

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong-793018

Website: www.iimshillong.ac.in

Tender No: V1-1601/10/2022-SPO/26-27/LT- 05

Dated 14/05/2026



Notice Inviting e-Tender (NleT)

For

**Engaging an EduTech Partner for Conducting a One Year Certificate Program on
General Management**

DETAILED NOTICE INVITING e-TENDER

Online tenders are invited on behalf of Director, IIM Shillong from empanelled agencies for **Engaging an EduTech Partner for Conducting a One Year Certificate Program on General Management**

NIT No	V1-1601/10/2022-SPO/26-27/LT-05
Name and Location of Work	Conducting a One Year Certificate Program on General Management
EMD (Ernest Money Deposit) Refundable	Rs. 1,00,000 /- to be paid via following Payment link Online:- https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhRaBMECfZN%2fLVhdvVbZJFqJlr63OP%2bqeMtWDL60E%2b7VjL56zNzj53oXlhZNZ6lsvMu3Wvdpj2xiK4ngbOFLLFUQlqaCMKPD%2fPb01ZebhJ%2bIqknMGCPvdYHrNEntoAOrJq%2fL7YaFSKIXv0h74bjrqiylAF2cyNjcxEPA8CDnswUD8R6jWd3VP%2fGv8kSmSnIhdPw%3d%3d
Date of Issue/e-Publishing at CPPP website https://eprocure.gov.in/eprocure/app	14 May 2026 at 17.00 Hrs
Document Download Start Date and time at CPPP website https://eprocure.gov.in/eprocure/app	14 May 2026 at 17.00 Hrs
Document Download End Date and Time at CPPP website https://eprocure.gov.in/eprocure/app	25 May 2026 at 15.00 Hrs
Tender Queries should reach by	Latest by till 21 May 2026 by 17:00 Hrs. Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to srmgr.stores@iimshillong.ac.in
Last Date and Time for receipts of Tender online at CPPP website https://eprocure.gov.in/eprocure/app	25 May 2026 till 15.00 Hrs
Date and Time for opening of Tender at CPPP website https://eprocure.gov.in/eprocure/app	26 May 2026 till 15.00 Hrs
Date and Time for Financial Evaluation at CPPP website https://eprocure.gov.in/eprocure/app	To be declared after successful evaluation of technical bid documents.

No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 Email: srmgr.stores@iimshillong.ac.in

Sd/-

Chief Administrative Officer
IIM Shillong

1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION :

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notice/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed srmgr.stores@iimshillong.ac.in and accounts.office@iimshillong.ac.in clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6 The bid submitted shall become invalid if-
 - i The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
 - ii The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
 - iii The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.7 The tender document shall be uploaded in two parts as follows:
 - 1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
 - 1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids
- 1.8 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Sd/-

Chief Administrative Officer
IIM Shillong

2.0 GENERAL TERMS & CONDITIONS:

2.1 INSTRUCTIONS TO BIDDERS

General Conditions of Tendering

- 2.1.1 **Tender document:** One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the drawings/ specifications/brochures etc (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.
- 2.1.2 **Tender validity:** Tender shall remain valid for a period of 90 **days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given. In case of bidder revoking or cancelling his tender, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute's website.
- 2.1.3 **Tender submission:**
1. Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal (www.eprocure.gov.in), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
 2. The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorised to enter into commitment on behalf of the bidder.
 3. If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

2.2 Bidder's responsibility for bid & Clarification:

- 2.2.1 The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.
- 2.2.2 The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

2.2.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Sr. Mgr (Stores), IIM Shillong (Email: srmgr.stores@iimshillong.ac.in)**

2.3 **Pre-Bid meeting** :Techno-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

2.4 **Amendments.**

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website (www.iimshillong.ac.in) for details. No other mode of notice will be given.

2.5 **Scope of Tender**

The complete scope of works/ supply/ service has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of works/ supply/ service in line with basic scheme and scope as defined in the tender document shall be considered.

