

Invitation to Tender – Personality Enhancement Program (PEP)
Baba Banda Singh Bahadur Engineering College,
Fatehgarh Sahib, Punjab, 140407

NOTICE INVITING TENDER

No.BBSBEC/TENDER-12/2018

Dated: 19.06.2018

Sealed Tenders are invited for and on behalf of the Principal, BBSBEC for imparting PEP / Soft Skills Training to the students of BBSBEC, Fatehgarh Sahib from registered/licensed agencies/Institutions. The interested bidders will submit their tenders at BBSBEC Fatehgarh Sahib up to 1500 hrs on or before 02.07.2018 through registered/speed post only. Tenders sent by hand delivery should be deposited at the Principal Office not later than the above given time and date. Tenders received after cut-off date/time will not be accepted under any circumstances.

Section 1: Preamble

1.1 Introduction: Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib was established in 1993 by Baba Banda Singh Bahadur Education Trust formed under the patronage of Shiromani Gurdwara Parbandhak Committee. The college is affiliated to IKG Punjab Technical University Jalandhar and is approved by AICTE. The college is offering the below mentioned engineering & non-engineering programs

B.Tech. (4 Year Courses)		M.Tech. (2 Year Courses)	
a)	Agriculture Engineering	a)	CAD/CAM
b)	Civil Engineering	b)	Computer Science & Engineering
c)	Computer Science & Engineering	c)	E-Security
d)	Electronics & Communication Engg	d)	Electronics & Communication Engg
e)	Electrical Engineering	e)	Instrumentation & Control Engg
f)	Mechanical Engineering	f)	Power System
Master of Business Administration			

1.2 Scope of Work

The college is providing training on personality enhancement and soft skills to all the students for enhancing their professional grooming and employability potential since January 2015. This training programme is being conducted as a credit course and included in the academic curriculum. Various attributes included in the training are communication skills, personality traits, aptitude and attitude building, logical reasoning, social responsibility, Goal Setting, Leadership, GD/PI, motivational talks by best speakers of

speaking industry and related. Imparting of training in the past has produced encouraging result in terms of better placement scenario and positive outcome in different competitive exam for pass out students.

The BBSBEC wishes to appoint a Service Provider(s) to deliver above mentioned attributes as a part of PEP to all the students at agreed rates.

Outsourcing of agencies for PEP/ Soft Skills Training as detailed below.

- (i) Well experienced soft skill trainers who meet the required specification as given in Annexure I & II are exclusively required for each batch and at the date and time specified by BBSBEC Fatehgarh Sahib. Number of students to be trained would vary from batch to batch and on an average, 700 number of students are required to be trained in the academic year 2018-19 in two semesters. The number of students in a year is only an approximate it may go upward/downward revision, subject to administrative requirements.
- (ii) Selected Agency will be responsible for development of training materials for selected topics, delivery of the training and supply of the reading materials to all the trainees, based on the requirement provided by BBSBEC Fatehgarh Sahib.
- (iii) The training material developed for each course has to be got approved by the Principal, BBSBEC Fatehgarh Sahib.
- (iv) The approved hard copies of the reading material developed by the outsourced agency are to be supplied to the students well in time for which no extra cost will be paid either by the BBSBEC Fatehgarh Sahib or by the students.
- (v) The payment to the institute/firm will be made within 30 days, in draft after successful completion of the training at the approved rates after deducting TDS at prescribed rate, subject to availability of funds.
- (vi) **Required Services:** The services covered by this tender exercise comprise the following services but not limited to same only:

Service 1	PEP training services to the students
Service 2	Evaluation of the students (2 MST's) online/Offline per semester
Service 3	Minimum 5 Mock Placement Tests (Company specific) for pre final & final year students
Service 4	One Faculty Development Program (5 Days) per Semester
Service 5	4 Placement Drives for final year students (per year)

1.3 EARNEST MONEY DEPOSIT: Earnest Money Deposit to be submitted is Rs. 25000/- (Rupees Twenty Five Thousand only). The tender must accompany earnest money deposit amounting to Rs.25,000/- in the shape of demand draft drawn on Oriental Bank of Commerce, Fatehgarh Sahib (PB) in favour of the Principal, BBSBEC, Fatehgarh Sahib (PB). Tenders without earnest money are liable to be summarily rejected.

