

INVITATION FOR EXPRESSION OF INTEREST (EOI)

for

**Engagement of Consultancy Firm(s) for
Conducting Students' Soft Skills Workshop (I)
at**

IIIT GUWAHATI

Last Date of Submission of EOI Proposal	: 14 th March, 2018 up to 03.00 p.m.
Opening of EOI Proposal	: 14 th March, 2018 at 03.00 p.m.
Power Point Presentation/ Video Conference	: 14 th March, 2018 [From 03.30 p.m. onwards]



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी

Indian Institute of Information Technology Guwahati

Ref No:- TEQIP-III/2018/iiit/CQS/66/4170

Date:- 08.03.2018

Sub:- Expression of Interest (EOI) for Engagement of Consultancy Firm(s) for Conducting Students' Soft Skills Workshop (I) at IIIT GUWAHATI

The Indian Institute of Information Technology Guwahati is planning to conduct a day long workshop on Soft Skills Development for B. Tech students of the Institute. This will be the *first of a series of workshops* to be organized periodically in the institute under Technical Education Quality Improvement Programme (TEQIP) III.

IIIT Guwahati invites sealed Expression of Interest (EOI) from reputed company/organization/firm having experience in necessary field for conducting the workshop as per details given below:-

Date:- 24th March, 2018 (Saturday) from **9.00am – 5.00pm.**

Venue:- IIIT Guwahati, G.N.B. Road, Ambari

Note: Only firms that can provide services as on proposed date (24th March, 2018) may respond to this advertisement inviting Expression of Interest (EOI).

The complete document can be downloaded from Institute website www.iiitg.ac.in (Link: Tenders). There is no EOI submission fee.

Interested applicants are requested to send their EOI under a sealed envelope superscribed with "**Expression of Interest (EOI) for Conducting IIITG Students' Soft Skills Workshop (I)**", by post or handed over to the Office of the Director, IIIT Guwahati on or before **14th March, 2018 upto 03.00 p.m.** Any corrigendum/addendum shall only be published on the Institute's Website only.

The EOI will be opened on **14th March, 2018 at 03.00 p.m.** in the Conference Room, IIIT Guwahati.

As part of short listing exercise, prospective service providers will be required to make a short presentation through PPT or through video conferencing not exceeding 15 minutes on their company/ organization/firm, expertise and experience in conducting the aforesaid workshop to IIIT Guwahati Students on **14th March, 2018 from 03.30 p.m. onwards** in the Conference Room, IIITG.

Based on the acceptable solution presented, Request for Proposal (RFP) may be issued to service providers for submission of two (02) part (Part A: Technical and Part B: Commercial) offers.

The Institute reserves the right to issue RFP to service provider, if deemed eligible and qualified, based on the evaluation of the EOI submitted by the company/ organization/firm and their presentations, etc. The decision of the Institute in this regard shall be final.

The Director, Indian Institute of Information Technology Guwahati, reserves the right to accept/reject any or all the EOI without assigning any reason. The Institute also reserves the right to amend the scope of the work at any point of time. Any attempt on the part of any company/organization/firm to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration.

Please note: This is not a Request for Proposal (RFP) and commercials are not to be submitted with EOI.

Sd/-
Director
IIIT Guwahati

1. INTRODUCTION & BACKGROUND

Indian Institute of Information Technology Guwahati (IIITG) is an institution of National Importance under an Act of Parliament (THE INDIAN INSTITUTES OF INFORMATION TECHNOLOGY (PUBLIC-PRIVATE PARTNERSHIP) ACT, 2017). It offers B.Tech courses in Electronics and Communication Engineering (ECE) and Computer Science Engineering (CSE), and has PhD programmes in ECE, CSE, Mathematics, and Humanities and Social Sciences (HSS). IIITG started operations in August 2013 with B. Tech programmes in CSE and ECE. The first batch of B. Tech students completed their programme in May 2017. PhD programmes were introduced in 2015. IIIT Guwahati stands tall for its excellence in Academics and Research with top class faculty, staffs and students.

Soft skills, especially communicating effectively in English, are extremely necessary today to improve one's career. Engineering students need good communication skills to better their performance and gain favourable impression in the eyes of the employer. They must be taught life skills to adapt to the fast-changing corporate world and also ensure effective utilization of technical knowledge gained in the course of their curriculum in the social space that they would be later engaging in.

2. OBJECTIVES

The objective of the IIITG Students' Soft Skills Workshop (I) is to equip the students with ways to improve communication skills and build their confidence so that they are better trained to face challenges in the job market. The two pronged objectives for this first workshop are:

- To make students aware of the communicative skills required in the industry.
- To train them to be self-confident to face interviews and participate in group discussion effectively.
- To give them inputs on personal grooming.

3. BRIEF SCOPE OF SERVICES FOR CONSULTANT

The workshop should have the following components in the least:

Pre Lunch

- i) One 60 minutes session on Comprehension Skills
- ii) One 60 minutes session on Speaking Skills
- iii) One 60 minutes session Business Writing Skills
- iv) One 60 minutes on Personal Grooming. This could also be an Interactive session addressing questions/ issues of the students on all of the above topics.

Post Lunch

- v) One 60 minutes session on How To Face Interviews
- vi) One 120 minutes session on Group Discussion.

Reports and Time Schedule

- The workshop should be held on 24th March, 2018.
- The full day of instruction must contain at least 8 hours (including lunch break of 60 minutes).
- Certificates will be given away at the end of the workshop.

4. COMPANY/ ORGANIZATION/ FIRM INTERESTED TO PARTICIPATE SHOULD MEET THE FOLLOWING MINIMUM ELIGIBILITY CRITERIA:

Important: Any company/ organization/firm must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the EOI proposal.

A company/ organization/firm shall have and should (provide/submit):

- a. Minimum 1 (one) year of experience in conducting Workshop/ Training and at least one (01) Workshop on Soft Skills in any large multi-cultural educational institution of repute in India during last 03 (Three) years as on EOI submission deadline.
- b. Proof of Registration under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
- c. Copies of PAN Card, GST Registration Certificate.
- d. Filled in declaration as per the format enclosed.
- e. Copy of the complete EOI document with signature and seal in each page as a token of acceptance of all the terms & conditions of the EOI.

5. EOI SUBMISSION FEE

There is no EOI submission fee.

6. CORRESPONDENCE AND EOI SUBMISSION ADDRESS

For any query pertaining to this document, correspondence may be made to:

The Director

Indian Institute of Information Technology Guwahati

GNB Road, Ambari, Guwahati-781001

e-mail- snpoffice@iiitg.ac.in

Phone No. (0361) 2630015

DRAFT LETTER FOR SUBMISSION OF EOI

From: (The name & address of the company/ organization/firm)

To
The Director
Indian Institute of Information Technology Guwahati
G.N.B Road, Ambari
Guwahati - 781001,
Assam, India.

Sub: Submission of EOI for Conducting Students' Soft Skill Workshop (I) at IIIT Guwahati

Sir,

Having examined the details given in Notice/Advertisement and EOI document for the above work, I/We hereby submit the EOI document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
2. I/We have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.
3. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/ documents furnished along with the above application are true and authentic to the best of my / our knowledge and belief.
4. I/We also authorise the Authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We shall abide by the rules & regulations of the Institute in regard to the selection process of the agency and the final decision.
6. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the applicant(s) with full address, date and office seal)

Annexure:

1. FormA
2. Form B
3. FormC
4. Form D
5. Document giving all relevant details of the Bidder.

FORM - 'A'
ORGANISATIONAL STRUCTURE

- 1) Name & Address of the applicant with Telephone No. / Fax No. / E mail
- 2) a) Year of Establishment
b) Year of commencement of business
- 3) Legal status of the applicant (attach copies of original document defining the legal status)
 - a) A proprietary firm
 - b) A firm in partnership
 - c) A limited company or Corporation
 - d) Any other

- 4) Particulars of registration with various Government bodies (attach attested photo-copies)

Organization / Place of registration

Registration No.

- i)
- ii)
- iii)

- 5) Names and Titles of directors' or partners and officers with Designation with organisation chart
- 6) Designation of individuals authorized to act on behalf of the organization.
- 7) Was the applicant required to suspend any project for a period more than six months continuously after commencement of planning? If so, give the name of the project and reasons of suspension of project.

- 7) Has the applicant or any constituent partner in case of-partnership firm, ever abandoned the awarded project before its completion? If so, give name of the Project and reasons for abandonment.

- 8) Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.

- 9) Has the applicant or any constituent partner in case of partnership firms, ever been convicted by a court of law? If so, give details.

- 10) In which field does the applicant has specialization and interest?

- 11) Details of GST registration & Income tax return, PAN, Cess details etc.

- 12) Any other information considered necessary but not included above.

Signature of agency with seal

FORM - 'B'

DETAILS OF SIMILAR SERVICES COMPLETED DURING LAST THREE YEARS AS ON EOI SUBMISSION DEADLINE

SL. No.	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (LAKH)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of Agency with seal

FORM - 'C'
SERVICES UNDER EXECUTION OR AWARDED

SL. No	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (LAKH)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	UPTO DATE PERCENTAGE OF PROGRESS OF PROJECT	SLOW PROGRESS IF ANY AND REASONS THEREOF	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of Agency with seal

FORM - 'D'

LIST OF MAJOR / IMPORTANT SERVICES EXECUTED SINCE INCEPTION

SL. No.	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (Lakhs)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of Agency with seal