

MINUTES OF PRE-BID MEETING TOWARD TENDER FOR

Notice Inviting e-Tender (NIT) for the work of Empanelment of Edu-tech Firms for Providing Technology & Marketing Services for IIM Mumbai to conduct Online/Blended Open Executive Education Programs & other related services for

1) Short Term Programmes 2) Long Term Programmes

Venue: IIMM SRIC office conference room

Date: March 28, 2024.

Meeting Start time: 3.30 pm

Meeting End time: 4.45 pm

Mode of the meeting: Online (MS team)

Agenda: Prebid Meeting with prospective bidders those who are interested to participate in the tendering process.

1. Introduction
2. Acquaintance with the tender procedures
3. Question and Answers

DEAN SRIC (IIM Mumbai) chaired a meeting with the representatives of the following organisation. The designated committee members/officials of the IIM Mumbai attended the meeting. The Prebid meeting was conducted online and the communication to the interested prospective bidders was communicated through the link shared on the website.

The following are the details of the Executives and their organization names who participated in the pre-bid meeting:

Sr.No	Name of Organisation	Represented by
1	Nulearn	Mr. Arush Gupta
2	Times pro	Mr.Rahul Sharma, Ms. Rutuja Chawan, Mr. Vivekananda Bhattacharya, Mr. Sunil Sood
3	Jaro Education	Ms. Ramalika
4	Accredian	Ms. Hemanka
5	Talent sprint	Ms. Debjani
6	Emeritus	Mr. Vishal Vashist, Mr. Ankit Kumar

7	Team lease	Ms. Shetty Varsha, Ms. Geetika,
8	Eruditus	Ms. Vadlamudi Swetha
9	-	Ms. Surbhi, Mr. Rithwick,

The Institute - IIM Mumbai opened the meeting and welcomed the prospective bidders.

- The Dean SRIC, briefly introduced members of IIM Mumbai who joined the meeting.
- The participating organizations were asked to introduce themselves.
- Post introduction, the members present briefly explained the scope of the tender document as published by IIM Mumbai.
- Subsequently, representatives from the Edu-tech organization were given the opportunity to raise their queries/concerns regarding the tender.
- In order to bring uniformity and clarity among the prospective bidders on various terms and conditions as mentioned in the tender document, the queries received from bidders during the pre-bid meeting were discussed and clarified.
- There were no further questions asked. The meeting was closed/ended at 4.45 pm with a vote of thanks to the Chair.
- The tender document stands modified to the extent of the below reply/clarification given against the query of the bidder (s). These minutes of the pre-bid meeting shall form part of the bid document. The remaining provision with terms and conditions of the tender document remains unchanged.
- The IIM Mumbai team has clarified the queries and the same are presented/ reproduced below in the table.

Sr No	Query	Response	Remarks
1	Is there a requirement for service providers to apply for both short- and long-term programs, or were they given the option to choose only one?	<p>It is preferred that the bidder participates in both short-term and long-term programs.</p> <p>The Bidders should communicate explicitly about their bidding choice 1. Short-term Only 2. Long-term Only 3. Both Short-term and Long-term programs. The bidder's technical bids will be evaluated as per the technical evaluation criteria specified in the tender document.</p>	
2	What is the nature of short-term and long-term programs?	<p>Short-term Programs – All Open programs for Industry executives of min 3 3-day duration (18 Hrs.) up to 6 – 9 months' durations (90-120 Hrs. or up to 150-180 Hrs.) (Less than one year)</p> <p>Long-Term Programs: All open programs for Industry executives / Other participants of more than or equal to 1-year duration (from 400 Hrs. + to 900 Hrs. +). The programs such as the PGP Certificate, PGPEX, e-MBA, and other similar nomenclature as prescribed by the authorities, will all come under the long-term category</p>	
3	Are services provided by Edu-tech organizations to universities or institutes listed in the NIRF top 100, apart	<p>The clarification is provided as below;</p> <p>Services provided to all government institutions specially IIMs, IITs, ISB, NITs, IISERs, and other Central</p>	The services provided by the bidder are to be submitted in the format

	from IIMs, IITs, ISB, NITs, and IISERs, taken into consideration?	government institutions with NIRF ranking up to 100 will be considered.	given as FORMAT-1 - 1
4	What Proof of work is required to be uploaded for service provided by the bidder?	<p>Bidder to provide a consolidated statement which is duly signed by the Head of the Organization and certified by the Chartered Accountant.</p> <p>Bidders are encouraged to provide Program Description Sheets (PDS) (which can be Duly blacked out with confidential information) signed between the bidder and the corresponding Institution.</p>	Bidders are to provide a consolidated statement giving the details for each program, including titles, institutions, coordinators, contact hours, admission numbers, & Course completed numbers, in the last 3 years as per FORMAT 2
5	How evaluation would be carried out for the technical and financial bid?	The technical bid serves as a qualifier and is based on all the criteria specified in the bid document. The final selection will be based on the financial bids of all technically qualified bidders. The bid with the lowest revenue share percentage for the bidder (bidder share: Institution share) as quoted by the bidder will be selected.	