If the bidder fails to observe and comply with the forgoing stipulations, the Earnest money shall be forfeited without prejudice to any rights under the contract. In case the tender is rejected, the earnest money will be returned immediately. The Earnest money of successful tenders shall not be returned until the order is fully and satisfactorily executed.

1.4 Cost of tender form is Free of Cost-

The tender document without EMD deposit will be rejected. Interested bidders may view and download the tender document containing the detailed terms & conditions, from the website www.bbsbec.edu.in

1.5 Eligibility Criteria:

The participating tenderer should be reputed registered/licensed institute/company having such past experience of having taken up similar job earlier. The bidder must submit the following basic documents in a separate envelope super scribed as “**Technical Bid Envelope**”. In the absence of these documents, the Bid will be rejected:

- i. Attested copies of rules and regulations of registered firm/institute, and certificates of registration of the tutor company, partnership deed (in case of partnership firm).
- ii. Copies of Income Tax returns for the last three (3) assessment years 2015-16, 2016-17, 2017-18 and audited Balance Sheets showing the turnover from services for the last three years as enumerated in the Scope given above.
- iii. Copies of authorized current documents in connection with registration of the firm under service tax. Any change in service tax at a later date, would be borne by the approved agency/bidder.
- iv. Copy of the PAN Card showing the PAN number of the firm allotted by the Income Tax authorities. TIN/TAN No, PAN No, Service Tax No, Registration certificate of the firm, Service Tax Clearance Certificate should be enclosed with the tender documents.
- v. Documents in support of agency “experience for the last three years in providing such Services in a Govt./Public Sector Undertaking/Reputed Private Company/Organization.
- vi. List of existing customers to whom similar services are being provided.
- vii. List of resource faculty members with qualification and proven competencies for resources proposed to be placed at the disposal of Training Centre with their profile.
- viii. An undertaking that the bidder is following all directives of the Government, applicable to itself (firm) and its employees regarding.

- ix. Since the tender document itself gets converted into contract, it is necessary for **the Authorized Signatory to sign in each and every page of the tender document with seal and return the same as a part of Technical Bid.**

Important:

1. Relevant portions, in the documents submitted in pursuance of eligibility criteria (i) To (viii) mentioned above, may be highlighted. If a tender is not accompanied by all the documents mentioned at (i) to (viii) above, the same would be rejected.
2. An Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. Before submitting the tender, the bidder may check with reference to the checklist attached, whether all the documents are enclosed.
3. Technical Bid format is given at Annexure-III.
4. Financial Bid format is given in Annexure-IV.

2. TERMS AND CONDITIONS OF THE CONTRACT, INSTRUCTIONS TO THE BIDDER

(This document should be returned along with your tender duly stamped and signed as token of having accepted it, if it is not possible to quote for the course, this may be returned with necessary remarks to reach before the opening date of tender)

1. Specifications of the services required in the BBSBEC are given in Annexure I & Annexure II. Bidders should quote all the items mentioned in Appendix A and Appendix B. Otherwise the bid will be rejected from consideration. Tender form should be filled legibly and sealed in a cover superscribed with **“Tender for Personality Enhancement Programme”** containing two separate envelopes super scribed with **“Technical bid for Personality Enhancement Programme”** and **“Price bid for Personality Enhancement Programme”**.
2. Envelope containing **“Technical bid for Personality Enhancement Programme”** having following documents will be opened first-
After scrutinizing the technical bid shortlisted institutions /Agencies will be asked to give presentations before the Tender Evaluation Committee at BBSBEC at their own expenses.
3. After presentation of shortlisted firms, the envelope containing **“Price bid for Personality Enhancement Programme”** of selected firm will be opened. Remaining Price bids will be returned to the respective firms without opening. No representation against the non-selection of any Institution/Agency by the committee shall be entertained. Decision of the Principal, BBSBEC shall be final and binding.
4. Original or certified copies of latest service tax clearance Certificate, if applicable, should be attached, without which the tender will be summarily rejected. If Firm/Institution not liable to pay service tax then respective document granting

exemption from service tax to be produced.

