



**NATIONAL INSTITUTE OF TECHNOLOGY  
RAIPUR – 492 010, CHHATTISGARH**

**Advertised E-Tender Proposal for Conduction of Online Employability Skills  
Training Program for Improvement of Campus Placement of Students**

**Department: Career Development Centre**

**Enquiry No: NITRR/S&P/CDC/OT/2022/2071**

**Date:10/02/2022**

**Important Dates**

To

| Event                                | Date                                                                   | Time    |
|--------------------------------------|------------------------------------------------------------------------|---------|
| Last Date of submission of quotation | 05/03/2022                                                             | 06:00PM |
| Technical bid Opening date           | 07/03/2022                                                             | 04:00PM |
| Price (financial) bid Opening        | To be Informed to the technically successful bidder by mail and phone. |         |

Dear Sir/Madam,

We intend to purchase the commodities specified in this document and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly submit your offer with prices and complete terms within the time mentioned above through our e-tender portal [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR) . **Tender will be accepted only online and no other mode will be accepted.**

Yours sincerely,

**Registrar**  
National Institute of Technology,  
Raipur

Enclosed:

- (1) Bid Document - Instruction to bidder - containing detail terms and conditions.
- (2) Acceptance of terms & conditions of tender-Annexure 1
- (3) Details of Training Program - Annexure 2
- (4) Specifications of the Training Program / Course content Details – Annexure 3
- (5) Technical Compliance Format- Annexure 4
- (6) Price Bid Format in INR – Annexure 5
- (7) Deviation Statement Form - Annexure 6
- (8) Bidder Information & Check List- Annexure 7

**BID DOCUMENT****INSTRUCTION TO BIDDER**

1. Please go through the enclosed “bid document” carefully for other bidding instructions.

- **IMPORTANT NOTE:** Being a Two-Part Tender (techno-commercial and price bid), fax quotations will not be accepted. Please ensure your offers are received on or before the tender due date and time. Bidders/Tenderers are requested to download the tender documents from our website ([www.nitr.ac.in](http://www.nitr.ac.in)) & e-tendering portal i.e. [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR) and submit **tender fee of amount Rs. 1180/- (inclusive of GST)** through online mode in our e-tendering portal, i.e., [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR).
- **Quotations received without tender fee will not be considered.**
- No request for extension of the due tender date will be considered.
- In the event any date indicated above is declared as holiday, the next working day at the Institute shall be considered as the due date for receiving & opening of tenders.
- The bids shall be opened on date and time as mentioned above. The bidders may send their authorized representatives to attend the bid opening, if they so desire.
- Bids received after the deadline of receipt indicated above, shall not be taken into consideration.

2. The bid should remain valid for a period of **180 days** from the date of opening. In case your offer has a different validity period then it should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.

3. **Clarification of bidding documents:** If a prospective bidder requires any clarification in regard to the bidding documents, they may mail to [storenpurchase@nitr.ac.in](mailto:storenpurchase@nitr.ac.in) (for Commercial terms) and [skmukti.mech@nitr.ac.in](mailto:skmukti.mech@nitr.ac.in), (for Technical queries) at least 15 days before the deadline for receipt of bids.

4. **Submission of bids: Bidders must submit their bid through E-tendering mode only at website [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR) .**

5. Financial Bid (Microsoft Excel File) is to be downloaded from website [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR) and then is to be filled, saved and uploaded (through digital signature) on the same website and not to be submitted in hard copy at all.

6. The Financial Bid (after filling the rates) should neither be scanned & uploaded, nor, the hard copy of the same should be submitted to NIT Raipur office.

