TENDER FOR SOFTSKILLS TRAINING FOR THE YEAR 2015-16
<table>
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<th><strong>TENDER INFORMATION SYSTEM</strong></th>
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<tr>
<td><strong>Tender No.</strong></td>
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<tr>
<td><strong>Name of work</strong></td>
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<td><strong>Name of Unit/Circle/Dept.</strong></td>
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</table>
| **Address for Tender process** | Deputy Director  
O/o the Director,  
Postal Training Centre, Mysore – 570 010 |
| **Subject**                 | Soft Skills Training |
| **Estimated value of project** | Rs. 450000/- Approximately |
| **Earnest Money Deposit (EMD)** | Rs. 15000/- |
| **Validity**                | 90 days from the date of opening of tender |
| **Contact Person**          | Name: K. Sridevi  
Address: Deputy Director, PTC, Mysore  
Tel: (0821) 2904691  
Email sridevi9876@gmail.com |
| **Price of Tender document** | Rs.500/- |
| **Start Date & Time for issue of Tender Document** | Date & time 27.04.2015 10.00 am |
| **Last Date & time for issue of Tender Document** | Date & time 15.05.2015 11.00 am |
| **Start Date & time for Receiving the Tender** | Date & time 27.04.2015 11.00 am |
| **Last Date & time for Receiving the tender** | Date & time 15.05.2015 01.00 pm |
| **Tender Document Downloadable** | www.eprocure.gov.in |
| **Other Details**           | As per NIT |
| **Special conditions**      | As per NIT |

**Deputy Director**
NOTICE INVITING TENDER


Sealed Tenders are invited for and on behalf of the President of India for imparting Soft Skills Training to the Trainees of various cadres/Courses of Postal Training Centre, Mysore from registered/licensed agencies. The interested bidders will submit their tenders only by post (either by registered post or by speed post) or through the Tender Box (kept near to Office Supervisor’s Seat in the office room) at PTC Mysore up to 1300 hrs on 15.05.2015 and will be opened at 1430 hrs on 15.05.2015 by the authorized officers in the presence of tenderers or their authorized representatives. In the event of specified date for opening of tender being or is declared as a closed holiday for Government Offices, then the tender will be opened on the following working day at the same time.

Tenders sent by ordinary/unregistered post and by couriers/given in person and received after cut-off date/time will not be accepted under any circumstances.

Scope of Work

Outsourcing of agencies for 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 PTC, Mysore. Number of personnel to be trained would vary from batch to batch and on an average, 1500 number of trainees around 50 batches are required to be trained in the financial year 2015-16. The number of trainees 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 PTC Mysore.

(iii) The training material developed for each course has to be got approved by the Director, PTC, Mysore.
(iv) The approved hard copies of the reading material developed by the outsourced agency are to be supplied to the trainees well in time for which no extra cost will be paid either by the PTC or by the trainees.

(v) The payment to the institute/firm will be made within 30 days, in cheque after successful completion of each batch of the training at the approved rates after deducting TDS at prescribed rate, subject to availability of funds.

Interested bidders may view and download the tender document containing the detailed terms & conditions, from the website www.ptcmysore.gov.in or http://www.eprocure.gov.in/

(i) Earnest Money Deposit to be submitted is Rs. 15000/- (Rupees Fifteen Thousand only) should be paid at any Post Office under UCR (unclassified receipt) and the original receipt should be attached with the tender document.

(ii) Cost of tender form is Rs.500/- which is to be paid either in the form of Indian Postal Orders OR to be credited under UCR (unclassified receipt) at any post office & the receipt duly attached with the tender documents. The Postal Orders should be drawn in favour of “Postal Training Centre, Mysore – 570 010”.

The tender document without EMD deposit and cost of tender form will be rejected.

Deputy Director
Postal Training Centre,
Mysore-570010
NOTICE INVITING TENDER

No. TRG-1/SS/Genl/2014-15 Dated.27.4.2015

SECTION-I: PREAMBLE

1.01 Introduction

Postal Training Centre, Mysore is organizing training programme on Soft Skills to its trainees of various Courses and Cadres in addition to the regular curriculum. Only the registered or licensed agencies whose turn over is more than Rs. 50,00,000/- (Rs. Fifty lakhs) per year need to apply.

1.02 Scope of work

This tender aims to Outsource the softskill training as listed from a reputed trainers/ trainer institute for providing Soft skills training to the trainees of various Courses and Cadres of this Training Centre. Approximately, 1500 number of trainees i.e., 6 to 8 batches at a time are required to be trained in the financial year 2015-16. This is only a tentative figure. The figure may go up or come down depending upon the requirement of personnel to be trained as per the instructions of Director General (Posts).

