

**Ref. No. RGUKT/Proc/T&P/T03/2013, dated.12.06.2013**

**BID DOCUMENT**

**Open Competitive Bid (OCB)**

**For**

**Preparing Senior B.Tech Students of RGUKT at their three campuses i.e. Basar, Nuzvid and RK Valley for successfully facing the Selection Processes of Various Employers and Campus Recruitment**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES**

**Ground Floor, Vindhya C4 Building,  
IIIT-H Campus, Gachibowli  
HYDERABAD- 500 032**

**Phone: 040-23001830**

**Proprietary & Confidential**

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**Newspaper advertisement**  
**Short Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
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**Ground Floor, Vindhya C4 building,  
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HYDERABAD- 500 032  
Phone: 040-23001830**

Separate Sealed Tenders are hereby invited from reputed organizations for preparing the senior B.Tech students of RGUKT at each of the three campuses located at Basar(Adilabad District), Nuzvid(Krishna District) and RK Valley (Idupulapaya, YSR Kadapa District) of Andhra Pradesh for successfully facing the selection procedures of various employers including campus recruitment. Bidders should submit sealed tenders for each campus separately along with all required documents.

Last date of submission of tender along with EMD as specified in the bid document is on 24.06.2013 before 04.00 pm.

Interested parties can collect the Tender document from the office of the Registrar RGUKT from 12.06.2013 to 24.06.2013 up to 03.00PM against payment of Rs. 1,000/- towards the cost of each Tender document fee (non-refundable) through D.D. drawn from any Nationalized Bank, in favour of "**REGISTRAR, RGUKT**" payable at Hyderabad

For further details, visit our website [www.rgukt.in](http://www.rgukt.in)

Sd/-  
Registrar

Date: 12.06.2013

## Time schedule of various tender related events

Bid calling date	12.06.2013
Sale of bid document	From 12.06.2013 to 24.06.2013 up to 03.00PM
Pre Bid Meeting	17.06.2013 at 04.00 PM
Bid closing date/time	24.06.2013 at 04:00 PM
Technical Bid Opening date/time	24.06.2013 at 04:30 PM
Price Bid opening date/time	25.06.2013 at 04:00 PM
Bid Document fee	Rs.1,000/- for each campus separately (by way of DD from any Nationalized Bank)
Contact person	Registrar, RGUKT
Reference No	RGUKT/Proc/T&P/T03/2013

**Note:** Only bidders who have purchased the Tender documents are allowed to participate in Pre-bid meeting.

Registrar,  
RGUKT

**TENDER FORM**  
**(Not transferable)**

**Reference No.** RGUKT/Proc/T&P/T03/2013 Dated. 12.06.2013

**Subject:** Invitation of separate tenders for preparing the senior Batch students of RGUKT at each of the three campuses located at Basar(Adilabad District), Nuzvid(Krishna District) and RK Valley (Idupulapaya, YSR Kadapa District) of Andhra Pradesh for successfully facing selection processes of employers including campus recruitment-Reg..

Last date and time for submission of the TENDER AT RGUKT, Vindhya-C4, IIIT Campus, Gachibowli, HYDERABAD is **24.06.2013 up to 4:00PM**

Dear Sir/Madam,

A. RGUKT invites sealed tenders comprising technical bid and price bid separately from reputed Organisations/Companies engaged in preparing college students to successfully face selection processes of employers including campus recruitment for its three campuses located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and R K Valley (Idupulapaya, YSR Kadapa Dist) of Andhra Pradesh). Bidder should clearly mention\_Tender for "Preparing Senior B.Tech. students of RGUKT at ..... campus to successfully face Selection Processes of Employers including campus recruitment on the envelope. Separate tender for each campus should be submitted.

B. The Tender form consists of 28 pages of which pages from 8 to 17 are related to eligibility criteria, requirement, scope of the work and instructions to bidders. Page No.20 has the format for submitting financial bid. The duly completed Technical Bid together with a copy of the bid document (this tender) signed on all pages by the Bidders authorized signatory in cover "A" and the Price Bid should be kept in separate sealed covers (Cover 'B'). These sealed covers must be submitted in a sealed master envelope super scribed "**Tender for Preparing Senior Students of RGUKT to successfully face selection processes of employers at ..... campus of RGUKT**". The last date for submission of bid is **24.06.2013 and closing time is 04:00 PM.**

**C. Submission of the tender for three campuses together in single bid ( for all students) WILL NOT BE CONSIDERED. Separate bids must be submitted for each campus.**

D. The Sealed Tenders should be deposited in the Tender box kept in the office of Registrar, RGUKT, Hyderabad up to **04:00 P.M. on 24.06.2013.**

For any clarification and further details on the above tender please contact by Telephone No: 040-23001830 or Contact in Person during office hours.