5. Payment to the Institution/Agency will be made only after completion of the course and certificate to this effect provided by the Principal, BBSBEC.

6. Upon the breach of any of the terms and conditions of the tender by the Institution/Agency at any time it shall be lawful on the part of the competent authority to forfeit the security deposit wholly or partially or impose such penalty as he may deem fit.

7. BBSBEC shall have the intellectual Propriety Right (IP) of the study material/module prepared for BBSBEC Students and shall use the same as training material in perpetuity.

8. Tender form received without the signature of the bidder or his duly authorized agent or received incomplete in any respect will be summarily ignored.

9. (a) Individual signing the tender or other documents connected with the contract must specify whether he signs the said document as:-

- (i) A "Sole proprietor" of the firm or constituted attorney of such sole proprietor.
- (ii) A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.
- (iii) Constituted attorney of the firm, if it is a company.

NB:-In case of (ii) above, a copy of the partnership agreement or General power of attorney, in either case attested by a Notary Public, or affidavit on stamped paper of all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished.

(b) A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant he has authority to bind such other and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser may, without prejudice to other civilian criminal remedies, cancel the contract holding the signatory liable for all cost and damage.

2.10 Submission Procedure

The bid should be submitted in two separate closed and sealed covers and subject super scribed on the envelopes as "Tender for Personality Development Programme" to be submitted. It should be addressed to "The Principal, Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib, Punjab Pin-140407".

The complete tender document must reach this office not later than 24.06.2016 at 1500 hrs by registered/speed post only. Tenders sent by hand delivery should be deposited at the Principal Office not later than the above given time and date. Bidders are requested to place the 'Technical bid' and 'Commercial bid' in separate envelopes. The envelope containing the price bid of selected firms will be opened only after monitoring and assessing the presentation by the tender evaluation committee.

Part –I Technical Bid as per Appendix A

Part –II Commercial Bid as per Appendix B

The first envelope sealed & super scribed as “Tender for PEP Training-Technical Bid” would contain bidder details as per Appendix A of the tender document and other documents in support of clause 1.5 (i-viii) above. The second envelope sealed & super scribed as “Tender for PEP Training Agency–Commercial Bid Appendix B” would contain the financial bid. It will be opened only for technically qualified bidders on a notified date in the presence of bidders (who are qualified in Technical Bids opening) or their authorized representatives. A Tender Evaluation Committee constituted by the competent authority would examine the Technical Bids and shortlist the bidders in Technical Bids and open the commercial bids of only the shortlisted bidders in Technical bid evaluation.

2.11 Opening and Processing of Technical and Commercial Bids

A duly constituted Tender Evaluation Committee (TEC) will evaluate the Technical Bids alone on the basis of eligibility criteria as given in Section-I preamble. The technical bid which does not qualify in the technical bid evaluation process will be rejected.

The bidders who qualify in the technical bid evaluation process will be required to give a presentation for modus operandi in the presence of the officers duly nominated for this purpose on a given date. The person giving demo should be one of the resource person nominated for actual delivery of training.

Weightage will be given to the quality of PPT/training material proposed to be provided and standard of training based on presentation of the given topic. The topic, time and venue for presenting demo class will be intimated in due course. The bidders will be shortlisted for opening commercial bid based on their performance. Only the commercial bids of the shortlisted bidders who qualify in demo class will be opened.

2.12 Opening of Commercial Bids and Evaluation

The commercial bids of only the shortlisted on evaluation of demo class/qualified bidders in Technical bid evaluation process will be opened in the presence of their representatives on a specified date and time to be intimated to the respective bidders and the same will be evaluated by a duly constituted Tender Evaluation Committee (TEC).

TEC may visit, if considered necessary, institutes/organizations where the agency has already provided the required services. Tender Evaluation Committee may, at its own discretion, decide to inspect the bidder's/User's work premises to evaluate and ascertain the details as furnished by the bidder in their bid and bidder's competence to perform the offered services.