		The technical bid primarily focuses on fulfilling eligibility criteria (Tender notice Page No. 4) without a scoring mechanism for ranking. To resolve the ties in the evaluation process, several factors are considered (Tender Notice Page No 4)	
6	What will be the empanelment process?	The process of empanelment is as given in the tender document. Post-empanelment, the empaneled partners for particular programs will be based on factors such as expertise in different areas, reach in the potential market identified, and the revenue-generating potential for the program	
7	What are the Proof documents required for Workforce and/or Professionals working in the organization?	As per tender guidelines, the bidder is required to provide the Organization structure along with the documentation proof for the same.	Along with Organization structure, data related to the workforce and professionals be provided as per FORMAT 3
8	Who is responsible for program delivery and customization?	The delivery of programs will be primarily handled by the Institution i.e. IIM Mumbai. If the bidder receives a request for the Customization of programs from corporate, it will be handled by IIM Mumbai	

		nominated executive. The bidder should pass on this query/request to the nominated Executive of IIM Mumbai.	
9	What will be the Examination/Evaluation Process for certification and other long-term programs?	The Examination/evaluation method to be adopted among the different methods of evaluation, including proctored exams, projects, case studies, capstone projects or any other will be considered as per the guidelines approved in the EACH Program Description Sheet.	
10	Whether subcontracting is allowed for the conduct of the exams at the extension centers. Whether there will be Institute immersion programs.	Subcontracting is not allowed for the conduct of examination services and it is preferably done at the extension/learning centers of the bidders. Campus immersion programs at regular intervals will be conducted to enhance the learning experience as per the agreed Program Descriptions Sheet (PDS)	
11	What documents will be considered to identify “blacklisted” bidder?	The bidder will submit format no.2 (page no.17) to confirm the same.	
12	Explain the penalty clause in terms of non-fulfillment of admission count.	At the beginning of each program, the institution and bidder will mutually agree on the minimum and the maximum number of participants for each program. This will be signed explicitly in the Programme Description Sheet (PDS). Failure on the part of the bidder to reach the minimum numbers shall attract a penalty as specified in PDS.	

13	Give the details required for offline EMD payment.	<p>The bank details of the Institute account are as below.</p> <p>Bank name - State Bank of India</p> <p>Account Name - IIM Mumbai (NITIE) Main Account</p> <p>Current Account No. - 10007680096</p> <p>IFSC code - SBIN0009055</p> <p>MICR No - 400002117</p> <p>Branch Name -NITIE Vihar Lake</p> <p>Branch Code - 09055</p> <p>GST Number - 27AAATN2254R1Z3</p> <p>The State of Registration - Maharashtra</p> <p>PAN - AAATN2254R</p> <p>TAN - MUMN11547E</p> <p>Name of the Institute: INDIAN INSTITUTE OF MANAGEMENT (IIM Mumbai)</p> <p>Address: Vihar Lake, P.O. NITIE, MUMBAI —400087.</p> <p>Telephone: (022) 2803 5200 FAX: (022) 2857 3251,</p> <p>Website: https://www.iimmumbai.ac.in</p> <p>e-mail: cpsec@iimmumbai.ac.in</p>	
----	---	--	--

FORMAT 1

Provide the details of the service provided for other institutes in below format:

Sr.No.	Financial year	Name of the institute and NIRF Ranking (in the respective year)	No short-term program with Title	No. of long-term programs with Title
1	2020-2021			
2	2021-2022			
3	2022-2023			
4	2023-2024			

FORMAT 2

Sr.no	Name of the Academic institute	Title of The Program	Programs Coordinator	Type of Service Short-term/Long term	Duration of Program	Contact Hour of the programs	Participants Numbers Admitted	Participants Numbers Completed	PDS attached Y / N
1	XYZ	Project Management	VKK/ GRR	Short term	6 month	90 hrs	156	145	

FORMAT 3

Top Management			Technical staff			Marketing staff			Administrative Staff		
Name	Qualifica tion	Experien ce	Name	Qualifica tion	Experien ce	Name	Qualifica tion	Experien ce	Name	Qualifica tion	Experien ce