



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

Fax No: 0364-2230041

www.iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/26-27/021

Dated: 07.09.2026

Sub: Notice Inviting Quotations for Conducting Mock HR Interview Workshop

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services addressed to the Director, IIM Shillong, Umsawli, Shillong-793018 with the subject ***“Quotations for Conducting Mock HR Interview Workshop”*** Enquiry No. with due date and the offer to be sent by E-mail to **srmgr.stores@iimshillong.ac.in** latest by 14 Sept 2026 by 03:00 pm.

(Detailed Description)

Sl No.	Component	Rate quoted in Rs incl. of taxes
1	Per-student professional fee including taxes	
2	Estimated total for 400 students including taxes	
3	Offline/hybrid incremental cost, if any	
4	Platform/administrative charge, if any	
5	Travel/accommodation/logistics, if any	
6	Grand Total (Incl. of taxes)	

All inclusions/exclusions must be stated transparently. The Institute may benchmark proposals on a like for-like basis using the confirmed number of students.

The above mentioned rate is inclusive of all taxes.

A. Scope of Work/ Terms of Reference

1. Objectives

- Provide each participating student with one individual mock HR interview conducted by an experienced interviewer.
- Assess competencies relevant to MBA HR/fitment interviews, including communication, motivation, behavioural responses, clarity of thought, leadership/team orientation, self-awareness and overall fit.
- Create a realistic interview environment comparable to a professional HR/placement round.
- Provide timely, structured and actionable feedback to each student.
- Identify recurring cohort-level strengths and development areas without compromising individual confidentiality.

2. Scope of Work

- Student-wise interviews: One 1-on-1 mock HR interview per confirmed student; target duration approximately 25-30 minutes inclusive of feedback, or an equivalent structure proposed by the bidder. Questions should be profile-sensitive and may cover behavioural, situational, motivation/fit, academic/career and CV-based areas.
- Interviewer panel: Deploy experienced interviewers with demonstrable MBA recruitment, HR, corporate hiring, management education or equivalent experience. The bidder shall provide interviewer credentials and use a common assessment rubric.
- Assessment and feedback: Provide individual actionable feedback and a structured competency scorecard. Provide a consolidated, non-identifying cohort report on recurring strengths, gaps and recommendations.
- Scheduling and operations: Coordinate student-wise slots, provide a project coordinator, support reasonable rescheduling, maintain interviewer contingency and submit completion/attendance status.

3. Preferred Delivery Model

- The Institute may consider online, offline or hybrid delivery. Student preference data available with usHR indicates a preference for offline delivery; bidders must clearly state the proposed mode, infrastructure requirements and any commercial implications.
- Online: bidder provides the platform/process. Offline: interviews at an Institute-designated venue, with travel/logistics clearly stated. Hybrid: combination of both, subject to Institute approval.

4. Indicative Service Levels

- Propose the fastest feasible completion timeline; the planning benchmark is approximately 2-3 weeks from finalisation of the student list and schedule, unless otherwise agreed.

- State the exact feedback turnaround in the bid and promptly flag any risk to the agreed schedule.
- Maintain agreed interview completion levels and provide prompt escalation for operational or technical issues.

5. Expected Quality Standards

- Interviews must be professional, structured and relevant to MBA HR/placement rounds.
- Assessment should be competency-oriented and reasonably consistent across interviewers while allowing profile-specific questioning.
- Feedback should identify specific strengths, gaps and improvement actions rather than only providing a score.

6. Data Privacy and Confidentiality

- Student CVs, interview responses, scores, feedback and personal information shall be treated as confidential and used solely for the contracted services.
- No marketing, publicity or solicitation use is permitted without prior written Institute approval. Individual assessment data shall be shared only with authorised recipients.
- The bidder shall maintain reasonable information-security practices for storage, access, transfer and deletion of student information.

7. Vendor Eligibility / Preferred Experience

- Relevant experience in mock interviews, assessment centres, employability interventions, MBA interview preparation or comparable professional engagements.
- Prior experience with B-schools, MBA cohorts, universities or corporate recruitment will be considered favourably.
- Adequate interviewer capacity and ability to provide structured assessment and feedback at scale.
- Relevant client references or evidence of comparable engagements should be provided where available.

8. Bidder Response Requirements

- Organisation profile and relevant experience.
- Proposed methodology and interview structure.
- Interviewer profiles, qualifications, experience and panel strength.
- Sample assessment scorecard and feedback format.
- Proposed delivery mode, infrastructure requirements and throughput.
- Implementation timeline and project team/single point of contact.
- Relevant client/institution experience and references.
- Data privacy/confidentiality approach.
- Detailed commercial quote including taxes and all applicable charges.

9. Roles and Responsibilities

- Institute/usHR: provide confirmed participant list, coordinate scheduling windows, facilitate student communication, provide/coordinate venue where applicable and approve the assessment framework.
- Selected vendor: provide interviewers, project coordinator and technology/on-ground resources; conduct interviews and feedback; maintain quality/confidentiality; submit reports; communicate risks or changes promptly.

10. Indicative Participant Assumptions

- Planning benchmark: approximately 400 students; final number to be confirmed by the Institute.
- Each student is expected to receive one mock HR interview unless otherwise specified in the final work order.
- Volume-based pricing should be disclosed for different student counts where applicable.

11. Expected Outcome

- Every participating student should experience a realistic HR-round simulation, receive structured feedback and understand specific areas for improvement.
- The Institute should receive an aggregate, non-identifying view of cohort-level interview readiness and recurring development areas.

12. Evaluation Parameters

Parameter	Indicative Consideration
Technical approach	Quality, relevance and structure of proposed interview methodology
Interviewer quality	Experience, seniority and MBA-level HR interview capability
Relevant track record	Comparable B-school/MBA/corporate recruitment engagements
Feedback quality	Depth, actionability and standardisation
Execution capacity	Ability to service the cohort within the required timeline
Delivery model	Suitability and operational feasibility
Data/privacy safeguards	Confidentiality and information handling
Commercials	Value for money and pricing transparency

Terms and Conditions:

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.
3. Documentary proof of similar works executed is to be enclosed with the quotation along with relevant supporting documents
4. Time schedule of delivery is within **60 days** of receipt of supply order or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.
5. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
6. Payment of the approved vendor for supply of items at IIM Shillong shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
7. The Institute reserves the right to reject any tender or all tender without any reason.
8. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-
Senior Manger Stores
IIM Shillong