



विद्या परं दैवतम्

**IIM**

भारतीय प्रबंध संस्थान विशाखपट्टणम  
Indian Institute of Management Visakhapatnam

**INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM**

Andhra Bank School of Business Building, Andhra University Campus,  
Visakhapatnam – 530 003

Ph: +91 891-282 4444

Website: <https://www.iimv.ac.in/>

**Expression of Interest (EOI)**

**For**

**Empanelment of Edu-tech Firms for Conducting Online Open Executive Education  
Programs at IIM Visakhapatnam**

**24<sup>th</sup> September, 2020**

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## 1. TEXT OF ADVERTISEMENT

**INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM  
Andhra Bank School of Business Building,  
Andhra University Campus,  
Visakhapatnam – 530 003**

### **INVITATION FOR EXPRESSION OF INTEREST**

Indian Institute of Management Visakhapatnam (IIMV) invites sealed Expression of Interest (EOI) from Edu-Tech companies for conducting online executive education programs at IIMV.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [www.iimv.ac.in](http://www.iimv.ac.in).

Further details, if any, may be obtained from Senior Administrative Officer, Indian Institute of Management Visakhapatnam, during working hours.

Last date for submission of EOI is 8<sup>th</sup> October 2020 up to 1400 hrs. Sealed envelope marked to the captioned address, containing EOI may be submitted mentioning “EOI for conducting online executive education programs at IIMV” on the top cover:

“Senior Administrative Officer  
Indian Institute of Management Visakhapatnam  
Andhra Bank School of Business Building  
Andhra University Campus  
Visakhapatnam 530003  
Ph: 0891 2824 444”

Only applicants meeting the pre-qualification criteria will be subsequently issued with the Request for Proposal (RfP) document. Thereafter, these applicants may be invited for presentation / proposal before the selection committee of IIMV.

**Note:** IIMV reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and IIMV reserves the right to amend/add further details in the EOI. All such amendments/addendums shall be published on IIMV website only. No separate communication will be sent to the parties/individuals.

## 2. LETTER OF INVITATION

**INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM  
Andhra Bank School of Business Building,  
Andhra University Campus,  
Visakhapatnam – 530 003**

No.

Dated:

Dear Sir/Madam,

Indian Institute of Management (IIMV) invites sealed Expression of Interest (EOI) from Edu-Tech companies for conducting online executive education programs at IIMV.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available on the IIMV website [www.iimv.ac.in](http://www.iimv.ac.in).

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 8<sup>th</sup> October 2020.

“Senior Administrative Officer  
Indian Institute of Management Visakhapatnam  
Andhra Bank School of Business Building  
Andhra University Campus  
Visakhapatnam 530003  
Ph: 0891 2824 444”

Queries if any may be referred in writing to the Senior Administrative Officer, at the above mentioned address or Telephone No. 0891 2824 444 or at E-mail: [SAO@iimv.ac.in](mailto:SAO@iimv.ac.in)

S. No.	Critical Dates	Date	Time
1.	Publishing Date	24.09.2020	
2.	Document Download Start Date	24.09.2020	10.00 hrs
3.	Document Download End Date	08.10.2020	12.00 hrs
4.	EOI Submission Start Date	24.09.2020	10.00 hrs
5.	EOI Submission End Date	08.10.2020	14.00 hrs
6.	EOI Opening Date	08.10.2020	15.00 hrs

Yours faithfully,

Senior Administrative Officer  
Indian Institute of Management Visakhapatnam

Encl.: EOI Document.

