



جامعة عليا

Aliah University

(An autonomous Institution under the Department of Minority Affairs & Madrasah Education, Govt. of WB)

IIA/27, New Town, Rajarhat, Kolkata – 700 156, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING TENDER

Ref No: **050/AU/REG/NIT/19-20**

Date: 03/03/2020

Sub: Sealed Tenders are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of

(A) 50 hrs Communicative English Course (Pre-Placement Training for B. Tech, MBA, MCA 1st Year & 2nd Year Candidates) of Aliah University.

(B) 90 hrs Student Development Program (Soft Skill and Aptitude Training) (Pre-Placement Training for B. Tech, MBA, MCA 3rd Year & 4th Year Candidates) of Aliah University.

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Tenders are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for subject mentioned Particulars.** NIT document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **13/03/2020 at 03 P.M.** at the Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata-700160, West Bengal, India by Speed-post/registered Post/by **hand with Technical and Commercial Bid in same or different envelop in different cover.** Incomplete applications or applications received after the last date of submission will not be considered. **The sealed envelope must be with super scribing the Name, e-mail, Contact No. of Tenderer, NIT Reference Number and Purpose of NIT.** Interested bidders are requested to provide **their Quotes following the format in Annexure- II** in their official letterheads along with signed **Compliance Statement and Price Bid (Annexure- III).** They must read and accept Terms and **Conditions and scope of work** of this NIT as per **Annexure- I.** For any information in this regard, please visit Training and Placement Cell, Aliah University, New Town Campus. Information may also be sought from the e-mails to registrar@aliah.ac.in; storeandpurchase.au@gmail.com and the emails will be forwarded to the respective Department

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	04/03/2020 at 12 P.M.
2	Bid submission start date	05/03/2020 at 12 P.M.
3	Bid Submission closing	13/03/2020 at 03 P.M.
4	Technical Bid opening date O/o The Registrar, Aliah University, New Town.	16/03/2020 at 03 P.M. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)
5	Presentation of the Technically Qualified Bidders	To be Notified later
6	Financial Bid opening date O/o The Registrar, Aliah University, New Town. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)	To be Notified later
		Sd/- Registrar (Officiating)

ANNEXURE I: GENERAL TERMS & CONDITIONS

- 1. Partial quotations is allowed for this tender i.e. bidder may quote any or both courses.**
- 2. The Work must be supplied to Training and Placement Cell of Aliah University, Ground Floor, New Town Campus On the door delivery will be necessary.**
3. It shall be mandatory for the agencies shortlisted on the basis of technical ground to deliver a presentation
4. The faculty/instructors for must have minimum of 5 years of experience in Communicative English and Corporate/HR Training/ Soft Skill Training respectively.
5. The agency shall submit the list of such faculty members along-with their certified profiles and documents regarding experience as corporate trainers, along with the Bid itself. While evaluating the claim of the agency for selection, faculty experience and competency shall be an important parameter. It shall be mandatory for the agency to depute the faculty from the submitted list of faculty members and any change in the same has to be approved by the T&P Committee. Any Bid received for by the institute without the faculty list shall be disqualified.
6. Starting with Day Zero Test, the agency shall conduct the tests/practical covering the entire module provided.
7. Training Methodology for improving scores of low scoring students: The agency shall after Test, identify “the low scoring students for that particular module” and arrange for their remedial teaching in the form of extra lecture sessions on next day followed by re-test and analysis.
8. Conduct of Regular Doubt-clearing Sessions: There will be a daily session for clearing doubts/difficulties of students at the end of the regular sessions, in the extra time. The faculty member who has conducted the module shall be conducting these lectures.
9. If there is any demand on valid grounds from the students for change/replacement of any faculty for a given module, then the same should be compiled by the agency after approval from the Placement Committee.
10. It is expected that sufficient number of faculty members will be deployed by the agency for the smooth conduct of Training and the same shall not be a constraint for implementation of the schedule.
11. The agency shall Provide relevant course materials (Hard Copy/E-copy)
12. The agency shall provide certificates to each participant after successful completion of the course.
13. Payment terms: 1st Installment of 30% of the total order value (inclusive of all taxes) shall be released in favour of Bidder after issue of work order against original tax invoice after completion of 25% of course curriculum. 2nd Installment of 60 % of the total order value (inclusive of all taxes) shall be released after completion of 50% of course curriculum subjected to satisfactory performance evaluated by University against original tax invoice. 3rd Installment of total order value (inclusive of all tax) shall be released within 15 day of the completion of the course curriculum against original tax invoice, as well as issue of certificates to participants and satisfactory performance evaluated by University. Certificate from the Training and Placement Officer should be attached with the each bill for validation for release of payment. All payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income- Tax Act, 1961 and any other applicable taxes, from time-to-time. The payment will be made by RTGS / FUND Transfer mode only. Hence, following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER: A. Name of the Firm with complete postal address B. Name of the Bank with Branch where the Account exists. C. IFSC CODE D. ACCOUNT No E. PAN No
14. The categories of items and quantity indicated in the NIT Document are tentative. Aliah University (AU), however, reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the AU and availability of funds without assigning any reasons.
15. Bids shall remain valid for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
16. Any dispute arising out of this contract shall be referred to the Registrar, Aliah University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
17. The successful bidder must provide resource manpower on the specified dates of all the training programmes as ordered by Aliah University, failing which work order will be cancelled. In addition, Blacklisting of the Organisation will also be possible.