2.6 **Deviations in terms and condition**

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. **Conditional tenders are liable to be summarily rejected.**

2.7 **Institute's right**

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

2.8 **Earnest money**

2.8.1 The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NlET.

2.8.2 **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme (having Valid Registration) shall be exempted from payment of EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the item/work/service tendered to get EMD exemptions. If the bidder fails to submit valid registration certificate his claim for EMD exemptions shall not be entertained.

2.8.3 If the bidder, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her

offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited.

- 2.8.4 After placement of Work Order/ Supply Order on successful bidder, the earnest money will be refunded to the unsuccessful Bidders. For successful bidder, the EMD will be converted to Security Deposit without any interest and will be refunded after one month of successful completion of Defect Liability Period.
- 2.8.5 In case of cancellation/ withdrawal of this 'NIeT' i.e. Notice Invitation to e-Tender by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to Bidders without any interest.

2.9 Tender requirement

2.9.1 Technical and Price Bid

- 2.9.1.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure II by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
- 2.9.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.9.1.3 Priced bid of Technically qualified bidders will be opened on designated date.

2.10 PERFORMANCE GUARANTEE :

As Performance Security, EMD of the successful bidder shall be retained by the Institute as a Performance Guarantee. At the successful completion of contract/ supply/ work/ service the Performance Guarantee will be refunded to the bidder. MSME registered firms who have sought exemption for submission of EMD will require to furnish a Performance Bank Guarantee (PBG) to the amount of 3% of the contract/ supply/ service value within 2 weeks of receipt of work/supply order.

2.11 Completion Certificate:

Upon satisfactory completion of contract/supply/work, a Completion Certificate will be issued by the Institute.

2.12 Liquidated Damages for delayed completion/ supply:

If the successful bidder fails to perform within the stipulated time then penalty at the rate of 0.5% per week or part thereof subject to a maximum of 10% of the Work/

contract/ supply order value will be levied and deducted from the payment due to the firm.

2.13 Work/ Purchase at Risk and Cost

The institute reserves the right to get the whole or part of the work/ purchase executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.

2.14 Insurance

The bidder shall take insurance to cover any accident or accidents of nature, for an amount as required for the type of Work/ contract/ supply against damage /loss/ injury to property or person or loss of life during the complete period of the supply/ contract.

2.15 Indemnity

The bidder shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property.

2.16 Jurisdiction

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute are subject to Shillong court's jurisdiction only.

3. INTRODUCTION:

About IIM Shillong

Indian Institute of Management Shillong (IIM Shillong) is a public, fully autonomous. management institute in Shillong, Meghalaya. It is the seventh Indian Institute of Management established in India and is an Institute of National Importance. IIM Shillong offers postgraduate, doctoral, and executive MBA programmes. IIM Shillong also offers short-term (3-15 days) Management Development Programmes (MDPs) and longer-term (6 months-1 year) Certificate Programmes spanning different streams of management. Located in the green contours of North East India, IIM Shillong is committed to its goal of excellence in management education and research to evolve into a nationally and internationally recognized educational institution. IIM Shillong emphasises innovation, sustainable development, ethical leadership and community engagement in business practices and responsible leadership. IIM Shillong has more than 35 International Academic Partners across the globe, is accredited by Association to Advance Collegiate Schools of Business (AACSB International) and a member of the European Education Foundation for Management (EFMD).

About the Program

The business world has already been preparing for VUCA and BANI, however with the impact AI has had and continues to have, the importance of learning and unlearning has been reiterated beyond doubt. Professionals across domains must proactively reskill and upskill to perform and lead successfully in their roles. This Programme is designed with a forward-looking approach to prepare participants in functional expertise and also develop the agility and mindset required to thrive in uncertainty. The Programme offers a comprehensive grounding in general management, enabling participants to develop a holistic, cross-functional understanding of key business areas such as strategy, marketing, finance, operations, leadership, and digital transformation. By integrating concepts across disciplines, it aims to empower professionals through competencies in leadership and soft skills, including communication, collaboration, critical thinking, and effective decision-making. The Programme also incorporates a strong focus on analytics and emerging technologies such as Artificial Intelligence, equipping learners with the tools and perspectives needed to leverage data-driven insights and stay ahead in a technology-driven world.

