



I.K. Gujral Punjab Technical University

REQUEST FOR PROPOSAL

Proposals are invited from reputed and experienced organizations/companies to conduct **Finishing Schools** for Employability enhancement as per the specifications and details available on University website **www.ptu.ac.in**. Interested may submit their proposals within 15 days from the publication of this advertisement.

JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA 144 603, Website: www.ptu.ac.in, Phone: +91-94780-98076

Advt./19/08/01

REGISTRAR

I K Gujral Punjab Technical University

REQUEST FOR PROPOSAL (RFP)

Finishing Schools

for

Enhancing Students Employability



I K Gujral Punjab Technical University
Jalandhar – Kapurthala Highway
Distt - Kapurthala

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With a view to meet the immediate requirement of trained human resource of the engineering graduates, it is proposed to set up a chain of finishing school programs for engineering graduates. IKGPTU Campus, Kapurthala is planning to conduct the finishing school programme for its main campus. Organization/ Agency will be empanelled for initially for 02 years which may be extended upto next 02 years after review by the university. This effort of engaging finishing school has twin objectives

- (i) To make the student industry ready
- (ii) To help young graduates to get/ find jobs through appropriate training.

Therefore, the purpose of the training is to enhance and sharpen the required skills among the graduates and make them employable in the various industries.

The training through finishing school will include

- Placement Pre-requisites
- Linguistic Intelligence
- General Aptitude
- Soft Skills

I K Gujral Punjab Technical University

SCOPE OF WORK

The shortlisted agency shall be required to conduct placement training cum workshop for IKGPTU students through deployment of eminent resource persons for the improvement of aptitude ability and communication skills. The programme shall include training on the following components:

Sr. No.	Session	Contents
1.	Part 1: Placement Pre-requisites in a Nutshell	Understanding the Placement Process (Aptitude Tests, Resume Writing, Group Discussion, Personal Interview) - Screening Criteria - Components of Aptitude Tests - Role of GDs and Interviews - Soft Skills and their relevance
2.	Part 2: Linguistic intelligence	Grammar: Parts of Speech, Framing Sentences, Placing Sentences Together, Tenses Vocabulary: Easy Recall Techniques Group Learning Activity
3.	Part 3: General Aptitude	Vedic Mathematics Quantitative Ability Reasoning Verbal Ability
4.	Part 4: Soft Skills	Group Discussion Resume Writing Interview

- Duration of training period will be minimum 40 Hours per semester.

I K Gujral Punjab Technical University

QUALIFICATION CRITERIA

- Applicant shall have at least two (02) year experience of conducting "Face to Face Programs" on the Professional Development and Capacity Building and Content.
- Applicant shall have experience of conducting training in reputed institutes during past three years to be produced with the supporting documents.
- Firm / Institution shall possesses a sound financial status. Applicant is required to submit copies of balance sheet of last financial year (up to 31st March 2018 & 2019).
- Applicant shall have adequate number of experienced professionals to support the programs either on permanent rolls or on contract basis. A list of all such professionals shall be enclosed along with the application form.
- Applicant shall be formally registered with an appropriate statutory authorities as required under law. A copy of all such registration such as PAN, GST regulation etc must be enclosed.

The following documents must be submitted by the applicant in the order : -

Application Details	Annexure/s
Acceptance of Terms and Conditions of RFP	Annexure- 1
Applicant Profile	Annexure- 2
Authorization Letter	Annexure- 3
Self-Declaration	Annexure- 4
Declaration of financial and administrative details	Annexure- 5
The Applicant shall ensure registration with appropriate statutory authorities and shall enclose copy of their registration with PAN tax, GST regulation etc. as applicable	
The Applicant shall have submitted documentary evidence with regard to Conduct of Professional Development, Finishing School, any other relevant areas	
The Applicant shall clearly indicate the areas of formative in which they shall conduct the programme as required.	
The Applicant shall submit the proof of Financial Capability.	
The Applicant shall have adequate qualified workforce (documentary evidence)	
The Applicant shall submit the entire design/ methodology/ pedagogy for the training module along with manual (if prepared). The design/ methodology/pedagogy shall be main focus in evaluation of technical Bids during presentation.	

I K Gujral Punjab Technical University

- Applicant/ Trust shall have appropriate arrangement and logistical support to facilitate the conduct of programmes on End-to-End outstanding basis.
- All infrastructure and manpower etc. have to be arranged by the agency.

