



جامعة عليا

Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)

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

Web: www.aliah.ac.in

NOTICE INVITING TENDER

Ref No: . 008/AU/REG/NIT/17-18

Date: 07/08/2017

Sub: Sealed Tenders are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of Student Development Program (Soft Skill and Aptitude training) for 50 nos. of the 2018 pass outs students of Aliah University.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites Sealed Tenders from the bonafide and resourceful **Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of Student Development Program (Soft Skill and Aptitude training) for 50 nos. of the 2018 pass outs students of Aliah University.**

Interested **Bidders** may submit their **Tender** complete in all respect **To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700156, West Bengal, India** by **18/08/2017 at 3 PM**. The Bid will tentatively open on **21/08/2017 at 11:30 AM**.

Scope of Work:

In this regard NIT has been invited in two fold basis i.e. Technical Bid and Financial Bid.

Interested bidders are requested to provide their Quotes following the format in **Annexure- II in their official letter heads along with signed Compliance Statement and Price Bid (Annexure- II)**.

The University retains the right to cancel any of the items at a later date after the contract is awarded. The University at its own discretion may cancel any or all the bids without assigning any reason thereof. For any information in this regard please Email: registrar@aliah.ac.in and **copy to tpo@aliah.ac.in**

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	07/08/2017 at 3.30 PM
3	Bid submission start date	08/08/2017 at 10 AM
4	Bid Submission closing	18/08/2017 at 3 PM
5	Tentative Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town	21/08/2017 at 11:30 AM

Sd/
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The Bid should be sealed and subscribed as "**Student Development Program(SDP) -Soft Skill and Aptitude Training**"
2. The batch size for SDP-Soft Skill & Aptitude Training will be maximum (50) (it may go upto 55/reduce to 45 No.) Students.

3. It shall be mandatory for the agencies shortlisted on the basis of technical ground to deliver a presentation.
4. Training fees will be **quoted per hour basis** and **duration of the training will be 72 hours**.
5. The **faculty/instructors for SDP - Soft Skill & Aptitude Training must have minimum of 5 years of experience in Corporate/HR Training/ Soft Skill Training**.
6. **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 the conduct of SDP- Soft Skill and Aptitude Training by the institute without the faculty list shall be disqualified.
7. **Starting with Day Zero Test, the agency shall conduct the tests/practical covering the entire module provided.**
8. **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.
9. **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.
10. 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.
11. It is expected that sufficient number of faculty members will be deployed by the agency for the smooth conduct of the SDP-Soft Skill & Aptitude Training and the same shall not be a constraint for implementation of the schedule.
12. The agency shall Provide relevant course materials (Hard Copy/E-copy)
13. The agency shall provide certificates to each participant after successful completion of the course.
14. **Payment terms:**
 - 1st Installment of 40% 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.
 - 2nd Installment of 30 % of the total order value (inclusive of all taxes) shall be released after completion of 36 hours of course curriculum subjected to satisfactory performance evaluated by University against original tax invoice.
 - 3rd Installment of 30% 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
15. 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.
16. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
17. 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.
18. 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, forfeiture of part of /full amount of security deposit will also be considered.

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

To
 The
 Registrar
 Aliah University
 IIA/27, New Town,
 Kolkata-700 156

Sub: **Soft Skill and Training Service Providers/Organization/Company for Conduct of Student Development Program (Soft Skill and Aptitude training)**

Ref: - _____NIT. 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	Name of the Resource Person/Persons			
2. TECHNICAL DOCUMENTS				
2.1	Organisation Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIT)			
2.2	PAN Registration No (if any) (Photocopy Required to Be Submitted along with NIT)			
2.3	VAT/GST Registration No (if any) (Photocopy Required to Be Submitted along with NIT)			
2.4	Service Tax Registration No. (if any) (Photocopy Required to Be Submitted along with NIT)			
2.5	Self Declaration that the Bidders is not Blacklisted by any Government or Not Government Funded Organization			
2.6	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			
2.7	The faculty/instructors for SDP - Soft Skill & Aptitude Training must have minimum of 5 years of experience in Corporate/HR Training/ Soft Skill Training.			
Name of the Resource Person:-				
Total Years of Experience in Soft Skill and Aptitude Training for Students:-				
Details of experience should be given as per the format below with relevant documents.				
S I	Name and Address of Central / State Government Organization / Autonomous Institution / University/	Course Conducted	Cost	Certified Supporting Documents Need to Be attached

