



INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

DHENKANAL, ODISHA-759146

(An Autonomous Institute of Govt. of Odisha)

Ref. No. I.G.I.T./TECH/169

Date. 06.07.2019

INVITATION FOR QUOTATION

Sealed quotations are invited from /registered original Service providers having valid tax clearance certificate for providing GATE Coaching classes to the final year students of IGIT Sarang. The details of the bidding documents are enclosed herewith. The format for contract format is also enclosed for your reference (the bidders need not submit the contract form during submission of the bid).



(Authorized Signatory)
Name & Designation

CC: To officer incharge of Institute website for necessary uploading.



INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

DHENKANAL, ODISHA-759146

(An Autonomous Institute of Govt. of Odisha)

Ref. No.....

INVITATION FOR QUOTATION

Date.....

Sub: Invitation of quotation from empanelled service providers (SP) for GATE training

Ref: NPIU circular email dated 01/05/2018 for GATE training (Ref: <http://www.npiu.nic.in>)

Dear Sir,

This has reference to NPIU letter referred above for empanelment of your Institute/firm at national level for providing GATE Training to students in TEQIP-III institutions. In this connection, you are invited to submit your financial offers/quotation as per the format below:

Sr. No	Subjects/ Discipline	Approx. Number of students*	Training Cost Per student (Rs)	Taxes, if any (Rs)	Total Cost per student (Rs)
1	Civil Engineering	100			
2	Electrical Engineering	100			
3	Mechanical Engineering	100			
4	Electronics and Telecommunication Engineering	50			
5	Chemical Engineering	50			
6	Metallurgical and Materials Engineering	50			
7	Computer Science and Engineering	50			
8	Production Engineering	50			
	Total	550			

*Shall be declared by the institution

Instructions:

1. The approximate number of students for each of the disciplines is mentioned above.
2. The training in each discipline/ subject shall be for **300 Hrs.**
3. The institute shall provide infrastructure like auditorium, seminar halls, internet facility, photocopy machine, attendant and team of faculty for coordination.
4. The training shall be conducted during the Month of August to December (*Summer/Winter vacation/ any other schedule convenient to institution*) in the institution for pre-final year students.

5. The cost should be quoted in Indian Rupees only.
6. Each SP shall submit only one offer/quotation.
7. Quotation/Offer shall remain valid for a period not less than 45days after the last date of submission.
8. The copy of learning material, if any must be accompanied with the submitted quotation.
9. The service provider shall be responsible for conducting different tests like Benchmarking test, tests for each module etc.
10. Each module must be supported by online assessment module.
11. The last date of submission of offer is *on or before 22/07/2019*.
12. Sealed quotation to be submitted/ delivered at the address mentioned below:

To

The Director

At/Po: I.G.I.T. Sarang Dhenkanal

Odisha, pin-759146

13. The cost quoted by the SP shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
14. The least cost would be evaluated on the basis of Total cost per student (Last column).
15. The Institute will consider those quotations to be substantially responsive which are properly signed and confirms to the terms and conditions, and requirement as per the TORs.
16. Award of contract: The institute will award the contract to the SP who has offered the lowest cost.
17. The SP whose offer is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.
18. The SP shall have to sign the contract with purchaser which will contain the terms and conditions of the accepted offer. Service provider shall provide detailed schedule of breakup for each of the appropriate modules covering the different skills in the contract document.
19. Terms of Payment shall be made in Indian Rupees as per the milestones as follows:
Milestone 1 -% of total cost
Milestone 2 -% of total cost etc..
OR
May be decided at the time of contract signing
20. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the process and reject all quotations at any time prior to the award of contract.



(Authorized Signatory) 22/07/2019
Name & Designation

Annex A

Terms of Reference & Scope of Service

A. Scope of Service as per TOR

The **Consultant** shall cover following Scope of Service while delivering the contents:

1. Physical Classroom Coaching of 300 Hrs for GATE-2020 exam (As mentioned in invitation document)
2. Study Material - 12 to 16 Book (number varies as per stream)
3. GATE Question Bank
4. 300+ hours Recorded Video Lectures (Login ID will be provided to students, Internet Required with minimum Speed of 2 Mbps)
5. 60+ online Chapter Tests
6. 12+ online Subject Tests
7. 8 online Full-Length Tests
8. 12 online ALL INDIA MOCK TEST'S
9. Quick Refresher Guide
10. Post GATE Guidance-Online

B. Schedule of task

The following Schedule for the training is mutually agreed by the Client and the Consultant.

1. Start Date of the program: 25th July 2020
2. Number of day/s per weekdays to be utilized (Monday to Friday): 4 to 5 days
3. Hours of coaching in weekdays (Monday to Friday): 3-4 hours of coaching per day
4. Number of day/s per weekend to be utilized (Saturday, Sunday): 2 days
5. Hours of coaching in weekends (Saturday, Sunday): 5-6 hours of coaching per day
6. Number of hours planned in National and State Holidays: 5-6 hours per Holiday

7. Number of Days & Hours of coaching which can be planned post Sem break: 20 days continuous class, 8-9 hours per day
8. Lecture schedule will be shared periodically and at least 20 days in advance to the Client

C. Streams to be serviced by the Consultant

1. Electronics & Communication Engineering
2. Electrical Engineering
3. Mechanical Engineering
4. Computer Sc. and Information Technology
5. Civil Engineering
6. Production Engineering
7. Chemical Engineering Engineering
8. Metallurgical and Materials Engineering

The tentative topics to be covered under each of the disciplines depend on the curriculum of GATE for that examination and the focus will be more towards high weightage important topics.

D. Attendance Report

1. The Client's coordinator will be submitting the daily attendance report of the students to the Consultant on weekly basis

E. Assessment Procedure

1. Benchmarking test (online) shall be conducted for the students enrolled for the training program before commencement of training.
2. Students will have to attend online/offline Test after every subject is completed.
3. Faculty feedback will be taken after completion of each subject and will be submitted periodically to review committee of college for review
4. The final assessment shall be done by Consultant using the same assessment tool which was used for benchmarking test

F. Support and input provided by the Client:

1. Students Information

- i. Details information of students including their Name, Branch/Stream, email ID and Contact Number shall be provided to **Consultant**.
- ii. **Consultant** need academic records of students of the Client from 1st to 6th Sem of engineering

2. Administrative Support – Local Coordinator

- i. SPOC (Single Point of Contact) from Client for Consultant
- ii. Taking regular attendance, feedback and sharing it to Consultant
- iii. Conduction of all the online/offline examination, evaluating the result and sharing it with Students and Consultant
- iv. For operational activities such as, guiding faculty members to locate guest house and classroom venue
- v. Providing the local information regarding travel and stay to the Consultant

3. Office and Classroom Venue:

- i. The Consultant requires classroom for teaching, Test purpose
- ii. The Consultant requires sitting space for the faculty members to sit before class starts and during the break
- iii. The Consultant requires office space/meeting space in case Consultant team is visiting the college

4. Equipment's and other Facilities required by the Consultant

- i. Projector to project the PPTs, Videos, Graphs and Images to make concept clearer (If required by teaching staff)
- ii. Need Xerox facility for taking xerox of feedback forms, tests, attendance sheets etc
- iii. Whiteboard, Markers in sufficient quantity
- iv. Mic and speaker (If required by teaching staff)
- v. Bottled Water and refreshments for faculties during the classes

5. Guest House, Local Transportation and Food Arrangements for Faculty members

- i. Client will be providing AC guest house/ Hotel for faculties to stay (Payment to be made by the Consultant)

- ii. Client shall provide local transport facility for faculty members from guest house, nearby Railway Junction and Airports (Payment to be made by the Consultant)
- iii. Client shall arrange food for breakfast, lunch and dinner for the faculty members. (Payment to be made by the Consultant)

Annex B

Consultant's Personnel

1. The **Consultant** shall provide GATE qualified faculties who have more than 2 years' experience in GATE exam teaching.
2. The **Consultant** shall provide the schedule of classes along with names & qualifications of faculties who will be teaching at least 20 days in advance to Client
3. The **Consultant** shall provide SPOC (single point of contact) who will coordinate with all faculties of the **Consultant** and the **Client**

Annex C

Consultant's Reporting Obligation

The Consultant shall provide following reports.

A. Types of Report

- a. Name of the Subjects completed branch wise
- b. Details of hours of coaching conducted for each subject
- c. Average feedback of the faculties

B. Frequency of Reports

Report No.	Timeline
1	After Completion of 2 Subjects per stream
2	After Completion of 4 Subjects in total per stream
3	After Completion of the course of each stream

C. Format of Reports

Subject Names	Stream/Branch	Hours taught	Avg. Feedback received from students

CONTRACT FOR CONSULTING SERVICES (GATE TRAINING AGENCY)

CONTRACT No. / /2019 20/ /

THIS CONTRACT ("Contract") is entered into this --/July/ 2019 by and between [Principal/Director, Name of the College] ("the Client") having its principal place of business at [-----], and [-----the name of Agency] ("the Consultant") having its principal office located at [-----].

WHEREAS, the Client has received financing from the World Bank which is being used for this contract and the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.
 - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."

2. **Term**

The Consultant shall perform the Services during the period commencing [00/00/2018] and continuing through [00/00/0000], or any other period as may be subsequently agreed by the parties in writing.

3. **Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed [INR -----/-]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

- B. Schedule of Payments

The schedule of payments is specified below¹:

[

¹ Fill in based on required outputs as described in Annex A (Terms of Reference) and Annex C (Reporting Requirements). Avoid front-loaded payments. Advance payments in contracts with firms require a bank guarantee for the same amount.

01	10% of Contract Value	On signing the Agreement and submission of Detailed workplan, Faculty Lists(Branchwise), different modules and completion of Benchmarking Survey/Test
02	30% of the Contract Value	Upon Completion of 40% Course (including Online+ Offline Test) on Recommendation of Review Committee.
03	30% of the Contract Value	Upon Completion of 70% Course (including Online+ Offline Test) on Recommendation of Review Committee.
04	20% of the Contract Value	Upon Completion of 100% Course (including all types of Test) on Recommendation of Review Committee.
05	Final 10% of Contract Value	Shall be released after declaration of Result with minimum 30% of Success Rate.(Or achieving 30% increase in evaluation of students in final Mock Test comparing the Benchmark survey test and final test after the training subject to recommendation of Review Committee of

	the College).
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C. Payment Conditions

Payment shall be made in *[Indian Rupees]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Consultant's bank account *[Banking details are to be submitted by the Consultants.]*

4. **Project Administration**

A. Coordinator.

The Client designates Mr. *[-----]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. **Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. **Inspections and Auditing**

The Consultant shall permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.

7. **Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

8. **Ownership of Material**

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong

in competing for or in performing the Contract.

- (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: Principal/Director of the Institutions

Title:

CONTRACT FOR CONSULTING SERVICES (EXTERNAL AUDIT)