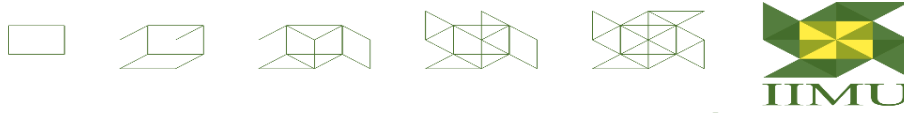
Signed: _____

Name: _____

Designation: _____

Company Name: _____

Seal: _____



Annexure-VI
QCBS TECHNICAL EVALUATION ENTRY SHEET
(To be submitted on Agency Letterhead)

Tender Reference No.: IIMU/SIEP/2026/01

Name of Tender/Service: Selection of Assessment Partner for Summer Internship Project Evaluation (SIEP)

S. No.	Evaluation Criterion	Scoring Matrix	Max Marks	Evidence Required
1	Years of Experience in Assessment / Evaluation Services with two set of institutes mentioned in the clause	<ul style="list-style-type: none"> • 8-10 years = 8 • 10-12 years =9 • >12 years = 10 	10	Work orders/agreements or completion certificates
2	Scale of Assessment Projects (last 5 years)	<ul style="list-style-type: none"> • 5 to 8 projects with 200–350 participants = 5 • 9 to 10 projects with 200–350 participants = 6 • 3 to 5 projects with >350 participants = 8 • more than 5 projects with >350 participants = 10 	10	Client work orders or completion reports
3	Organizational Strength (Relevant Team Size)	<ul style="list-style-type: none"> • 10–20 employees = 4 • 21–50 = 6 • >50 = 10 	10	HR declaration
4	Assessment Design & Content Capability	Have conducted : <ul style="list-style-type: none"> • Multi-section tests (quant + verbal + reasoning) = 5 • Advanced (domain + behavioural/SJT/case-based) = 10 	10	Sample test content; framework documents
5	Dedicated Team: Project Manager & Key Personnel	<ul style="list-style-type: none"> • Dedicated PM + team with <3 years of experience in similar projects= 5 • Experienced team with 3 or more years of experience in similar projects =10 	10	CVs of proposed team
6	Technology Platform Capability	<ul style="list-style-type: none"> • Online testing platform = 5 • Online testing Platform with analytics/dashboard = 8 • Online testing Platform with analytics/dashboard, Secure, scalable platform to withstand 350+ concurrency, options of proctoring= 10 	10	Self declaration on platform capability with Platform screenshots; technical note
7	Reporting & Analytics Capability	<ul style="list-style-type: none"> • Spreadsheet reports = 5 • Spreadsheet Reports + dashboards = 10 • Spreadsheet Reports + Advanced analytics (benchmarking, insights, segmentation) = 15 	15	Self declaration with Sample reports/dashboard
8	SOPs & Process Maturity	<ul style="list-style-type: none"> • No Documented SOPs for the project execution = 0 • Documented SOPs for the project execution = 5 • Documented SOPs for the project execution + structured workflows + reporting = 10 	10	SOP documents; sample workflows
9	Client Feedback / Past Performance (last 3 years) for institutes mentioned in Section III	<ul style="list-style-type: none"> • 2 clients = 6 • 3–4 clients = 8 • ≥5 clients = 10 	10	Client testimonials / feedback
10	Data Handling & Confidentiality Readiness in the previous projects of similar nature	<ul style="list-style-type: none"> • No compliance document = 0 • Audit compliant documented policies = 5 	5	Policies / consent documents / templates

I/We certify that the information provided above is true and correct to the best of our knowledge. We understand that any misrepresentation may lead to disqualification.

Authorized Signatory: _____

Date: _____

Name: _____

Designation: _____

Seal of the Firm/Agency: _____

Signature of Bidder

Signature of HOD

Annexure – VII

Declaration Regarding Blacklisting

(To be provided on the Letterhead of the Firm/LLP and executed on Non-Judicial Stamp Paper, duly notarized)

To:

The Director
Indian Institute of Management Udaipur
Balicha, Udaipur – 313001

Tender Reference No.: _____

Name of Service: Selection of Assessment Partner for Summer Internship Student Evaluation (SIEP)

DECLARATION

I/We hereby declare that (Name of Firm/Company/LLP) has not been blacklisted, debarred, or declared ineligible by any Central Government, State Government, Public Sector Undertaking, Autonomous Body, or reputed academic institution in India, as on the date of submission of this bid.

I/We further declare that:

- (a) No material criminal proceedings are pending against the firm/company/LLP or its Directors/Partners that would adversely affect the execution of this contract.
- (b) The firm/company/LLP has not been convicted of any offence involving moral turpitude, fraud, or corruption.

I/We confirm that the information provided above is true and correct to the best of my/our knowledge and belief.