18. Selection of vendor will be done basis of three phase evaluation (1) evaluation of technical documents, (2) evaluation of presentation of bidders who has successful in technical document evaluation and (3) financial evaluation of bidders who has successful in both above mentioned criteria

19. Scope of work :

(A) 50 hrs Communicative English Course (Pre-Placement Training for B. Tech, MBA, MCA 1st Year & 2nd Year Candidates) of Aliah University.

SKILLS	CONTENTS	NO. OF SESSIONS(HOURS)
WRITING AND GRAMMAR	Sentence structure	
	Elements of a sentence definition with examples and types of sentences with definition and examples of its usage, worksheet	2
	phrases and clauses: Types, definition, usage with examples and usage, work sheet	2
	Complex, compound and simple sentences, relative clause: its definitions along with its usage by giving different examples, followed by a worksheet	2
	identify phrase or clause, different types of sentences and combine sentences using relative clause which will be followed by giving a worksheet	2
	Verbs and Tenses	
	Subject, predicate, verbs and its kinds, Types of tenses definitions, rules and examples	4
	worksheet based on only tenses: identify the correct tense and usage of tenses in different situations	1
	Active and passive voice	
	Types and definition of voice along with its usage and importance of active and passive voice	2
	Worksheet based on active and passive voice usage. It must be designed based on real life situations	1
	Parts of speech	
	Eights elements of part of speech	2
	worksheet to test the identification skill and rectifying errors	1
	Punctuations	
	Commas with compound and complex sentences Commas with direct addresses, introductory words, interjections and interrupters Commas with coordinate adjectives Commas with non-restrictive elements Use semicolons and commas to separate clauses Use semicolons, colons and commas with lists Decide whether ellipses are used appropriately Correct capitalization errors Capitalizing titles Formatting titles Formatting and capitalizing titles: review by giving worksheet	2
	Determine the meaning of words using synonyms in context	
	Determine the meaning of words using antonyms in context	
	Use context to identify the meaning of a word followed with a worksheet	2
READING AND		

COMPREHENSION		
	Reading comprehension: basic concepts, types of comprehension passages, which types of questions can be asked under reading comprehension: Factual, identify main idea, link of title to the passage, inference and tone. Different samples of reading comprehension passages can be shown, loud reading of a passage can be done and main idea, factual and inferential questions can be discussed orally followed with a worksheet	
	passage with factual questions worksheet	1
	passage with inferential questions and identification of main idea	1
SPEAKING		
	Narrative passages how to describe an event, describing words, why narration and storytelling method is important.	2
	How to introduce one's own self? Introductory words and worksheet	2
	Talking of family, helping words will be given and the student has to describe his family: oral discussion followed with worksheet. Many other sample passages can be shown which the student will read and speak out the important points described in the passage: oral	2
	Showing pictures and inducing students to describe it.	1
	Some phrases can be given as a sample and developing a small paragraph based on it.	1
	Talk for a minute: oral	2
	TED talks videos can be played and many questions can be framed in order to elicit answers from students.	2
	Random cards can be given and the students can sequence it in order to develop a mini fairy tale.	2
	proverbs can be discussed which would induce the students to speak out their views and discuss: oral	1
	Role playing. Conversation exchanges between two individuals can be given and the students can be asked to role play	1
LISTENING		
	listening a passage and writing down the difficult and new words	1
	creating a telephonic conversation between a sales agent and a customer	1
	listening a passage and answering the factual questions given in the worksheet	2
	listening homophones and confusable and usage of it in the worksheet	1
	Reading passages aloud on daily events like a holiday packing, trip to my favorite place and favorite show in television: Ask the students to write any five sentences based on these three topics.	2
COURSE COMPLETION EXAM	Written Exam will be conducted based on the notes given for the above topics. Both subjective and objective type of questions can be asked.	2
	Total Hours	50

(B) 90 hrs Student Development Program (Soft Skill and Aptitude Training) (Pre-Placement Training for B. Tech, MBA, MCA 3rd Year & 4th Year Candidates) of Aliah University.