### 3. OBJECTIVE:

- 3.1** Indian Institute of Management Visakhapatnam (IIMV) belongs to the prestigious IIM family of business schools. It is a new generation IIM, set up by the Government of India in September 2015. The Indian Institutes of Management Act 2017 declares IIMs as Institutions of National Importance, empowered to attain standards of global excellence in management, management research and allied areas of knowledge. IIM Visakhapatnam is currently located in its temporary, but state-of-the-art facility in the salubrious Andhra University campus in the ‘City of Destiny’, Visakhapatnam. The Institute has begun the process for building a permanent, full-fledged, world-class campus on approx. 230 acres of land in the (relative) vicinity of the upcoming green-field international airport, about 25 kilometers from the present (temporary/transit) campus. The first phase of the new facility is expected to be functional by 2021.
- 3.2** The Institute has, slowly and steadily, established itself as a name to reckon with, among the IIMs. Along with the flagship MBA Program, the Institute has been successfully conducting the PhD, PGPEX and PGPDGM programs. Now the institute is planning to enter the executive education market in a big way to enhance its visibility and credibility. The Institute is already conducting customized Management Development Programs (MDPs) and is steadily emerging as a sought-after source, by both the Government as well as the Public and Private Sectors.
- 3.3** The institute now wishes to partner with leading edu-tech firms to scale up its online executive education activities. The focus of this document is ONLY on Online Open Executive Education Programs. These programs would be organized by faculty members on a topic of interest. The faculty members may be from different areas, but the broad domain for the Online Open Executive Education Program would be the same. For instance, faculty from HR and IS may come together to offer an Online Open Executive Education Program on HR Analytics. These programs would run as 3 to 4-month certificate program with 50 hours of teaching. IIMV would be responsible for:
- Curriculum design, program development, and delivery of the same.
  - IT infrastructure needed for faculty members will be provided by IIMV. There is no need for a separate studio to be set up at IIMV campus.
  - Setting up admission criterion for prospective participants into each of the Programs.
  - Deputation of the faculty for delivery of lectures without disruption and ensuring that the schedules drawn on faculty and timing are adhered to.
  - Providing course material to all the participants.
  - Providing certification and accreditation to the participants as applicable for the Program.

#### **4. SCOPE OF WORK:**

Indian Institute of Management Visakhapatnam (IIMV) invites Expression of Interest (EOI) from registered well established Edu Tech Companies having adequate experience in conducting online open executive education programs. The responsibility of the vendor would be:

- To provide IIMV with up-to-date market research and feedback to enable it to design appropriate online open executive education programs.
- To undertake all necessary marketing activities to acquire a minimum of 50 students for each program.
- To establish a dedicated helpline to support the accessing and usage related issues raised by the students.
- To provide appropriate customer service, customer training, and equipment maintenance, and collect all monies from students on behalf of IIMV for providing the service.
- To ensure technical snag free telecast of material developed and delivered by Institute through the electronic channels.
- To provide state-of-the-art learning management system that would be accessible to all faculty of IIMV.
- To manage the examination process.
- To ensure that all software used in the delivery of the program is duly licensed and within the legal bounds of Indian law.

#### **5. VENUE & DEADLINE FOR SUBMISSION OF PROPOSAL**

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to IIMV at the address specified herein earlier. In exceptional circumstances and at its discretion, IIMV may extend the deadline for submission of proposals by issuing an amendment to be made available on the IIMV website, in which case all rights and obligations of IIMV and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended.

#### **6. VALIDITY OF OFFER:**

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by IIMV.

## 7. INSTRUCTIONS TO APPLICANTS

### 7.1 Submission of EOI

The Expression of Interest is to be submitted in the manner prescribed below:

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Mandatory Documents as per Eligibility Criteria as per Format-3 (along with all supporting documents mentioned thereon).
- d) Additional information as per Format-4 (along with all supporting documents).
- e) Declaration as per Format-5.
- f) Expression of Interest – all the pages of EoI shall be duly signed and attached at the end, as a token of acceptance of all the terms and conditions mentioned thereon.

- All document shall be attested by the authorized signatory, stamped, arranged in above order, serially numbered and bounded (spiral/hardbound).
- **TWO** sets of above documents shall be placed in two separate envelopes labelled Set-1 & Set-2 and these two envelopes to be placed in one outer bigger envelope, addressed and sent to the Senior Administrative Officer as mentioned in the Letter of Invitation.
- The outer envelope shall contain the name, contact details of the Applicant clearly and labelled as **“EOI for Empanelment of Edu-tech Firms for Conducting Online Open Executive Education Programs at IIM Visakhapatnam”**.
- **EOIs** received after the last date and time mentioned in the Letter of Invitation shall NOT be accepted

- 7.2 EOI Documents have been hosted on the website [www.iimv.ac.in](http://www.iimv.ac.in) and may be downloaded from the website.

The applicants are expected to examine all instructions, forms, terms, and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

## 8. ELIGIBILITY CRITERIA:

Following will be the minimum pre-qualification criteria. Each eligible edu-tech firm should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

- a. The applicant should have minimum 3 (three) years of experience (as on the closing date for the submission of the EOI) in designing, marketing, conducting and managing end-to-end, online open executive education programs<sup>1</sup> of Indian

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<sup>1</sup> Online open executive education programs would include synchronous teaching in the blended mode with majority of the delivery through online, direct-to-device applications. 'Open' education programs are widely "announced" or notified programs in the media for participation students/participants from across India/abroad and exclude those programs offered to the employees of a specific client/company.