7. **The complete Tender document can be viewed and downloaded only from the website([www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR)) & [www.nitr.ac.in](http://www.nitr.ac.in) during the tender sale period. The intending bidders should submit the tender**

**documents sale price & tender processing fee, through e-payment, at the time of making online request.**

8. Complete tender papers, duly accompanied with receipts of e-payment of tender cost, EMD shall be received online as per date and time mentioned. Tender shall be opened through E-tendering systems, in presence of bidders or their authorized representatives.
9. Complete tender documents must be submitted on or before **as per schedule mentioned through E-Tendering mode only at website i.e. [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR)** .
10. Tenderers are advised to complete all submission related work well before last date for submission of tender online. Any request for modification in the time/date of submission of tender due to tenderer's failure to submit the offer, will not be accepted. Tenderer must try to submit their bid prior to last date to avoid any failure.
11. **To participate in the E-tender, it is mandatory for the bidders to have user ID & password, which has to be obtained by submitting an annual registration charges of Rs. 2000/- +GST @ 18% to ITI, through e-payment. Also it is mandatory for all bidders to have class 3 digital signature certificates from any of the CCA (Controller of Certifying Authority, India) or if any support required on DSC, Please contact back to us. (Helpdesk No. 011-49424365, 8800991863)**
12. The bid along with necessary documents should be uploaded only on the [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR) portal as per guidelines mentioned in the portal. Tenders must be submitted only online at <https://www.tenderwizard.com/NITR> . All documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. **Tender sent by any other mode will not be accepted.**
13. **Amendment of Bidding Documents**
  - o Corrigendum, if issued any for the tender, shall form part of the Tender Document. Corrigendum will be posted on NIT RAIPUR website ([www.nitr.ac.in](http://www.nitr.ac.in).) & [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR) . Bidders/Tenderers are requested to visit NIT RAIPUR website regularly and note the corrigendum / amendments to the tender without fail and submit the offer accordingly. NIT RAIPUR will not be responsible for ignorance of corrigendum.
  - o At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/Tenderer, modify the bidding documents by amendment. The same would also be hosted on the website of the Institute and all prospective bidders/tenderer are expected to surf the website before submitting their bids to take cognizance of the amendments. Bidder/Tenderer who has submitted bids before publishing the amendment may revise their bid incorporating the amendments before the last date of tender.
  - o In order to allow prospective Bidder/Tenderer's reasonable time in which to take the amendment into account in preparing their bids, the Institute, at

its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Institute.

14. **Custom duty:** The NIT Raipur have registration in Department of Scientific & Industrial Research (DSIR).

15. **Bid Security (BS)/(Earnest Money/ EMD)**

I. The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of amount Rs.63000/-. **The EMD/Bid security should be submitted online only through e-tendering portal i.e. [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR).** The EMD amount will be as follows:-

II. In the case of foreign bidders/tenderers, the BS shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders/tenderers; the BS shall be submitted by the manufacturer or their specifically authorized dealer/Bidder/Tenderer.

**III. Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non- responsive.**

IV. The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.

V. The successful Bidder/Tenderer's bid security will be discharged upon the Bidder/Tenderer furnishing the performance security.

**VI. The firms registered with DGS&D & NSIC, if any, are exempted from payment of BS provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies.**

**VII. The bid security may be forfeited:** If a Bidder/Tenderer withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid Form.

16. **Sealing and Marking of Bids:**

In a two bid system All Bidders/Tenderers are requested to follow carefully the following instructions before preparing their offer.

**Part I: Technical & Commercial Bid**

**Part – (a) Technical**

(i) The employability/placement training is to be provided in online/digital mode which may have live online training sessions as well.

(ii) This part should contain detailed contents of the online employability/placement training course quoted by you along with relevant literature and leaflets (i.e., handouts, digital contents etc.).

(iii) A compliance statement showing the compliance of the contents

quoted by you with that of contents tendered by us should be prepared and enclosed to this.

