

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA  
SAMBALPUR-768018, ODISHA**

No. VSSUT/T & P/ 234 /2015,

Dt.09.01.2015

Sealed quotations/ E.O.I. are invited from reputed firms/agencies having valid Registration Certificate, Service Certificate, Tax Registration Certificates, and PAN/TAN for the following two categories of services. The quotations/ E.O.I, accompanied with all the required documents should reach the undersigned on or before 31<sup>st</sup> January 2015.

- A. Training: To Impart Pre-placement training to the students of VSSUT, Burla for improvement of skill in communication, quantitative aptitude and reasoning ability in the line of various levels of tests conducted by various companies.
- B .Placement: To facilitate in organising the placement drive and ensure placement by various companies for the students of VSSUT, Burla through On-Campus, Off-Campus and Pool-Campus mode.

For more details please visit our University website [www.vssut.ac.in](http://www.vssut.ac.in) . The authority reserve the right to accept or reject any or all the quotations without assigning any reason thereof

**Sd/-  
Comptroller of Finance**

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY,  
Burla, Sambalpur, Odisha-768018**

**NO. VSSUT/ T & P/ 234 /2015**

**Date : 09.01.2015**

**Expressions of Interest/ Quotations are invited for the following two services for the students of VSSUT, Burla.**

- A. Training: To Impart Pre-placement training to the students of VSSUT, Burla for improvement of skill in communication, quantitative aptitude and reasoning ability in the line of various levels of tests conducted by various companies.**
- B. Placement: To facilitate inorganising the placement drive and ensure placement by various companies for the students of VSSUT, Burla through On-Campus, Off-Campus and Pool-Campus mode.**

Veer Surendra Sai University of Technology, invites sealed quotations/ E.O.I from reputed Agencies/ Firms having valid Registration Certificate, Service Certificate, Tax Registration Certificates, and PAN/TAN for above two categories of services. The quotations/ E.O.I, accompanied with all the required documents should reach the undersigned on or before 31<sup>st</sup> January 2015.

N. B. The details Terms and Conditions are available in the University website: [www.vssut.ac.in](http://www.vssut.ac.in)

**Comptroller of Finance**

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA**

(Formerly University College of Engineering, Burla)

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: [www.vssut.ac.in](http://www.vssut.ac.in)

**EXPRESSION OF INTEREST/ QUOTATION (TWO BID SYSTEM)**

**DETAILED PARTICULARS AND INSTRUCTIONS**

**FOR REGISTERED FIRMS TO ENGAGE THE FIRM/ AGENCY FOR THE FOLLOWING SERVICE(S)**

- A. Training: To Impart Pre-placement training to the students of VSSUT, Burla for improvement of skill in communication, quantitative aptitude**

**and reasoning ability in the line of various levels of tests conducted by various companies.**

**B. Placement: To facilitate in organising the placement drive and ensure placement by various companies for the students of VSSUT, Burla through On-Campus, Off-Campus and Pool-Campus mode.**

The Tender documents can be downloaded from our website: [www.vssut.ac.in](http://www.vssut.ac.in) and the tenderer has to submit a separate draft of Rs.500/- (Non-refundable) for each of the types of services drawn in favour of “**Comptroller of Finance, VSSUT, Burla**” payable at “**Burla**” in any Nationalised Bank along with tender documents (Technical Bid), otherwise the offer submitted by the tenderer will be rejected.

**B. TENDER/BID PARTICULARS:**

(1) Sealed tenders (Two Bid system) are invited from registered agencies for above purpose.

(2) The tenders should be submitted under Two Bid System i.e. “**Technical Bid**” and “**Financial Bid**” clearly super scribing the same on two separate envelopes along with the name of type of service(s).

The “Financial Bid” must contain for the rate for providing Training & Placement to our students,

(3) Tenderers/Bidders are advised to go through the tender documents carefully before submitting the tender forms. It will be presumed that the tender/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender, **BID MUST BE UN-CONDITIONAL.**

(4) The tender form is non-transferable.

(5) Agencies **can apply for any one or both the types of services** super scribing clearly on the envelope the name of the service(s) they are applying.

(6) This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both side of the A4 size paper sheet).

