

**INVITATION FOR
EXPRESSION OF INTEREST
FOR THE COMMUNICATION & PERSONALITY DEVELOPMENT TRAINING**



PDPM

Indian Institute of Information Technology,

Design and Manufacturing, Jabalpur

Dumna Airport Road, PO-Khamaria

Jabalpur- 482005

PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur (PDPM-IIITDM Jabalpur) invites Expression of Interest (Eoi) from interested service providers for Conducting Special Sessions to run various courses of different levels on "Personality Development & Grooming" for "Undergraduate and Postgraduate students" of all disciplines of the Institute at the Institute premises.

The Eoi is invited to identify experienced and suitable service providers for conducting special sessions to run various courses of different level on Personality Development & Grooming for UG and PG Students of the Institute at the Institute premises. The process of identification will have the following steps and tentative timelines.

Activity	Date
Release of Eoi	July 28, 2020
Date of Pre-bid Queries (Due to COVID-19, bidders are requested to write their queries against mentioned date at placement@iiitdmj.ac.in)	August 6, 2020
Date of Pre-bid Meeting on Zoom (Link will be shared on the mail ids from which queries will be received)	August 10, 2020
Last date Submission of Eoi response	August 31, 2020 (till 3pm)
Bid opening date	August 31, 2020 (4pm)

P. K. S.
20/7/2020

1. OVERVIEW:

Service Required: Conducting Special Sessions to run various courses of different levels on Personality Development, Career Counselling & Grooming for Undergraduate (UG) and Postgraduate (PG) students of all disciplines of the Institute at the Institute premises.

Organization: PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur

Duty Station: PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur

Duration of Induction: (September 2020 – May, 2022) (tentative)

Target: Undergraduate Students and Postgraduate Year Students of all disciplines

No. of Students/Batch size: Approx. 1200 students inclusive of boys and girls in 20-25 batches of 60 students each (students are with multi-lingual background)

2. OBJECTIVE OF HIRING PROFESSIONAL SERVICES:

The students coming to PDPM-IITDM Jabalpur are intellectually of high quality and have proven their ability in the academics through various examinations. The Institute believes that the pass-out students of the Institute must have the required attitude and set of soft skills to become worthy engineers, technocrats, scientists, architects, managers, and so on. Moreover, he/she must also have a broad understanding of society and relationships, ethos and the respect for the nation. Character needs to be nurtured as an essential quality by which he/she would understand and fulfill his/her responsibility not only as an engineer, but also a citizen of the country and a human being.

Besides the above, several meta-skills and underlying values are needed. When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. It is important to help them adjust to the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. The time during the program is also used to rectify some critical lacunas and groom them to build an overall personality such that he/she can face the world and creatively contribute towards the welfare of the society. Some of the skills which are usually found deficient are self-confidence, motivation, language skills, professional etiquette and public speaking. Students, who lack any or some these skills face issues of dealing with their fellow students and coping up with the curriculum which is the least desirable. Even if one student is lagging others in the academic matters due to these limitations, it will be hurting the sentiments. So, it is necessary to provide not only technical training but also the personality development training proactively for all the students. This would also help to identify the weak students and empower them to overcome their weaknesses through proper follow ups. Hence, the Personality Development courses with diverse activities in each year are proposed to be conducted for all the UG and PG students.

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3. BROAD SCOPE OF THE WORK:

(A) Personality Development Courses for Undergraduate Students

Personality Development Program for undergraduate students of PDPM-IITDM Jabalpur is proposed in terms of courses on Personality Development with the modalities given below:

1. B.Tech./B.Des. students are supposed to take a one/two credits course in the first three years of their undergraduate program. Entire batch would be divided into two groups. One group would do this course in the odd and the other would do it in the even semester.
2. There will be three courses, i.e., one in each year as discussed earlier.
3. In the seventh semester, there will be workshops/sessions on stress management, programming skills, current affairs and company specific preparations, etc.
4. Each course will be of 20 hours duration.
5. These courses will be conducted in batches and preferred strength of each batch would be 60 students.
6. Each session shall be for minimum 60 to 90 minutes in a day. All courses shall include practice sessions. Students shall be encouraged to make the presentations.
7. These courses shall be offered by experts from outside. Instructors will monitor the performance of the students and individual feedback will be provided for every student. Instructors will also be responsible for providing detailed performance analysis of each student to Dean Academic, Head of the discipline, and Chairperson, Placement Cell.
8. Relevant course material shall be provided by the instructors.

