



**NAHEP**

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



No. 1988/IDP-OUAT/2021-22

Dated:16.06.2021

### **Quotation Call Notice**

Single envelope (Technical and Financial) sealed quotations are invited from the reputed registered Training Institute/ Agency/ Company with valid PAN and GST clearance certificate for imparting physical and online 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 **30.06.2021** up to **5.00 PM** and the same shall be opened on **01. 07. 2121** at **03.30 PM** in the presence of the bidders and/or their representatives. The authority reserves the rights to reject any or all quotations without assigning any reason thereof.

Principal Investigator  
IDP-NAHEP  
OUAT, Bhubaneswar

Principal Investigator  
IDP-NAHEP, OUAT  
Bhubaneswar

## **QUALIFICATION CRITERIA OF BIDDER**

Reputed registered Training Institute/Agency/company imparting physical and online 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 more than 10 years of experience in providing English communication skill training to the UG students of Agricultural Universities/Institutes. Experience certificates 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. Organizations those have got previous experience in imparting such trainings under IDP, NAHEP in other SAUs will be preferred.
6. Simultaneously 2-4 batches of students will have to be trained at different campuses inside and outside the Bhubaneswar under the University. Hence, organizations with adequate no. of trainers/ instructors will be preferred so as to complete the targeted training programs before December 2021.

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

**Sub:** Invitation of quotation for physical and online mode training on English Communication skill to the UG students

1. You are invited to quote your most competitive price for imparting English communication skill to the UG students of OUAT, Bhubaneswar both in physical and online mode. If the physical training is not permissible due to Covid-19 restrictions, online mode of training will be adopted. Hence, you are informed to quote your best rate (**separately**) for physical and online mode of training on English communication skill. The details of the trainings to be conducted are given below:

**A. Physical Mode**

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	3 hours daily
Batches	10-20 batches of 40-50 UG students in each batch.
Quoted Price	Price should be quoted for single batch inclusive of all taxes, TA/DA & other expenses of the trainers.
Place of Training	College of Fisheries, Rangeilunda, Berhampur, Ganjam College of Agricultural Engineering and Technology, Bhubaneswar College of Agriculture, Bhubaneswar College of Vety. Sc. & A.H., Bhubaneswar College of Agriculture, Bhawanipatna, Kalahandi College of Agriculture, Chiplima, Sambalpur College of Horticulture, Chiplima, Sambalpur
<b>LARGER PROSPECTIVE</b>	
<ol style="list-style-type: none"> <li>1. Basics of Communication</li> <li>2. Essentials of Grammar and Vocabulary</li> <li>3. Professional Reading &amp; Writing <ul style="list-style-type: none"> <li>• Reading Skill</li> <li>• Essential Writing Skills (Resume writing and Report writing)</li> </ul> </li> <li>4. Professional Speaking (Public speaking and Group discussion)</li> <li>5. Career Skills (Presentation skills, meeting skills, and interview skills)</li> </ol>	

## B. Online Mode

Brief Description of Training	Soft skill training on spoken/ written English in connection with personality and leadership development of UG students of OUAT.
Duration of the training	14 days
Time	One session of 90 minutes daily
Batches	10-20 batches of 50-60 UG students in each batch.
Quoted Price	Price should be quoted for single batch inclusive of all taxes and other expenses like online platform charges etc.
Venue	Online mode of delivery
Online Platform	Zoom/ Webex/ Google meet/ Team etc.
<b>LARGER PROSPECTIVE</b> <ol style="list-style-type: none"><li>1. Basics of Communication</li><li>2. Essentials of Grammar and Vocabulary</li><li>3. Professional Reading &amp; Writing<ul style="list-style-type: none"><li>• Reading Skill</li><li>• Essential Writing Skills (Resume writing and Report writing)</li></ul></li><li>4. Professional Speaking (Public speaking and Group discussion)</li><li>5. Career Skills (Presentation skills, meeting skills, and interview skills)</li></ol>	

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

The bids will be evaluated and compared on the basis of **Experience/ Capability** of the Training Institute/ Agency/ Company in providing such trainings to under graduate students in different State Agriculture Universities / Institutes and **Quoted Price** per batch of students.

### 5. Award of Contract

The Principal Investigator (PI), IDP, NAHEP, OUAT will award the contract to the bidder whose quotation has been determined to be fulfilling the requirements and who has offered the lowest quoted price. If required, 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 without assigning any reason thereof.

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

## 6. Place of Training

### A. Physical mode

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

- I) College of Fisheries, Rangeilunda, Berhampur, Ganjam
- II) College of Agriculture, Bhawanipatna, Kalahandi
- III) College of Agriculture, Chipilima, Sambalpur
- IV) College of Agricultural Engineering and Technology, Bhubaneswar
- V) College of Agriculture, Bhubaneswar
- VI) College of Vety. Sc. & A.H., Bhubaneswar
- VII) College of Horticulture, Chiplima, Sambalpur

### B. Online mode

The proposed training will be held online platform using Zoom/ Webex/ Google meet/ Team etc.

## 7. Payment

Payment shall be made after the completion of each training program on receipt of bill & evaluation report of the training.

## 8. Terms and Conditions

1. Each bidder should submit only one quotation.
2. The quotation shall be valid up to 90 days from the date of award of Contract.
3. The last date for receipt of quotations shall be **30.06.2021** by **05.00 P.M.** The quotations will be opened in the presence of the bidders/ their representatives on **01.07.2021** at **03.30 PM.**
4. Quotation received after the prescribed time and date will be rejected.
5. On the envelope containing the quotation it should be written as ***“Quotation for English Communication Skill Training to the UG students”*** due on 30.06.2021.
6. The undersigned is not bound to accept the lowest quoted rate.
7. Quotations should be filled in ink and corrections, if any made, should be duly countersigned.
8. The Training Institute/ Agency/ Company should submit day wise course content both for the physical/Online training along with the quotation.
9. **NO ADVANCE PAYMENT WILL BE MADE.**

10. 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.
11. Particulars of requirement may be obtained during the office hours (10.00 A.M. to 05.00 P.M.)
12. The undersigned reserves all rights to accept and/or reject any quotation or all quotations without assigning any reason thereof.
13. The desired experience certificate must be submitted in the quotation without which the quotation will not be accepted.
14. The bid should be addressed to **“The Principal Investigator, IDP, NAHEP, OUAT, 2<sup>nd</sup> Floor, University Administrative Building, Bhubaneswar-3”** by Registered/ Speed post/ Courier service only. No e-mail will be entertained for submission of the proposal in this regard.

*“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**



**Principal Investigator  
IDP-NAHEP, OUAT  
Bhubaneswar**

**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	
	<b>In case of Company</b>	
i.	Regd. No. of the Company	
ii.	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	
8.	<b>BANK DETAILS OF BIDDER</b>	
	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 No. of the Bidder	
11.	TAN number of the Bidder	

**Signature of the Bidder**  
**Name:**  
**Designation:**

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