



UNIVERSITY INSTITUTE OF TECHNOLOGY

THE UNIVERSITY OF BURDWAN
GOLAPBAG (NORTH) : BURDWAN 713 104

No- UIT/615/46

Date:-29.05.2018

Invitation of Quotation

Sealed Quotations are invited from well experienced and interested parties for Pre employment Soft Skill Development Programme for 300 nos of students of UIT batch 2015-2019.

Specification and other details

1. The training curriculum to be designed and delivered should target to hone Employability skills in a manner to develop the skill in Resume writing, GD and personal interviews etc.
2. Training should be delivered by qualified instructors (national / international).
3. Post-Training Engagement should be provided to engage with students for Query resolution, Counseling and Interview Preparation.

Eligibility Criteria :-

S. No	Eligibility Criteria	Documents Required to be submitted with EOI
1	The Agency should be currently or in the past be an authorized delivery Partner to International Certification bodies like Hewlett Packard, Microsoft etc.to train and certify technical graduates in Employability skills (Soft and Technical Skills)	Copy Certificate of Empanelment or Association.
2	The agency should have valid registration with appropriate statutory authorities as required under law. A copy of all such registrations such as Incorporation Certificate, MOA, GST Certificate, etc. must be enclosed.	Copy of Certificate of Incorporation; and Copy of GST Certificate, PAN , IT return etc
3	The company should have been in the business of Training & Assessment in Employability Skills (Aptitude, Campus Recruitment Preparation and Technical) and its Course Content Development at least for 2 (three) continuous years and has served for at least 3 (three) clients which are Universities	<ul style="list-style-type: none">• Proof of commencement of business• List of clients
4	The annual turnover of the company during last year should be Rs. 15 Lacs. The turnover should be specifically related to trainings conducted for Employability Skills Training and Assessment	Extracts from the audited Balance Sheet and Profit & Loss Statement OR Certificate from the statutory auditor

Last date of submission of quotation: 08.06.2018

Teacher-In-Charge
UIT, BU

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