



Indian Institute of Technology Delhi

Dept. of Management Studies

Call for Quotations for an International Educational Exchange Programme Consultancy Firm

Dept. of Management Studies, Indian Institute of Technology Delhi is in the process of executing a regular short term international educational exchange programme as a part of its MBA curriculum in coming years. The programme called as 'Global Field Study' (GFS) will be of two weeks wherein the MBA students will visit reputed business schools and multinational firms in the foreign countries. For this cycle, GFS will be undertaken in three sites: (1) USA, (2) Europe, and (3) Asia [China & Singapore]. The GFS will enable the students to experience advanced learning from the globally reputed business schools and multinationals in person through guest lectures and industrial visits. IIT Delhi invites quotations from the interested consultancy firms to serve as coordinators for the GFS programme.

The consultancy firm will serve as the contact point for the external world jointly with a faculty member from IIT Delhi. One faculty member from Dept. of Management Studies, IIT Delhi will be accompanying the students group. The firm will be responsible for all the activities required for the programme which include establishing contacts in foreign countries, finalizing itinerary, booking flight tickets, boarding, lodging, medical insurance and local hospitality etc.

The contract will be initially for one year and renewable for three years, after evaluation. It can be terminated from either side with four months notice.

Kindly send your technical and financial bids separately in sealed envelopes.

The technical bid should have the following:

1. The consultancy firm must be registered with the Indian laws.
2. The firm shall have more than three years' experience in the similar field.
3. The firm should have been in the profession continuously for the past three years.
4. The firm shall submit self-attested copies of all certificates and registration, which are required to substantiate the eligibility.
5. Evidence of have prior experience of working in a similar exchange programme with government institutions like IITs or IIMs. The evidence shall show the nature, extent and cost of similar work.
6. References (including official email ids or phone numbers) from the institutions where the consultancy firm is working / have worked.
7. Primary contact person of the consultancy firm and his/her CV.
8. Complete mailing address of the firm.
9. The firm should have an average annual turnover of Indian rupees two crores for the work taken up during the last three years ending 31st March 2013. Attested copies of

audited balance sheet along with Income Tax Return filed with IT Department to be enclosed.

Firms that do not meet this criteria can also apply. However, the decision of the committee will be final on whether to consider them in the selection or not.

10. The firm shall submit Bid Security worth 2% of the estimated cost. The security shall be in favour of 'The Registrar, IIT Delhi', and in the form of Account Payee Draft, Demand Draft, Fixed Deposit Receipt, Bankers' cheque or Bank Guarantee from any of the commercial banks in an acceptable form. If the bid is unsuccessful, the security will be returned at the earliest after expiry of the final bid validity and latest on or before 15th day after the award of the contract.
11. An itinerary which was followed in an earlier programme.
12. One or two sets of proposed itinerary for two weeks for at least one site mentioned above. They should contain the following:
 - a. Participation by at least three business schools in the selected country which should be from top 50 as per the recent rankings from the *Bloomberg Business Week* and the *Forbes*.
 - b. Visits to at least three Fortune 500 companies who have presence in India.
 - c. Name of the at least two contact persons in the foreign country - one from the business school and one from the industry.
 - d. Nature of boarding and lodging provided to the students and the accompanying faculty member.

The financial bid should have the following:

1. Minimum number of students required for one trip.
2. Total cost of one trip. Cost per student in Indian rupees for the financial year 2013-2014, 2014-2015, and 2015-2016.

All the documents submitted by the firm should be signed. The financial bids will be opened / considered only for the firms that qualify the conditions mentioned in the technical bid. The shortlisted firms may be requested to do a presentation and provide additional information before opening financial bids. The committee may select different vendors for different countries. As such area specific bids may be submitted. The successful bidder may be requested to submit Performance Security of 5% of the total estimate while signing the contract to ensure due performance of the contract.

IIT Delhi will be paying INR. 50000 per student directly to the agency, and only after the work. The balance money will be paid by the students directly to the agency, of which 10 percent will be disbursed only after the work.

IIT Delhi is not liable to furnish any information or give any reasons for accepting / rejecting quotations at any stage of evaluation and related to any part of selection process. It reserves the right to issue amendments, additions etc at any stage of the selection process, which shall be binding on all parties. All applicants are advised to visit the website of IIT Delhi regularly for updates about the Terms of Reference. The documents and other information provided by IIT Delhi shall remain confidential and information provided by the applicant will remain the property of IIT Delhi.

IIT Delhi reserves the right to amend, alter, modify, add or delete in part or full any requirements or terms & conditions including date of submission and other information at any time during the process. However, such changes will be communicated to all shortlisted bidders for revising the financial bids.

Both separately sealed technical and financial bids should be sent in a single sealed envelope super- scribed, ' **Global Field Study - Dept. of Management Studies, IIT Delhi**', before 27 Dec 2013, 1630 Hrs to:

The Head
Dept. of Management Studies
Vishwakarma Bhawan
Indian Institute of Technology Delhi
Hauz Khas, New Delhi. 110106

Delayed submissions will not be accepted. No request to extend the deadline will be entertained.