Delivered through an interactive and application-oriented pedagogy, the Programme emphasizes real-world problem-solving, case-based learning, and peer engagement. It aims to build future-ready competencies that enable participants to anticipate change, respond with agility, and drive innovation and performance within their organizations. By fostering a balance of technical knowledge, managerial capability, and adaptive thinking, the Programme prepares professionals to accelerate their career growth and lead effectively in an increasingly complex and competitive global environment.

WHO SHOULD ATTEND?

- People and/or Functional Managers poised for career growth
- Business Heads and Leaders seeking to gain structured knowledge of business Management
- Entrepreneurs and business owners who desire to gain practical skills across different management areas

Program Highlights

PROGRAM NAME: ADVANCED GENERAL MANAGEMENT PROGRAM

PROGRAM DURATION : ONE YEAR

PG CERTIFICATION FROM IIM SHILLONG

On successful completion of the program, the students will receive a certificate of completion by Indian Institute of Management Shillong.

IIM SHILLONG EXECUTIVE ALUMNI STATUS

Executive Alumni Status will be provided to the participants after the successful completion of the program. The Executive Alumni Fee is excluded from the Program Fee.

WEEKEND ONLINE & INTERACTIVE CLASSES

Classes are held on weekends so that learning and work can be managed together and it's easy for working professionals to attend lectures.

FULLY INTEGRATED MANAGEMENT PROGRAM

Learn all aspects of business management such as Finance, Economics, Marketing, Analytics, Human Resources, Operations, Strategy, Entrepreneurship and more.

SPECIAL FOCUS ON EMERGING THEMES

The program specifically focuses on emerging trends such as Design Thinking, Entrepreneurship, Social Media Marketing and Web Analytics

COURSE DESIGNED FOR EXECUTIVES

The program is designed for working professionals to maximize their practical learning through lectures, case studies, peer discussions, industry lectures, project work, business simulations and more.

CAMPUS VISIT

The program features 5 days of on-campus learning at IIM Shillong at the end of the program to complement the online component of education. The costs which will incur during the campus visit is excluded from the Program Fee.

Programme-Wide Themes (Embedded Across Modules)

- Learning, Unlearning, and Relearning Mindset
- Leadership, Communication, and Interpersonal Effectiveness
- Ethics, Values, and Responsible Management
- Analytics, Artificial Intelligence, and Digital Transformation
- Strategic Thinking and Decision-Making under Uncertainty

Programme Name	Post Graduate Certificate in Advanced General Management Program (Batch IV)
Eligibility	<ul style="list-style-type: none"> • For Indian Participants – Graduates from a recognized university (UGC/AICTE/DEC/AIU/State Government) in any discipline. • For International Participants - Graduation or equivalent degree from any recognized University or Institution in their respective country. • Minimum of at least 2 years of relevant work experience
Target Segment/ Who Should Attend	<ul style="list-style-type: none"> • Working professionals poised for career growth, • Entrepreneurs seeking to gain skills across different Management areas
Type of Certificate	Certificate of Completion for participants successfully passing the evaluation criteria. Certificate of participation for the rest.
Program Duration	1 Year
Total Number of Hours	160 Hours
Mode of Delivery	Online with a 5 Day Campus Immersion
Payment Mode	Setting up the Online fees payment gateway and fee collection to be handled by the EdTech Partner
Minimum Number of participants required	100 (Marketing, Mobilisation and student admissions to be done by the EdTech Partner)

4. SCOPE OF WORK

The Scope of work and services enumerated below are indicative and may not be exhaustive. The parties are expected to undertake the following:

1. Providing of Technology Platform and Marketing support:

a) The service provider will undertake all necessary marketing activities to acquire the targeted participants for the programme unless participants for any specific programs are sourced directly by IIM Shillong.

b) The service provider will provide blended learning Programmes to be delivered to participants using multimedia based online education using contemporary technology.

c) The service provider is to provide technology support, participant enrolment, development of marketing materials, aid in internet-based delivery, and participant management services including enrolment, attendance management services, to all the Participants enrolled.

d) The service provider has to submit the Marketing and Promotional plan for the programme well in advance for IIM Shillong approval. Service provider has to do the marketing as per approved Marketing plan.