3.1 Details of Course 1: Personal Empowerment

The course will run for students in Sem I and Sem II. It includes the following modules:

- (a) **Self-assessment** to discover one's Strengths, Areas of Improvements and Personality Profile.
- (b) **Effective Communication Skills**
 - Word Power enhancement
 - Attention to Detail: spacing, punctuation, spelling, and other finer aspects
 - Verbal and non-verbal communication skills
 - Written English with emphasis on writing grammatically correct technical / official letters, applications and reports
 - Getting rid of inhibitions and building confidence
 - Assertive and Submissive communication
 - Using language for Convincing and Persuasion
 - Art of asking Questions
 - Practice sessions

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(c) Personal Grooming, Formal Dressing and Body Language

- Basics of Power Dressing
- Corporate Dress Code
- Importance of Self Grooming and Personal Hygiene
- Gestures & Postures, Tone of Voice, Voice Modulation
- Workplace Etiquette & Culture
- How to introduce yourself

3.2 Details of Course 2: Strengthen Aptitude

This course will run for students in Sem III and Sem IV. It includes the following modules: (The course will begin with some sessions on career counseling. Accordingly, one can prepare for reasoning and other tests. For example, management, design, higher studies, software professionals will have probably different types of tests requirements.)

(a) Reasoning Aptitude

- Syllogisms / Deductions
- Analytical Reasoning
- Logical Reasoning
- Data interpretation
- Clocks & Calendars
- Different patterns of puzzles - Quantitative based
- Data arrangement analysis and critical reasoning
- Data sufficiency
- Coding Decoding and all others.

(b) Quantitative Aptitude

- Vedic Mathematics concepts
- Concepts and Problem solving for time, speed, and distance; percentage; profit, loss, and discount; age problems, number properties; ratio and proportion; mixtures and solutions; time and work, etc.
- Concepts and Problem solving for permutation and combination; probability; geometry; number series; word problem, etc.

(c) Verbal Aptitude

- General grammar rules
- Comprehension and logic questions
- Concept building - reading comprehension, vocabulary building, confusing words, suitable words, verbal analogy, spotting errors in sentences, etc.
- Advance reading comprehension
- Passage analysis
- Vocabulary testing
- Jumbled sentences
- Sentence improvisation

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(d) Preparation for Psychometric Tests and Story Building Concepts

3.3 Details of Course 3 : GD and Interview preparation

This course will run for students in Sem V and Sem VI. It includes the following modules:

(a) Preparing an Effective Resume/Portfolio

- Highlighting strengths and proven delivery capabilities
- Learning from Shared Sample resumes from industry
- Customize your resume as per the company's requirement
- Portfolio design with industry experts

(b) Basics of Public Speaking

- Dos and Don'ts
- Meet and Talk Online
- Powerful Phone Talk
- Presentation Skills - Time to Shine
- Professional Emails writing

(c) Group Discussions

- How to conduct yourself in a GD
- Attitude and Communication skills & Analysis
- Points to remember – Attitude, Communication Skills, Analysis and Knowledge
- How to present your point
- Body language to be taken care
- Voice modulation & tone while sharing your view
- Interpersonal skills
- Team working skills
- Leadership skills
- Mock sessions

(d) Interview Preparation

- Behavioral, Standard, and Stress Interviews
- Responses to Frequently Asked Questions during interview with Human Resource Department
- Demonstrating strengths to suit the HR requirements
- Questions to ask any recruiter
- How to impress the interview panel?
- How to prove yourself in an interview as ethical/loyal to an organization?
- Dealing with, Confidential Information and Conflicts of Interest
- How to make your point heard?
- How to market yourself at interview?
- Preparation for Telephonic Round of interview
- Telephonic Interview

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- Tele-etiquettes
- Effective Telephonic Techniques
- Mock Sessions

