

NOTICE INVITING TENDER

(NIT)

**NOTICE INVITING TENDER FOR PROVIDING
PLACEMENT ASSISTANCE & SOFT SKILL DEVELOPMENT TRAINING
FOR THE STUDENTS OF RUSTAMJI INSTITUTE OF TECHNOLOGY
TEKANPUR, GWALIOR**

&

POLYTECHNIC COLLEGES OF BSF

Notice inviting Tender (NIT) For Providing Placement assistance & Soft skill training for the students of RJIT and all Diploma colleges of BSF in India.

Notice of tender is invited from Individual Trainers/ Training Organizations having experience of minimum 05 years of National/ International repute with proven track record in training & Placement with excellent client list for providing Effective Personality Development Training and placement for students of Rustamji Institute of Technology (RJIT), BSF, Tekanpur, Gwalior (MP) and Diploma colleges of BSF in New Delhi, Bangalore and Tekanpur.

The applicant agency/Individual must have Training & Placement experience in Technical/Diploma Institutes.

NIT details are available on the websites <http://www.rjit.org>, www.bsfpolycsmt.org, www.bsfit.org and www.bsf.nic.in

| | |
|--|---|
| Description of Job | Providing placement assistance & Soft skill Training for students of RJIT and Diploma colleges of BSF in New Delhi, Bangalore and Tekanpur. |
| NIT documents can be downloaded from 17/01/2014 to 10/02/2014 | Our website http://www.rjit.org, www.bsfpolycsmt.org, www.bsfit.org and www.bsf.nic.in |
| Last Date of Submission | UPTO <u>10/02/2014</u> (3.00 pm) |
| Due Date of Opening, Time and Venue | 10/02/2014 at 03.00 PM, The DG BSF 10th Block,CGO Complex, Lodhi Road,New Delhi -110003. www.bsf.nic.in |

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1. INTRODUCTION & ISSUER

The Rustamji Institute of Technology (RJIT) is the first Engineering College in India established by any Central Armed Police Forces. Due to deployment of the bulk of the Border Security Force (BSF) personnel in militancy affected areas, the majority of the force personnel stay separated from their families and is unable to look after the education of their children. A number of personnel are laying down their lives in the fight against anti national elements every day.

The Rustamji Institute of Technology (RJIT) has been set up with the objective of giving an opportunity to the children of serving BSF personnel as well as for those who have laid down their lives in service to the nation, for acquiring quality based higher technical qualification. The Border Security Force education fund sponsored the development of the Institute.

The Institute is named after the founding father of Border Security Force Padma Vibhushan Late K.F. Rustamji. His high ideas and visionary zeal would be source of inspiration for the students to achieve and secure the highest goals in their career.

The Institute is located, in the campus of BSF Academy, Tekanpur, on the Gwalior-Jhansi National Highway No. 75, at a distance of 30KMs from Gwalior. The Institute campus is self contained with all the basic facilities for all round development of students' personality. In addition to this, the Institute has well-equipped laboratories, a rich library with internet facility, Audio-Visual facility and place for organizing and conducting various other activities.

The Institute is offering various undergraduate and postgraduate courses affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal.

Border Security Forces (BSF) also runs 3 diploma colleges in New Delhi, Bangalore & Tekanpur, Gwalior. These colleges were established with a view to impart technical knowledge to the wards of BSF personal. The colleges produce the students to utilize the knowledge in the MNCs of national & international repute.

competitive fields.

More details regarding the diploma colleges may be obtained from websites: www.bsf_polytechnic,

www.bsfpolysmt.org, www.bsfit.org and www.bsf.nic.in

2. OBJECTIVE OF THE NOTIFICATION

Main Objective of the document is seeking "Notice inviting Tender" from suitable applicants to deliver high quality and effect placement assistance & soft skill development programme for the students of RJIT and all Diploma colleges of BSF in New Delhi, Bangalore and Tekanpur.

SCOPE OF WORK

Through this NIT, BSF seeks a range of services broadly categorized in the area of Placement service and soft skill training for the students of RJIT & Polytechnic Colleges of BSF.

THE SCOPE OF THE WORK INCLUDES:

- A. Develop relations with various national & international companies and experts from the industry. This shall be based on industry interface in synchronization with subject/degree/diploma specializations offered to our students.
- B. Arrange expert lectures/conferences for the students of various departments.
- C. Work towards effective industry interface with regards to summer internship/training of the students.
- D. Set up a training culture across the campus through different programs like corporate culture development, Personality Development and Spoken English and Campus Placement Training Programs.
- E. Arrange for job fairs and on-campus and off campus placement activities.
- F. Organize and manage events on the campus for enhancing students' placement capability through various activities.