e) The Service Provider will provide marketing and promotional services in respect of the awarded programme(s) and should acquire a minimum of students for each program as per the direction given by the Program Directors.

f) The cost of all marketing, promotional and coordination activities, including advertisements, shall be borne by the Service Provider. All such marketing, and promotional materials used by the Service Provider needs to be consulted.

g) The Service Provider would be using its technology platform to support IIM Shillong in promoting e-Learning programmes through various websites either owned by the service provider or on websites that have partnership with the service provider or through other social media platform.

h) The service provider is to carry out an appropriate marketing activity, it is expected that bidder should have expertise in conceptualizing, designing, and creating digital marketing strategies and campaigns on various platforms like (LinkedIn, Facebook, Twitter, YouTube, Instagram etc.).

i) The service provider should have a dedicated team headed by an Account Executive, a fully charted out operational plan for the campaign ensuring maximum reach out to the target group, support for design of marketing strategies besides, an updated current database for mailing and call contact.

j) The Service Provider is expected to have direct relationships with various sources, over the course of its development, which may be harnessed for the marketing of various IIM Shillong blended learning programmes.

k) The service provider should also provide the key metrics like number of hits, number of impressions, No. of posts, no. of inbound links, no. of shares, no. of comments, percentage conversion etc. on an on-going basis, for the validation of the campaign plan. The service provider shall provide weekly performance report reports to IIM Shillong.

l) During marketing of the program, requests/enquiries are likely from its clients and potential clients for customized / regular programmes. All such queries/requests would have to be diligently passed on in quick time to a nominated Executive of IIM Shillong.

m) On receipt of the work order, the bidder will start planning for finalising the Programme Description Sheet (PDS) in coordination with the concerned Programme Chair. The Programme Description Sheet [PDS] shall become part of the contract document.

n) The Service Provider shall submit a separate Programme Description sheet (PDS] and agreed upon in writing prior to the Programme launch. PDS shall include all details of the programme covering Programme Name, duration, Brief contents, minimum number of participants, certification, student facilities, selection process, fee structures, timings, penalties for deficiencies in service etc.

o) At the beginning of the programme Bidder has to comply with the minimum number of participants for each programme as agreed in Programme Description Sheet (PDS), failure of which shall attract penalty as specify in PDS.

p) In case of registration of participants is below the numbers (applicants who meet the criteria for selection as decided by IIM Shillong) as indicated in the Programme Description Sheet, IIM Shillong reserves the right to cancel, postpone the programme, or take any other suitable action.

q) The service provider will undertake all necessary marketing activities to acquire the targeted participants for the programme unless participants for any specific programmes are sourced directly by IIM Shillong.

r) The activities expected to be performed cover the various stages of end-to-end marketing including but not limited to electronic data mailing, demand generation and follow-up:

1. The bidder is expected to facilitate the minimum number enrolment of various programmes.
2. Produce Creatives and Display advertisements for social media
3. To provide end-to-end Go-To-Market (GTM) strategy for acquiring participants for IIM Shillong Executive Education Programmes.

4. Digital and Social Media Marketing: The service provider, after taking approval of IIM Shillong must formulate a result-oriented comprehensive social media promotion strategy on the social media websites. Webinars Developing and Hosting micro-website for lead generation. The bidder is responsible for conducting a webinar as and when the faculty chair/s of the programme request. The micro-website of the programme related information is for the lead generation.

5. Weekly MIS and Lead Dashboard sharing.

6. Managing the examination process

7. To provide state of the art learning management system that would be accessible to all faculty of IIM Shillong.

5. SPECIAL TERMS & CONDITIONS AND PAYMENT TERMS/ SCHEDULE

1. The service provider needs to submit a quarterly report on the performance of the facilities provided by them. IIM Shillong on its own can also conduct an independent assessment of the facilities provided by the service provider.

2. The relationship with IIM Shillong would be as a Service Provider to IIM Shillong, and shall not amount to a Franchisor-franchisee relationship or a partnership.

3. The use of IIM Shillong brand and logo name by the Service Provider shall be strictly as per norms/ specifications and guidelines defined by IIM Shillong.