3.4 For Final Year Students: Workshops and Sessions

These workshops will be offered for students in their Seventh Semester of undergraduate program. It includes:

- Technical Workshops on programming skills
- Workshops on stress Management
- Workshops on current affairs
- Sessions on company specific preparations

(B) Personality Development Courses for Postgraduate (PG) Students

Personality Development Program for postgraduate students of PDPM-IIITDM Jabalpur is proposed in terms of courses on Personality Development with the modalities given below:

1. M.Tech./M.Des. students are supposed to take a one/two credit courses in the first two semesters of their graduate program.
2. In the third semester, there will be workshops/sessions on stress management, programming skills, current affairs and company specific preparations etc.
3. Each course will be of 25 hours duration.
4. These courses will be conducted in a batch for all graduate students of the Institute.
5. Each Session shall be for minimum 60 to 90 minutes in a day. All courses shall include practice sessions. Students shall be encouraged for presentations.
6. These courses shall be offered by experts from outside. Instructors will monitor the performance of the students and individual feedback will be provided for every student. Instructors will also be responsible for providing detailed performance analysis of each student to Dean Academic, Head of the discipline, and Chairperson, Placement Cell.
7. Relevant course material shall be provided by the instructors.

The deliverables from the agency will be as follows:

1. **Personality Development Course:** Training to be imparted for batches of 60 students (preferably) according to their studying year, simultaneously, each course will be of 20 hours duration. **The details of the courses are indicative only.**
2. The proposed training sessions will have to conduct within the time limit given by the Institute and postponement of dates will not be allowed.

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3. Feedback on the students' behavior/learning in general and the list of cases where follow up will be necessary for the proper development of the student and a format for collecting the details for such cases.
4. Full details of the evaluation conducted and the observations.
5. A softcopy and a hardcopy of the course materials along with suggestions for improvement of the planning for higher effectiveness in the learning outcomes.
6. Two follow up sessions before the semester end, according to the schedule permitted by the Institute to provide remedial training for weaker students as listed by the Institute

Note:-This is only an indicative list but not exhaustive. Some more similar functions may be added as per the needs of the Institute.

4. ELIGIBILITY AND CAPABILITY OF PROFESSIONAL CONSULTANTS

The applicants shall be evaluated based on the criteria given hereunder and as per the information provided in Expression of Interest.

(a) Kindly attach the following documents and as specified in the EoI for evaluation of EoI.

- a. Organization Brochure
- b. Certificate of Registration/Incorporation of the firm
- c. Certified copies of Turn-over for last three financial years
- d. Permanent Account Number (Income Tax & GST)
- e. Write-up on technical capabilities (should include the methodology of conducting the programme such as use of multimedia presentations, etc. as part of training delivery, conduct of ice breaking sessions to overcome cultural and linguistic barriers among students and discuss case studies relevant to training topics). Documentary proof for the above should be enclosed, if available.
- f. Expression of Interest should be signed and stamped by authorized signatory.
- g. Certificate of merit, awards etc.

(b) It is highly desirable that the training provider may meet the following benchmarks:

- The bidder should be an organization of repute in education as services registered as a company in India under Company's Act 1956 and having a registered office anywhere in India.
- The bidder should be a registered with Services Authority, Income Tax and Service Tax authority (Valid copy of GST No and Copy of PAN Card to be enclosed with the tender).
- Bidder should have annual turnover of at least Rs. 50 Lacs in each year of the past three years, i.e., 2016-17, 2017-18 and 2018-19. Further, the said turnover should be from conduction of such Training courses/implementations only.

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- The bidder should have successfully executed at least 05 projects of training in communications and personality developments with similar scope of work in any Centrally Funded Technical Institute /Government Educational Institute / Educational Institute of repute. (Successful conduction certificate to be enclosed with the tender).
- The bidder should not have been declared ineligible / banned / blacklisted / fraud by any State or Central Government or any other Government Institutions in India for any reason as on last date of submission of bids. A declaration in this regard should be submitted along with the bid.
- Training firms/service providers shall not sublet the contract.
- At least five years' experience in providing training to students of any Centrally Funded Technical Institute /Government Educational Institute / Educational Institute of repute (please provide the proof).
- The organization may have minimum 25 regular employees working in it.
- The organization should have relevant experience in this domain.
- Have at least 10 experienced resource persons (full-time or otherwise) with at least master's degree, for providing training in various elements of the modules. Please provide brief experience profile of the resource persons.

