



Ref: RGUKT-B/Proc/CRT/Q13/2017,

dated.23.06.2017

**NOTICE INVITING QUOTATION**

Description	:	Providing of Campus Recruitment Training for Written Test and Technical Skills
NIQ No	:	RGUKT-B/Proc/CRT/Q13/2017
Processing Fee	:	Rs.2000/- (Non-refundable)
<b>Last date for submission</b>	<b>:</b>	<b>30.06.2017 by 02:00PM</b>

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed Quotations (two bid system) for providing of Campus Recruitment Training to the final year engineering students of RGUKT, Basar located in Nirmal District of Telangana State.

**1. SCOPE OF WORK:**

- 1.1. To prepare the senior B. Tech students of RGUKT Basar to face the selection processes of various government and private organization including campus recruitment by a programme conducted by professionals in the field.
- 1.2. Total Number of students: 800 students with variation in the no of students upto  $\pm 10\%$  to be considered.
- 1.3. The Engineering Disciplines of the students : Computer science, Electronics & Communications, Chemical, Civil, Mechanical and Metallurgical and Materials engineering
- 1.4. **Training** : Classroom teaching of minimum of 70 hours per each student, so as to give an overview of majority of the MNC selections with us. This must be consisting aptitude, verbal, basic technical & personality skills enhancements so as to cover overall employability skills.
- 1.5. **Material**: Course material which can provide and insight of above training program.
- 1.6. **Practice Session**: Online support throughout the year consisting of practice session and mock session on required companies and also with a provision to conduct diagnostics of skills of every student.
- 1.7. **Mock GD & Interview**: At least two mock GDs and two mock interviews to each student.
- 1.8. The various modules of the Programme should include some for improving the communication and soft skills, including inter-personal skills and build self-confidence of the students to face selection processes of various organizations

## 2. ELIGIBILITY CRITERIA:

- 2.1. This bid is open to all Organization/Companies who are eligible to do business under relevant Indian laws as in force at the time of bidding, subject to meeting the pre-qualification criterion. They should provide list of their customers including IITs, NIT's or Central Universities or any other Academic Institutes of National repute with full contact details, for whom they have extended such programmes to prepare their students to face selection processes of employers/campus recruiters. Copies of orders received from the reputed customers in this context need to be submitted.
- 2.2. The bidder should have professionals who have adequate experience in imparting similar programmes for preparing engineering students for facing selection processes of various employers and campus recruitment as required in the tender. Bidder should furnish proof of having such professionals as required in the tender in the previous financial year ending 31<sup>st</sup> March 2017 as mentioned above.
- 2.3. The bidder should have minimum annual turnover for an amount of Rs. 25.00Lakhs in each of the last financial years i.e 2014-15 , 2015-16 and 2016-17. A certificate indicating the Turn Over value details (in Rupees) of subject during the last three financial years from a Firm of Chartered Accountants must be enclosed (in original) as a proof for Turnover.
- 2.4. The bidder should furnish satisfactory performance certificate from the parties concerned in the Institutions concerned where such programmes have been conducted. RGUKT may contact any such parties to elicit details.
- 2.5. Bidder should be registered under VAT Act/CST Act with the relevant State Sales Tax Authorities. He/ she should furnish along with the bid document, the relevant VAT/CST Registration Document and PAN / TAN Card copies.

## 3. Bid Submission procedure :

- 3.1. The bid should be submitted in two parts superscripted viz Technical Bid(cover A) & Financial Bid (Cover B). The Cover-A & Cover-B are to be kept in Cover-C.
  - 3.2. The covers should be super scribed as **“Quotation for Providing of Campus Recruitment Training” (Cover C)**.
4. RGUKT reserves the right to reject any/all quotations (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
  5. The conditions of the Contract:
    - a. The rates mentioned shall be valid for a period of 180 days.
    - b. Training must be started as per the instructions of the Authorities concerned.
    - a. **Payment terms:** 100% against satisfactory completion of the training on getting satisfactory report from the authorities concerned.
    - b. The prices should quote inclusive of all taxes, duties and transportation.
    - c. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.

6. Submission of the quotation will signify the acceptance of all the terms and conditions of the contract. It will not be obligatory for the institute to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

**7. Address for sending of sealed quotations:**

Procurement Section, Omega( $\omega$ )-11,  
RGUKT- Basar, Mudhole Mandal,  
Adilabad District, Telangana -504107.  
Call:8919908978/9441186881.

**Sd/-  
Director**

## ANNEXURE-I

### The bidder information sheet:

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.	
6	Fax No.	
7	Email	
8	Nature of the firm (Proprietary/partnership/etc...)	
9	<b>Bank Details of the Agency:</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	TIN No.	
12	Total No. of branch offices in Telangana	
13	Bid Document Fee (Non refundable)	Amount Rs. :
		DD No. :
		DD Date :
		Issuing Bank & Branch :

## Cover- A

### Check List (Technical Bid)

S.No.	Description	Enclosed or not?	Pg. No.
1	Bid Processing Fee of Rs.2000/-		
2	Bidder Information Sheet		
3	Registration certificates(VAT/CST)		
4	PAN CARD		
5	Turnover details of last three years		
6	List of Trainers		
6	List of present client details		
7	Satisfactory certificates		
8	Proposed Trainers details		
9	Any other information		

## Cover -B Price Bid

Name of the Agency/Bidder: M/s. \_\_\_\_\_

S.No.	Description	Price Per student (Incl. of all taxes and duties)
1	2	3
1	Providing of Campus Recruitment Training for Written Test and Technical Skills: <ul style="list-style-type: none"><li>✓ Minimum of 70 Hours Class room training</li><li>✓ Study material</li><li>✓ Online support throughout the year consisting of practice session and mock session on required companies.</li></ul>	

Price per student Rs. \_\_\_\_\_/-

In Words: Rupees \_\_\_\_\_

**Signature of the bidder  
along with seal**