4. All processes involved in the e-Learning programme such as selection of participants, enrolments, evaluation, teaching, assessment, certification etc. of the participants shall be carried out as per IIM Shillong policies and guidelines.

5. IIM Shillong will decide about the course fee and develop and issue all the course material to the participants either through service provider or direct to the participants.

6. IIM Shillong shall issue appropriate certificates as required to participants on closure of the awarded e-learning programme of IIM Shillong as per policy.

7. The service provider should not assign this contract in full or any part thereof to any third party.

8. Penalty clause: In the event of non-performance of any of the duties/ obligations or breach of any of the conditions arising out of the understanding, the bidder shall be liable for a penalty as mentioned hereunder:

a) The service provider will make its best effort to maintain a high level of service, and shall take note of all advice/ suggestions presented to them by IIM Shillong to improve the quality of the experience, and shall provide detailed explanation of why such suggestions are not implementable in case they decide to not implement certain suggestions.

b) If the service provider does promotional and marketing activities of any programme without institution approval, it will be considered unauthorized and INR 1,00,000/- will be levied per instance.

9. Payment Terms:

All fees, including programme fee, study material fee, boarding and lodging charges etc. shall be paid by the participants directly to the service provider or as decided by the Institute. The shareable revenue shall be released by the service provider based on the invoice raised by the Institute as described in Programme Description Sheet (PDS) agreed by both the parties. (Non-shareable items like boarding and lodging charges, etc. shall be excluded from the total Shareable revenue with bidders.)

Payment should be released within 30 days of submission of invoice by IIM Shillong, provided the same is complete and duly authenticated by the specified Officer(s) of IIM Shillong. Payment, including GST, shall be released by E-payment/NEFT/RTGS.

IIM Shillong will collect the fees and release the share of the revenue to the service provider as per the agreement by both parties.

10. Assignment and sub-contracting:

The service provider shall not assign, sub-contract, or sublet the whole or any part of the contract in any manner. In unavoidable circumstances, the successful bidder shall be able to do it with the prior approval of IIM Shillong. However, the work shall be sublet only to the party approved by IIM Shillong. Prior approval of IIM Shillong will be necessary to sublet the work

11. Exit Clause:

This is a service contract and the bidder has to complete the services as stipulated in FINANCIAL BID. However, if conditions are beyond control of the bidder and upon recommendation of the competent authority, the contract can be terminated after giving two months' notice period. Decision of Director, IIM Shillong would be final and binding to all. However, all on-going/existing service contracts must be completed as per discretion of Director, IIM Shillong.

18. Contract Agreement:

If required by IIM Shillong, the service provider must execute a contract Agreement with IIM Shillong on the non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only). The cost of stamp paper shall be borne by successful Bidder. IIM Shillong reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

19. Termination of the Contract:

(i) Termination due to service provider Default

If the service provider is in default under any of the provisions of this Contract, including but not limited to:

- (a) Failure to proceed with all or any part of the Contract or Contract Work with due diligence.
- (b) Any serious issue related to safety/ critical complaint from the participants.
- (c) Any issue including Technological failure, execution of marketing as per approved marketing plan, etc.
- (d) Failure to execute all or any part of the Contract or to perform any other obligations in accordance with the Contract.
- (e) Refusal or neglect to make good of defective service or after being instructed to do so by IIM Shillong.
- (f) Delay in executing the Contract
- (g) Abandoning the Contract
- (h) Assigning or subletting any part of the Contract Scope of Service without the prior written approval of IIM Shillong.
- (i) Failure to comply with Financial obligations of the contract in a time-bound manner.
- (j) Failure to comply with any Applicable Law.

then, and in any such event and without prejudice to any other rights or remedies that IIM Shillong may have, IIM Shillong may issue the service provider a written notice describing the default. If service provider does not commence remedy of the default within (10) Ten days after receipt of the notice, IIM Shillong may terminate all or any part of the Contract Service/ Empanelment under this Contract and may then complete or have others complete all such terminated Work at the consultant's sole risk and cost.