Thanking you  
Yours faithfully,  
Registrar, RGUKT.

**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

<b>ITEM</b>	<b>DESCRIPTION</b>
EMD	<b>Rs. 50,000/-</b> by way of Demand Draft from any Nationalized Bank or by way of irrevocable bank guarantee from any Nationalized Bank only. DD/BG from other than Nationalized Banks will not be accepted.
Bid Validity Period	90 days from the date of opening of Financial bid
EMD Validity Period	90 days from the date of opening of Financial bid
Completion Period of Programme	Within the dates specified in the tender (08.07.2013 to 17.08.2013)
Variation in completion of Programme	06 days
Partial completion of the Programme	Payment will not be made for partial completion of Programme under any circumstances
Period for furnishing Performance Security Deposit	Within 10 days from date of receipt of award
Programme Schedule	Bidder shall commence and complete the Programme as mentioned in the tender
Performance security value	5% of contract value by way of irrevocable Bank Guarantee from any Nationalized Bank
Performance Security Validity Period	12 months.
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
Sealed tenders	<b>Separate sealed tenders for each campuses</b> for Preparing the senior B Tech students of RGUKT at the three campuses of RGUKT located at Basar(Adilabad District), Nuzvid(Krishna District) and RK Valley (Idupulapaya, YSR Kadapa District) of Andhra Pradesh for successfully facing selection processes of employers including campus recruitment

## 1. REQUIREMENT

To prepare the senior students of RGUKT in each of the three campuses, approximately 2000 students at each campus, to face selection processes of various organizations including campus recruitment. The programme should include soft skill development including communication skills, preparing the students for various tests including aptitude tests and tests for critical reasoning of the type conducted by various employers for recruitment, preparing the students for group discussion and interviews by a series of mock GDs and Interviews, on proper grooming and body language during formal communication etc.	Total No .of students including in all the three campuses: <b>6000(approx.)</b>
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## 2. SCOPE OF WORK:

- (i) To prepare the senior B. Tech students of Rajiv Gandhi University of Knowledge Technologies (RGUKT) at each of their three campus (At Nuzvid, Krishna district; at Basara, Adilabad district; at RK Valley Idupulapaya, YSR Kadapa district) to face the selection processes of various government and private organization including campus recruitment by a programme conducted by professionals in the field, during the period 08.07.2013 to 17.8.2013.
- (ii) The programme should be commenced and completed during the period 08.7.2013 to 17.8.2013. No other dates will be considered.
- (iii) Number of students at each of the RGUKT campuses are as follows
  - APIIT at Nuzvid, Krishna (District ) : 2074
  - APIIT at Basara, Adilabad (District) : 2051
  - AP IIT RK Valley at Idupulapaya, YSR Kadapa (District) : 1822

Total Number of students = 5947 (say 6000) with variation in the no. of students up to  $\pm 10\%$  to be considered in each campus. The students are the best among the rural youth and of A.P and are talented

- (iv) The Engineering Disciplines of the students : : Chemical, Civil, Computer science, Electronics & Communications, Mechanical and Metallurgical and Materials engineering
- (v) The various modules of the Programme should include some for improving the communication and soft skills, including inter-personal skills and build self-confidence of the students to face selection processes of various organizations
- (vi) Some other modules same should prepare the students to take online as well as the written tests (Aptitude, critical reasoning and logical analysis ) which form part of



## *Web Tender Document*

many selection processes and Group Discussions and Interviews by reputed companies recruiting engineers in different disciplines such as Computer science and Information technology and the Core fields of Civil, Mechanical, Chemical, Electronics & Communications , Metallurgical and Materials Engineering in the private, government and public sector undertakings and other organizations.

(vii) Nature of Programmes required:

(a) Programmes in small batches of say 60 students each to initially on the approach/methodology to be adopted for solving aptitude, reasoning and logical based questions of the typical job recruiter. And also to explain and demonstrate about preparation for the personal interview and group discussion including dressing, formal greetings and other mannerisms etc. Duration: 06 hours

(b) To conduct two mock online tests to assess student ability in aptitude, reasoning and logical aspects (Each 02 h duration). First and second mock tests to be conducted on the second day and fifth day of the training respectively.