Sections	Class No	Course Component/Chapter	Duration	Total Duration
Verbal	1	ARTICLES, NOUNS, PRONOUNS	2 Hours	18 Hrs.
	2	VERBS, Adjectives and Adverbs	2 Hours	
	3	SUBJECT VERB AGREEMENT	2 Hours	
	4	PREPOSITIONS, CONJUNCTIONS	2 Hours	
	5	SYNONYMS, ANTONYMS, ONE WORD SUBSTITUTION	2 Hours	
	6	VOICES and SPEECH	2 Hours	
	7	READING COMPREHENSIONS	2 Hours	
	8	JUMBLED PARA	2 Hours	
	9	CRITICAL REASONING	2 Hours	
Reasoning	1	Number, Ranking, Sequence Series	2 Hours	14 Hrs.
	2	Coding-Decoding, Analogy	2 Hours	
	3	Odd One Out, Blood Relation	2 Hours	
	4	Logical Venn Diagram, Syllogism	2 Hours	
	5	Cube & Dice, Clock and Calendar	2 Hours	
	6	Puzzles, Non Verbal Reasoning	2 Hours	
	7	Seating Arrangements, Direction Sense Test	2 Hours	
Quant	1	Percentage; Average & Age; Profit , Loss & Discount	2 Hours	18 Hrs.
	2	Simple Interest & Compound Interest	2 Hours	
	3	Ratio & Proportion, Mixture & Solution	2 Hours	
	4	Time, Speed Distance; Time, Work -Wages & Pipe-Cistern	2 Hours	
	5	Number System, Progressions	2 Hours	
	6	Algebra, Trigonometry	2 Hours	
	7	DI	2 Hours	
	8	Permutation & Combination, Probability	2 Hours	
	9	Geometry, Mensuration	2 Hours	
Programming (C/C++)	1	Operators and Variables	1.5 Hours	14 Hrs.
	2	Strings and Arrays		
	3	Structure and Type Casting		
	4	Flow Control Statements	1.5 Hour	
	5	Control Loops		
	6	Switch Case		
	7	Functions and Recursion	1 Hour	
	8	OOPs Concept	1.5 Hours	
	9	Exception Handling	1 Hour	
	10	Data Structure-Linked List, Binary Trees, Stacks and Queues	2 Hours	
	11	Data Structure-Heaps and Hashing	1.5 Hours	
	12	Algorithm-Dynamic Programming,Sorting,Searching and Greedy	2 Hours	
	13	File Handling	2 Hour	

	14	Templates		
	15	Inbuilt Library Functions		
	16	Other Concepts-Pointer and Pre-processor Directives		
Programming (Java)	1	Operators and Variables	3 Hours	26 Hrs.
	2	Strings and Arrays		
	3	Structure and Type Casting		
	4	Flow Control Statements	2.5 Hours	
	5	Control Loops		
	6	Switch Case		
	7	Functions and Recursion	2.5 Hours	
	8	OOPs Concept	2.5 Hours	
	9	Exception Handling	2 Hour	
	10	Data Structure-Linked List, Binary Trees, Stacks and Queues	3 Hours	
	11	Data Structure-Heaps and Hashing	2 Hours	
	12	Algorithm-Dynamic Programming, Sorting, Searching and Greedy	4 Hours	
	13	File Handling	1.5 Hours	
	14	Templates	2 Hours	
	15	Inbuilt Library Functions, Java Class and Source File	1 Hour	
Total Hours				90 Hrs.

18. Platform Functionality & Scope :

1. Device agnostic platform having online assessment with performance analytic and in-built coding engine supporting C/C++ , java & Python language
2. Desired number of assessment facility - Minimum 500 self-assessments with minimum 5000 questions in Cognitive, Coding & core domain
3. Unlimited self assessment & 5 invigilated (proctored) assessment per academic session
4. Gamified content consumption for Guided learning & cognitive & coding skill growth over a fixed period of time.
5. Platform with content, wherein content refers to questions, reading materials, short-videos etc
6. Peer to peer collaboration platform where students may continue studies beyond classroom hours using discussion forum , online classroom , chat feature & virtual mentoring facility
7. Overall information and performance summary of every individual student on his dashboard in terms of measurable outcome
8. Managed service model with on-board (in-campus) Technical and Operations helpdesk.
9. Anytime - anywhere access of the product with dedicated web instance and android mobile app with access to all users.
10. Institutional Hierarchy & differentiated access on portal : The solution should have differential access and functionality as per the institutional roles .
For instance , Vice Chancellor (VC) login - The VC login should have a dashboard highlighting the performance and activity metrics of all schools/departments under university.
Dean/HOD Login - The Dean login will have access to performance and activity metrics of only their schools.
Similarly, the platform should have teacher login, Mentor Login & Support Login as well to perform different functionality without disturbing another one.
11. Report feature: The solution should have automated report generation facility to highlight weekly student activity report, faculty & mentor activity report, Weekly & monthly performance report of individual student-wise & department-wise. The solution can be extended to have a report scheduling facility as per the user needs.

