



جامعۃ عالیہ

Aliah University

(An autonomous Institution under the Department of Minority Affairs & Madrasah Education, Govt. of WB)

IIA/27, New Town, Rajarhat, Kolkata – 700 156, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No: **027/AU/REG/NIQ/19-20**

Date: 30/07/2019

Sub: Sealed Quotations are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of 50 hrs Communicative English Course Curriculum for 1st Year & 2nd Year B. Tech ,MBA, MCA and others students of Aliah University.

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Quotations are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of 50 hrs Communicative English Course Curriculum for 1st Year & 2nd Year B. Tech ,MBA, MCA and others students of Aliah University.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Aliah University is looking for interested bidders who have experience in supplying of above type of materials. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **...../...../2019 at ... P.M.** at the Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata- 700160, West Bengal, India by Speed-post/registered Post/by hand. Incomplete applications or applications received after the last date of submission will not be considered. **The sealed envelope must be with super scribing the Name, e-mail, Contact No. of Tenderer, NIQ Reference Number and Purpose of NIQ.** Interested bidders are requested to provide **their Quotes following the format in Annexure- II** in their official letterheads along with signed **Compliance Statement and Price Bid (Annexure- III)**. They must read and accept Terms and **Conditions and scope of work** of this NIT as per **Annexure- I**. For any information in this regard, please visit Training and Placement Cell, Aliah University, New Town Campus. Information may also be sought from the e-mails to registrar@aliah.ac.in; storeandpurchase.au@gmail.com and the emails will be forwarded to the respective Department

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	31/07/2019 at 12 P.M.
2	Bid submission start date	01/08/2019 at 02 P.M.
3	Bid Submission closing	08/08/2019 at 03 P.M.
4	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)	09/08/2019 at 03 P.M.

Sd/-
Registrar

ANNEXURE I: GENERAL TERMS & CONDITIONS

- The Work must be supplied to Training and Placement Cell of Aliah University, Ground Floor, New Town Campus On the door delivery will be necessary.**
- It shall be mandatory for the agencies shortlisted on the basis of technical ground to deliver a presentation.
- Training fees will be quoted per hour basis and duration of the training will be 50 hours.
- The faculty/instructors for **Communicative English** - Soft Skill & Aptitude Training must have minimum of 5 years of experience in Corporate/HR Training/ Soft Skill Training.
- The agency shall submit the list of such faculty members along-with their certified profiles and documents regarding experience as corporate trainers, along with the Bid itself. While evaluating the

claim of the agency for selection, faculty experience and competency shall be an important parameter. It shall be mandatory for the agency to depute the faculty from the submitted list of faculty members and any change in the same has to be approved by the T&P Committee. Any Bid received for the conduct of **Communicative English** - Soft Skill and Aptitude Training by the institute without the faculty list shall be disqualified.

6. Starting with Day Zero Test, the agency shall conduct the tests/practical covering the entire module provided.
7. Training Methodology for improving scores of low scoring students: The agency shall after Test, identify “the low scoring students for that particular module” and arrange for their remedial teaching in the form of extra lecture sessions on next day followed by re-test and analysis.
8. Conduct of Regular Doubt-clearing Sessions: There will be a daily session for clearing doubts/difficulties of students at the end of the regular sessions, in the extra time. The faculty member who has conducted the module shall be conducting these lectures.
9. If there is any demand on valid grounds from the students for change/replacement of any faculty for a given module, then the same should be compiled by the agency after approval from the Placement Committee.
10. It is expected that sufficient number of faculty members will be deployed by the agency for the smooth conduct of the **Communicative English** -Soft Skill & Aptitude Training and the same shall not be a constraint for implementation of the schedule.
11. The agency shall Provide relevant course materials (Hard Copy/E-copy)
12. The agency shall provide certificates to each participant after successful completion of the course.
13. Payment terms: 1st Installment of 40% of the total order value (inclusive of all taxes) shall be released in favour of Bidder after issue of work order against original tax invoice. 2nd Installment of 30 % of the total order value (inclusive of all taxes) shall be released after completion of 36 hours of course curriculum subjected to satisfactory performance evaluated by University against original tax invoice. 3rd Installment of 30% of total order value (inclusive of all tax) shall be released within 15 day of the completion of the course curriculum against original tax invoice, as well as issue of certificates to participants and satisfactory performance evaluated by University. Certificate from the Training and Placement Officer should be attached with the each bill for validation for release of payment. All payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income- Tax Act, 1961 and any other applicable taxes, from time-to-time. The payment will be made by RTGS / FUND Transfer mode only. Hence, following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER: A. Name of the Firm with complete postal address B. Name of the Bank with Branch where the Account exists. C. IFSC CODE D. ACCOUNT No E. PAN No
14. The categories of items and quantity indicated in the NIT Document are tentative. Aliah University (AU), however, reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the AU and availability of funds without assigning any reasons.
15. Bids shall remain valid for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
16. Any dispute arising out of this contract shall be referred to the Registrar, Aliah University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
17. The successful bidder must provide resource manpower on the specified dates of all the training programmes as ordered by Aliah University, failing which work order will be cancelled. In addition, Blacklisting of the Organisation will also be possible.