Please Enclose Additional Papers for Inclusion of More Number of Experiences

COMPLIANCE STATEMENT AND SERVICE REQUIREMENT

Para of Bid Enquiry Specification of Items Offered	Delivery Methodology	Compliance to Bid specification whether YES/NO	In case of noncompliance Deviation from Bid Specification to be indicated in unambiguous term.
1	2	3	4
<p>Conduct of 'Student Development Program(SDP) –Soft Skill & Aptitude Skill Training' of (72) hours for the 50 numbers of 2018 pass outs Students of Aliah University as per the modules prescribed below:</p> <p>Soft Skill(40 hours)</p> <p>1. Interpersonal Skills:(8 hours)</p> <p>a.The basics of interpersonal communication</p> <p>b.Communicating effectively at workplace</p> <p>c.Communication the "big picture"</p> <p>d.Understanding the work culture of an organization</p> <p>e.Interpersonal effectiveness in Meetings</p> <p>2. Communication Skills(8 hours)</p> <p>a. Communication basics - Understanding Communication</p> <p>b. Introducing yourself, How to ask Questions and Answer them</p> <p>c.Verbal Communication</p> <p>d.Listening</p> <p>e.Non-verbalCommunication</p> <p>f.Team-meetingEtiquette</p> <p>3.Presentation Skills(4 Hours)</p> <p>a.Presenting on a topic (Sample Visual Presentation) and mock</p> <p>b.presentation with practice session, Handling Stage Freight, Stage freight mock sessions, Extempore</p> <p>c.Elevator Pitch</p> <p>4. Personal Effectiveness Training(2 hours)</p> <p>a.Managing Self</p> <p>b.Managing Time</p> <p>c.Influencing Skills</p> <p>d.Picture Perception</p> <p>e.Maintaining a positive Attitude</p> <p>5. Corporate Grooming(2 hours)</p> <p>a. Etiquette of Dressing for corporate world</p> <p>b.Personal Grooming</p> <p>c.Corporate etiquettes and mannerisms, email and phone</p>	<p align="center">Theory & Role Play</p>		

<p>protocol, d.voice culture e.Discipline in corporate world</p> <p>6. Problem Solving(2 hours) a. Keeping an open mind b. Structuring Problems c. Problem solving tools</p> <p>7. Emotional Intelligence(2 hours)</p> <p>8. Preparing a Brilliant CV (2 hours) a. Sessions on CV basics b. Preparation of resume of each participant followed by individual analysis and feedback (By the end of the SDP - Soft Skill, Professional Grade Resumes of all students need to be prepared and verified by agency)'</p> <p>9.Group Discussion(6 hours) a. Introduction to GD and handling GD's b. One introductory GD with individual analysis and written feedback & follow-on minimum (3) GD Sessions of each student of the batch</p> <p>10. Personal Interview(4 hours) a. Introduction and handling of interviews. b. One-on-One interview with each participant by corporate trainers/industry experts/HR experts followed by individual analysis and written feedback and areas of improvement and guidelines to achieve them - to student and a consolidated feedback report covering all students to be submitted to the institute (All participating students must have been interviewed by the end of SDP - Soft Skill).</p> <p>Aptitude (32 hours) 1.Quantitative(Mathematical Skills)(10 hours) Fundamentals of Vedic Mathematics for fast calculations Percentage Profit & Loss Number System Time & Work Time - Speed - Distance Average Ratio & Proportion</p>	Theory and Practical		
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<p>Allegations & Mixture LCM & HCF Simple Interest Compound Interest Problems on Equations Clock Calendar Algebraical Applications Permutations & Combinations Probability AP & GP Geometry, Mensuration & Trigonometry 2. Test of Reasoning(10 hours) Series, Analogy & Classification Coding & Decoding Directions Blood Relations Ranking Test Syllogism. Statement & Reason Missing Figure New Mathematical System Colour Dice & Number Dice Puzzle Test Mathematical Puzzle 3. Data Sufficiency(5 hours) Topic will be covered in detail 4. Data Interpretation(7 hours) Pie Chart Bar Chart Line Chart Tabulation</p>			
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PRICE BID

Name of the Bidder (Firm) _____

Total cost per hour, per class with a strength of 50 trainees (it may go upto 55/reduce to 45 No.) 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_____

I/We agree to supply the above goods/equipment/products in accordance with the technical specifications for a total contract price of Rs.....(Amount in figures) (Rupeesamount in words) within the period specified in the invitation for Bid. 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_____

Date _____

Designation_____

Seal

Ref. NO: 008/AU/REG/NIT/17-18

Dated: 07/08/2017

Copy to:

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

Sd/

REGISTRAR