- (iv) Any other information called for in the tender related to technical specifications can also come in this part.
- (v) Start of employability/ placement training program dates will be decided by NIT Raipur.
- (vi) Live sessions of the training program shall be conducted with mutual consent with the NIT Raipur authorities only during the off hours of the institute, i.e., before 9:00 am and after 6:30 pm on working days and on any suitable time on Saturdays and Sundays or holidays.
- (vii) All the infrastructure and support system to deliver effective and uninterrupted online training to the students shall be mentioned in the bid document. No facility for the same will be made available by the institute.
- (viii) Apart from the rates approved on the basis of the financial bid no other payments shall be done.
- (ix) No honorarium, TA/DA will be given separately for the trainers.
- (x) Minimum training period of **60 hours** should be there.
- (xi) The live online training sessions may be conducted for students of all the branches and all the years. Average class strength of **60 students** may attend the live training sessions. Apart from such live training sessions, learning and training material in digital form must be available for all the students online, to access and learn at their convenience. The live training sessions are optional and all the training material, sessions, should also be available online in digital format for students to learn. The overall quality and effectiveness of the employability training offered, whether in a combination of live and digital sessions or solely with digital sessions, shall be assessed by institute's student conveners and coordinators and faculty in charges for placements and decision for selection of vendor will be based on their feedback.
- (xii) Rates should be quoted for training of students of all the years and all the branches and should clearly mention the mode of delivery of the employability training.
- (xiii) All the training material including the video lectures, tutorials, practice tests etc. should be available to students on easily accessible online platform for learning and practice till the time they pass out from the institute.
- (xiv) Additional weightage shall be given to bidders who apart from covering general aptitude training will also be providing branch specific training.

(xv) The branch and year-wise strength of students is shown below:

# NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

Academic Session 2021-22

| UG                                          | BRANCH             |                         | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year | TOTAL |
|---------------------------------------------|--------------------|-------------------------|----------|----------|----------|----------|----------|-------|
|                                             | B.TECH             | BIO MEDICAL ENGINEERING |          | 72       | 55       | 58       | 47       | 0     |
| BIO TECHNOLOGY                              |                    |                         | 71       | 47       | 50       | 37       | 0        | 205   |
| CHEMICAL ENGINEERING                        |                    |                         | 72       | 77       | 77       | 57       | 0        | 283   |
| CIVIL ENGINEERING                           |                    |                         | 97       | 93       | 88       | 83       | 0        | 361   |
| COMPUTER SCIENCE & ENGINEERING              |                    |                         | 114      | 112      | 105      | 89       | 0        | 420   |
| ELECTRICAL ENGINEERING                      |                    |                         | 113      | 112      | 106      | 87       | 0        | 418   |
| ELECTRONICS & TELECOMMUNICATION ENGINEERING |                    |                         | 113      | 111      | 110      | 86       | 0        | 420   |
| INFORMATION TECHNOLOGY                      |                    |                         | 114      | 113      | 104      | 94       | 0        | 425   |
| MECHANICAL ENGINEERING                      |                    |                         | 111      | 109      | 107      | 103      | 0        | 430   |
| METALLURGICAL ENGINEERING                   |                    |                         | 110      | 103      | 108      | 82       | 0        | 403   |
| B.ARCH                                      | MINING ENGINEERING |                         | 96       | 83       | 90       | 83       | 0        | 352   |
|                                             | ARCHITECTURE       |                         | 39       | 67       | 55       | 56       | 46       | 263   |
| TOTAL                                       |                    |                         | 1122     | 1082     | 1058     | 904      | 46       | 4212  |

  

| PG                                          | BRANCH |                                | 1st Year | 2nd Year | 3rd Year | TOTAL |
|---------------------------------------------|--------|--------------------------------|----------|----------|----------|-------|
|                                             | M.TECH | APPLIED GEOLOGY                |          | 17       | 18       | 17    |
| ELECTRICAL ENGINEERING                      |        |                                | 23       | 27       | 0        | 50    |
| ELECTRONICS & TELECOMMUNICATION ENGINEERING |        |                                | 22       | 22       | 0        | 44    |
| CIVIL ENGINEERING                           |        |                                | 27       | 26       | 0        | 53    |
| CHEMICAL ENGINEERING                        |        |                                | 4        | 1        | 0        | 5     |
| MECHANICAL ENGINEERING                      |        |                                | 29       | 38       | 0        | 67    |
| INFORMATION TECHNOLOGY                      |        |                                | 20       | 23       | 0        | 43    |
| MCA                                         |        | MASTER OF COMPUTER APPLICATION |          | 99       | 102      | 93    |
|                                             | TOTAL  |                                | 241      | 257      | 110      | 608   |