Tender Evaluation: All tenders received will be opened on the same occasion. The BBSBEC will award the contract for the services on the basis of the most economically advantageous tender received for the assignment.

After receipt, each tender will be subject to preliminary evaluation of the information provided. The tenders will be checked for compliance with the ITT and for completeness. Tenderers must also confirm that they are able to comply with the delivery deadline. Failure to provide the required information or make a satisfactory response to any question may mean that the proposal will not proceed to the next stage of the evaluation process. The BBSBEC, at its discretion, may seek clarification from a tenderer.

Tenders which pass the preliminary evaluation checks detailed in the paragraph above will then be assessed for quality of services and cost offered. Proposals will be evaluated on the basis of the high level award criteria of quality of service and cost.

2.13 Right of Rejection and Acceptance

RIGHT OF REJECTION: BBSBEC reserves the right to reject any bid on technical/procedural ground without assigning any reason there for. The decision of BBSBEC taken as per above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may result in rejection of the bid and forfeiture of the EMD and the bidder may be liable to be debarred from bidding for BBSBEC tenders in future for a period of atleast three years.

RIGHT OF ACCEPTANCE: This office does not pledge itself to accept the lowest or any tender and reserves itself the right of acceptance of the whole or any part of the tender portion or has the right to reject or accept any tender without assigning any reasons thereof. The tender documents are not transferable. Direct or indirect canvassing on the part of bidder or their representative will disqualify the tender. Photocopy of TIN/TAN No, Service Tax No, PAN No certificate should be enclosed with the tender with their tender form.

2.14 Validity of the Bid

The selected bid will be valid for a period of 12 (twelve) months from the date of first order. It may be extended for a further period of maximum 12 months depending upon the need for continuity and competitiveness of the prices.

2.15 Quotation of Prices

The prices should be quoted in Indian Rupees as per the format given at Annexure IV. Price quoted should include all charges including the service tax, cost of transportation & supply of soft/hard copies of reading materials. BBSBEC will pay only the rates quoted in the Annexure-IV. No other payment will be made.

2.16 General Conditions

(1) Printed conditions mentioned in the tender bids submitted by the bidder will not be binding on BBSBEC. All the terms and conditions for providing training on Soft Skills will be as those mentioned herein and no change in the terms and conditions will be acceptable. Alterations, if any, in the tender bid should be attested properly by the bidder, failing

which, the bid is liable to be rejected.

- (2) In the event of the bidder's Company or the concerned Division of the Company is taken over/bought over by another company, all the obligations under the agreement with BBSBEC should be passed on for compliance by the new company/ division in the negotiation for their transfer.
- (3) The bidder shall honour all aspects of fair trade practices in all their dealings with BBSBEC.
- (4) The bidder will indemnify BBSBEC of all legal obligations to its employees deputed to work on BBSBEC sites.
- (5) No deviations from these terms and conditions will be accepted. Any violation thereof will lead to rejection of the bid and forfeiture of EMD.
- (6) Ambiguities in specifications and in price quotes should be strictly avoided.
- (7) BBSBEC will only hire services from the agency. The manpower deployed by it for this purpose will be employees of outsourced agency and this will not confer any right to the outsourced faculty or Institute for absorption in BBSBEC at any stage.
- (8) The faculty provided by the outsourced Institute (successful bidder) should possess requisite skill and experience as given in Annexure-II. These are mandatory requirements & non-compliance of any one of these requirements shall result in rejection of the bid from consideration under this tender.
- (9) The deputed faculty must be on the bidder's payroll for all purposes.
- (10) Bidder should have capacity to deploy competent/trained/adequate manpower to meet BBSBEC's requirements. The list of employees with their qualification, certification and experience to be submitted within 1 (One) week of awarding the tender.

2.17 Subletting

Selected bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit. During the period of contract, if the bidder provides such services to any other user at lower price, it has to extend such lower rates to BBSBEC from the date of offering such lower rates.

2.18 Security Deposit and Refund of EMD

In the case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within three months of the final decision for selection.