Scope of Work

Class No	Course Component	Duration (Hours)
1	Introduction to the course. Diagnostic Test for students to assess their language skills.	2
2	What is listening? Why is listening important? Importance of having good speaking skills. Components of good speaking skills – vocabulary. Activities comprising Listening & Speaking.	2
3	What is reading, what skills are necessary for reading. Pronunciation, Accent. Different types of reading. Activities on reading.	2
4	Types of writing – for example expressive, journal, literary, etc. Activities on writing	2
5	Different types/modes of listening and the levels of communication How does reading develop your speaking. Knowledge of phonics Activities on listening, reading, speaking and phonics.	2
6	Basic writing and common writing requirements - sentences, paragraphs, essays, précis, reports, business correspondence. Brainstorming and organizing ideas. Activities on punctuation, creating rough drafts	2
7	The listening processes; improving listening skills and becoming an active listener. Intonation, Tongue twisters. Characteristics of an efficient and a slow or poor reader. Activities on listening and reading	2
8	Bad reading habits Strong knowledge of core language skills. Editing and proof reading +Activity	2
9	Vocabulary: kinds of vocabulary and words, antonyms, synonyms, one-word substitution, words and phrases, common list of verbs.	2

Class No	Course Component	Duration (Hours)
	Activity on reading Comprehension/Identifying new words/creating sentences.	
10	Grammar: Parts of speech, verbs-modals and auxiliaries. Fluency development techniques in reading comprehension (long and short, poems and prose) with practice. Reading practices with comprehension.	2
11	Benefits of active listening and suggestions, body language, Sources of listening difficulty created by the speaker and listener, listening practices Factors affecting Reading Comprehension, Reading practices for improving pronunciation and fluency development.	2
12	Opening a communication, being assertive, managing speech anxiety. Grammar: sentences and types of sentences Knowing the art of persuasion and influencing: Language involved Group Activity	2
13	Tenses and Narration, Practise Exercises	2
14	Speaking practices: focused on proper sentence structure & tense on given topics Exercises: sentence correction, scrambled sentences, fill in the blanks with correct tenses, prepositions, conjunctions, determiners, correct vocabulary	2
15	Speaking practices: Extempore-How to prepare Speaking practice: Debate-How to prepare Extempore and Debate -Sessions with students	2
16	Reading Comprehension Practise: Time based (short and long) Precis Writing Summary Writing	2
17	Listening Practises with speaking exercises Reading Poetry (For building modulation, intonation and accent)	2
18	Writing: Essays & Reports Common errors in English	2
19	Vocabulary: Learning new words with Exercises Generating ideas with words, writing paragraphs	2

Class No	Course Component	Duration (Hours)
20	Vocabulary Building: Word groups, Spelling Rules + Dictation Verbal enhancers Reading Drills: Accents	2
21	Speaking Practice: Extempore, Debate, Introduction to Group Discussion Speaking : Preparing for GD Activity : Group Discussion	2
22	Business Correspondence Using Phrasal Verbs: In General conversation Using Phrasal Verbs: In Business Correspondence	2
23	Email Writing Proposal Writing Listening to silent but loud messages and creating responses	2
24	Presentations: Importance of oral presentations in Education and Business, Essential skills necessary to be a good Presenter/Orator Creating a good presentation Activity: Creating Group Presentations, Giving Presentations	2
25	Extempore, Debate, Group Discussion Discussion/Evaluation on Challenges faced in GD, Debate and Extempore, & working out on shortcomings	2

Student Assessments

There will be one diagnostic test during the first class of the course which will provide an idea of the student's comfort level on the language.

There will be two more tests during the course. One of them will be midway and the other will be at the end of the course. These will help to assess how the student has performed and his/her extent of improvement.

Annexure II : Technical Bid Application Format

(Please attach all relevant documents)

To,
The
Registrar
Aliah University
IIA/27, New Town,
Kolkata-700 160

Sub: **Sealed Quotations are invited from the bonafide and resourceful Soft Skill and Training Service Providers/Organization/Company/Institute for Conduct of 50 hrs Communicative English Course Curriculum for 1st Year & 2nd Year B. Tech ,MBA, MCA and others students of Aliah University.**

Ref: - _____N.I.Q. Nodated

Sir,

1. ABOUT THE ORGANIZATION	
1.1	Name of the Organization
1.2	Name of Authorized Person
1.3	Registered Office Address with telephone no. & email address
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail
2. TECHNICAL DOCUMENTS	
2.1	PAN Registration No (Please attach documentary evidence)
2.2	GST Registration No (If any) (Please attach documentary evidence)
2.3	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)
2.4	The agency shall submit the list of such faculty members along-with their certified profiles and documents regarding experience (minimum of 5 years of experience in Corporate/HR Training/ Soft Skill Training.) as corporate trainers, along with the Bid itself
2.5	<u>The Quotation must accompany with one Work Order from any Central/ State Government/ Department/ Funded Organisation/Institute/ University/ Reputed Corporate Sector with value of work in similar nature as specified in this document</u>

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

Name of the Bidder (Firm) _____ Total cost per hour, per class with total 25 Classes of 50 Hours for all the services (inclusive of cost of preparation and transportation of training material and applicable service and other taxes) In figures Rs.----- In words Rupees_____

DECLARATION

I, Sri/Smt. The Managing Director/Proprietor (etc.) of the Firm,..... (Name of the firm) At (address)..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to provide any goods/services/work to any Educational Institutions/Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law or blacklisted/debarred/banned to provide similar items to the Educational Institutions / Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).

3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

5. I/We agree to supply the above goods/equipment/products in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rupeesamount in words) within the period specified in the invitation for Quotation. We confirm that the normal commercial warranty/guarantee of mentioned in this Quotation shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder

Date _____

Name _____

Designation _____

Seal

Ref. No: 027/AU/REG/NIQ/19-20

Dated: 30/07/2019

Copy to:

1. Training & Placement Officer & Chairman, Training & Placement Committee
2. Website: www.aliah.ac.in
3. Aliah University Notice Board
4. Guard File

**Sd/-
Registrar**