In case of such termination, service provider shall not be entitled to receive further payment, until the terminated Service is completed and accepted by IIM Shillong. If the costs incurred by IIM Shillong, including costs incurred in performing additional services to complete the Contract Scope of service and IIM Shillong overheads in this regard, exceed the unpaid balance of the Contract Price, the Contractor shall reimburse IIM Shillong such excess within ten (10) days after receipt of an invoice thereof.

The rights and remedies provided in this Article are in addition to the rights and remedies provided to IIM Shillong by law, equity, or under any other Article in this Contract. Such termination will not relieve the Contractor of its responsibility to its labourers, suppliers, or any other creditors, including IIM Shillong.

(ii) Termination for Convenience

IIM Shillong may, at its discretion, terminate for convenience the contract, at any time by written notice to service provider(s). Such notice shall specify the extent to which the performance of Service is terminated and the effective date of such termination

20. FINANCIAL BID

1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. A sample BOQ is placed herewith in excel sheet format.
3. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.
4. Rate quoted is exclusive of GST.

Sample Financial Bid for conducting Certificate Program in General Management

Tender Inviting Authority:						
Name of Work:						
Contract No:						
Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
SI. No.	Item Description	Quantity	Units	Revenue Share in % with the Institute	Quoted rate in Figures	Quoted rate in words
1	2	4	5	13	54	55
1.01	Revenue share with the Institute (Percentage of revenue generated shared with the Institute)	1	Nos			
Total in Figures						
Quoted Rate in Words						

ANNEXURE- I

**PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER DOCUMENT,
DECLARATION AND BIDDER DETAILS**

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref no.

Date:

To
The Chief Administrative Officer
IIM SHILLONG
Umsawli, Shillong - 793 018.

Sub:

" _____
_____." against Tender No: ___ Dated ___/___/___

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work "
_____." as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole works/ supply/ service in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above works/supply/service, I/We hereby submit the relevant information.
2. I/We have paid the EMD or I/ We are exempted being MSME registered firm. A valid certificate is enclosed.
3. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
4. I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ supply /services during the last 5 years.

Date.....day of.....2026

Name of the Bidder with Address:

Name:

Address:

Signature of Bidder(s), with the seal of Firm

INTEGRITY PACT

To,

The Intending Bidders,

.....,

.....

Sub: NIT No. for the work

“ _____ ”

Dear Sir,

It is here by declared that IIM, Shillong is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender is an invitation to offer made on the condition that the Bidder will sign the Integrity Agreement, which is an integral part of tender/bid documents, failing which the bidder will stand disqualified from the bidding process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IIM, Shillong.

Yours faithfully

Sd/-

Chief Administrative Offer

IIM Shillong.

INTEGRITY PACT

To,
The Director,
IIM, Shillong

Sub: Submission of tender / Bid for the “ _____
_____ ”

Dear Sir,

I/We acknowledge that IIM, Shillong is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender / Bid is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender/bid documents, failing which I/We will stand disqualified from the bidding process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by IIM, Shillong. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, IIM, Shillong shall have unqualified, absolute and unfettered right to disqualify the tenderer / bidder and reject the bid/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder along with Name and Designation)

This document has to be on the Letter Head of the Vendor / Bidder.

To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of IIM.

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this..... day of2025.

BETWEEN

IIM Shillong represented through **Chief Administrative Officer** (Hereinafter referred as the '**Principal/Owner**', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....
(Name and Address of the Individual/firm/Company) through.....(Hereinafter referred to as the (Details of duly authorized signatory) "**Bidder/Contractor**" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No. **.) (hereinafter referred to as "**Tender/Bid**") and intends to award, under laid down organizational procedure, contract "

_____"
hereinafter referred to as the "**Contract**".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

(a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

(c) The Principal/Owner will endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:

a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/ Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per Proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.**

5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner will have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/ Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**

2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.

3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government

or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.

3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.

2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.

3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 60 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, Bidder.

Article 7- Other Provisions

1) This Pact is subject to Indian Law, place of performance and jurisdiction is the **Headquarters of the Division** of the Principal/Owner, who has floated the Tender.

2) Changes and supplements need to be made in writing. Side agreements have not been made.

3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this **Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration**

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of Bidder/Contractor)

WITNESSES:

1.
(Signature, name and address)

2.
(Signature, name and address)

Place:

Dated: