



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES  
BASAR**

**Nirmal District , Telangana -504107**


**Ref: RGUKT-B/Proc/T09/CRT/2018, dated.17.08.2018**

**NOTICE INVITING TENDERS**

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders (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.

Description	:	Providing of Campus Recruitment Training for Written Test and Technical Skills
Total No. of Students	:	850 Nos. (approx.)
NIT No	:	RGUKT-B/Proc/CRT/T09/2018
Processing Fee	:	<b>Rs.2000/- (Non-refundable)</b> (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
EMD	:	<b>Rs.25,000/-</b> (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
Performance Security Deposit	:	5% of the contract value.
Bid Validity period	:	180 days
<b>Last date for submission</b>	<b>:</b>	<b>27.08.2018 by 04:00PM</b>
<b>Contact</b>	<b>:</b>	<b>procurement@rgukt.ac.in</b>

**News paper advertisement:**

	<b>RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES, BASAR, NIRMAL DISTRICT, TELANGANA-504107</b>
Tenders are hereby invited from interested and eligible bidders for providing of Campus Recruitment Training to the Final year B.Tech. students at RGUKT-Basar.	
Last date for receipt of bids along with required documents is 27.08.2018 till 04:00PM. For further details please visit our website: <a href="http://www.rgukt.ac.in">www.rgukt.ac.in</a>	
<b>Date:17.08.2018</b>	<b>Sd/- Vice-Chancellor</b>

## 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:** 850 students with variation in the number of students upto +/- 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 Resume writing, aptitude tests, professional ethics, communicational skills, English, Core technical(IT and non IT verbal),verbal, basic technical & personality skills enhancements so as to cover overall employability skills.
- 1.5. **Material:** Course material which can provide an 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.
- 1.9. Online support by way of material and mock tests should be available to students all through the academic year after the completion of the training and results for the mock tests should be shared with T & P on a periodic basis.
- 1.10. A pre-diagnostic test before the training begins and a post-diagnostic test after the training program is completed must be conducted. After the diagnostic tests, suitable corrective measures must be undertaken and a report should be submitted to Training and Placement Officer.

## 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 2018 as mentioned above. Attach the list of trainers in the following format.

S.No.	Name of the Trainer	Qualification	Area of Experience	Experience in years
1				
2				

**Note:** The experience of the trainers proposed should not be less than 2 years.

2.3. The bidder should have minimum annual turnover for an amount of Rs. 20.00 Lakhs in each of the last financial years i.e 2015-16 , 2016-17 and 2017-18. 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 relevant state / Central Laws. He should furnish copies of PAN card and GST Registration..

2.6. The bidder should not have been blacklisted by any State/Central Govt./PSU/UT/Autonomous Bodies [Bidder should submit an undertaking on their company letter head]

### **3. Bid Submission procedure :**

3.1. The bidder should submit the supporting papers of eligibility criteria, and check list, Bid document and Demand Drafts towards Processing Fee and EMD in cover 'A'. The Price Bid shall be kept in cover 'B'. Both cover 'A' and 'B' to be kept in cover 'C' and sealed with wax / gum tape.

3.2. Strict adherence to the formats wherever specified is required. Non-adherence to the formats and / or submission of incomplete information may render the tender invalid and result in rejection of the bid. Conditional tender will also be summarily rejected.

3.3. The covers should be super scribed as **“Tender for Providing of Campus Recruitment Training” (Cover C).**

3.4. The bidder can submit their bids either post or by hand (RGUKT will not hold any responsibility for the postal delays).

### **4. Payment Terms:**

Payment will be made only after completion of the training in the prescribed time frame against receipt of satisfactory certificate from authorities concerned. Payment will be released based on average scores obtained from student feedback on 5 point scale (who have undergone the training & responded).

- a. 100% payment for the average score: above 4.5
- b. 95% payment for the average score: 4.0 to 4.49
- c. 90% payment for the average scores: 3.5 to 3.99
- d. 85% payment for the average scores: 3.0 to 3.49

The incumbents are not expected to get average score of below 3.0. However if the average score is less than 3.0, RGUKT will take a decision on payment and the decision should be binding.

### **5. The conditions of the Contract:**

- 5.1. The rates mentioned shall be valid for a period of 180 days.
- 5.2. Training must be started as per the instructions of the Authorities concerned.
- 5.3. **Payment terms:** 100% against satisfactory completion of the training on getting satisfactory report from the authorities concerned.

- 5.4. The prices should quote inclusive of all taxes, duties and Travelling charges.
- 5.5. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
- 5.6. Successful bidder has to enter agreement with RGUKT on Rs.100/- Non-judicial stamped paper.

**6. PERFORMANCE SECURITY:**

- 6.1. The successful bidder has to deposit 5% of the total contract value as performance security deposit in the form of Demand Draft/Bank Guarantee from any scheduled bank.
  - 6.2. The Performance Security Deposit will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
  - 6.3. The Performance Security Deposit / Bank Guarantee shall not carry any interest.
7. RGUKT reserves the right to reject any/all bids without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
8. Submission of the tenders 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.

**9. Address for sending of sealed tenders:**

Procurement Section, Omega(ω)-11,  
RGUKT- Basar,  
Nirmal District, Telangana -504107.  
Call:9492301704.

**Sd/-  
Vice-Chancellor**

## 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	

## Cover- A

### Check List (Technical Bid)

S.No.	Description	Enclosed or not?	Pg. No.
1	Bid Processing Fee of Rs.2000/-		
2	EMD for Rs.25,000/-		
3	Bidder Information Sheet		
4	Registration certificates under relevant State/Central Laws		
5	Copy of PAN CARD		
6	Registration with GST		
7	Turnover details of last three years		
8	List of Trainers		
9	List of present client details		
10	Satisfactory certificates		
11	Proposed Trainers details		
12	Undertaking for Non-block list		
13	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: ✓ Minimum of 70 Hours Class room training ✓ Study material ✓ Online support throughout the year consisting of practice session and mock session on required companies.	

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

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

**Signature of the bidder  
along with seal**