Note: The vendors should satisfy all the above criteria. An undertaking (self-certificate) is to be submitted that there has been no outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern and other factors given in the format for EoI.

5. CRITERIA AND GUIDELINES FOR EVALUATION & SELECTION

Evaluation of the Applicant Firm's Capabilities will be done by an Evaluation Committee constituted by the Director, PDPM-IITDM Jabalpur. Evaluation of the Technical proposal will be done broadly on the following parameters:

Parameters	Points to be Awarded
Firm's Experience in conducting similar programmes	50
Methodology of conducting programme and understanding of ToR	10
Educational qualification, experience and competence of key professionals	30
Other conditions like reputation, client base, etc.	10
Total	100

(a) Application Process

- a) If the bidder is a proprietary firm, the application must be signed by the proprietor above his/her full typed name and the full name of the firm with its current address.

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- b) If the bidder is a firm in partnership, the application must be signed by all the partners of the firm above their full typed names and current addresses, or alternatively by a partner holding power of attorney for the firm. In the latter case, a certified copy of the power of attorney must accompany the application. In both the cases, however, a certified copy of the partnership deed and current addresses of all the partners of the firm must accompany the application.
- c) If the bidder is a limited company or a corporation, the application must be signed by a duly authorized person holding power of attorney for signing the application; in this case, a copy of the power of attorney must be provided. The bidder must also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

(b) Instructions

- a) All information called for, in the enclosed forms, must be furnished. If for any reason, information is furnished on a separate sheet, it must be mentioned in the relevant column of the forms. For forms A to D, even if no information is to be provided in a column, a "nil" or "no such case" entry must be made in that column. If any particulars/queries are not applicable in case of the bidder, it must be stated as "not applicable". The bidders are cautioned that by not providing complete information called for in the application forms, or not giving it in clear terms, or making any change in the prescribed forms, or deliberately suppressing the information may result in the bidder being summarily disqualified.

Applications made by email, telegram or telex and those received after due date of submission will not be entertained. However, one soft copy in CD/DVD of the entire application in PDF format must be provided in addition to the typed application.

- b) The application should be in a typed form. The bidder should sign each page of the application with page numbers.
- c) Any information attached in A4 size sheets must be endorsed with the seal and signature of the bidder(s) along with the date of submission.
- d) Overwriting should be avoided. Corrections, if any, must be made by neatly crossing out, initialing, dating, and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if added by the bidder, must also be numbered by the bidder. The complete application must be submitted as a package with a signed letter of transmittal.
- e) The entire application must be answered in MS Word, and then ported to PDF format. No additional presentation (e.g. .ppt) or spreadsheet (e.g., .xls) must be embedded in the documents. Pasted pictures not preferred. However, if pasted pictures are provided, they should be of readable font size.
- f) References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the bidder must be signed by the authorized person or equivalent.
- g) The bidder may furnish any additional information, which the bidder thinks is necessary to establish its capabilities to successfully complete the envisaged work. The bidder is, however, advised not to furnish superfluous information. No information shall be entertained after submission of EOI document unless PDPM-IIITDMJ calls for it.
- h) Any information furnished by the bidder found to be incorrect, either immediately or at

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a later date, shall render the bidder liable to be debarred from participation in this work as well as in future works.

(c) Financial Information

Bidder must furnish the annual financial statements for the last three years in Form A.

(d) Experience in works highlighting experience in similar scope of works.

a) Bidder must furnish the following:

List of all works with similar scope of work successfully completed/under execution/awarded (Form B).

b) Particulars of completed works and performance of the bidder duly authenticated/certified by an authorized officer or equivalent should be furnished separately for each work completed or in progress (Form C).

6. PAYMENT TO TRAINING PROVIDERS

The professional services for work described above will take place at the institute campus. 100% payment will be made after successful completion of the services.