The bidder whose tender is accepted for placing the order, will have to submit a security deposit of 5% of order value along with its acceptance in the form of Bank Guarantee of any nationalised/commercial bank for the duration of the contract duly pledged in favour of the Principal BBSBEC.

BBSBEC reserves the right to forfeit part or full security deposit amount without assigning any reason, if performance of the successful bidder is not found up to the mark or is in violation of all/any of the tender conditions. On submission of Security Deposit, their EMD would be released without any interest accrued on such fiscal deposits.

2.19 Schedule for Deployment of Services

The successful bidder shall start providing personnel from the date of intimation of training slots. Any unjustified and unacceptable delay in delivery of services beyond the delivery schedule as per order will render the agency liable for penalty as per penalty clause. Thereafter, BBSBEC holds the option for cancellation of the order and getting the work done from alternate sources at the cost and risk of the defaulting agency. Any extra expenditure for getting the work done from other bidders/open market due to the failure of the successful bidder to provide services within the scheduled time as mentioned in the job/work order, will be recovered from the successful bidder through Security Deposit or pending bills or other dues, if any, or by raising claims accordingly.

2.20 Deployment of Services

The successful bidder shall deploy only qualified, certified, experienced, competent and appropriately trained manpower as per the job requirements and qualifications indicated at Annexure-II (required skill set and experience) & Annexure V for providing Soft Skills training. The bidder shall provide personnel as per the demand of BBSBEC and also provide details of qualification, training and experience of manpower to BBSBEC before deployment. If BBSBEC finds that manpower being deployed does not have required qualification and experience, the bidder shall be informed for taking appropriate corrective measures immediately by providing an alternate competent faculty.

2.20.1 The successful bidder should deploy the faculty members whose names are approved by Principal, BBSBEC, Fatehgarh Sahib

2.20.2 Demo class should be given by one of the faculty members, whose name is to be included in the list of faculty members, in case of awarding of work to the successful bidder.

2.20.3 The successful bidder shall take a declaration from every faculty placed at the disposal of this College, that he/she is not involved in any Police/any security Agency case of Government of India/respective State of habitat.

2.20.4 The successful bidder shall keep with him, the present and permanent address, contact numbers (Phone/Mobile number), e-mail address, educational and technical qualification, specimen signature, two passport size photographs in respect of each person deployed and furnish these details/information to BBSBEC,

As and when called for: The successful bidder shall supply valid Identity cards to all the personnel deployed for imparting Soft Skills training at BBSBEC.

2.20.5 The successful bidder/his deployed personnel to BBSBEC shall not develop any direct/indirect business/commercial relationship with the user/client organizations of BBSBEC.

2.20.6 The deployed persons shall maintain code of dressing and office decorum. They shall be courteous, polite, cooperative with the staff members/students and be committed to the work assigned to them.

2.20.7 The deployed persons should not be a smoker, tobacco/pan masal chewer.

2.20.8 Under no circumstance, the misbehavior/altercation with any officer/official or with students will be allowed/tolerated.

2.21 Submission of Invoices and Payment

Payment will be released semester wise on completion of the Semester in which training was imparted. The successful bidder will submit pre-receipted bills in triplicate for each semester at the end of the semester along with certificate from the Principal, BBSBEC regarding satisfactory performance related to the PEP training.

BBSBEC shall process the payment expeditiously and try to release payments within 30 days of the completion of the semester. Payments shall be subject to deductions of applicable penalty amount where the bidder does not fulfill the agreed terms & conditions, as the case may be. All payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income-Tax Act, 1961 and any other applicable taxes, from time-to-time.

2.22 General information: Whilst every effort has been made to give an accurate description of the requirements set out in this Invitation to tender document (ITT), organisations responding to the ITT should form their own conclusions about the methods and resources needed to meet the Requirements. The BBSBEC cannot accept responsibility for any costs incurred in the participation in this procurement, including any costs incurred in the preparation of the tender. Tenderers should note that the BBSBEC reserves the right to terminate the procurement process at any stage and not to award any contracts.

2.23 Enquiries: All enquiries for clarification or further information in respect of this ITT must be sent by June 20 2016. Any queries sent after this date will not be dealt with. The BBSBEC will endeavor to answer all questions as quickly as possible. Queries should be addressed to:

principal@bbsbec.ac.in with a c.c. to hod_tp@bbsbec.ac.in or can be sent to

Principal
 Baba Banda Singh Bahadur Engineering College
 Fatehgarh Sahib, PIN-140406
 Mob: 9814221213, 9855567977

3. TERMS AND CONDITIONS FOR CONDUCTING THE COURSE

- (a) Personality Development Programme is required to be conducted at BBSBEC, Fatehgarh Sahib for the students during their odd/even semester and to be merged into the daily time table of first three working days of every week. The programme for the course is to be covered in 25 to 30 periods each and duration of each period will be 55 minutes. In addition, there will be minimum, 06 and maximum, 08 fortnightly Auditorium sessions (2 Hours each) by the renowned speakers of National Repute with a total no of conduct hours in the range of 35-40 periods/hrs. The conducting firm will arrange the faculty accordingly.
3. (b) The tentative curriculum/topics for the PEP are mentioned below. Final curriculum, with minor adjustments, if required will be notified later before the start of each semester for all semesters.

PERSONALITY ENHANCEMENT PROGRAM (COURSE CONTENTS & SCHEDULE) – 2018-2019			
SEMESTER I	36 Hours	ENGLISH LANGUAGE PROGRESSIVE SKILL ENHANCEMENT	<p>Role Plays: Preparing for Difficult Conversations & Situations; Uses & Benefits, Body Language: Gestures; Facial Expressions; Importance of Eye Contact, Body Movement, Role of Formal Attire, Introduction to Grammar, Focus of Reading & Listening; Parts of Speech; Tense; Conjunction; Phrasal Verbs; Idioms, Art of Introduction (Formal & Informal) Vocabulary Development: Read Read& Read; Dictionary Use; Use of Journals; Thesaurus; Flashcards Pronunciation: Voice & Accent; Mouth Positioning; Stress; Intonation; Connected Speech, Basics of Writing: Letter Drafting; Situational Story Writing; Email Drafting; Texting, Auditorium Sessions: Importance of Goal Setting; Attitude is Success; Leadership & Time Management</p>
SEMESTER II	36 Hours		<p>Attitude Training: Role of Formal Attire, Social and professional norms, self-assessment, goal setting, time and stress management Group Discussions: Tips for Success in GD's; How to Start, Lead and Conclude A GD; Types of GD; Do's & Don'ts and Mistakes to Avoid during a GD, Communication Skills: Verbal Communication; Written Communication; Non Verbal Communication; Role of Communication in Business & Relationships; Barriers to Effective Communication, Effective Presentation Skills, Interpersonal Skills: Manners, Etiquettes; Social Awareness; Problem Solving; Self-Management, Vocabulary Building Continued, Spoken English practice sessions in the class. Auditorium Sessions: Fear/Anger& Stress Management; Unleash Your Potential; Art of Presentation/TECHNICAL/RELATED</p>

SEMESTER III	36 Hours	<p>Business English: Fluency Enhancement; Improved Listening Skills for Meeting & Teleconferences; Company/Sector Specific; Achieving Clarity in Written English; Effective Written Communication Techniques,</p> <p>Professional Etiquettes: ABC (Appearance, Behavior, Communication) of Professional Etiquettes; Office Etiquettes, Dining & Table Manners; Telephone Etiquettes; Party Manners,</p> <p>Vocabulary Building Continued</p> <p>Corporate culture training followed by a psychometric assessment</p> <p>Auditorium Sessions: Team Building; Motivation & Creative Thinking; Believe in Yourself/TECHNICAL/RELATED</p>
SEMESTER IV	36 Hours	<p>Public Speaking: How to prepare for Public Speaking; Creating A Powerful Structure; Effective use of Voice (Diction, Intonation, Rhythm & Pacing); Use of Body Language & Eye Contact; Dynamic Language</p> <p>Subject Verb Agreement, Syllogisms, Sentence Corrections, Critical Reasoning, Para Jumbles, Cloze Test, Cross Culture Etiquettes, Vocabulary Building Continued.</p> <p>Auditorium Sessions: Motivation & Attitude Building/TECHNICAL/RELATED</p>
CREATION OF ELITE GROUPS – Placements,		<p>ELITE LEARNING GROUP–PLACEMENTS</p> <p>: 36 HOURS/SEMESTER</p>
		<p>The Training module focuses on the overall development of the students and not only prepares them for placements. By the end of the training program students shall have better understanding of the language with improved writing and spoken English skills.</p> <p>The training will help students become aware of the exam patterns of different companies and will assist in the preparation of the same.</p>
SEMESTER V	<p>Placement focused training on Aptitude: Percentage, Profit/Loss, SI, Compound Interest, HCF, LCM, Divisibility, Equation Basis Problems, Direction, Blood Relations, Venn Diagram, Time Speed & Distance, Work Pipes & Cisterns, Ratios & Proportions, Average Mixtures, Coding & Decoding, Series Completion, Cubes.</p> <p>Mock Test for Various Companies (TCS, Wipro, Infosys, CTS and related)</p> <ul style="list-style-type: none"> Auditorium Sessions 	
SEMESTER VI	<p>Transition from Campus to Corporate: Imperative of Right expectations; understanding the Corporate World; Work Culture; Importance of Work Ethics;</p> <p>Resume Building Skills: How to make one self-standout in a resume; Avoiding common errors; Cover letters, Follow ups, Permutation & Combinations, Probability, Geometry, Heights & Distances, Linear & Complex Arrangements</p> <p>Auditorium Sessions</p>	
SEMESTER VII/VIII	<p>Analytical Reasoning, Verbal & Non Verbal Reasoning, Number Systems, Clocks & Calendars, Data Interpretation, Data Sufficiency, Puzzles, Simplifications, Practice Exercises for Quantitative & Verbal Ability.</p> <p>Auditorium Sessions</p> <p>GD/PI & Aptitude: Mock GD's and PIs, Revision Tests, Computer Adaptive Tests, Case Study; Group Tasks, Role Played in a GDMock Test for Various Companies (Accenture, Tech Mahindra, iGate, Microsoft, Aricentetc.), Mock Placement Drive</p> <p>ONLINE PLACEMENT ASSESSMENT EXAM</p>	

3. (c) Learning Methodology

- Fun filled learning experience – This will ensure that students look forward to attending the program and enjoy the process while learning
- Role plays, cases, tests, individual and group exercises will form a critical part of the training program.
- Bring in industry experts and professionals to give Industry perspective to students
- Continuous follow-up and review built into design to ensure that the students not only learn but also practice and get better.

3. (d) The strength of students would be calculated as below:

For MBA

- All registered students of First Year (2015 Batch) & Second Year (2016 Batch)

For B.Tech (All Branches)

- All the students of 2015 Batch who want to avail the Placement Services. Those students will be excluded from the list who wants to prepare the GATE Examination for Higher Study and/or want to prepare for Civil Services and/or want to become Entrepreneurs. The students on their Industrial Trainings will also not consider while calculating the strength.
- All the students of 2016 Batch who want to avail the Placement Services. Those students will be excluded from the list who wants to prepare the GATE Examination for Higher Study and/or want to prepare for Civil Services and/or want to become Entrepreneurs.
- All Registered students of 2017 Batch
- All Registered students of 2018 Batch

3 (e) The rates for conduct of programme for total students **should be given at the rate of per student in Appendix 'B'**.

3. (f) Rate quoted should be inclusive of all taxes, charges and expenses. No additional charge or claim for transportation, boarding, lodging will be provided to the faculty by the BSBEC Fatehgarh Sahib.

3. (g) Copy of affiliation, approval and details of level of faculty and experience to be enclosed with the tender form.

3. (h) Bidder to intimate programme design, methodology, training aids and tools selected to conduct the programme.

3. (i) Bidder to provide study material/textbooks/notebooks/CD etc to each student.