3.1 Personality Development Classes (under these broad heads)

Course Description for Personality development training for Academic Session 2013-14

| S. No. | Topic |
|--------|--|
| 1. | Who am I? Express yourself. |
| 2. | SWOT Analysis |
| 3. | Test Preparation (Quantitative, Aptitude, Logical, Symbol Based) |
| 4. | Interview Preparation (Personal Interview, Psychological interview, Professional interview) |
| 5. | Communication skills + Presentation skills |
| 6. | Group Discussion |
| 7. | Role Participation/Case Study |
| 8. | Organisational ethics |
| 9. | Resume preparation |
| 10. | Technical Session (Eg. Programming Skills in C,C++,Java, VB for IT/MCA) |
| 11. | Practice session |
| 12. | Team building |
| 13. | Leadership |
| 14. | Mentoring |
| 15. | Time & stress management |

3.2 Technical Training Programmes for RJIT

The trainers will be providing technical skills to the students as per their respective branches in order to solve the technical question papers of various MNCs. The training module will differ for EC/IT/MCA/Automobile branches.

a. Number of Students for Training & Placement of Final year students.

College: Rustamji Institute of Technology, Tekanpur, Gwalior (MP)

Number of students for placement (Branch wise)

| S. No. | Branch | No. of students |
|--------|---|-----------------|
| 1 | Automobile Engg. | 75 |
| 2 | Electronics & Comm. Engg. | 70 |
| 3 | Information Technology Engg. | 66 |
| 4 | Master of Computer Applications (MCA) | 23 |
| | Total (Number of students for placement) | 234 |

b. Number of Students for Personality Development Training (Final year + Pre final Year)

| S. No. | Branch | Final year | Pre final year | Total |
|--------|---|------------|----------------|--|
| 1 | Automobile Engg. | 75 | 71 | 146 |
| 2 | Electronics & Comm. Engg. | 67 | 68 | 135 |
| 3 | Information Technology Engg. | 66 | 74 | 140 |
| 4 | Mechanical Engg | | 69 | 69 |
| 5 | Master of Computer Applications (MCA) | 23 | 30 | 30 (As final yr has already left for Industrial training of 6 months) |
| | Total {number of students for training (Final + pre final year)} | | | 520 |

3.3 Number of Diploma students for personality development training & placement (College/branch wise)

| S.No. | College Name | Branch | No. of students | | Total (Branch wise) | TOTAL (COLLEGE WISE) |
|-------|---|------------------------------|-----------------|-----------|---------------------------|----------------------------|
| | | | Final | Pre final | | |
| 1 | BSF POLYTECHNIC, TEKANPUR, GWALIOR, (M.P) | AUTOMOBILE ENGG | 54 | 57 | 111 | 225 |
| | | MECHANICAL ENGG | 56 | 58 | 114 | |
| 2 | BSF POLYTECHNIC, STS, TIGRI, NEW DELHI | ELEC & COMN ENGG | 55 | 55 | 110 | 221 |
| | | COMPUTER SCIENCE | 56 | 56 | 111 | |
| 3 | BSF POLYTECHNIC, BANGALORE | ELEC & COMM ENGG | 54 | 58 | 112 | 335 |
| | | COMPUTER SCIENCE ENGG | 37 | 53 | 90 | |
| | | ELECTRICAL & ELEX ENGG | 45 | 48 | 93 | |
| | | COMMERCIAL PRACTICE | 19 | 21 | 40 | |
| | TOTAL | | | | | 781 |

3.4 Points to be noted:

1. The training should be scheduled batch (Class) wise.
2. The training will be conducted in the college premises and college timings.
3. The training for the pre final year should be scheduled in 02 phases i.e. pre final & final year. However, the training for the Final year can be scheduled in a single phase. The payment will be done accordingly.
4. The placement should be planned for all batches of the final year including all branches of Engineering and diploma students.
5. The placement of the students should be in MNCs/firms of repute.
6. The placement of the students **should invariably be not targeted in BPOs/KPOs/Call centres/Marketing/Insurance fields**. Such placements will not be counted as placements.
7. The placement drive should include HRs of the concerned organization.
8. Each student of Engineering/ Diploma course should get 3 to 5 attempts for the placement as per the course/stream of the student.