1.03 Eligibility Criteria:

1. 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 superscribed 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 2012-13, 2013-14, 2014-15 and audited Balance Sheets showing the turnover from services for the last three years as enumerated in the Scope given above.

   iii. Copies of authorised 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.

v. Documents in support of agency’s 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.

Vii An undertaking that the bidder is following all directives of the Government, applicable to itself (firm) and its employees regarding.

Viii 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.

2. 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.

3. 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.

4. Technical Bid format is given at Annexure-III.

5. Financial Bid format is given in Annexure-IV.

6. Course wise curriculum is given in Annexure-V
SECTION-II: TERMS AND CONDITIONS

7.1 Specifications

Specifications of the Services required in the Centre are given in Annexures I & II. Bidders should quote for all the items mentioned in Annexure- III & IV. Otherwise the bid will be rejected from consideration.

7.2 Submission of Bids

The bid should be submitted in two parts superscribed viz., Technical & Financial complete in all respects & must be enclosed in two separate sealed envelopes and addressed to the Deputy Director Postal Training Centre, Mysore-570010 and should reach the addressee latest by 1300 hrs on 15.05.2015; Otherwise they will be rejected.

7.3 Opening and Validity of the Bids

i) The technical bids will be opened on 15.05.2015 at 1430 hrs at Postal Training Centre Mysore.

ii) The bids will be valid for a minimum period of 90 days from the date of tender opening.

iii) The rates quoted in the accepted bid shall be valid for a period of at least two years (24 Months) from the date of placing the initial order. No request will be considered for upward revision of charges during the period of contract.

7.4 Delay in Submission of Bids

In case of belated receipt of tender documents, PTC will not be responsible for any delay caused either by the vendor or by any other source mode of transmission.

7.5 Manner of Submission of Bids

The offers submitted by Telex/fax/e-mail or any manner other than what has been specified in Clauses 7.7 and 7.8 below, will not be considered. No further correspondence in this regard will be entertained.

7.6 Earnest Money Deposit (EMD)

The Bid should also contain relevant supporting documents for Earnest Money Deposit (EMD) of Rs.15000/- (Rupees Fifteen thousand only) to be credited under unclassified receipts (UCR) in any post office and original receipt should be attached with Technical bid. No Bank Guarantee will be accepted in lieu of EMD.
7.7 Submission Procedure

The bid should be submitted in two separate closed and sealed covers addressed to the Deputy Director, Postal Training Centre, Mysore-570010 as follows:

Part – I Technical Bid as per Annexure III
Part – II Commercial Bid as per Annexure IV

The first envelope sealed & superscribed as “Tender for Soft Skills Training -Technical Bid” would contain bidder details as per Annexure-III of the tender document and other documents in support of clause 1.03.1(i-viii) above.

The second envelope sealed & superscribed as “Tender for Soft Skills Training Agency – Commercial Bid Annexure-IV” 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.

The outer cover in which these two sealed covers are placed should be addressed to the Deputy Director (Training) Postal Training Centre, Mysore-570010 duly superscribed as “Tender for Soft Skills Training -- Tender No., Due Date”.

7.8 Opening and Processing of Technical and Commercial Bids

The sealed covers containing Technical Bid only will be opened in the first instance in the presence of bidder or his authorized representative at 1430 hrs on 15.05.2015. Only one representative per bidder would be permitted to be present at the time of opening the 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 present a demo class on any of the topics relating to Soft Skills for a prescribed time 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.
7.9 Opening of Commercial Bids and evaluation

The commercial bids of only the short listed 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.

7.10 Right of rejection and debarring

PTC reserves the right to reject any bid on technical / procedural ground without assigning any reason therefor. The decision of PTC 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 PTC tenders in future for a period of at least three years.

7.11 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.

7.12 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. PTC will pay only the rates quoted in the Annexure-IV. No other payment will be made.

7.13 General Conditions

(1) Printed conditions mentioned in the tender bids submitted by the bidder will not be binding on PTC. 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 PTC 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 PTC.

(4) The bidder will indemnify PTC of all legal obligations to its employees deputed to work on PTC 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) PTC 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 PTC 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 anyone 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 PTC’s requirements. The list of employees with their qualification, certification and experience to be submitted within 1(One) week of awarding the tender.

7.14 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 PTC from the date of offering such lower rates.

7.15 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 10% of order value** along with its acceptance in the form of Bank Guarantee of any nationalised/commercial bank for the duration of the contract or Post Office Time Deposit Account in any post office duly pledged in favour of the President of India. **PTC 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.

### 7.16 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, PTC 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.

### 7.17 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 PTC** and also provide details of qualification, training and experience of manpower to PTC before deployment. If PTC 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.

1. The successful bidder should deploy the faculty members whose names are approved by Director, PTC, Mysore.

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.

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

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 PTC,
as and when called for. The successful bidder shall supply valid Identity cards to all the personnel deployed for imparting Soft Skills training at PTC. The successful bidder will provide Police Verification report for each person deployed at PTC.

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

6. The deployed persons shall maintain code of dressing and office decorum. They shall be courteous, polite, co-operative with the staff members/trainees and be committed to the work assigned to them.

7. The deployed persons should not be in an inebriated condition while on duty at PTC and should not be a smoker, tobacco/pan masala chewer.

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

7.18 Submission of Invoices and Payment

Payment will be released monthly on completion of the month in which training was imparted. The successful bidder will submit pre-receipted bills in triplicate for each month at the end of the month along with certificate from the Course Co-ordinator of the concerned batch regarding satisfactory performance related to the softskills training.

PTC shall process the payment expeditiously and try to release payments within 30 days. 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. The successful bidder is required to produce the acknowledgements/documents/receipts/counterfoils for having paid/remitted the service tax of previous month’s bill payments, while submitting bill for payments.

7.19 Penalty Clauses

1. The successful bidder must provide all the resource manpower on the specified dates of all the training programmes as ordered by PTC, failing which penalty at the rate of Rs.1000/- shall be charged per day per person subject to a maximum of work/job order value, after which work order will be cancelled. In addition, forfeiture of part of/full amount of security deposit will also be considered.
2. Rs.2000/- per person per day shall be deducted as a penalty from the claim bill of the successful bidder against the absence of any deployed person from assigned place of duty.

3. In case of non-performance of selected trainees or being absent for longer duration, misbehavior, any other reason that is unacceptable, PTC reserves the rights to reject the candidature of that personnel. In such a case, the successful bidder shall be liable to provide replacement of that manpower, within 24 hours from reporting of such eventuality.

4. If the selected bidder is not able to fulfill its obligations under the contract, which includes non-completion of work, PTC reserves the right to select another Agency to accomplish the work. Any cost, excess expenditure, damages etc, resulting out of the same shall have to be borne by the selected bidder.

5. The successful bidder shall ensure that payment is given to the deployed faculty in time and that the bidder shall be responsible for all and any of eventual default or violation of labor laws applicable to such cases.

6. If the successful bidder does any malpractice in payment to any deployed faculty, its security deposit will be forfeited and his job order will be cancelled.

7. At place/site of deployment, if any of the item is found missing, or in case of occurrence of any theft or damage to Government of India property, the bidder shall have to pay the compensation as decided by the competent authority.

8. Damage caused due to carelessness in handling the training aids, the bidder shall be liable to be penalized to the tune of value of involved products associated with such mishandling.

7.20 Arbitration

If any difference arises concerning this agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations & negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a sole arbitrator. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under Law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at Bangalore and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.
7.21 Applicable law

The successful bidder shall comply with all Labour Laws and regulations in force. He/she shall also abide by Payment of Wages Act, 1936; Central Minimum Wages Act, 1948; Workmen’s Compensation Act, 1961 or modifications thereof governed by the laws and procedures established by Government of India, within the frame-work of applicable legislations and enactments made from time to time concerning such techno commercial dealings/processing. All the registers as required by Central Minimum Wages Act and other Acts/rules should be maintained and produced when demanded by the competent authority.

7.22 Miscellaneous

Any other terms & condition, mutually agreed to, prior to finalization of the contract shall be binding on the Agency and PTC, during the period of the contract. Default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Security deposit, accordingly.

Deputy Director
Postal Training Centre,
Mysore-570010
Annexure I

Service Requirements

i. Trainers are exclusively required for the batch as per the date/time specified by the PTC as notified during the training period by PTC, Mysore. 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 personnel 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) herein after called contractor for each course has to be got approved by the Director, PTC, Mysore. Only the approved hard copies of the reading material are to be supplied to the trainees well in time for which no extra cost will be paid.

iv. The cost of taking photo copies if any, expenditure incurred if any, in bringing materials from his Institute to PTC should be borne by the contractor. No extra amount will be paid for this purpose by PTC.

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 Centre without prior permission of competent authority.

3. The contractor will be responsible for any items found missing or misplaced in the class room/lab where the softskills classes were held.

4. If any of the hardware items/property of PTC 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. The successful Bidder shall handle the equipments very carefully. Bidder shall be penalized for the damage caused due to carelessness in handling or deficiencies in the service or manpower provided by the vendor.

8. PTC, Mysore reserves the right to evaluate the quality of training imparted through trainee feedback and observation by faculty. PTC 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 Training Centre.
Annexure III

Technical Bid (Bidder Particulars)

1. Name of Propreitor:

2. Name of Institute/Agency/Firm:

3. Whether any Legal/Arbitration/Proceedings are instituted against the Agency or the Agency has lodged any claim in connection with works carried out by them. If yes, please give details:

Registered Office postal Address:

Name of the top executive:

Designation:

Telephone Numbers:

Fax Numbers:

E-mail:

Mobile No.:

4. Year of establishment of the Institute/Agency/Firm:

5. Ownership of the Institute/Agency Firm
   a. Sole proprietor:
   b. Partnership deed:

6. Registration with statutory bodies:(Enclose attested photocopy of documents)
   Central Sales Tax No.:
   Local Sales Tax No.:
   Income Tax No. (PAN):
   ESI Registration No.:
   EPF Registration No.:
   NSIC Registration No.:
   Service Tax No.:
   Local Municipality/Corporation license:

7. Particulars of payment of
   Cost of tender Form; Rs. IPO No/Date Post Office Rt.No./date
8. Particulars of EMD Deposit: Receipt No. Date Post Office:


10. Audited Balance sheet for the last three financial years [**turn over should be more than Rs. 50,00,000/- (Rs. Fifty Lakhs) per year**]

11. Copy of PAN Card.

12. List of major clients to whom soft skills training was given in the last two years.

13. Office details with address and contact number:

14. List of faculties proposed to be placed at the disposal of PTC with their profile.

15. An undertaking that the bidder is ready to comply with the directives of the Government(PTC) regarding imparting of soft skills training to the trainees of various cadres/courses of PTC.

16. Tender documents enclosed (NIT duly signed and sealed in all pages)

17. Sample copy of the training material developed by the Agency for supply to the trainees

18. Any other information important in the opinion of the bidder.

19. List of documents to be enclosed:

Documents in support of eligibility criteria from (i) to (viii) of 1.03 of Section I of the Notice Inviting Tender.

Signature with stamp:

Date:

Place:

**Note:** If any of the documents is found missing or incomplete or irrelevant, technical bid shall be rejected.
Annexure-IV

Commeical BID

Name of the Bidder (Firm) __________________________________________

Total cost  per hour, per class (One trainer per class) with a strength of 30 trainees (it may go up to 35/reduce to 25 No.) for all the services (inclusive of cost of preparation and transportation of training material and applicable service and other taxes)

In figures Rs.-----------  In words Rupees-----------------------------------------------

Seal of the Firm                                                   Signature

Date:

Place:
ANNEXURE V

COURSE WISE CURRICULUM

1. Oral/written Communication Skills
2. Team Building
3. Team management
4. Stress Management
5. Customer Service
6. Ownership, Empathy
7. Motivation
8. Problem Solving
9. Change Management
10. Project Management
11. Creative Thinking, Problem Solving and Decision Making
12. Interpersonal Relationship (People Management)
13. Leadership
15. Business etiquette
16. Dining Etiquette
17. Dressing and grooming, Personal Hygiene and Personality development any other topics on soft skills included by the Director, PTC, Mysore.
# CHECK LIST FOR SUBMITTING THE TENDER

**Name of the Tenderer : M/s**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Documents attached</th>
<th>Details</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>Receipt towards cost of tender form Rs. 500/- in the form of Postal Order /UCR Rt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD Amount : Post Office Receipt No/ Date/ Post Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether each page of NIT signed &amp; sealed</td>
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</table>
<pre><code>   | b. Copy of audited balance sheets for the last three years. (turnover per year should be more than Rs. 50,00,000/- Rs. Fifty lakhs) |                                                                        |         |
</code></pre>
| 5     | a) Copy of registration certificate for VAT or similar registration with Govt. authorities  
       | b) Copy of certificate of registration of ESI                                      |                                                                        |         |
|       | c) Copy of certificate of registration of EPF                                       |                                                                        |         |
| 6     | Copy of deed showing ownership/partnership of the Institute/agency/firm             |                                                                        |         |
| 7     | Copy of PAN card                                                                   |                                                                        |         |
| 8     | List of major customers during last three years                                    |                                                                        |         |
| 9     | Documents in support of agency’s experience for the last three years in providing manpower to Govt Organizations/Public Sector Undertakings/Private Company |                                                                        |         |
| 10    | Sample copy of Hard/soft copy of training material proposed to be supplied to the trainees |                                                                        |         |
| 11    | List of faculty members proposed to be placed at the disposal of PTC with their details |                                                                        |         |
| 12    | Undertaking agreeable for the terms and conditions of PTC                           |                                                                        |         |

**Signature of the tenderer /Phone No.**