  

| Ph.D                                        | Branch                     | 1st Year | Subsequent Year | TOTAL |
|---------------------------------------------|----------------------------|----------|-----------------|-------|
|                                             | COMPUTER APPLICATION (MCA) |          |                 | 24    |
| BIO MEDICAL ENGINEERING                     |                            |          | 19              | 19    |
| CHEMICAL ENGINEERING                        |                            |          | 28              | 28    |
| CIVIL ENGINEERING                           |                            |          | 43              | 43    |
| ELECTRICAL ENGINEERING                      |                            |          | 41              | 41    |
| INFORMATION TECHNOLOGY                      |                            |          | 35              | 35    |
| COMPUTER SCIENCE & ENGG.                    |                            |          | 30              | 30    |
| BIO TECHNOLOGY                              |                            |          | 18              | 18    |
| MECHANICAL ENGINEERING                      | Admission Under process    |          | 67              | 67    |
| METALLURGICAL ENGINEERING                   |                            |          | 24              | 24    |
| ELECTRONICS & TELECOMMUNICATION ENGINEERING |                            |          | 26              | 26    |
| MINING ENGINEERING                          |                            |          | 10              | 10    |
| APPLIED GEOLOGY                             |                            |          | 13              | 13    |
| ARCHITECTURE                                |                            |          | 16              | 16    |
| HUMANITIES                                  |                            |          | 22              | 22    |
| CHEMISTRY                                   |                            |          | 28              | 28    |
| MATHEMATICS                                 |                            |          | 24              | 24    |
| PHYSICS                                     |                            |          | 19              | 19    |
| TOTAL                                       |                            |          | 487             | 487   |

(xvi) Trainer should give a demonstration of a typical online training session in front of the students and committee members for evaluation. The demonstration session for evaluation must only be delivered by the personnel who will be delivering the online training program. If later at any time it is found that the same personnel are not engaged in the training sessions, penalty to the extent of the termination of contract may

be imposed. The evaluation by the target audience shall also be taken in consideration while deciding on the technical bids.

(xvii) Profile, including the qualification and experience of only those trainers who will actually be conducting the training sessions and performance certificates for the bidding vendor from the institutes of eminence, where such training has been provided, should be enclosed.

(xviii) If at any stage it is found that the bidder has deviated from any of the clauses stated anywhere in this document, the contract will be cancelled, and the money shall be forfeited with possible black-listing of the bidder from such future tenders.

(xix) The bidder must enclose the incorporation certificate or similar legally valid document for the company/organization.

(xx) The bidder must enclose PAN Card details with documents, GST Registration along with the technical bid.

(xxi) They must also enclose documents (income tax returns etc.) indicating the total value of work done by them during previous three years.

(xxii) **Prices should NOT be indicated in this part.**

**Note:**

- Technical Specifications and terms & conditions as above should be very clearly reflected with reference to the category called for in the tender.
- **Please note that the PRICE SHOULD NOT BE indicated in this part.**

**Part – (b) Commercial terms: (WITHOUT PRICE)**

The commercial terms applicable for the items quoted by you should be indicated in this part.

- (i) If any compliance statement is called for the commercial terms/contractual terms and conditions, the same is to be attached in this part.
- (ii) The Tenderer/ bidder need to upload the following certificates along with the Tender Documents to confirm their eligibility in this part:
  - Proof of establishment of Firms/shop/business/ manufacturing unit etc. or Goods and Service Tax Registration Certificate (REG-06 Format), whichever applicable. (Clear visible scanned copy)
  - The bidder should submit Photocopy of PAN card issued in the name of the bidder's firm. (Clear visible colored scanned copy)

**Note:**

- **The bidders must have to upload acceptance of tender terms & conditions duly sealed & signed in e-tendering portal (As per Annexure-I).**