3. (j) The course certificate for each individual should be provided jointly by the BSBEC and by the firm.

3.(k)The approved firm shall carry out TNA (Training need analysis) through surveyed filling of form for composition of subgroups and adjusting the weight of importance of topic to be covered as per the requirement.

4. Student Assessment

The students will be evaluated according to the following assessment criteria/evolved with the successful bidder at later stage and the same can be shared with the students and college management.

S No.	Module	Assessment Criteria
1	<u>COMMUNICATION SKILLS</u>	Students will be evaluated by their performance in the following activities through 2 MST's <ul style="list-style-type: none"> - Extempore - Impromptu writing - Just a Minute - Communication Skills
2	<u>COMMUNICATION SKILLS</u>	Presentations will be given by the students one by one through which they will be rated on their through 2 MST's <ul style="list-style-type: none"> - Grooming - Confidence level - PPTs - Introduction - Handling of questions
3	<u>COMMUNICATION SKILLS & APTITUDE</u>	Full fledged question papers will be set at the <ul style="list-style-type: none"> - end of the semester and at the - Mid semester also.
4	<u>SOFT SKILLS & APTITUDE</u>	Viva Voice to test them on their spoken English Full fledged question papers will be set at the end of the semester and at the Mid semester also.
5	<u>GD/PI & APTITUDE</u>	Students will be thoroughly assessed on the basis of their performance. They will also undergo a written test on Quantitative aptitude and Logical Reasoning.

6	<u>GD/PI & ADVANCED</u> <u>APTITUDE</u>	Students will be thoroughly assessed on the basis of their performance. They will also undergo a written test on Quantitative aptitude and Logical Reasoning.
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Annexure I

Service Requirements

- i. Trainers are exclusively required for the batch as per the date/time specified by the BBSBEC as notified during the training period by BBSBEC, Fatehgarh Sahib. The trainers should be in a position to handle classes even in the extended working hours of class. Number of batches will vary from batch to batch depending upon the requirements of students to be trained by this Training Centre in a financial year.
- ii. The trainers should not be changed/shifted to the other units of the company/bidder till completion of task/training assigned in PTC.
- iii. The training material developed by the contractor (successful bidder) hereinafter called contractor for each course has to be get approval by the Principal, BBSBEC Fatehgarh Sahib. Only the approved hard copies of the reading material are to be supplied to the students well in time for which no extra cost will be paid.
- iv. The cost of taking photocopies if any, expenditure incurred if any, in bringing materials from his Institute to BBSBEC should be borne by the contractor. No extra amount will be paid for this purpose by BBSBC.
- v. Other teaching aids like laptop, pen-drive, discs etc., should be brought by the trainer or provided by the Successful bidder.
- vi. The contractor will ensure that the trainer on duty should not be under the influence of any intoxicants during the duty hours.

Terms and Conditions

1. The deputed trainer must be on the contractor's payroll.
2. The contractor shall not allow movement of equipment/items in or out of Collegewithout prior permission of competent authority.
3. The contractor will be responsible for any items found missing or misplaced in the classroom/lab where the soft skills classes were held.
4. If any of the hardware items/property of BBSBEC is found missing, the contractor shall have to pay penalty against such loss, as decided by the competent authority.
5. Rs.2000/-per person per day shall be deducted as a penalty against the absence of any trainer on duty.
6. The trainers shall abide by time allotted; unreasonable delay is liable to be

penalized.

7. BBSBEC Fatehgarh Sahib reserves the right to evaluate the quality of training imparted through student feedback and observation by faculty. BBSBEC also reserves the right to cancel the agreement for conducting the training on any other account.

Annexure II

Required Skill set and experience

- (i) The faculty should have high standard of communication skills..
- (ii) The faculty should be thorough in the subjects handled by him/her.
- (iii) The faculty should be competent to transfer the knowledge/skills based on the topics required to be handled by him/her.
- (iv) The faculty should possess sufficient computer knowledge to operate computer/Projector.
- (v) The faculty should be well informed and have abreast knowledge about the day to day matters of the modern world.
- (vi) The faculty should be well dressed as per the dressing code of this College.