

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



PDPM

Indian Institute of Information Technology,

Design and Manufacturing, Jabalpur

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Jabalpur- 482005

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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	March 20, 2020
Date of Pre-bid	March 27, 2020
Last date Submission of EoI response	April 20, 2020 (till 4pm)
Bid opening date	April 20, 2020 (5pm)

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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-IIITDM 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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(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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3. Feedback on the students' behaviour/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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- 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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9. GENERAL TERMS AND CONDITIONS:

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

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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 '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

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