9. The firms to quote payment/rates keeping both the aspects of training as well as placement in view.
10. Once selected in on campus/off campus interview, the firm to take the responsibility of joining.
11. Language used should be Hindi/ English/Both as required.
12. Number of participants will be year & batch wise.
13. Audio/ Visual Methodology to be used in the programme.

4 ELIGIBILITY CRITERIA

The interested parties should have a minimum 05 years experience in training & placement of the students of engineering & diploma colleges of National/ International repute with proven track record. Their response must contain the documentary evidence of all details mentioned in Section 3, 4 & 5. Those Trainers/ Training Organizations does not have 05 years experience, but having excellent track record shall also be considered for selection (However a minimum of 02 Years experience is mandatory for all the cases). In any case, experience in technical institute is mandatory.

5. DOCUMENTS TO BE SUBMITTED

1. Detailed Profile of Trainers/ Training Organization
2. Training Planner for the year 2014.
3. Training Brochures (All Programmes)
4. Detailed Client List with Testimonials (The applicant must attach a minimum of 5 different client testimonials)
5. Organizational Details (Certificate of Incorporation, Pan Number for Organizations or Pan Number for Individuals)
6. Price Bid (Considering the Details mentioned in Section 3.3)
7. Other Credentials, if any.

6. SELECTION PROCEDURE

NIT document contains commercially and technically relevant information which is only indicative in nature; it shall not be construed as a full-fledged Techno Commercial Document. Applicants are advised to carefully review and submit all relevant information with their NIT document.

The selection of the agency will be based on the Two-Bid system.

- a. **Technical Bid:**-- After review of NIT by the competent authority/ panel constituted, parties will be shortlisted and those shortlisted parties will be invited to give Presentations at their cost (Topic, Location and Duration of the Programme shall be intimated to the selected parties in writing by the concerned department). After appropriate scrutiny by the competent authority based on:
 - ** The comparative performance of the Trainer/ Organization during the Presentation (Communication Skills, Presentation Skills, Visual Graphic representation, Concept Clarity etc.)
 - ** The eligibility mentioned in the Section 4 and 5.
- b. **Price Bid:**-- Those agencies which are found to be eligible on the basis of Technical bid, will be called for price bid.

Selected bidders shall be empanelled initially for 1 year, which may be extended based on the Training Feedback provided
(Please note that only the selected NIT bidders will be issued with the Request for Proposal [RFP]).

The DG BSF has, reserves the right to:

- (a) Accept or Reject any/ all NITs submitted by the parties
- (b) Cancel the process at any time without any liability and assigning the reasons thereof.

The interested parties shall submit their response along with all the details in writing on or before 10/02/2014 at 0300 Hrs.

The DG BSF
10th Block,CGO Complex,
Lodhi Road,New Delhi -110003.
www.bsf.nic.in

7. LETTER OF INVITATION

Letter No. *****

Rustamji Institute of Technology
Tekanpur, Gwalior (MP)

To

Dear Sir/Madam,

The DG BSF, invites Notice inviting tender (NIT) from reputed Consultancy Organizations in India to undertake placement services & Soft service training for the students of RJIT and all diploma colleges of BSF in New Delhi, Bangalore and Tekanpur.

The NIT document containing details of eligibility criteria, submission requirement, brief objective and scope of work, Pre-Qualification criteria and Method of Evaluation etc. is enclosed. The NIT document is also available on the website www.rjit.org.

You may submit your responses in sealed envelopes in prescribed format to the DG BSF 10th BLOCK CGO COMPLEX LODHI ROAD, NEW DELHI-110003 on or before 10/02/2014 at 1500 hrs. with written on top of envelop “TENDER FOR PROVIDING PLACEMENT ASSISTANCE & SOFT SKILL FOR THE STUDENTS OF RUSTAMJI INSTITUTE OF TECHNOLOGY, TEKANPUR, GWALIOR AND POLYTECHNIC COLLEGES OF BSF”

Yours sincerely,

The DG BSF
10th Block,CGO Complex,
Lodhi Road,New Delhi -110003.
www.bsf.nic.in

8. INSTRUCTIONS TO THE CONSULTANTS

8.1 Nature of job

Consultancy to undertake effective personality development training & placement for students of Rustamji Institute of Technology, BSF, Tekanpur, Gwalior (MP) and all diploma colleges of BSF in New Delhi, Bangalore and Tekanpur.