Institutes of Management (IIMs) OR other top business schools (NIRF top 20 as per 2020 rankings) of the country. The applicant should attach copies of the purchase orders / contracts and satisfactory work/task completion reports to this effect. It is essential that such experience registered / gained is not prior to the past five completed financial years viz. not before 01 April 2015.

- b. The applicant must have provided services as above to at least two higher educational institutions [viz. Indian Institutes of Management (IIMs) OR other top business schools (NIRF top 20 as per 2020 rankings) of the country] in the past two years (as on the closing date for the submission of the EOI) and at least one of them must be a current client.
- c. The applicant shall be a legal entity registered under suitable Act of India.
- d. Applicant should have PAN and a valid registration under GST.
- e. The applicant should not have incurred net losses (i.e. earnings after interest, tax, depreciation, and amortization) in the immediate past three completed financial years, as per audited statements (to be attached).
- f. The applicant (including its promoters, partners, directors, key management personnel etc.) should not have ever been declared insolvent by any bank, financial institution or any competent statutory or regulatory authority.
- g. No criminal case must have ever been initiated, registered or pending against the applicant (including its promoters, partners, directors, key management personnel etc.) nor must any of its promoters, partners, board of directors, key management personnel etc. have ever been convicted by any court of law in India or abroad, for any reason.
- h. The applicant should not have been blacklisted at any point of time by any Central or State Govt or their attached or subordinate offices, autonomous bodies or societies or PSU (whether such blacklisting is subsisting now or not).
- i. All supporting documents in support of above clauses shall be produced along with EOI documents. As the EOI is evaluated based on these documents, applicants are advised to attach as much relevant documentation as available with it.

## **9. EVALUATION CRITERIA AND METHOD OF EVALUATION:**

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of assignment (as described under Eligibility Criteria).
- c. Short listed applicants will be issued Request for Proposal (RfP) Documents and asked to submit their proposals in a sealed envelope.



**10. CONDITION UNDER WHICH EOI IS ISSUED:**

The EOI is not an offer and is issued with no commitment. IIMV reserves the right to withdraw EOI and or vary any part thereof at any stage. IIMV further reserves the right to disqualify any applicant, should it be so necessary at any stage.

**11. LAST DATE OF SUBMISSION OF EOI:**

Please refer to the letter of invitation, for last date and time for submission of EoI.

**12 FORMATS FOR SUBMISSION:**

**FORMAT – 1**

**APPLICANT’S EXPRESSION OF INTEREST**

To,  
Senior Administrative Officer  
Indian Institute of Management Visakhapatnam  
Andhra Bank School of Business Building  
Andhra University Campus  
Visakhapatnam 530003

**Sub: Submission of Expression of Interest for Empanelment of Edu-tech Firms for Conducting Online Open Executive Education Programs at IIM Visakhapatnam**

In response to the Invitation for Expressions of Interest (EOI) published on 24<sup>th</sup> September 2020 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Mandatory documents as per eligibility criteria (Format-3)
3. Additional information (Format-4)
4. Declaration (Format-5)

Sincerely Yours,  
Signature of the applicant  
[Full name of applicant]  
Stamp.....  
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

**FORMAT – 2**

<b>S. No</b>	<b>Organizational Contact Details</b>	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of legal entity (company, partnership firm, proprietary firm, society etc.)	
4.	Address of registered office with telephone no. & fax	
5.	Name of Authorized Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