Annexure II : Technical Bid Application Format
(Please attach all relevant documents)

To,
 The
 Registrar
 Aliah University
 IIA/27, New Town,
 Kolkata-700 160

Sub: Application for **Conduct of**
(A) 50 hrs Communicative English Course (Pre-Placement Training for B. Tech, MBA, MCA 1st Year & 2nd Year Candidates) of Aliah University.
(B) 90 hrs Student Development Program (Soft Skill and Aptitude Training) (Pre-Placement Training for B. Tech, MBA, MCA 3rd Year & 4th Year Candidates) of Aliah University.

Ref: - _____ N.I.T. Nodated

Sir,

1. ABOUT THE ORGANIZATION	
1.1	Name of the Organization
1.2	Name of Authorized Person
1.3	Registered Office Address with telephone no. & email address
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail
2. TECHNICAL DOCUMENTS	
2.1	PAN Registration No (Please attach documentary evidence)
2.2	GST Registration No (If any) (Please attach documentary evidence)
2.3	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)
2.4	The agency shall submit the list of such faculty members along-with their certified profiles and documents regarding experience (minimum of 5 years of experience in Corporate/HR Training/ Soft Skill Training.) as corporate trainers, along with the Bid itself
2.5	A registered company with more than 3 years of existence and operations in India as on 1st Sep'19.
2.6	The vendor must have conducted Computer Based Online Examination in a single shift of more than 500 students in a single shift in last 3 years.

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

COMPLIANCE SHEET

Para of Quotation Enquiry Specification	Specification of Items Offered	Compliance to Quotation specification whether yes or no	In case of noncompliance Deviation from quotation specification to be indicated in unambiguous term.
1	2	3	4
(A) 50 hrs Communicative English Course (Pre-Placement Training for B. Tech, MBA, MCA 1st Year & 2nd Year Candidates)	As per This NIT Terms and Conditions and Scope of Work		

(B) 90 hrs Student Development Program (Soft Skill and Aptitude Training) (Pre-Placement Training for B. Tech, MBA, MCA 3rd Year & 4th Year Candidates) of Aliah University.	As per This NIT Terms and Conditions and Scope of Work		
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(A) 50 hrs Communicative English Course (Pre-Placement Training for B. Tech, MBA, MCA 1st Year & 2nd Year Candidates)

Name of the Bidder (Firm) _____ Total cost of 50 Hours (as per scope of work of this document) for all the services (inclusive of cost of preparation and transportation of training material and applicable service and other taxes) In figures Rs.----- In words Rupees_____

(B) 90 hrs Student Development Program (Soft Skill and Aptitude Training) (Pre-Placement Training for B. Tech, MBA, MCA 3rd Year & 4th Year Candidates) of Aliah University.

Name of the Bidder (Firm) _____ Total cost of 90 Hours (as per scope of work of this document) for all the services (inclusive of cost of preparation and transportation of training material and applicable service and other taxes) In figures Rs.----- In words Rupees_____

DECLARATION

I, Sri/Smt. The Managing Director/Proprietor (etc.) of the Firm,..... (Name of the firm) At (address)..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to provide any goods/services/work to any Educational Institutions/Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law or blacklisted/debarred/banned to provide similar items to the Educational Institutions / Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
5. I/We agree to supply the above service in accordance with the technical specifications/scope of work for a total contract price of Rs..... (Amount in figures) (Rupeesamount in words) within the period specified in the invitation for Tender. We confirm that the normal commercial warranty/guarantee of mentioned in this Tender shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder
Name _____
Designation _____
Seal

Date _____

Ref. No: 059/AU/REG/NIT/19-20

Dated: 03/03/2020

Copy to:

1. Training & Placement Officer & Chairman, Training & Placement Committee
2. Website: www.aliah.ac.in
3. Aliah University Notice Board
4. Guard File

**Sd/-
Registrar (Officiating)**