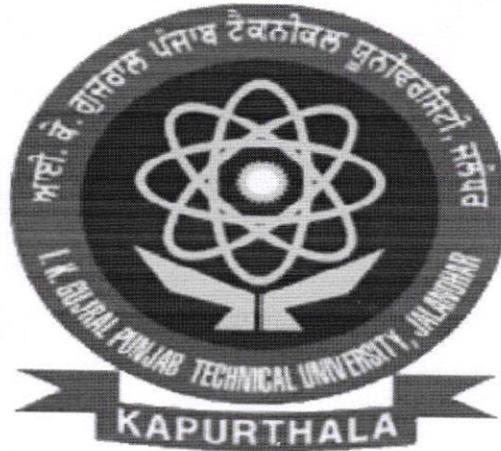


I K Gujral Punjab Technical University**REQUEST FOR PROPOSAL (RFP)**

Finishing Schools

for

Enhancing Students Employability



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

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I K Gujral Punjab Technical University

To instill self-belief within the students, and make them ready to face any recruitment exam and interviews, University has decided to heir finishing school agency for its engineering & management students. Organization/ Agency will be empanelled initially for 2 years which may be extended up to next 2 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.

SCOPE OF WORK

The shortlisted Firm/ Agency shall be required to conduct placement training for IKG PTU students (Pre-final & final year students) through deployment of eminent resource persons at University premises. 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 - Ingredients of Soft Skills and their relevance
2.	Part 2: Linguistic intelligence	Grammar: Parts of Speech, Forming Sentences, Placing Sentence Together, Tenses Vocabulary: Easy Recall Techniques Group Learning Activity
3.	Part 3: General Aptitude	Vedic Mathematics Quantitative Ability Reasoning Verbal Ability

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4.	Part 4: Soft Skills	Group Discussion Resume Preparation Interview Preparation
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- Duration of training period will be 40 Hours per semester.

QUALIFICATION CRITERIA

- Firm/ Agency shall have at least two (2) year experience of conducting similar finishing school programmes at reputed educational institutions.
- Firms / Agency shall possess a sound financial status. Applicant is required to submit copies of balance sheet of last 2 financial years.
- Firm/ Agency shall have adequate number of experienced professional 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.
- Firms/ Agency 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.
- 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.

Following documents must be submitted by the applicant in the order:-

Acceptance of Terms and conditions of RFP	Annexure- 1
Applicant Profile	Annexure- 2
Self-Declaration	Annexure- 3
Declaration of financial and administrative details	Annexure- 4
Submission of Price -Bid	Annexure- 5
The Applicant shall ensure registration with appropriate statutory authorities and should enclose copy of their registration with PAN tax, GST regulation etc. as applicable	
The Applicant shall submitted documentary evidence with regard to Conduct of Finishing schools in reputed educational institutes.	
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.	

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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.	

APPLICATION PROCESS

1. The Firm/ Agency 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. Firm/ Agency shall clearly indicate its name and address.
3. 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.
4. Incomplete applications will be not entertained.

Address for sending the application

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

MSB
 [Signature]
 RAN
 [Signature]

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 Firm/ Agency. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Company Seal

Signature of the Applicant

Date:

Place:

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MSP

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ANNEXURE-2

DETAILS OF THE ORGANISATION

- a) Name of the Company/ Firms/Agencies
 b) Registered Address:
 c) Year of Establishment:
 d) Details of Registration/ Incorporation
 e) Details of the Faculty/Trainers employed with the Organization:

SI.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

MSD/A
MSD/A
MSD/A
MSD/A

SELF-DECLARATION

ANNEXURE-3

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

MSD
MSD
MSD

ANNEXURE-4

DECLARATION OF FINANCIAL & ADMINISTRATIVE DETAILS

Company Name & Address:

Name :

Address :

City :

District :

State :

Pin :

Telephone :

Cell :

Fax : E-mail :

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:

Signature of the Applicant

Date:

Place:

Company Seal

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ANNEXURE-5

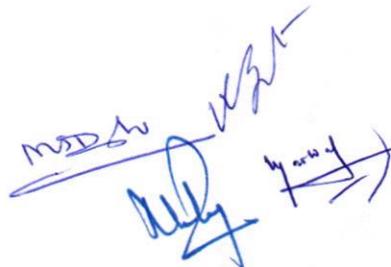
FORMAT FOR SUBMISSION OF PRICE BID	
From,	To,
	The Registrar
	IKG PTU, Kapurthala – 144603

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 than 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:



EVALUATION & SELECTION CRITERIA

The technical evaluation committee shall look into all the technical pre requisites as well as the training methodology. However, the design/ pedagogy/ approach and other academic issues related to conduct of training programs shall be of priority while selection of agencies for the Financial bids. Each bidder would be awarded Technical Scores (TS) out of maximum 100 points by the committee.

FINANCIAL EVALUATION OF PROPOSAL

- Proposals of the bidders would be awarded Commercial Scores (CS) out of maximum 100 points by the committee.
- Proposals of those bidders would be opened who qualify the technical evaluation as per technical evaluation process described above.
- The bidder must submit the filled format for submission of price bid (Annexure - 6) The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis i.e. the proposal with lowest total cost will be awarded highest Commercial Score (CS) of 100 points. The individual bidder's commercial scores (CS) are normalized.

$F_n = F_{min} / F_b * 100\%$ (rounded off to 2 decimal places) Where, F_n = Normalized commercial score for the bidder under consideration

F_b = Absolute financial quote for the bidder under consideration F_{min} = Minimum absolute financial quote

Technical Evaluation

The final evaluation shall be based on Fixed Budget Scheme. There will be 70 % weightage for Technical Evaluation and 30 % weight age for Financial Evaluation

CRITERIA	Points
The Bidder should have submitted documentary evidence with regard to conduct of professional development, capacity building etc in one or more areas of Formative.	20
The Bidder should submit the proof of Financial capability.	10

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The bidder must have well-established and proven methodology following SOP of conducting training	10
The Bidder should have adequate qualified workforce (documentary evidence)	20
The Bidder should 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.	40

Method of calculation of final scores-

$$\text{Composite Score (S)} = \text{TS} * 0.7 + \text{CS} * 0.3$$

The Bidder with the highest Composite Score(S) would be awarded the contract.

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H-w-y *Uly*