(7) The envelope containing the quotation must be super-scribed as

“EXPRESSION OF INTEREST / QUOTATION FOR “

**A. Training: To Impart Pre-placement training to the students of VSSUT, Burla for improvement of skill in communication, quantitative aptitude**

**and reasoning ability in the line of various levels of tests conducted by various companies.**

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(8) The following documents should be attached with Technical Bid:

i) Self attested copy of PAN card.

ii) Self attested copy of Service Tax Registration Certificate.

iii) Self attested copy of Registration Certificate of the Agency for doing the business from Government and other agency as applicable.

iv) Self attested copy of valid Labour License.

v) Earnest Money Deposit of Rs.10,000/- in shape of Bank Draft and Tender cost of Rs.500/- in shape of Bank Draft drawn in favour of “Comptroller of Finance, VSSUT, Burla” payable at “Burla” in any Nationalised Bank.

vi) Proof to the effect that the tenderer has experience of providing similar work during last three years.

vii) The tender document with the terms & conditions duly signed by the authorized person of the agency with sealed date in each page.

viii) Undertaking to the effect that the agency has not been blacklisted by the Government or the organization.

ix) Verification document from Police.

### **C. PROCEDURE FOR SUBMISSION OF BIDS:**

(1) As this are **two bid systems**, the Technical Bid along with requisite documents should be packed in one packet of sealed envelope which will be super scribed as **“Technical Bid”**. The Financial Bid should be in another sealed envelope super scribed as **“Financial Bid”**. These two separate sealed envelopes should be kept in another envelope clearly mentioning the name of service/ services.

(2) The tender should be submitted by Registered post/Speed post addressing to

**“Comptroller of Finance, VSSUT, Burla, Dist.-Samblapur, Odisha, PIN-768018”**

which should reach within the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary. Bids once submitted cannot be withdrawn.

#### **D. ELIGIBILITY OF TENDERER AND GENERAL INSTRUCTIONS:**

Those who fulfil the following criteria are eligible to participate in the tender:

- (1) The Firm/Agency should have the minimum three years of experience of providing similar services in any of the Government Departments/ Autonomous Bodies/ Companies/ Local bodies etc. Proof to this effect is to be attached with the Technical Bid.
- (2) The agency should have the valid Registration Certificates from Government and any other bodies of its own for running of the business, Service Tax Registration Certificates, PAN and etc.
- (3) The agency should have not been black listed by any Government or other organizations.
- (4) The firm/agency must have Provident Fund Account No. in their name.
- (5) The firm/agency must be registered firm.
- (6) The firm/agency must have ESI No. in their name.
- (7) The firm should have an office in Odisha.

#### **TENDER DOCUMENT**

To  
The Comptroller of Finance  
VSSUT, Burla

Sub: Enlistment of agency/Firm for Training, Placement or Training and Placement service.

#### **E. TERMS AND CONDITIONS**

1. The firm/agency should be a registered firm.
2. The service provider should have three years' experience in similar work to various

Government Departments, Public Sector Undertaking and Autonomous Organizations of Govt. of India. Performance certificates issued by their clients should be attached.

4. The service provider cannot assign, transfer, pledge or sub-contract the performance or services

5. All services shall be performed by persons qualified and skilled in performing such services.

6. The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance at the end of the academic year and will be extendable at the discretion of this Department after expiry of contract.

7. The Agency should submit PAN and Service Tax Registration Number in their firm's name.

8. The firm/agency should have Provident Account No./ESI No. in their name.

Employees deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

9. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.

10. That the persons deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.

11. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

12. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider.

13. The service provider will submit the bill on quarterly basis to "Comptroller of Finance, VSSUT, and Burla" for payment. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower.

14. Payments to the service provider would be strictly on certification by the office with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.

15. The service provider shall be contactable at all times and message(s) sent by Email/

Fax/Special Messenger/Phone from the Department to the service provider shall be acknowledged immediately on receipt on the same day. The contractor will ensure every day that the minimum manpower has been complied with.

16. VSSUT, Burla reserved the right to cancel the tender at any stage without assigning any reason.

17. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then the agency has to return the payment made, if any, in excess.

18. The University rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Vice-Chancellor of the University is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after attribution and there are compelling reasons to go the court, it will be decided in the court of Sambalpur only.

19. Minimum Eligibility Criteria :

I. The firm/agency should be registered with Service Tax Department.

II. The firm/agency should have PAN No. against their name.

III. The firm/agency must have Provident Fund Account No. in their name.

IV. The firm/agency must have ESI No. in their name.

V. The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page.

VI. The firm should have an office in Eastern Zone of India.

VII. The Company/Firm should be in this business for at least three years.

VIII. The agency should not be blacklisted by any Department/Ministry of the Government of India or any PSU or any other organization.

## **F. DETAIL REQUIREMENT OF SERVICES FOR THE DEPARTMENT OF TRAINING AND PLACEMENT**

**A. Training: To Impart Pre-placement training to the students of VSSUT, Burla for improvement of skill in communication, quantitative aptitude and reasoning ability in the line of various levels of tests conducted by various companies.**

**B. Placement: To facilitate in organising the placement drive and ensure placement by various companies for the students of VSSUT, Burla through On-Campus, Off-Campus and Pool-Campus mode.**

**G. SUBMISSION OF TENDERS:**

(1) The sealed envelope must show the name of the service provider and his address and should be superscribed as

**A. Training: To Impart Pre-placement training to the students of VSSUT, Burla for improvement of skill in communication, quantitative aptitude and reasoning ability in the line of various levels of tests conducted by various companies.**

**B. Placement: To facilitate in organising the placement drive and ensure placement by various companies for the students of VSSUT, Burla through On-Campus, Off-Campus and Pool-Campus mode.**

(2) All the documents submitted must be in the papers showing signature of the service provider and printed office name of the service provider on official seal.

(3) All the documents must be submitted in a sequential manner with Separator/flags to help in quick scanning of the topics.

(4) Copies of work order to the firm/ agency from various institute / Universities of national repute for same nature of work.

(5) For services under Item-A ( Training) :Number of contact hours of various modes and number of test to be conducted in a year for a student to be specified.

( 6 ) For Service under Item- B ( Placement): The agency is expected to mention the minimum number of placement drives to be undertaken in different modes for the students of VSSUT, Burla.

(6) The service provider should be submitted by **Registered post/Speedpost** to the office of the **“Comptroller of Finance, VSSUT, Burla, Dist.Samblapur, Odisha, PIN-768018”**.

**H. EARNEST MONEY DEPOSIT (EMD):**

(1) The tender has to submit a **Bank Draft/Banker’s Cheque for Rs.10,000/- (Rupees Ten thousand)** only drawn in favour of **“Comptroller of Finance, VSSUT, Burla”** payable at **“Burla”** in any Nationalised Bank towards EMD. Without EMD, the tender will be summarily rejected. There will be no interest paid to the tenderer towards EMD money.

(2) In no case, the EMD money in Cash or other forms will be accepted at the time of opening of the bid.



- (3) No request for adjustment of claims, if any, will be accepted.
- (4) The EMD of unsuccessful service provider will be refunded as soon as possible after the tenders are finalized.

**I. PRICE:**

- (i) Price should be quoted **per student for one year** including all taxes for Type-A service ( Training) keeping in mind that at least 400 numbers of students will be available for training. Beyond 400 students the quoted price is subjected to negotiation.
- (ii) For type- B service ( Placement), the quoted price should be per annum basis ( Lump sum) including all taxes.

The above terms & conditions except those otherwise agreed upon, shall form a part of the Contract. Sign on each page this tender document and Return it along with the offer enclosing this part together with the Technical Bid. The University shall also not be bound to accept the lowest tender. The authority has all rights to accept/reject any or all tender without assigning any reasons thereof.

Sd/-  
Comptroller of Finance  
VSSUT, Burla

*Annexure-I*

**TECHNICAL BID**

S/L Description To be filled in by the supplier

1 Name of the Service Provider/Agency

2 Address with phone No./FAX/ e-Mail ID

3 Contact Person(s)

Phone No. /Mobile No.

4 Contact Escalation Matrix

5 Details of Bank Draft towards the cost of quotation documents

6 Details of EMD

7 VAT /Service Tax registration details

8 Experience Details( with signed photocopies of documents

9 Financial Turn Over (Annual) for last three years

This is to certify that, I have carefully gone through all the above contents of the tender document, thereby fully understood the terms & conditions therein and undertake myself/ourselves to abide by the same.

Place:

Name of the Service Provider:

Name of the Signatory:

Signature with seal:

*Annexure-II*

**EXPRESSION OF INTEREST/ QUOTATION FOR PROVIDING TRAINING ( OR  
PLACEMENT) SERVICES FOR A  
PERIOD OF ONE YEAR**

Tender No.

Date:-

**FINANCIALBID**

1. Price should be quoted **per student for one year** including all taxes for Type-A service (Training) keeping in mind that at least 400 numbers of students will be available for training. Beyond 400 students the quoted price is subjected to negotiation.

2. For type- B service (Placement), the quoted price should be per annum basis (Lump sum) including all taxes.

Place: Name of the Service Provider:

Date: Name of the Signatory:

Signature with seal:

*Annexure-III*

**EXPRESSION OF INTEREST/ QUOTATION FOR PROVIDING TRAINING ( OR  
PLACEMENT) SERVICES FOR APERIOD OF ONE YEAR FOR THE  
DEPARTMENT OF TRAING AND PLACEMENT, VSSUT, BURLA**

Quotation Call Notice No.

Date:-

**UNDERTAKING**

This is to certify that my firm/agency/company has never black listed by any of the Government or other organization and no criminal case pending against the said Firm/agency/company etc.

Place:

Name of the Service Provider:

Date:

Name of the Signatory:

Signature with seal: