



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: **028/AU/REG/NIQ/19-20**

Date: 30/07/2019

Sub: Sealed Quotations are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of 32 hrs Elementary English for Adult Learners (Theology and Arabic) of Aliah University.

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 32 hrs Elementary English for Adult Learners (Theology and Arabic) of Aliah University.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Aliah University is looking for interested bidders who have experience in supplying of above type of materials. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before/...../2019 at 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. 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 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 NIQ (Publishing Date) at Aliah University Website	31/07/2019 at 12 P.M.
2	Bid submission start date	01/08/2019 at 02 P.M.
3	Bid Submission closing	08/08/2019 at 03 P.M.
4	Techno Commercial 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>	09/08/2019 at 04 P.M.

Sd/-
Registrar

ANNEXURE I: GENERAL TERMS & CONDITIONS

- 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.**
- It shall be mandatory for the agencies shortlisted on the basis of technical ground to deliver a presentation.
- Training fees will be quoted per hour basis and duration of the training will be 50 hours.
- The faculty/instructors for **Elementary English for Adult Learners – 16 classes, 32 hours** must have minimum of 5 years of experience in Corporate/HR Training/ Soft Skill Training.

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 the conduct of **Elementary English for Adult Learners – 16 classes, 32 hours** 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 the **Elementary English for Adult Learners – 16 classes, 32 hours** 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 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
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.

Scope of Work

Class No	Course Component	Duration (Hours)
1	Discussing the basic structure of sentences. Concept of verb and subject. The basic arrangement of words in English sentences.	2
2	Identifying the words that the students use in their everyday life and their scope of study. Finalising a word pool by discussing with the students about what kind of words they generally use in their course of study.	2
3	Having a ready word book of about 250 words, all selected by relevance. And how to use those in short correct sentences.	2
4	Taking words from the word book to make sentences of everyday use.	2
5	Same as above. Covering 50 words per class.	2
6	Same as above. Covering 50 words per class.	2
7	Same as above. Covering 50 words per class.	2
8	Learning grammar - Explaining the syntax along with identification of parts of speech.	2
9	Learning grammar - Explaining the syntax along with identification of parts of speech.	2
10	Learning grammar - Explaining the syntax along with identification of parts of speech.	2
11	Learning grammar - Explaining the syntax along with identification of parts of speech.	2
12	Learning grammar - Explaining the syntax along with identification of parts of speech.	2
13	Choosing relevant texts in English and testing comprehension	2

Class No	Course Component	Duration (Hours)
14	Reading easy texts and basic question answer practised verbally, based on that.	2
15	Three to four sentences introduction, creating simple paragraphs.	2
16	Continuation from class 15. Three to four sentences introduction, creating simple paragraphs.	2

Student Assessments

There will be quizzes conducted in class to assess the performance and progress of the students.

The teacher will also carry out continuous assessment and both the results will be made available to the University.

Annexure II : Technical Bid Application Format

(Please attach all relevant documents)

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

Sub: **Sealed Quotations are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of 32 hrs Elementary English for Adult Learners (Theology and Arabic) of Aliah University.**

Ref: - _____N.I.Q. 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	The Quotation must accompany with one Work Order from any Central/ State Government/ Department/ Funded Organisation/Institute/ University/ Reputed Corporate Sector with value of work in similar nature as specified in this document	

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

Name of the Bidder (Firm) _____ Total cost per hour, per class with total 16 Classes of 32 Hours 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 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 Quotation. We confirm that the normal commercial warranty/guarantee of mentioned in this Quotation 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: 028/AU/REG/NIQ/19-20

Dated: 30/07/2019

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**