



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY,  
SARANG**

IGIT/ 570

Dt. 20.07.2019

**Tender Document for appointment of Professional Training Institute (s) for  
Training Foundation Programming / Management Training / Civil Services  
Training / Indian Engineering Service / Pre-placement Program  
for students of Indira Gandhi Institute of Technology (IGIT), sarang**

**NOTICE INVITING PROPOSAL**

The details of tender are as under:

S.No.	Description				
1.	Name of work	FOR APPOINTMENT OF PROFESSIONAL TRAINING INSTITUTE (S) FOR TRAINING PROGRAMS			
2.	Nature of Work	For providing residential training			
3.	Period of Contract	1 Year			
4.	Earnest Money Deposit (EMD) (Refundable) amount in shape of DD in favour of Principal IGIT Sarang”, payable at SBI, IGIT, Sarang.	(i)	Programming Foundations (Basic C, Advance C, C++,Advance JAVA & Python )	Rs.20,000.00	
		(ii)	Management Trainings	Rs.20,000.00	
		(iii)	Civil Services Trainings	Rs.20,000.00	
		(iv)	Indian Engineering Services	Rs.20,000.00	
		(v)	Pre-Placement Program	Rs.20,000.00	
6.	Date of issue of tender documents from IGIT website	20.07.2019			
7.	Date of pre-bid meeting (Clarifications regarding Trainings & Technical Presentation on approach and methodology for the Trainings by the vendors) The firm will also have to present the course syllabus and course structure	Sl. No.	Courses / Modules	Date & Time	Venue
		(i)	Programming Foundations Trainings (Basic C, Advance C, C++,Advance JAVA & Python )	01.08.2019 (10 AM)	Training & Placement Cell, IGIT, Sarang
		(ii)	Management Trainings		
(iii)	Civil Services Trainings				

		(iv)	Indian Engineering Services Trainings	
		(v)	Pre-placement Program Trainings (Quantitative aptitude, Reasoning, GD-PI, Campus preparation, Personality test, Neuro Linguistic Program)	
8.	Last date & time for submission of Technical & Indicative Financial Bid, along with EMD.	20.08.2019 by 4:00 PM		
9	Date, Time, and Venue of opening of Technical Bid	20.08.2019 , 04.30 PM, TRAINING & PLACEMENT CELL, IGIT, SARANG		
10.	Date, Time, and Venue of opening of Financial Bid	22.08.2019, 9.00 AM, TRAINING & PLACEMENT CELL, IGIT, SARANG		
10.	Address at which complete bid (hard copy) along with EMD, Tender cost to be delivered.	The Director, Indira Gandhi Institute of Technology, Sarang , Dhenkanal-759146, Odisha, India.		
11.	Tender Cost (Non-Refundable)	Rs. 1000.00 in shape of DD in favour of Principal IGIT Sarang”, payable at SBI, IGIT, Sarang.		

Tender document can be referred to at and downloaded form IGIT's official website i.e., [www.igitsarang.ac.in](http://www.igitsarang.ac.in)

### **1. INVITATION OF BIDS.**

(a) Sealed tenders (Two bid system) are invited from reputed Training Organizations having experience of minimum 05 years of National/ International repute with proven track record for Engineering students with excellent client list.

(b) Tenderers/bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the tenderer/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender.

**BIDS MUST BE UNCONDITIONAL.**

(c) This is a "Two Bid" system. Separate bids are prescribed in Annexure-I , Annexure-II and Annexure-III in shape of "Technical Bid" i.e., details of the

Agency and "Financial Bid" respectively.

- (d) The tender form is non-transferable.
- (e) The following documents should be attached with Technical Bid only,
  - (i) Self attested copy of PAN card.
  - (ii) Self attested copy of Service Tax Registration Certificate.
  - (iii) Self attested copy of Registration Certificate of the Agency.
  - (iv) EMD in shape of Demand Draft/Banker's Cheque in favour of "Principal IGIT Sarang", payable at SBI, IGIT, Sarang, should also be kept in Technical Bid. All these should be kept in an envelope superscribed as 'Technical Bid for Training Programs at IGIT, Sarang. The module name also be mentioned.
  - (v) Tender Cost of Rs. 1000/- (Non-Refundable) in shape of DD in favour of "Principal IGIT Sarang", payable at SBI, IGIT, Sarang, should also be enclosed in Technical Bid .
  - (vi) Terms and conditions duly accepted/signed with seal of the prospective bidders,
  - (vii) Proof to the effect that the tenderer has experience of providing similar work (as per Courses / modules) during last three years and refer Cl. No.03 of Eligibility criteria.
  - (viii) The tender document with the signature of authorized person of the Firm with seal and date in each page,
  - (ix) Undertaking to the effect that the firm has not been blacklisted by the Government or any other organization (Annexure-IV).
  - (x) Annual Turnover for last three years along with the Income tax Clearance certificates for the last three years.

## **2. PROCEDURE FOR SUBMISSION OF BIDS**

- (a) The tender should be submitted in the prescribed format only.
- (b) As this is the two bid system, the Technical Bid along with requisite documents should be packed in one sealed envelope which will be superscribed as "Technical Bid". The Financial Bid should be in another sealed envelope superscribed as "Financial Bid". These two separate sealed envelopes should be kept in a third single sealed envelope super- scribed as

**"Tender for Training Programs ". The Courses / Module name should be mentioned clearly.**

(c) Tender documents can be download from the institute website <http://www.igitsarang.ac.in> and must reach the office of the undersigned on or before 20.08.2019 , either by Registered/ Speed post / Postal service under Indian postal service only by addressing to "The Director, Indira Gandhi Institute of Technology, Sarang, Dhenkanal-759146 which should reach IGIT, Sarang by the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate the return of the bids as such wherever necessary. No hand delivery will be entertained.

### **3. ELIGIBILITY**

(a) The tenderers should have minimum three similar completed work orders (as per courses / modules) during last three years in any of the Govt. Organizations / Autonomous Institutions/Universities/ Educational Institutions. Proof to this effect to be attached with Technical Bid. (Completion of Training Programs should be attached).

(b) The agency should have valid Registration Certificate of its own, Service Tax, Registration Certificate, GST registration No. and PAN.

(c) The agency should have not been blacklisted by any Government or other organizations.

(d) The Firms should have a minimum 05 years of experience in the related Training Programs.

(e) The pre-bid meeting with presentation and clarifications shall be held in the Seminar Hall, Training & Placement Cell, IGIT Sarang on the scheduled date & time. Non-attendance of the pre-bid meeting will be a cause for disqualification of the bidder/Training Provider. The purpose of the pre-bid meeting will be to clarify issues.

(f) Average Annual Turnover of the Bidder during the last three (3) financial years (FY 2015 – 2016, 2016-17 & 2017-18) is More than or equal to INR 50 Lakhs.

(g) Annexure-I, II & III will be filled properly as per the format otherwise the tender liable for rejection.

#### **4. TERMS AND CONDITIONS:**

(a) The tenderer should take care that no column in the tender should be left blank which would otherwise make the tender liable for rejection. If any column has to be left blank, it should be filled as 'Not Applicable'. All the pages of the tender document, technical and financial bids are required to sign by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.

(b) Any act or effort on the part of the tenderer to influence any body in the Institute is liable for rejection of tender.

(c) The tender document shall become part and partial of the contract with the successful bidder. In no case, the agency shall engage any sub-contractor or transfer the contract to any other person/ firm/agency in any manner.

(d) Tender not conforming to the requirements of the Institute will be rejected and no correspondence there of shall be entertained what-so-ever.

(e) No person who is in Government service should be partner /member of the agency or should have any interest with the business of the agency.

(f) The period of contract for Training Programs can be curtailed/extended by the Institute. Either party can terminate the contract with 60 days prior notice.

(g) GST will be paid extra as applicable over and above the rates quoted,

(h) In no case the rate will be revised during the period of contract. if any.

(i) The Institute recognizes no employer-employee relationship between the Institute and the personnel deployed by the agency and there will be no legal obligation on the part of the Institute to provide employment to any of the personnel of the agency.

**(j) The agency shall provide Training Programs as per requirement of the Institute as and when required and per Hour based (Classes will be preferably held on every Saturday and Sunday).**

(k) The Institute has the right to ask the agency for removal of any Training Experts / providers in case found incompetent. (Based on the students

feedback)

(l) All the disputes shall be subject to the jurisdictions of Hon'ble Kamakhyanagar Court of Odisha.

(m) The EMD deposit will be forfeited in the following conditions,

(n) If at any stage, any of the information,

(i) declaration given by the bidder is found false or incorrect,

(ii) In case of any lapse/default in honouring the terms and conditions at anytime after submitting the tender.

(iv) The Financial Bid of the unsuccessful bidder while evaluating the Technical Bid shall not be opened and shall be kept in the file with the signature of all Committee members with a remark "Not opened because of disqualification in the Technical Bid". The EMD of the un-successful bidders shall be returned after the successful bidder enters into contract with the Institute.

(vi) Termination of contract and blacklisting for unsatisfactory services.

(vii) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) /deletions or any alternation in the requirements etc. is required. The same will be placed on the IGIT website [www.igitsarang.ac.in](http://www.igitsarang.ac.in). Therefore all the bidders are advised to visit our website before filling / submitted their tender.

(viii) The rates quoted by the bidder should be a complete package of Training program inclusive transportation and accommodation of Trainers. No extra/ additional amount shall be payable on these rates. GST to mentioned clearly.

(ix) Separate bids for (i) to (v) Module should be submitted. However, a Vendor can also submit a bid for all modules but separate EMDs has to be submitted.