(c) To identify each student's strength and weakness from the mock tests and to suggest method for improvement

(d) To conduct I<sup>st</sup> round of Mock personal interview along with video recording to prepare for job interview - one to one (student to trainer): Duration for each student: min of 30 minutes ( 20 minutes for mock interview followed by an analysis cum feedback session with the help of the video recording for improvement) . And to evaluate the performance of each student in the mock personal interview-I, as per format designed by trainers, and analysis of it along with suggestions for improvement should be made available to RGUKT

(e) To conduct II<sup>nd</sup> Round Mock personal interview along with video recording to prepare for job interview - one to one (student to trainer) along with other RGUKT nominated team: Duration for each student: min 20minutes . And to evaluate the performance of each student in the mock personal interview-II, as per format designed by trainers, and analysis of it along with suggestions for improvement by comparing with performance in mock interview-I should be made available to RGUKT

(f) Mock Group discussion (GD) with 12 students in each group by three trainers along with RGUKT nominated team: Duration of the mock group discussion: min 60 minutes for each group ( Mock Group discussion for 50 minutes & suggestion to improve 10 minutes with the help of recorded video)

(viii) At the end of the training, student feedback, in a prescribed format (Annexure-I) as provided in the tender, should be obtained by online mode from the trained students in the presence of RGUKT authorities and made available to RGUKT authorities.

(ix) No. of days of training for each batch : 06 days (No. of working training hours/day : 8); No. of students per batch: 60; Minimum no. of trainers per batch:

## *Web Tender Document*

03 and No. of batches to be trained at a time: 06 (minimum) and 10 (maximum);  
No. of trainers required : To suit above requirement

- (x) Arrangement to be made for videography of entire training that includes personal interview and GD and later to submit the same to RGUKT authorities. If needed some of the selected personal interviews and GD should be made available live for others to view.

**Note:** Bidder has to quote financial bid separately for three places. Financial evaluations of the bids will be done place wise.

### **3. ELIGIBILITY CRITERIA:**

- 3.1. This bid is open to all Organization/Companies within India who are eligible to do business under relevant Indian laws as in force at the time of bidding, subject to meeting the pre-qualification criterion. They should provide list of their customers including IITs, NIT's or Central Universities or any other Academic Institutes of National repute with full contact details, for whom they have extended such programmes to prepare their students to face selection processes of employers/campus recruiters. Copies of orders received from the reputed customers in this context need to be submitted.
- 3.2. The bidder should have professionals who have adequate experience in imparting similar programmes for preparing engineering students for facing selection processes of various employers and campus recruitment as required in the tender. Bidder should furnish proof of having such professionals as required in the tender in the previous financial year ending 31<sup>st</sup> March 2013 as mentioned above. A certificate indicating the Turn Over value details (in Rupees) of subject during the last three financial years 2012-13, 2011-12 and 2010-11 from a Firm of Chartered Accountants must be enclosed (in original) as a proof for Turnover.
- 3.3. The bidder should furnish satisfactory performance certificate from the parties concerned in the Institutions concerned where such programmes have been conducted. RGUKT may contact any such parties to elicit details.
- 3.4. Bidder should be registered under VAT Act/CST Act with the relevant State Sales Tax Authorities. He/ she should furnish along with the bid document, the relevant VAT/CST Registration Document and PAN / TAN Card copies.

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3.5. All bidders shall also include the following information and documents with their tenders ( in the Technical bid cover)

3.5.1. Copies of original documents defining the MOA/ Constitution or Legal status, Place of Registration, and Principal place of Business of the bidding Organization/Company/entity; The written power of attorney of the signatory of the Bid to commit the Bidder has to be furnished if and where needed.

3.5.2. The number of professionals proposed to be engaged for the Programme, names of Professionals from the Organisation/Company / and others whose services are proposed to be requisitioned for the programme along with their qualification, experience.

3.5.3. Latest Income Tax returns and VAT/ CST Returns filed.

3.5.4. List of Present Clientele with contact addresses & telephone numbers.

3.6. All the certificates furnished along with technical bids should be attested by a Gazetted Officer, counter signed by bidder, along with their seal.

The bidders must submit all relevant documentary evidence to support their claim for eligibility in placing bid.

