



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 QUOTATION

Ref No: **022/AU/REG/NIQ/22-23**

Date: 05/09/2022

Sub: Sealed Quotations are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of 52 hrs Student Development Programme (Soft Skill and Aptitude Training (Pre Placement Training for B.Tech, MBA, MSC, BSC, BCA, MCA 2nd year and 3rd Year Candidates of Aliah University.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	06/09/2022 at 12 P.M.
2	Bid submission start date	07/09/2022 at 12 P.M.
3	Bid Submission closing	15/09/2022 at 03 P.M.
4	Technical Bid opening date O/o The Registrar, Aliah University, New Town.	15/09/2022 at 04 P.M. <u>(The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)</u>
5	Presentation of the Technically Qualified Bidders	To be Notified later
6	Financial Bid opening date O/o The Registrar, Aliah University, New Town. <u>(The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)</u>	To be Notified later

Sd/-
Registrar

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Quotations are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of 52 hrs Student Development Programme (Soft Skill and Aptitude Training (Pre Placement Training for B.Tech, MBA, MSC, BSC, BCA, MCA 2nd year and 3rd Year Candidates of Aliah University..** NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **15/09/2022 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, NIQ Reference Number and Purpose of NIQ.** 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 NIQ 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@aliah.ac.in and the emails will be forwarded to the respective Department

ANNEXURE I: GENERAL TERMS & CONDITIONS

- 1. Partial quotations is not allowed for this tender i.e. bidder may quote 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 NIQ 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 :

Aptitude (30 Hours)	
Category	Topics
Quantitative Aptitude	Ice Breaking Session - Understanding the Roadmap of Learning and the Applications
	Number System
	Percentage
	Profit and Loss
	Average
	Partnerships
	Simple Interest
	Compound Interest
	Permutations
	Combinations
	Probability
	Time and Distance
	Problems on Ages
	Boats and Streams
Data Interpretation	Venn Diagrams
	Bar Graph, Tabular Form, Line Chart, Caselet Form, Pie Chart
Reasoning	Series
	Blood Relations
	Pattern Completion
	Analogy
Game based Aptitude	Deductive Logical Thinking
	Inductive Logical Thinking
	Grid Challenge
	Motion Challenge
Verbal Aptitude	Antonym, Synonym, Sentence Completion

Soft Skills-22 hrs

Module	Learning Outcome
Module 01	
□ English Language	
Introduction of Faculty: Soft Skills - What, why & how	
Understanding opportunities	
Understand yourself	
Bridging the gap – Campus to Corporate	
Students to introduce themselves one by one	The students will learn how to express their thoughts and ideas in a grammatical correct manner.
Subsequent qualitative & quantitative evaluation of a student while s/he speaks on parameters like grammar, vocabulary, contents, accent	
& pronunciation, expressions, clarity, fluency, body language, confidence etc. and instant corrective feedback	
Enforcement of Operative Practices (functional) -Punctuality,	
Grooming Discipline	

Nouns, Verbs, Adverbs, Tenses, Idioms, Punctuations	
Implementation of Grammar in sentence formation	
Building Vocabulary	
Open house - Question Answer Sessions	
Testing and Evaluation - Test	
Module 02	
□ English Communication - Part 1	
Barriers of Communication	
Speaking & Listening Effectively	
Idioms, Phrases & Proverbs	
Word games on thinking in English, faster thought process & building vocabulary	The students will have
"Just-a-minute" Speaking exercise	a clear idea about the
Writing Skills (Email, Business Correspondence)	benefits of good
Reading Skills (focus on voice modulation)	communication and
Language games	also, they'll learn to
Interactive activities	avoid various
Group activities	communication
Smart English V/S Normal English	barriers.
AV clips to enforce learning	
Open house- question answer sessions	
Testing & Evaluation - Video Playback	

Module 03 <input type="checkbox"/> English Communication – Part 2 <input type="checkbox"/> Personality Enhancement - Part 1	Role play on various listening skills & games, skit & individual presentation.	
Diction Analysis		
Pronunciation Power Guide		
Introduction to Vowel & Consonants		
Intonation Syllable Stress		
Attitude Management		
Killing Nervousness & Building Confidence		
Body language & Dress Code		
Championship habits		
Win with your attitude		
Overcoming limiting beliefs		
Overcoming bad habits		
Developing Self Confidence		
Basic Etiquettes		
Role Play		
Open house - question answer sessions		
Testing & Evaluation - Online Test		
Module 04 <input type="checkbox"/> Personality Enhancement - Part 2 <input type="checkbox"/> Interview Skills		
Campus to Corporate		
Working as a team		
Bridging the gap – Campus to Corporate		
Enforcement of Operative Practices (functional) - Punctuality, Grooming Discipline		
Presentation Skills		
Personal Interview (HR/Technical) Techniques		
Group Discussion Tips and Tricks		
Practice Interviews		

Testing & Evaluation - Video Playback		
Module 05	The students will learn the basics and details of corporate communication through email. They will learn to prepare attractive resumes and will prepare their own resumes.	
<input type="checkbox"/> Writing Skills		
Email Writing		
Improving Pronunciation, Grammatical Concepts		
Corporate Communication		
E mail Writing		
Resume Writing		
Understanding the difference between Curriculum Vitae and Resume		

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 52 hrs Student Development Programme (Soft Skill and Aptitude Training (Pre Placement Training for B.Tech, MBA, MSC, BSC, BCA, MCA 2nd year and 3rd 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'22.	
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	In case of noncompliance Deviation from quotation
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		no	specification to be indicated in unambiguous term.
1	2	3	4
(Conduct 52 hrs Student Development Programme (Soft Skill and Aptitude Training (Pre Placement Training for B.Tech, MBA, MSC, BSC, BCA, MCA 2nd year and 3rd Year Candidates of Aliah University.	As per This NIQ Terms and Conditions and Scope of Work		

(A) (Conduct 52 hrs Student Development Programme (Soft Skill and Aptitude Training (Pre Placement Training for B.Tech, MBA, MSC, BSC, BCA, MCA 2nd year and 3rd Year Candidates of Aliah University.

Name of the Bidder (Firm) _____ Total cost of 52 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

Date _____

Name _____

Designation _____

Seal

Ref. No: 022/AU/REG/NIQ/22-23

Dated: 05/09/2022

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**