

Birbhum Institute of Engineering & Technology
Suri, Birbhum- 731101

Sealed Quotations are invited from well experienced and interested parties for the Finishing School Program under the aegis of TEQIP-II for successfully running the English Language and Corporate Communication Development Program for 2nd and 3rd year students of BIET.

Specifications & other details

Address of Communication: Shri Utpalendu Mondal
Program Coordinator
English Communication Skill Development &
Soft Skill Grooming, Finishing School
Birbhum Institute of Engineering & Technology
Suri, Birbhum- 731101

For any other clarification : Call to – 9800046099 / 9732075172
(10:30 Am – 5:30 PM)

Important Dates : Last date of quotation submission – 16th Jan, 2014
Date of opening – 20th Jan, 2014
Approx date of awarding order – 25th Jan, 2014

Task Details

Students per year would be approx 150 (Hundred fifty only) i.e. total approx 300 (three hundred) for 2nd & 3rd year.

Schedule and mode of payment

1. Payment would be made to individual Faculty on Man day basis.
2. Payment to be made after the end of each month against exact bill amount.
3. All such Bills need to be certified by the program coordinator of BIET (counter signed by the TEQIP-II coordinator) and should contain following documents:
 - i) Approved list of Faculties.
 - ii) Number of Classes taken.
 - iii) Attendance Report of Students.
 - iv) Student's feedback.
 - v) Midterm Review Report (case to case basis)

Please submit your quotation by following the format given below with **organization details, list of approved faculty on role & past work experience.**

Name of the organization:

Address:

Phone / FAX No.:

e-mail ID:

Name of the Concerned Person with contact no.:

Year	Suggested Module (May insert Extra Page)	Maximum size of Each Batch	Total No. of days / HR required	Total No. of Man-days	Rate per Man-day *
Year 2nd					
Year 3rd					

***** Excluding boarding / lodging (which shall be provided by the Institute during Training Time) but inclusive of travel cost.