



Ref: RGUKT-B/Proc/CRT/T04/2019,


dated. 17.06.2019

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	:	750 Nos. (approx.)
NIT No	:	RGUKT-B/Proc/CRT/T04/2019
Processing Fee	:	Rs.2000/- (Non-refundable) (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
EMD	:	Rs.25,000/- (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
Last date for submission	:	22.06.2019 by 05:00PM

News paper advertisement:

 <p>RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES, BASAR, NIRMAL DISTRICT, TELANGANA-504107</p>
Tenders are hereby invited from interested and eligible bidders for providing of Campus Recruitment Training program to the Final year B.Tech. Students at RGUKT-Basar.
Last date for receipt of bids along with required documents is 22.06.2019 till 05:00PM. For further details please visit our website: www.rgukt.ac.in
Date: 18.06.2019
Vice Chancellor

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:** 750 students with variation in the number of students upto $\pm 15\%$ 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 hrs. per student, so as to give an overview of majority of the MNC selections with us. This must be consisting of Resume writing, aptitude tests, Professional Ethics, Communication Skills, English, Core technical (IT and Non-IT) & personality skills enhancements so as to cover overall employability skills.
- 1.5 **Material:** Course material which can provide and insight of above training program. In case the course material is not provided in full within 3days of commencement of course, a penalty of 0.5% of the total value of contract will be levied per day of delay.
- 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. Follow-up action is expected to be provided based on results of diagnostics.
- 1.7 **Mock GD & Interview:** At least two mock GDs and two mock Interviews to each student.
- 1.8 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.
- 1.9 Suggested modules and duration-purely as a guideline is provided below.

Component	Topic	Duration (Hours)
	Subject Verb Agreement	
Placement Readiness (Verbal Ability)	Reading Comprehension	5
	Critical Reasoning	
	Articles, Degree of Comparison	
	Number Systems	
	Ratios and Proportions	
	Percentages	
Placement Readiness (Quantitative Aptitude)	Simple and Compound interest	27
	Profit and Loss	
	Time and Distance	
	Trains, Boats and Steams	
	Time and Work , Pipes and Cisterns	
	Permutations and Combinations, Probability	
	Data Interpretation	
	Data Sufficiency	
	Clocks & Calendars	
Placement Readiness (Logical Reasoning)	Blood Relations	24
	Coding & Decoding, Number Series	
	Syllogism	
	Seating Arrangement	
	Figure Series and Directions	
	Email Etiquette	
Writing Skills	Report/Proposal Writing	5
	Resume Building	
	Essay Writing	

	Presentation Skills, Public Speaking, Industry expectations	
Softskills	Concept & Process, Pre- Interview Planning, Interview through Teleconference & Video-Conferencing	
	Opening Strategies - Answering Strategies	
	Goal Setting	
	Team Building, Time Management, Team Dynamics, Time Work and Interpersonal Skills	29
	Mock Interview	
	Oral Presentation (Individual & Grop)	
	Group Discussion, Personal Interview	

Technical Specification for Campus Recruitment training Programme

- Minimum of 90 Hours Class Room Training and catering to large batches of size over 500.(Verifiable support documents to be submitted)
- Online Support throughout the year consisting of practice sessions and mock sessions of required companies (Verifiable Claim).
- Satisfactory report or endorsement report from other Universities or Institutions.
- On time delivery of the course/course materials certified by other Universities or Institutions.
- Provide Technical support for the online test throughout the year and feedback and online support (verifiable claim).
- Provide pre-diagnostic test and Post diagnostic test and provide progress report of students from time to time with follow up action (twice a week during training) (verifiable claim).
- Should have at least 5 years of experience in the required field.
- Verifiable claim to having succeeded in placing students who have gone through their program.

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 31st March 2019 as mentioned above.
- 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 2016-17 , 2017-18 and 2018-19. 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.
- 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. Price bid(part-B) shall be considered only if the Technical bid(part-A) is satisfied
- 3.3. 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.
- 3.4. The covers should be super scribed as **"Tender for Providing of Campus Recruitment Training" (Cover C).**

4. Payment Terms:

Payment will be made only after completion of the programme in the prescribed time frame . Payment will be based on average scores obtained from student feedback on 5 point scale (who have undergone the programme & 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. 80% 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. **Training must be started within 5 days from the date of award of contract.**
- 5.4. **Payment terms:** 100% against satisfactory completion of the training on getting satisfactory report from the authorities concerned.
- 5.5. The prices should quote inclusive of all taxes, duties and transportation.
- 5.6. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
- 5.7. 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 valid for a period of 6 months.
- 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 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.

9. Address for sending of sealed tenders:

Procurement Section, AB3,
RGUKT- Basar,
Nirmal District, Telangana -504107.
Call:9652067897.

**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	Bank Details of the Agency:	
	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(VAT/CST)		
5	PAN CARD		
6	Turnover details of last three years		
6	List of Trainers		
7	List of present client details		
8	Satisfactory certificates		
9	Proposed Trainers details		
10	Undertaking for Non-block list		
11	Any other information		

ANNEXURE-II
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">✓ 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**