8.2 Submission requirement

8.2.1 The Notice Inviting Tender is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:-

- 1: Applicant's Notice inviting tender as per Format-1
- 2: Organizational Contact Details as per Format-2
- 3: Experience of the organization as per Format-3
- 4: List of ten experts/ consultants on payroll as per Format-4
- 5: Financial strength of the company as per Format-5
- 6: Additional information as per Format-6
- 7: Declaration as per Format-7
- 8: Power of Attorney in favour of Authorized Signatory with long and short-signatures of Authorized person.

8.2.3 Last date of submission on or before **10/02/2014**, at 3.00 pm.

The submission is to be made to:

The DG BSF
10th Block,CBGO Complex,
Lodhi Road,New Delhi -110003.
www.bsf.nic.in

9. FORMATS FOR SUBMISSION

FORMAT-1 APPLICANT'S NOTICE OF TENDER

To,

**The DG BSF
10th Block,CBGO Complex,
Lodhi Road,New Delhi -110003.
www.bsf.nic.in**

Subject: Submission of notice of tender to undertake personality development training & placement for students of RJIT and all diploma colleges of BSF in New Delhi, Bangalore and Tekanpur.

Dear

In response to the Invitation for Notice of Tender (NIT) published on 17/01/2014 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields(Format-3)
3. List of experts/consultants on payroll (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp

Encl: as above

Note: This is to be furnished on the letter head of the organization.

FORMAT-2

Organizational Contact Details

| | |
|---|--|
| 1. Name of Organization | |
| 2. Main areas of business | |
| 3. Type of Organization Firm/ company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 | |
| 4. Whether the firm has been blacklisted by any organization/Autonomous body. If yes, details thereof. | |
| 5. Address of registered office with telephone no. & fax | |
| 6. Address of office in National Capital Region of Delhi (If any) | |
| 7. Contact Person with telephone no. & e- mail ID | |

Enclose-

1. Copy of Certificate of Incorporation
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant
Full name of the applicant
Stamp
Date

FORMAT-3
Experience in Related Fields

Overview of the past experience of the Organization in conducting studies related to training & education.

| S. No. | Item | Number of assignments in last 5 years | Order value of each assignment (Enclose copy of each order) | Mention the name of client/ organization (Enclose completion certificate) |
|--------|---|---------------------------------------|---|---|
| 1. | Experience of assignments of similar nature. | | | |
| 1.1 | Experience in carrying out similar assignments in Engineering colleges/universities | | | |

Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

Signature of the applicant
Full name of the applicant
Stamp
Date

FORMAT-4
List of 10(ten) experts/consultants on payroll

| S. No. | Name | Designation | Qualification | Relevant Experience |
|--------|------|-------------|---------------|---------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| | | | | |
| | | | | |
| 10. | | | | |

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT-5
Financial Strength of the Organization

| S.No. | Financial year | Whether profitable? Yes/No | Annual net profit | Overall annual turnover | Annual turnover from only consultancy services |
|-------|----------------|-------------------------------|-------------------|-------------------------|--|
| 1. | 2010-11 | | | | |
| 2. | 2011-12 | | | | |
| 3. | 2012-13 | | | | |

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of the applicant
Stamp & Date

FORMAT-6
Additional Information

1. List all enclosures related to the previous sections.

| S. No. | Description | No. of pages |
|--------|-------------|--------------|
| | | |

2. Additional information to support the eligibility as per Section 7. (Not more than 2 pages).

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT-7
Declaration

We hereby confirm that we are interested in effective personality development training & placement for students of RJIT.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization.

10. PRE-QUALIFICATION CRITERIA

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

| S. No. | Pre-qualification Criteria | Supporting Compliance document | Reference |
|--------|--|--|-----------|
| 1. | The firm shall be a firm/ company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and should have an office in National Capital Region of Delhi. | Copy of Certificate of Incorporation and Partnership Deed, if any | |
| 2. | The firm should be in the business of providing training & placement to engineering students for at least 5 years. | Certificate by Company Secretary of the bidder's organization | |
| 3. | The consultancy firm has to be profitable and should not have incurred loss in 3 consecutive Financial Years (FY 2010-11, FY 2011-12, FY 2012-13) | Format-5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization. CA certified document with name of CA, registration number, signature and stamp | |
| 4. | The consultancy firm should have sufficient consultants on its pay rolls | Certificate by Statutory Auditor or Company Secretary of the bidder's organization | |
| 5. | The consultancy firm shall have experience in executing at least two similar assignments in engineering colleges/universities/ diploma colleges during last 3 Financial Years. | Copy of Work Order | |
| 6. | The firm should not be blacklisted by any organization/body. | Undertaking signed by the Authorized signatory | |