**The tenders received without the above documents will be rejected.**

#### 4. EVALUATION CRITERIA AND PAYMENT TERMS

Evaluation criteria	<p>Four parameters: (i) Annual turnover from conducting such programmes for the last three years , (ii) average number of engineering students for which similar programmes have been offered in the last three years, (iii) Year of establishment of the organization and (iv) number of qualified trainers readily available, with appropriate weightages of each of the above</p> <p><b>a) Average Annual Turnover earned from conducting such programmes for relevant students for the last three years (2010-11, 2011-12 &amp; 2012-13)</b></p> <table border="1"> <thead> <tr> <th>Average turnover</th> <th>Points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>For every 02 lakhs</td> <td>01</td> <td>No points for turnover less than 02 lakhs</td> </tr> <tr> <td>upto 50 lakhs and above</td> <td><b>25</b></td> <td>Maximum</td> </tr> </tbody> </table> <p><b>b) Average number of engineering students for whom similar programmes arranged in the last three years (2010-13)</b></p> <table border="1"> <thead> <tr> <th>Average No. of students trained in a year</th> <th>Points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Every 100</td> <td>01point</td> <td>Minimum students to get 01point- 51; No Points for students less than or equal to 50)</td> </tr> <tr> <td>up to 2500 students and above</td> <td>25 point</td> <td>Maximum</td> </tr> </tbody> </table> <p><b>c) Year of establishment of the organization</b></p> <table border="1"> <thead> <tr> <th>No. of years of establishment</th> <th>point</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>One completed year</td> <td>01</td> <td>No point to partial completion of year )</td> </tr> <tr> <td>up to 10 years and above</td> <td>10</td> <td>Maximum</td> </tr> </tbody> </table> <p><b>d) Qualified Trainers and Experience</b></p> <ul style="list-style-type: none"> <li>• Average relevant experience of trainers= 05 years is desirable (Based on number of trainers: 30);</li> <li>• Individual trainer experience of 02 years is a must and less than 02 year experience shall not be considered for calculating trainers experience</li> <li>• No points for average experience of trainers less than 05 years</li> </ul> <table border="1"> <thead> <tr> <th>Average years of experience of trainers based on 30 trainers</th> <th>Points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Average turnover	Points	Remarks	For every 02 lakhs	01	No points for turnover less than 02 lakhs	upto 50 lakhs and above	<b>25</b>	Maximum	Average No. of students trained in a year	Points	Remarks	Every 100	01point	Minimum students to get 01point- 51; No Points for students less than or equal to 50)	up to 2500 students and above	25 point	Maximum	No. of years of establishment	point	Remarks	One completed year	01	No point to partial completion of year )	up to 10 years and above	10	Maximum	Average years of experience of trainers based on 30 trainers	Points	Remarks			
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*Web Tender Document*

	05	20	Average 05 years of experience is a must
	Additional experience of 01 year ( above 05 years) upto 10 years and above	4	Maximum points for experience of trainers : 40
Documents to be attached In support of evaluation criteria	<ul style="list-style-type: none"> <li>• Annual turnover on such Programmes for relevant students (last three years- 2010-11, 2011-12 and 2012-13)- Auditor's statement</li> <li>• Proof on year of establishment and relevant documents- attested by gazetted officer</li> <li>• Documents related to no. of number of engineering students for which similar programmes arranged in the last three years (2010-11, 2011-12 and 2012-13) attested by gazetted officer</li> <li>• Professionals- Resumes and documents related to their experience attested by gazetted officer</li> <li>• List of professionals proposed for each campus and their resumes</li> <li>• Tentative date of commencement and completion of Programme (both within the prescribed time - 08.07.2013 to 17.08.2013 )</li> </ul>		
Payment terms of conditions	<ul style="list-style-type: none"> <li>• Payment will be made only after completion of the programme in the prescribed time frame <ul style="list-style-type: none"> <li>○ Payment is based on average scores obtained from student feedback (who have undergone the programme &amp; responded )</li> <li>○ 100% payment on the quoted price for programme based average scores: above 4.5</li> <li>○ 95% payment on the quoted price for programme based average scores: 4.0 to 4.49</li> <li>○ 90% payment on the quoted price for programme based on average scores: 3.5 to 3.99</li> <li>○ 80% payment on the quoted price for programme based on average scores: 3.0 to 3.49</li> </ul> </li> </ul> <p>The incumbents are not expected to get average score of below 3.0. However if the average score is less than 3.0, RGUKT will take a decision on payment and the decision should be binding.</p>		
Tentative date of commencement of programme and date of completion	<ul style="list-style-type: none"> <li>• These dates must be mentioned for each campus by the bidder in the tender.</li> </ul>		

- Tender with both date of commencement and completion of the programme other than prescribed time (08.07.2013 to 17.08.2013) will be REJECTED.
- Sealed tenders with all required documents should be submitted separately for each campus. Submission of the tender for all campuses together WILL NOT BE CONSIDERED.

**NOTE**

A complete set of bidding documents may be purchased by interested bidders from the RGUKT contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft / cashier's cheque or certified cheque drawn in favor of "Registrar , Rajiv Gandhi University of Knowledge Technologies " and payable at Hyderabad (India).

Only bidders, who have purchased the Tender Documents, are allowed to participate in the Pre-bid meeting.