## Part II: Price Bid

The prices applicable for the training sessions for development of employability skills of students to enhance their placement chances in response to the tender shall come into this part in the prescribed format only. ***Bid will be rejected if rates are not quoted in the prescribed format.***

- (I) Tenderer shall indicate very clearly prices with reference to their offer. Tenderer must also clearly indicate all the applicable taxes, and also show the total amount to be paid including all the taxes.
- (II) The bidders should quote their offer/rates in clear terms without ambiguity.
- (III) The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid.
- (IV) In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- (V) Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- (VI) The bidder has to sign in full at all pages of the bidding document.
- (VII) If at any stage of the price quoted GST applicable, it should be clearly mentioned.
- (VIII) Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.

### (IX) Responsiveness of Bids

- (i) Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:
  - (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Institute's rights or the Bidder/Tenderer's obligations under the Contract; or if rectified, would unfairly affect the competitive position of other bidders/tenderers presenting substantially responsive bids.
- (ii) The Institutes' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- (iii) If a bid is not substantially responsive, it will be rejected by the Institute and will not subsequently be made responsive by the Bidder/Tenderer by correction of the material deviation, reservation or omission.

**(x) Evaluation and comparison of bids**

- (i) The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- (ii) To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted.
- (iii) The bids shall be evaluated on the **quality cum cost based selection** on the following basis which shall be arrived as under:
  - a. Demonstration class feedback from students and committee members. The demonstration class of minimum one hour must contain suitable glimpse of all the contents to effectively and comprehensively cover all aspects of training program.
  - b. Performance certificate from the previously trained institutes of eminence.
  - c. Profile of only those trainers and their experience, who will actually be delivering the training.
  - d. Total value of work done in the relevant area for last three years.
  - e. Best Price tendered.

**(XI) Terms of Payment:** The method and conditions of payment to be made to the Institute under this Contract shall be as follows:

**(i) Payment for Placement training services offered from India:**

Payment for training services from within India shall normally be made in Indian Rupees, as follows: 100% payment will be made in account payee cheque or Draft/ online Transfer using RTGS to the Institute normally within thirty (30) days after the successful completion of the training program subject to submission of performance feedback, if any. The decision to continue with or discontinuation of contract will be decided based on students' feedback. No advance payment shall be made.

- (ii) Taxes as applicable shall be deducted from the payments.
- (iii) Regular feedback from the beneficiary students will be collected about the effectiveness of the training. If the feedback is not satisfactory then the agreement/work order may be cancelled and payment due will be forfeited.

- (ii) **Copy Right:** The copyright in all drawings, documents, and other materials containing data and information furnished to the NIT Raipur by the training Institute herein shall remain vested in the training institute, or, if they are furnished to the NIT Raipur directly or through the training institute by any third party, including the training institute course materials, the copyright in

such course materials shall remain vested in such third party. The bidders and the trainers shall be responsible for observing IPR and copy right related laws and rules.

(iii) Any disputes arising out of this enquiry shall be dealt in the Raipur jurisdiction.

**Registrar**  
NIT-Raipur

**List of Annexures**

1. Acceptance of tender terms & conditions-Annexure-1
2. Details of Training Program – Annexure -2
3. Specifications of the Training Program / Course Content Details – Annexure 3
4. Technical Compliance of the bidder with reference to the 'Content Details' :  
Annexure 4
5. Price Schedule for training being offered from India - Annexure 5
6. Deviation statement form - Annexure 6
7. Bidder information & check list – Annexure 7

**Annexure 1****Acceptance of terms & conditions of tender (Must be on Letter Head)**

Date:

To,

The Registrar,

National Institute of Technology,

Raipur-492010(Chhattisgarh)

Subject: Acceptance of Terms &amp; conditions of Tender.