APPLICATION PROCESS

1. The Applicant shall submit the proposal in the format specified in the RFP and seal it in an envelope and mark the envelope as "Proposal For Finishing School Programme" accompanying supporting documents.
2. The envelope specified in S.No.1 above shall clearly indicate the name and address of the Applicant.
3. Govt. levies like GST shall be paid at actual rates applicable on the date of delivery. Rates shall be quoted accordingly giving the Basic Price and GST.
4. The application shall reach to the address as mentioned below within 15 days of advertisement of this proposal. No applications will be entertained after the stipulated time period.
5. Incomplete applications will be not entertained.

Address for sending the application

The Registrar,

IKG-Punjab Technical University
Jalandhar - Kapurthala Highway,
VPO - Ibban, Kapurthala-144603,
Distt. Kapurthala
Phone: +91-1822-282533,35,83
Email: registrar@ptu.ac.in

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I K Gujral Punjab Technical University

PERFORMA AND ANNEXURES

ANNEXURE-1

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE RFP DOCUMENTS

To

Registrar

IKG PTU, Kapurthala – 144603

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document regarding Finishing School Training for enhancing student's employability.

I declare that all the provisions of this RFP Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of Witness Signature of the Applicant

Date:

Date:

Place:

Place:

Company Seal

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ANNEXURE-2

DETAILS OF THE ORGANISATION

- a) Name of the Firms/Institutions/Agencies/Trust :
- b) Registered Address:
- c) Year of Establishment:
- d) Details of Registration/ Incorporation
- e) Details of the Technical Specialist employed with the Organization:

Sl.No.	Specialty/ Skill-set	No. of People	Average length of service with the organization
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f) List of Project Handled:

- 1.
- 2.
- 3.
- 4.

PLACE:

DATE:

SIGNATURE OF AUTHORIZED PERSON WITH SEAL

I K Gujral Punjab Technical University

ANNEXURE-3

REPRESENTATIVE AUTHORIZATION LETTER

Date : _____

Ref : _____

To

Registrar

IKG PTU, Kapurthala - 144603

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the agency for the RFP on In-service Training Programs of Teachers. She/He is authorized to attend meetings & submit technical & financial information as may be required by you in the course of processing above said RFP.

Thanking you,

Authorized Signatory

Representative Signature

Company Seal

I K Gujral Punjab Technical University

ANNEXURE-4

SELF-DECLARATION

Date : _____

Ref : _____

TO

Registrar

IKG PTU, Kapurthala – 144603

In response to the RFP dated _____ Ms. /Mr. _____, as a
_____, I / We hereby declare that our agency
_____ is having unblemished past record and was not
declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular
period of time.

Signature of witness

Date:

Place:

Company Seal

I K Gujral Punjab Technical University

ANNEXURE-5

DECLARATION OF FINANCIAL & ADMINISTRATIVE DETAILS

Company Name & Address

- (i) Name :
- (ii) Address :
- (iii) City :
- (iv) District :
- (v) State :
- (vi) Pin :
- (vii) Telephone :
- (viii) Cell :
- (ix) Fax : E-mail (in capital letters only) :

Copies of Audited Balance sheets for the financial year are attached (02 years)

Copies of experience and client's report in the similar work as desired in the RFP document.

Signature of Witness

Date:

Place:

Company Seal

Signature of the Applicant

Date:

Place:

I K Gujral Punjab Technical University

ANNEXURE-6

FORMAT FOR SUBMISSION OF PRICE BID		
From,	To,	
	The Registrar	
	IKG PTU, Kapurthala –	
	144603	

Sub:	Price Bid for PROPOSAL (RFP) FOR Finishing School Training for Enhancing Students Employability
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S. No	Particulars	Per student Charges
1	Training charges per student basis as per the scope of the work mentioned at point no 1 of RFP	
In words		

The followings things are confirmed and undertake by us that:	
a	The price quoted above are inclusive of all taxes/levies and TA/DA Lodging /Boarding, Local transportation to trainers & assisting staff etc. No payment other then above will be paid by Institute.
b	<i>Offer price shall be valid for a period of 60 days from the date of opening of Technical bid of this proposal.</i>
c	The price quoted above is inclusive of training programme charges, course material and post training on-line test.
d	We agree with the terms and conditions specified in "Request for proposal" and if selected, the execution of supplies would be made in compliance.

Date:	Signature of Authorized Applicant with proper rubber stamp
	Name:
	Designation:
	Mobile No: