



NAHEP

**INSTITUTIONAL DEVELOPMENT PLAN, NAHEP
ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY,
BHUBANESWAR-751003**



No. 2371/IDP-OUAT/2021-22

Dated: 08.12.2021

Quotation Call Notice

Single envelope (Technical and Financial) sealed quotations are invited from the reputed registered Training Institute/ Agency/ Company with valid PAN, GST and IT clearance certificate for imparting training on “**English Communication Skill**” to the UG students of Odisha University of Agriculture and Technology(OUAT) under IDP- NAHEP project to enhance their personality and employability. Interested bidders may submit their quotation to the **Principal Investigator, IDP-NAHEP, OUAT, Bhubaneswar-751003** by Registered/ Speed post/ Courier service only. No e-mail communication will be entertained for submission of the above proposal.

The last date of receipt of quotation is **20.12.2021 up to 5.00 PM** and the same shall be opened on **21.12.2021 at 03.30 PM** in the presence of the bidders/ their representatives. The authority reserves the rights to reject any or all quotations without assigning any reason thereof.

Principal Investigator
IDP-NAHEP OUAT,
Bhubaneswar

QUALIFICATION CRITERIA OF BIDDER

Reputed registered Training Institute/Agency/company Imparting training on English Communication skill/ soft skills like spoken / written English, presentation skills, resume writing, group discussion, and interview preparation for the personality development of the UG Students to enhance their employability can participate in the bidding. The bidder should have the following experience;

1. The trainer should have education in English language and more than 10 years of experience in providing English communication skill training to the UG students of State Universities/ Agricultural Universities/ Institutes. Experience certificates of the trainers along with C.V. should be attached along with the bid.
2. The bidder should submit the registration certificate of the Training Institute/ Agency/company registration certificate.
3. The bidder should submit copies of GST Registration, PAN of the firm and photo copy of the IT returns of last three years.
4. Bid documents duly signed and stamped should be submitted with the bid.
5. The Training Institute/ Agency/ Company should also submit the certificate for how long it is engaged in such training.
6. Organizations that have got previous experience in imparting English Communication Skill trainings under IDP, NAHEP in other SAUs of the country will be preferred.
7. Simultaneously 2-3 batches of students may have to be trained at different campuses inside and outside Bhubaneswar under the University. Hence, organizations with adequate no. of trainers/ instructors will be preferred so as to complete the targeted training programs before end of FY 2021-22.

**Invitation of Quotation for Training on
English Communication Skill to UG Students of
Odisha University of Agriculture & Technology (OUAT)**

Sub: Invitation of quotation for training on English Communication skill to the UG students

1. You are invited to quote your most competitive price for imparting English communication skill training to the UG students of OUAT, Bhubaneswar. The details of the trainings to be conducted are given below:

| | |
|--|---|
| Brief Description of Training | English communication skills on spoken/ written English in connection with personality and leadership development of UG students of OUAT. |
| Duration of training | 07 days |
| Time | 2 hours daily |
| No of students in one batch | 30-40 UG students |
| Quoted Price | Price should be inclusive of all taxes (TA/DA & other expenses of the trainers for imparting the training should be clearly mentioned) |
| Place of Training | <ol style="list-style-type: none"> 1. College of Agriculture, Bhubaneswar 2. College of Vety. Sc. & A.H., Bhubaneswar 3. College of Agricultural Engineering and Technology, Bhubaneswar 4. College of Horticulture, Chiplima, Sambalpur 5. College of Agriculture, Chiplima, Sambalpur 6. College of Fisheries, Rangeilunda, Berhampur, Ganjam 7. College of Agriculture, Bhawanipatna, Kalahandi |
| <p>LARGER PROSPECTIVE OF TRAINING The training should cover the following area</p> <ol style="list-style-type: none"> 1. Basics of Communication 2. Essentials of Grammar and Vocabulary 3. Professional Reading & Writing <ul style="list-style-type: none"> • Reading Skill • Essential Writing Skills (Resume writing and Report writing) 4. Professional Speaking (Public speaking and Group discussion) 5. Career Skills (Presentation skills, meeting skills, and interview skills) | |

2. Government of India has received a financing from the World Bank and provided to OUAT through IDP, NAHEP Project and intends to apply part of the proceeds of this financing to eligible payments under the contract for which this invitation for quotation is issued.