**Tender ref. No.: NITRR/S&P/CDC/OT/2022/2071****Dated:10/02/2022**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender enquiry no. from the website [www.tenderwizard.com/NITR](http://www.tenderwizard.com/NITR) or [www.nitr.ac.in](http://www.nitr.ac.in).
2. I/We hereby certify that I/we have read entire terms & conditions of the tender documents from Page 01 to 18 (including all documents like annexure, schedules etc.) which form part of the tender document and I/we shall abide by the terms & conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by NIT Raipur to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in totality/entirely.
5. In case any provisions of this tender are found violated, NIT Raipur shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against NIT Raipur in satisfaction of this condition.
6. I/We confirm that we or our proprietor/Director/Partner have not been blacklisted or debarred or declared ineligible for corrupt/fraudulent practices either indefinitely or for a particular period of time by any Government or other agency. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India. Also there are no contractual restrictions or legal disqualifications or other obligations which prohibit the applicant from entering into tender process.

**(Seal & Signature of the bidder)**

**Annexure 2****Details of Training Program to be Delivered under the Tender**

| <b>S. No</b>                                                                                                                                                                                  | <b>Name of Training Programme</b>                                                                 | <b>No. of Students Attending (approx.)</b> | <b>Min. Duration</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------|
| (i)                                                                                                                                                                                           | Employability Skills Enhancement Training Program for improvement of campus placement of students | <b>3000</b>                                | <b>60 hours</b>      |
| <b>The training is to be online. The mode may be mixed – including live sessions as well as through digital contents available online, or through online available digital contents only.</b> |                                                                                                   |                                            |                      |

**Annexure 3****Specifications of the Training Program / Course Content Details**

1. The purpose of this tender is to identify an agency providing employability skill training to 1<sup>st</sup> year to 3<sup>rd</sup> year students of under-graduate engineering courses, and 1<sup>st</sup> year MTech and MCA students by imparting employability skills encompassing managerial, entrepreneurial, leadership, communication, and teamwork skills required for working in the industry. The focus of imparting these skills shall be to enhance the employability of technical graduates and acceptability by the industry for them.
2. The service provider/consultancy agency has to impart employability skill training covering managerial skills, communication skills, team-work skills, leadership skills, and innovation and entrepreneurial skills required for working in industry. The performance of the student in terms of placement (core as well as IT industry) and entrepreneurship are expected to improve after this training. The training shall consist of different modules which may be given in one go or in parts to all first to third-year (pre-final) undergraduate and first year post graduate engineering students.

**The broad objectives of the training shall be as given below:**

- a) To enhance student's approaches to learning, particularly for solving novel problems by becoming more skilled readers, note-takers, and strategic learners.
- b) In this entire document; Employability Skill Development Training will encompass delivery of inputs in online mode, digital-online employability skill development tutorials and assessments on the effectiveness of the training provided.
- c) To expand trainee's toolbox (of methods) to solve problems by becoming more skilled at explicitly thinking about their reasoning processes and developing strategies that work for them.
- d) The ultimate goal is that students generalize these methods and process to other applications and transfer them to other quantitative problem-solving courses and independent work.
- e) Develop systematic methods for learning from problem sets, including how to apply and transfer conceptual knowledge; identify common obstacles and errors; and contextualize individual problems within the themes and concepts of the course.
- f) The course work shall cover Quantitative aptitude, Logical reasoning, verbal aptitude, Personal interview & resume writing' (details follow).
- g) All other relevant skills to be imparted to enhance managerial, communication, teamwork, leadership, entrepreneurial and technical capabilities of graduating engineering students.
- h) To provide the guidance for available job profiles and domains (Data Analyst/ SDE/ GET/ Management Trainee etc.), which will help students to prepare accordingly and efficiently.

The service provider/consultancy agency has to cover following premium learning tools while delivering the contents:

- a. Providing learning (study) material online before commencement of training.
- b. Powerful learning opportunities from domain experts.
- c. Interactive technology enabled online tutorials.
- d. The opportunity to work and learn at a custom, personalized pace - regardless of whether or not the student is a "challenged" or "accelerated" learner in the classroom. This is to be achieved by hosting the learning material, videos etc on online platform easily accessible to the students of the institute.
- e. The environment (for eg. MOODLE) to ask whatever questions he/she wants in order to accomplish his/her learning goals.

- f. Track achievements and progress with easy-to-use measurement tools.

### **3. Schedule of task**

Schedule for the training shall be mutually decided by the institute (client) and service provider based on academic calendar / activity of participating students.

### **4. Coordination with institute**

Coordination shall include making students attend the training program, monitoring of attendance, collecting feedback of students, arranging weekly review meetings with institute authority.

### **5. Service Provider's responsibility:**

1. Service provider has to provide detailed schedule of breakup for each of the appropriate modules covering the different skills mentioned in this document.
2. Batch size for live classes shall be 40-60 students. However, the video of the training session and other relevant training materials should be kept available online for perusal of students who are not able to join the scheduled session.
3. Multiple subject experts shall be provided by mapping their specialization with the modules to be delivered for each batch.
4. Each module must be supported by online tutorials which must be available for every registered student on 24x7 basis till the end of his graduation.
5. Benchmarking test shall be conducted for the students enrolled for the training program before commencement of training. Every such student shall be evaluated periodically for the modules completed.
6. Each module must be supported by online assessment module.
7. Inviting student feedback, taking corrective actions for further improvement.
8. The training shall be conducted as agreed mutually with the institution.
9. The students should be expected to complete each module within the given timeframe once the module is launched. After completing the module, they should compulsorily appear in the test to check their proficiency level in that module. The proficiency levels of individual students and also the details of students who fail to complete the module or appear in the test should be made available to the institute authorities.

### **6. Final output required from the consultancy organization**

1. The final output must match with the course objectives mentioned above.
2. The technical graduates to whom the training shall be imparted will become more employable (increase in placements) and synchronize themselves for various needs of the industry. This shall be reflected in the self-assessment of the concerned students also.
3. The final assessment shall be done by service provider using the similar assessment tool which was used for benchmarking (0<sup>th</sup> test).
4. The final assessment shall result into at least 30 % improvement in case of every individual student after training. It is possible only after periodic assessment and timely corrections in the methodology/ mechanism.

### **7. Composition of review committee**

1. The institute shall constitute Review Committee which will consist of at least three members. The Review Committee may contain 1 faculty from each department whose students are participating in program.

2. Review Committee may have representative of service provider and student representatives.
3. Review Committee shall meet on weekly basis and discuss coverage of content, student feedback and take corrective action appropriately.
4. The final settlement of training fee shall depend on the basis of satisfactory performance in view of student feedback and student performance.

### **Employability Skill Training Modules / Course Content**

**The level of training should be at par with national level competitive examinations i.e. CAT, CSAT, GMAT etc. The content of the training should be as given below:**

| S. No. | Subjects               | Topics to be covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Quantitative Ability   | <ul style="list-style-type: none"> <li>• Speed Maths</li> <li>• Equations</li> <li>• Ratio, Proportion &amp; Variable, Mixtures and Alligations</li> <li>• Percentages</li> <li>• LCM, HCF</li> <li>• Interest</li> <li>• Problems on Ages</li> <li>• Profit &amp; Loss</li> <li>• Numbers</li> <li>• Time &amp; Work, Time &amp; Distance</li> <li>• Clock and Calendars</li> <li>• Probability, P&amp;C</li> <li>• Data interpretation, data sufficiency</li> <li>• Problems on Trains</li> <li>• Cryptarithmic</li> </ul> |
| 2.     | Logical Reasoning      | <ul style="list-style-type: none"> <li>• Coding-decoding</li> <li>• Blood relation</li> <li>• Linear and Circular Arrangements</li> <li>• Syllogism, Venn diagram</li> <li>• Series, Analogies, Odd one out</li> <li>• Paper folding, paper cutting</li> <li>• Dots pattern completion</li> <li>• Cubes and dices</li> <li>• Inserting the Missing Number</li> <li>• Embedded Figures and Pattern Completion</li> </ul>                                                                                                      |
| 3.     | Verbal Ability         | <ul style="list-style-type: none"> <li>• Sentence correction</li> <li>• Reading Comprehension</li> <li>• Vocabulary</li> <li>• Picture perception</li> <li>• Video synthesis</li> <li>• Assertion and Reason</li> <li>• Cause and Effect Reasoning</li> <li>• Statement, Assumption, Conclusion</li> </ul>                                                                                                                                                                                                                   |
| 4.     | Personality Assessment | <ul style="list-style-type: none"> <li>• GD/PI Orientations</li> <li>• Mock GDs</li> <li>• Mock PIs</li> <li>• Resume Writing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |

|    |                      |                                                                                                                                                                                                                         |
|----|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Communication Skills | <ul style="list-style-type: none"><li>• Spoken English</li><li>• Extempore</li></ul>                                                                                                                                    |
| 6. | Psychometric Tests   | <ul style="list-style-type: none"><li>• MBTI Profiling</li></ul>                                                                                                                                                        |
| 7. | Case studies         | <ul style="list-style-type: none"><li>• Business Case</li><li>• Case on Social Issues</li><li>• Case with Data Crunching</li></ul>                                                                                      |
| 8. | Puzzles              | <ul style="list-style-type: none"><li>• Puzzles Requiring Quantitative Skills</li><li>• Puzzles Requiring Spatial Skills</li><li>• Puzzles Involving Constraints</li><li>• Puzzles Requiring Heuristic Skills</li></ul> |

**Signature of Bidder**

**Annexure 4**

**Technical Compliance of the bidder with reference to**  
**‘Course Content Details’**

**Name of the Training Institute:**

| <b>Item</b> | <b>Course Content Specified by NIT Raipur</b> | <b>Yes or No</b> | <b>Any deviation from course content, if any</b> | <b>Corresponding part number/datasheet/page no in brochure in support of course content</b> | <b>Comment of Technical Committee, NIT Raipur</b> |
|-------------|-----------------------------------------------|------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------|
|             |                                               |                  |                                                  |                                                                                             |                                                   |
|             |                                               |                  |                                                  |                                                                                             |                                                   |

Signature of Bidder

**Annexure-5****Price Schedule form: Price Schedule for Training Being Offered from India in INR  
(Separate form to be used for each item offered)****Name of the Bidder/Tenderer:****Name of the Training Institute:****Tender No.:**

| <b>S.<br/>No.</b>                                         | <b>Details</b>                          | <b>Price per<br/>Unit in INR</b> |
|-----------------------------------------------------------|-----------------------------------------|----------------------------------|
| <b>1</b>                                                  | <b>Training fees including handouts</b> |                                  |
| <b>2.</b>                                                 | <b>Any other charges</b>                |                                  |
| <b>GST(%) if applicable</b>                               |                                         |                                  |
| <b>Total Price For NIT RAIPUR including all<br/>taxes</b> |                                         |                                  |

Total Bid price in Indian currency \_\_\_\_\_

In words: \_\_\_\_\_

Name \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_**Note:** The cost of optional course contents shall be indicated separately.

Signature of Bidder

**Annexure-6****DEVIATION STATEMENT FORM**

The following are the particulars of deviations from the requirements of the tender specifications:

| CLAUSE | DEVIATION | REMARKS<br>(INCLUDING JUSTIFICATION) |
|--------|-----------|--------------------------------------|
|        |           |                                      |
|        |           |                                      |
|        |           |                                      |
|        |           |                                      |
|        |           |                                      |
|        |           |                                      |
|        |           |                                      |

Signature of Bidder

## Annexure-7

### Bidder's Information & Check list

- Name of the Institute:*
  - Type of the Institute:*
  - Address of the Institute:*
- 
- |                        |                   |                  |
|------------------------|-------------------|------------------|
| <i>Contact detail:</i> | <i>Phone No.:</i> | <i>Mob No. :</i> |
|                        | <i>Fax No.</i>    | <i>E mail:</i>   |
- 
- Name of the authorised signatory:*
  - Check List*
- 1. Proof of registration of the firm/GST Certificate in REG-06 Format:*
  - 2. PAN card in Firm's name:*

Signature of Bidder