

Expression Of Interest

HIRING OF CONSULTANCY/AGENCY TO PROVIDE PLACEMENT

FOR

PASSED OUT SC/ST CANDIDATES

National Small Industries Corporation Ltd.

Technical Services Centre, Howrah

P.O. Balitikuri, Japani Gate, Howrah-711 113

Tel No. 26538606, 26530304, Fax: - 091-033-26531314

Email: ntschow @nsic.co.in

Website : www.nsic.co.in

**National Small Industries Corporation Ltd.
NSIC- Technical Services Centre, Howrah
(A Govt. Of India Enterprise)
P.O. Balitikuri, Japani Gate, Howrah-711 113**

INDEX

Sl.No.	Description	Page No.
1.	Covering Letter to EOI	3
2.	Notice Inviting EOI	4
3.	Instructions to the participants	5
4.	Commercial and General Terms & Conditions	6
5.	Form of EOI	7-8

**National Small Industries Corporation Ltd.
NSIC- Technical Services Centre, Howrah
(A Govt. Of India Enterprise)
P.o. Balitikuri, Japani Gate, Howrah-711 113**

Ref. No. :- NTSC(H)/CTT/14-15

Dated:-

M/s.

Subject : Hiring Of Consultancy/Agency for Providing Minimum placement of 75 numbers of SC/ST Trainees.

Dear Sir,

This EOI (**containing 8 pages**) in respect of **Hiring Of Consultancy/Agency for Providing placement of '75' numbers of passed out trainees from NSIC TSC, Howrah to various industries/ sectors**, as detailed on **page 2 (Index)** are forwarded herewith. Please note that the sealed tenders duly filled in will be received in the office of the General Manager on or **before 18th February 2015 up to 11.00 Hrs.** The tender should be signed, dated and witnessed in all pages wherever provided for in the document and also all other pages should be signed by the Authorized Signatory.

The National Small Industries Corporation Ltd. reserves the right to award the supply order to the participant whom so ever is he considers best suited for placement of passed out trainees. This letter shall form the part of the contract and must be signed and returned along with the tender documents.

General Manager (SG)

**National Small Industries Corporation Ltd.
NSIC- Technical Services Centre, Howrah
(A Govt. Of India Enterprise)
P.O. Balitikuri, Japani Gate, Howrah-711 113**

NOTICE INVITING EXPRESSION OF INTEREST

Sealed EOI are hereby invited under two bids system (Technical bid & Commercial bid) on behalf of General Manager (SG), NSIC Technical Services Centre, Howrah from different Institutes/ Agencies having passed experience of placement of trainees, so as to reach to General Manager (SG), NSIC-Technical Services Centre, Balitikuri, Japani Gate, Howrah up to 11.00 Hrs. on 18.02. 2015 .

- | | | |
|----|---|---|
| a) | Name of the Service | Hiring Of
Consultancy/Agency for
Providing Minimum
Placement of 75 nos. of
SC/ST candidates. |
| b) | Estimated Cost per student | As given in the page no.8 |
| c) | Cost of Tender document | Rs. 500/- |
| d) | Service starting Period within 7 days from release of order | |
| e) | Last date of submission of completed tender documents | 18.02.2015 upto 11.00 Hrs. |
| f) | Date of opening of Technical Bid | 18.02.2015 at 16.00 Hrs. |
| g) | Date of opening of Commercial Bid | 20.02.2015 at 11.00 Hrs. |
-
1. EOI Documents may be downloaded from our web site www.nsic.co.in or may be collected from our office against payment of Rs. 500/-.
 2. The other Terms and Conditions applicable to this tender have been incorporated in the tender documents.
 3. The Competent Authority reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
 4. Units registered with NSIC, under GP Registration Scheme are exempted from payment of Tender document cost.
 5. No "C" & "D" Form will be issued by us.

INSTRUCTION TO THE PARTICIPANTS

1. The EOI shall be submitted in accordance with these instructions and any EOI not conforming thereto is liable to be rejected. This instruction shall form the part of the tender and contract.
2. The EOI document should accompany the cost of Tender document of Rs.500/- by Cash or D.D. in favour of “**The National Small Industries Corporation Ltd., Payable at Howrah.**”
3. The EOI shall be complete with all documents. The tender received without tender fee shall be rejected outright.
4. The EOI shall be submitted in two separate sealed covers in the following manner

Technical Bid – Envelope- 1

Technical bid in one sealed cover containing the forwarding letter of the tender, list of latest customers who have been served in similar similar Projects. Detailed description of the Placement records, NSIC Registration if any (preference will be given to NSIC registered institutes) ISO certification if any along with the Demand draft / Receipt for tender fee. Customer feedback from past sponsoring agency.

Commercial Bid - Envelope- 2

One sealed cover containing Forwarding letter, complete EOI document indicating the course fee per candidate.

CRITERIA FOR QUALIFYING TECHNICALLY

The following points shall be considered for qualifying the technical bids.

1. The centre must have 10 years experience in conducting placement programme.
2. Turnover must not be less than 40.00 Lakhs.
3. List of staff along with their qualifications.
4. The placement record should be satisfactory. Name of the companies where students are placed.
5. Placement centre having Public Private Partnership with NSIC will be given preference in this EOI.

Note: While assessing technical Competency weight age marks will be assigned for all the above parameters.

COMMERCIAL AND GENERAL TERMS & CONDITIONS

Price: - Price should be most competitive (EX- WORK PRICE).

Placement starting Period: Within 15 days from release of Work order if delayed 0.5% per week will be deducted from the basic placement fees.

Validity of the Offer: - The offer should remain valid for a period of 90 days.

Placement Support : Assistance must be given in order to place minimum 75 nos. of the Trainees belonging to SC/ST passed out from NSIC, Technical Services Centre Howrah.

Taxes and Duties: Taxes if any shall be deducted. No "C" & "D" Form will be issued.

Payment Terms:- In case the offer is accepted, payment would be released as under :

Payment after satisfactory placement of 75 numbers of trainees, passed out from NSIC Technical Services Centre, Howrah. & after receiving payment from West Bengal SC / ST Finance and Development Corp and submitting requisite documents regarding placement details.

FORM OF EXPRESSION OF INTEREST

The General Manager
NSIC- Technical Services Centre
National Small Industries Corporation Ltd.
(A Govt. Of India Enterprise)
P.o. Balitikuri, Japani Gate, Howrah-711 113

**Subject : Hiring Of Consultancy Services for Providing Placement Support for 75 numbers
of SC/ST candidates**

Dear Sir ,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. NOTICE INVITING EOI
2. INSTRUCTION TO THE EOI
3. FORM OF EOI
4. TECHNICAL SPECIFICATION AND SCOPE OF WORK
5. COMMERCIAL AND GENERAL TERMS AND CONDITION OF THE SUPPLY

We hereby submit our quoted rates valid for 90 days from the date of submission of tenders. Should our tender be accepted I/We agree :-

1. The EOI along with your letter of award or supply order shall constitute the bind contract between you and NSIC Technical Services Centre, Howrah.
2. In the event of failure to place the minimum nos. of candidate within 90 days from the date of awarding of work order, it will be treated as cancelled the order.

Supplier's Signature
With Name & Seal

Fee per candidate		
Sl. No.	Expense Details	Cost involved
1	<u>Placement</u> Cost involved to contact and arrange various companies to offer job & placement towards the passed out trainees belonging to SC/ST category minimum candidates 75 nos.	
TOTAL		

Note:

1. The total placement fee should be Less than Rs 3000/- per trainee (inclusive of all levies & Taxes).
2. The lowest bidder will be allotted the work order for placement of minimum 75 nos. of candidates
3. In case of shortfall of placement of total nos. of candidates ie. less than 75 numbers , the payment towards placement will be with held.