3. Validity of Quotation

Quotation shall remain valid up to 90 days from the date of award of Contract

4. Evaluation of Quotations

- i) The bids will be evaluated and compared on the basis of Experience/ Capability of the trainers in providing such trainings to under graduate students in different State Universities/ Agriculture Universities / Institutes
- ii) Performance of the trainers in the demo class.
- iii) Quoted Price per batch of 30-40 students.

5. Award of Contract

The Principal Investigator, IDP, NAHEP, OUAT will award the contract to the bidder whose quotation has been determined to be fulfilling the requirements. The firms should be prepared to deliver a demo session before the Committee.

Notwithstanding the above, PI, IDP, NAHEP reserves the right to accept or reject any or all quotations and to cancel the bidding process at any time prior to the award of contract or during the process of training without assigning any reason thereof.

The bidder whose bid is accepted will be notified for the award of contract by the Principal Investigator, IDP, NAHEP prior to expiration of the quotation validity period.

6. Place of Training

The proposed training will be held at multi locations as under:

- i) College of Agriculture, Bhubaneswar
- ii) College of Vety. Sc. & A.H., Bhubaneswar
- iii) College of Agricultural Engineering and Technology, Bhubaneswar
- iv) College of Horticulture, Chiplima, Sambalpur
- v) College of Agriculture, Chiplima, Sambalpur
- vi) College of Fisheries, Rangeilunda, Berhampur, Ganjam
- vii) College of Agriculture, Bhawanipatna, Kalahandi

Payment shall be made after the completion of each training program on receipt of bill, training completion certificate, pre & post evaluation sheet along with a brief report of the training

7. Terms and Conditions

- i) Each bidder should submit only one quotation.
- ii) The quotation shall be valid up to 90 days from the date of award of Contract.
- iii) Quotation received after the prescribed date and time will be rejected.
- iv) On the envelope containing the quotation it should be written as **“Quotation for English Communication Skill Training to the UG students”**.
- v) The undersigned is not bound to accept the lowest quoted rate.
- vi) Quotations should be filled in ink and corrections, if any made, should be duly counter signed.

- vii) The Training Institute/ Agency/ Company should submit day wise course content training along with the quotations.
- viii) **NO ADVANCE PAYMENT WILL BE MADE.**
- ix) All legal proceedings, if any, by any party shall have to be lodged in court situated in Bhubaneswar and not elsewhere. All disputes are subject to Bhubaneswar jurisdiction only.
- x) Particulars of requirement may be obtained during the office hours (10.00 A.M. to 05.00 P.M.)
- xi) The undersigned reserves all rights to accept and/or reject any quotation or all quotations without assigning any reason thereof.
- xii) The desired experience certificate must be submitted in the quotation without which the quotation will not be accepted.
- xiii) The bid should be addressed to **“The Principal Investigator, IDP, NAHEP, OUAT, 2nd Floor, University Administrative Building, Bhubaneswar-3”** by registered/ speed post/ courier service only. No e-mail will be entertained for submission of proposal in this regard.
- xiv) Certificate is to be issued to each participant at the end of the training programme.

“I/We certify that I/We have read the general and specific terms and conditions of the quotation and description of the job required and that I/We agree to conform to these.”

SIGNATURE OF THE BIDDER WITH SEAL

BID FORM FOR ENGLISH COMMUNICATION SKILL TRAINING

| | | |
|-----|--|--|
| 1. | Name of the Training institute/ Agency/ Company | |
| 2. | Office Address of the Training institute/ Agency/ Company | |
| 3. | Telephone No/Mobile No./ Fax | |
| 4. | Email ID | |
| 5. | Web portal/Website | |
| 6. | Constitution of the firm whether Proprietorship/ Partnership/ Company/ Cooperative Society/ Federation | |
| | i. In case of Company | |
| | ii. Regd. No. of the Company | |
| | iii. Name and Address of the Directors of the Company (Attach separate sheet if space is insufficient) | |
| 7. | Name, Designation and Address of Authorized Signatory in this Bid ¹ | |
| 8. | BANK DETAILS OF BIDDER | |
| | Account Number | |
| | Name in the Bank A/C | |
| | Name of the Bank | |
| | Name of the Branch | |
| | IFSC Code of branch | |
| 9. | GST No. | |
| 10. | PAN number of the Bidder | |
| 11. | TAN number of the Bidder | |
| 12. | Name of the Trainers ² | |
| | 1. | |
| | 2. | |
| | 3. | |
| | 4. | |

Signature of the Bidder

Name:

Designation:

¹ In case of authorized representative signing this document, enclose copy of the Authority letter.

² Enclose C.V. along with Educational qualification certificate & Experience certificate of the trainers.