7. SUBMISSION OF EOI

Respondent must submit one hard copy by post and one soft copy by email, of the EoI, so as to reach the Institute at the address mentioned below by the date and time specified in the Notice for EoI.

THE DIRECTOR,

To be sent to: Placement Office, Ground Floor, Administrative Block

PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur

Dumna Airport Road, PO-Khamaria, Jabalpur- 482005, MP, India

Email: placement@iiitdmj.ac.in

Phone: 0761-2794145, +91 9425807675

8. SELECTION FOR APPOINTMENT

The firm which will be selected based on the merit of the credentials given in the EoI will be issued the Request for Proposal which will have to be submitted in a two bid format, with Technical and Financial Bids separately, within the prescribed time limit. Work order will be issued based on the quality and cost based selection made by the Institute. Selected firm will have to execute a contract accordingly.

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9. GENERAL TERMS AND CONDITIONS:

- a) PDPM-IITDM Jabalpur reserves the right of rejecting any or all offer without assigning any reasons. Decision of the Director, PDPM-IITDM Jabalpur shall be final and binding on all in this regard.
- b) There is no business guarantee/commitment from PDPM-IITDM Jabalpur to the appointed empanelled agencies.

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FORM 'A'

FINANCIAL INFORMATION

Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last 03 years duly certified by the Chartered Accountant:-

Particulars	Financial Years		
	2017-18	2018-19	2019-20
Gross Annual turnover (in lakhs)			
Profit/Loss			

a. Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s) with date & seal

Dr. Pratik

FORM 'B'

**DETAILS OF CONSULTANCY WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED
DURING THE LAST FIVE YEARS ENDING ON / /2020**

SIMILAR NATURE OF ASSIGNMENT COMPLETED		
SL.No	Description	Details
1.	Name of trainings provided and Location	
2.	Mention the curriculum of the training and objectives, details of modules imparted and benefits accrued to the stakeholders	
3.	Name and Address of Employer/organization	
4.	Cost of Work in Rs.	
5.	Date of commencement as per contract	
6.	Actual date of completion, if any	
7.	Percentage of progress of work	
8.	Litigation/arbitration pending/in progress with details*	
9.	Name and address/email and telephone number of officer to whom reference may be made	
10.	Remarks	

*Indicate gross amount claimed and amount awarded by the Arbitrator

NOTE

1. For each work separate sheet be prepared as per proforma given in form B
2. The firm must provide completion certificate for each completed work/work in progress certificate with feedback and satisfactory progress- for each work, if any.

Signature of Applicant(s) with date & seal

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FORM 'C'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM 'B'

Name of work/Project & Location

1. Agreement No.
2. Estimated Cost
3. Tendered Cost
4. Date of start
5. Date of completion
 - i. Stipulated date of completion
 - ii. Actual date of completion
6. Amount of compensation levied completion, if any,
7. Performance Report

1) Quality of work	Very Good/Good/Fair/Poor
2) Financial soundness	Very Good/Good/Fair/Poor
3) Technical Proficiency	Very Good/Good/Fair/Poor
4) Resourcefulness	Very Good/Good/Fair/Poor
5) General Behaviour	Very Good/Good/Fair/Poor

Date

Authorized Signatory

Note: Certificate for each training completed/under execution shall be obtained as per "FORM D" and given in separate sheets. At this location, images of these certificates can be scanned and pasted in the softcopy of this document.

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FORM 'D'

1.	Name and Address of the applicant		
2.	Telephone No. Fax No.		
3.	Legal status of the applicant (attach copies of original document defining the legal status) i. An individual ii. A proprietary firm iii. A firm in partnership		
4.	Particular of registration with various Government bodies(attach attested photocopy)	Organisation/Place of registration	Registration No.
5.	Name and titles of Director & Officers with designation to be concerned with this work		
6.	Designation of individuals authorized to act for the organization		
7.	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment		
9.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/blacklisted for tendering in any organisation at any time? If so give details		
10.	Has the applicant or any firm's partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
11.	Any other information considered necessary but not included above.		

Signature of Applicant(s) with date & seal

P. K. S.