In the event that any declaration is found to be materially false or misleading, the Institute shall have the right to:

- (a) disqualify the bidder, or
- (b) terminate the contract (if awarded),

after providing a reasonable opportunity to the bidder to be heard, and without prejudice to any other rights available under applicable law.

Date: _____

Place: _____

Firm Name: _____

Name of Authorized Person: _____

Designation: _____

Signature with Seal: _____

Note: This declaration must be executed on a non-judicial stamp paper of appropriate value and duly notarized, and submitted as part of the Technical Bid

Signature of Bidder

Signature of HOD



Annexure – VIII Service Level Agreement (SLA) & Liquidated Damages (LD) Matrix

In case of failure to meet the mentioned Service Levels, the following **Liquidated Damages (LD)** shall be applicable:

S. No.	SLA Parameter	Non-Compliance	LD Applicable
1	Panel confirmation delay	Delay beyond T-5 days	0.5% of contract value per day
2	Panelist absence	Absence/non-availability	₹5,000 per instance
3	Non-compliant panelist	Does not meet eligibility criteria	₹10,000 per instance + replacement at no extra cost
4	Session delay	Delay beyond 10 minutes	₹2,000 per session
5	Missing/incomplete evaluation sheets	Not submitted / incomplete	₹3,000 per instance
6	Delay in final report	Beyond T+2 days	0.5% of contract value per day
7	Failure to provide replacement	No replacement within stipulated time	₹10,000 per instance

Cap on Liquidated Damages

- i. The total LD shall be subject to a maximum of **10% of the total contract value**.
- ii. Beyond this limit, the Procuring Entity reserves the right to **terminate the contract** and/or take appropriate action as per rules.

Certification and Acceptance

- (a) All SLA compliance may be **certified by the designated अधिकारी / Program Office / Faculty Coordinator** of the Procuring Entity.
- (b) The decision of the Procuring Entity regarding SLA compliance and LD imposition shall be **final and binding**.

Payment Linkage

- Payments shall be released **only upon satisfactory completion** of services and submission of all required deliverables.
- Applicable LD, if any, shall be **deducted from the payable amount**.

Compliance Declaration (on letterhead, signed & stamped):

“We hereby certify that the services provided during the month of [MM/YYYY] comply with all SLA parameters and statutory requirements as per the contract. All supporting records are enclosed. We understand that any false declaration or non-compliance may lead to penalties, withholding of payment, or termination of the contract.”

Note: Payment shall be released only upon acceptance of this certification and verification of artefacts by IIM Udaipur.

Date: _____

Place: _____

Firm Name: _____

Name of Authorized Person: _____

Designation: _____

Signature with Seal: _____

Signature of Bidder

Signature of HOD

Annexure – IX

No-Conflict of Interest Declaration

(To be submitted on the Bidder's Letterhead, duly signed and stamped)

To:
 The Director
 Indian Institute of Management Udaipur
 Balicha, Udaipur – 313001, Rajasthan

Tender Reference No.: IIMU/SIEP/2026/01

Name of Tender/Service: Selection of Assessment Partner for Summer Internship Project Evaluation (SIEP)

I/We, the undersigned, hereby declare that:

- **No Conflict with Procurement Process**
 I/We confirm that we are not engaged in any activity that may result in a conflict of interest with respect to the present tender process or the services to be provided under this Contract.
- **No Involvement in Tender Preparation**
 I/We confirm that we have not participated, directly or indirectly, in the preparation of the tender document, scope of work, evaluation criteria, or any related activity that may give us an undue advantage in the bidding process.
- **No Relationship with Institute Officials**
 I/We confirm that we do not have any professional, financial, or personal relationship with any official of Indian Institute of Management Udaipur that may influence the bidding process or execution of the contract.
- **Conflict-Free Deployment of Personnel**
 I/We undertake that all personnel, including external assessors, proposed to be deployed for this assignment:
 - Shall not have any conflict of interest with the students being evaluated or with the Institute
 - Shall maintain complete impartiality, objectivity, and confidentiality throughout the engagement
- **Obligation to Disclose**
 I/We undertake to promptly disclose to the Institute any actual or potential conflict of interest that may arise during the bidding process or execution of the contract.
- **Acceptance of Institute's Decision**
 I/We understand and agree that in the event of any conflict of interest being established or discovered at any stage:
 - The Institute reserves the right to reject our bid and/or terminate the contract
 - The Institute may require replacement of any personnel/assessor found to have a conflict of interest, without any additional cost

DECLARATION

I/We certify that the information provided above is true and correct to the best of my/our knowledge and belief. I/We understand that any misrepresentation or failure to disclose relevant information may lead to disqualification, termination of contract, and/or other actions as deemed appropriate by the Institute.

Date: _____

Place: _____

For and on behalf of the Bidder

Signature: _____

Name: _____

Designation: _____

Company Name: _____

(Seal of the Bidder)

Signature of Bidder

Signature of HOD