**(viii) Payment terms**

(i) Payment will be made on submission of the bills in triplicate after completion of the classes in phase wise. The payment will be made phase wise after completion of 30 Hrs. All the above Training programs is to be billed as per the actual Hours of classes conducted.

(ii) No advance will be paid,

(iii) Payment is subject to ITDS under Section 194C of Income Tax Act, 1961 at the prevailing rate.

(o) Rates quoted should be without any condition from the tenderer.

Conditional offer will be rejected,

(o-a) The Institute is not bound to accept the L-1 bidder. More than one bidder may be selected for respective Program for which each has quoted lowest rate,

(o-b) Training Programs are conducted at IGIT, Sarang as and when required.

(o-c) Bids once submitted shall not be allowed to be withdrawn.

## 5. Objective of the Training Programs

Sl. No.	Courses / Modules	Purpose
(i)	Programming Foundations Trainings (Basic C, Advance C, C++, Advance JAVA & Python )	Software companies want the candidates to be proficient in some programming languages. By this training program, the students can pick the language of their choice and to code all sort of programs using it.
(ii)	Management Trainings	Cracking an MBA examination could be the most difficult thing for candidates, especially if you are one among the millions of MBA aspirants in India. By this training program, the students can crack the different entrance Examination like CAT / MAT / GMAT.
(iii)	Civil Services Training	By this training program, the students can go for customized coaching to serious aspirant civil services Examination.
(iv)	Indian Engineering Services Trainings	By this training program, the students can crack Indian Engineering Services Examination.
(v)	Pre-placement Program Trainings (Quantitative aptitude, Reasoning, GD-PI, Campus preparation, Personality test, Neuro Linguistic Program)	It lays high emphasis on technical and non-technical pre-placement training, which will prepare students to excel at interviews and recruitment processes.

## ANNEXURE-I

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY,  
SARANG  
TECHNICAL BID (DETAILS OF THE AGENCY)**

1.	Tender No. and Date		
2.	Name and address of the Agency		
3.	Telephone No./Email ID		
4.	Name of the Proprietor/ Managing Partner/Director		
5.	Regn. No. of the Firm		
6.	Permanent Account No (PAN)		
7.	Service Tax Regn. No		
8.	IT Clearance of last three years		
9.	Whether the agency has been Blacklisted by any Govt. or other organizations		Yes/No (Strike out which is not applicable)
10.	Whether the terms and condition of the tender duly accepted.		Yes/No (Strike out which is not applicable)
11.	Details of Tender Cost of <b>Rs.1000/-</b>		DD No.                      date: Bank.
12.	Details of EMD :		Amount DD No . date: Bank:
13.	GST Registration No.		
14.	Average Annual Turnover of the Bidder during the last three (3) financial years		Document attached (Turnover certificate issued by a practicing Chartered Accountant having membership of Institute of Chartered Accountants of India containing information as furnished by the bidder/Training Provider)

This is to certify that I/we have carefully read the all above contents of the tender document and fully understood the terms and conditions there in and undertakes my self/our selves to abide by the same.

Place:  
Date:

Name of the tenderer:  
Name of the Signatory:  
Signature with seal:



**Annexure-II****DETAILS OF QUALIFYING PROJECTS HANDLED/COMPLETED  
DURING THE LAST FIVE (5) YEARS**

<b>SIMILAR NATURE OF ASSIGNEMENT – COMPLETED WORKS</b>				
S. No.	Description	Work Order.1	Work Order. 2	Work Order.3
1.	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work/services in Rs. Lakhs (Attach copy of Work Order) and the Site Area			
4.	Date of contract Commencement			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Names of Project in charge & Key staff & nos. of staff involves.			

Signature of the bidder  
With stamp

**ANNEXURE-III**

Sl. No.	Class / Module content	No. of Hours per batch	Cost per Hour (Excluding GST)			GST (%)
			Rate of Theory classes per hour (Only for (i) Course)	Rate of Practical classes per hour (Only for (i) Course)	Total classes (Only for (i) Course)	
(i)	Programming Foundations Trainings (Basic C, Advance C, C++, Advance JAVA, Python )	200 Hours				
(ii)	Management Trainings	200 Hours	<b>Cost per Hour (Excluding GST)</b>			
(iii)	Civil Services Training	200 Hours	<b>Cost per Hour (Excluding GST)</b>			
(iv)	Indian Engineering Services Trainings	200 Hours	<b>Cost per Hour (Excluding GST)</b>			
(v)	Pre-Placement Program Trainings	200 Hours	<b>Cost per Hour (Excluding GST)</b>			

GST to be mentioned by the tenderer

1. The details of session plan along with individual subject module and study materials are to be provided well in advance with course handout details.

Signature of the bidder  
With stamp

ANNEXURE-IV

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY,  
SARANG**

**UNDERTAKING**

This is certified that my firm/agency/company has never been blacklisted by any of the Government or other Organization and no criminal case pending against the said firm/agency/company.

Place:

Name of the Tenderer :

Name of the Signatory:

Signature: Seal:

Date:     /     /201