**FORMAT – 3**

**Mandatory Documents as per eligibility criteria**

<b>S.No.</b>	<b>Criteria Item</b>	<b>Documents to be Submitted (Attested photocopies)</b>	<b>Submitted YES / NO</b>
8.a	The applicant should have minimum 3 (three) years of experience in last 5 Financial Years (as on the closing date for the submission of the EOI) in designing, marketing, conducting and managing end-to-end, online open executive education programs <sup>2</sup> of Indian Institutes of Management (IIMs) OR other top business schools (NIRF top 20 as per 2020 rankings) of the country.	Copies of the purchase orders / contracts and satisfactory work/task completion reports to this effect. It is essential that such experience registered / gained is not prior to the past five completed financial years viz. not before 01 April 2015.	
8.b	The applicant must have provided services as above to at least two higher educational institutions [viz. Indian Institutes of Management (IIMs) OR other top business schools (NIRF top 20 as per 2020 rankings) of the country] in the past two years (as on the closing date for the submission of the EOI) and at least one of them must be a current client	Copies of the purchase orders / contracts and satisfactory work/task completion reports to this effect.	
8.c	The applicant shall be a legal entity registered under suitable Act of India.	Copy of Certificate of registration of the firm/ company/ proprietorship establishment	
8.d	Applicant should have PAN and a valid registration under GST	Copies of PAN card and GST registration certificate	
8.e	The applicant should not have incurred net losses (i.e. earnings after interest, tax, depreciation, and amortization) in the immediate past three completed financial years, as per audited statements.	Audited accounts statements/Balance sheet/ Certificate from CA/Accounting firms to be attached	
8.f	The applicant (including its promoters, partners, directors, key management personnel etc.) should not have ever been declared insolvent by any bank, financial institution or any competent statutory or regulatory authority.	Declaration as per Format-5	
8.g	No criminal case must have ever been initiated, registered or pending against the applicant (including its promoters, partners, directors, key management personnel etc.) nor must any of its promoters, partners, board of directors, key management personnel etc. have ever been convicted by	Declaration as per Format-5	

<sup>2</sup> Online open executive education programs would include synchronous teaching in the blended mode with majority of the delivery through online, direct-to-device applications. ‘Open’ education programs are widely “announced” or notified programs in the media for participation students/participants from across India/abroad and exclude those programs offered to the employees of a specific client/company.

	any court of law in India or abroad, for any reason.		
8.h	The applicant should not have been blacklisted at any point of time by any Central or State Govt or their attached or subordinate offices, autonomous bodies or societies or PSU (whether such blacklisting is subsisting now or not).	Declaration as per Format-5	

- The EOI without any of these documents shall be treated as incomplete and liable for rejection.
- The EOI with documents NOT matching with above eligibility criteria and incomplete documents will be declared as ‘Not eligible’.
- All document shall be attested by the authorized signatory, stamped, serially numbered and bounded (spiral/hardbound).

All the information and documents provided herewith is complete, genuine, and accurate. We understand, if at any stage it is found that any of the information/document is found suppressed, false, fake or fabricated, the proposal shall be rejected. If it is found after awarding contract, the same shall be terminated without any notice and without any liability to IIMV, without prejudice to the penal proceedings the Institute may initiate under Law.

Name of the applicant:

Authorized Person’s Signature.

Name and Designation:

Date of Signature:

**FORMAT – 4**

**Additional Information**

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of applicant

Stamp & Date

**FORMAT – 5**  
(to be printed on Applicant's letterhead)

**Declaration**

To:  
The Senior Administrative Officer  
Indian Institute of Management Visakhapatnam  
Andhra Bank School of Business Building  
Andhra University Campus  
Visakhapatnam 530 003

**Subject:** Declaration in connection with EOI for Empanelment of Edu-tech Firms for Conducting Online Open Executive Education Programs at IIM Visakhapatnam.

Dear Sir,

This is to notify you that our Firm/Company/Organization intends to submit our expression of interest for Empanelment of Edu-tech Firms for Conducting Online Open Executive Education Programs at IIM Visakhapatnam. In accordance with the above we hereby declare that:

- a. We are not involved in any litigation with any of our clients as on date;
- b. There is nothing adverse about our firm/entity or its activities and functions or about the partners, promoters, directors or key management personnel may have an impact affecting or compromising the design, marketing and delivery of services as may be required under this assignment.
- c. There are no other disclosures to be made by us (other than those explicitly stated), that are connected with, related to or having a bearing on this assignment.
- d. Neither our firm/entity nor our promoters, partners, directors, key management personnel etc.) have been declared insolvent by any bank, financial institution or any competent statutory or regulatory authority.
- e. No criminal case has been initiated, registered or pending against our firm/entity (including our promoters, partners, directors, key management personnel etc.); nor have any of our promoters, partners, board of directors, key management personnel etc. ever been convicted by any court of law in India or abroad, for any reason.
- f. Neither our firm/entity nor any of our promoters, partners, directors, key management personnel etc.) have ever been blacklisted at any point of time by any Central or State Govt or their attached or subordinate offices, autonomous bodies or societies or PSU.

Sincerely,

Date:

Signature:

[Authorized Signatory]

Place:

Full name:

(Seal)

Important Note: Please strike out whichever above is not applicable and attach an explanatory note.