



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
STUDENTS' PLACEMENT OFFICE



Enquiry No. SPO/2017/2

Enquiry Date: 09.10.2017

Closing Date: ~~17.10.2017~~ Extended: 24.10.2017 at 4:00 PM

Delivery Date: ~~23.10.2017 (Tentative Date)~~ Extended: 31.10.2017 (Tentative Date).

Tender notification on student training for Placement interview preparation and personal interviews

Student Placement Office, Indian Institute of Technology Kanpur is inviting tenders from qualified service providers for conducting training sessions towards placement (job) interview preparations and personal interview sessions for students. The number of students participating in the training program will be approximately 800. However, the exact number may vary depending on student schedule and availability during the conduct of the session. Hence you are requested to quote a base price for training 800 students and include separately the rate per student for every additional student. The final payment will be made as per actuals.

- **Session – 1: Placement etiquettes**
 - **Session should** detail the importance of Communication and Soft-skills during recruitment process.
 - a) Focus on DO's and DONT's while appearing for a placement process
 - b) Basics of interpersonal communication
 - c) Significance of assertive body language
 - d) Placement ethics
 - e) Should have an interactive sessions to addresses student concerns and questions
 - f) Minimum duration of the session should be 2 hours
- **Session – 2:**
 - **Aptitude Tests:** All tests/approaches should be of industry standards. Session should include trial/mock/practice tests on individual topics discussed below. Batch size for practice tests may be decided as per convenience and results should be handed over to students. IIT Kanpur can assist in grading these tests if tests are conducted using OMR sheets. Session should cover of the following topics
 - a) Logical reasoning & Data Interpretation
 - b) Quantitative Aptitude
 - c) Basic mathematics aptitude
 - d) Verbal ability
 - e) Puzzles
 - **Group Discussions**
 - a) Lecture on GD communication style, potential GD topics, skills required
 - b) GD sessions on general, financial and case study based topics
 - c) Batch size for practice sessions may be decided as per convenience



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- Case study sessions
 - a) Case study workshop on how to visualize and logically proceed in a case study
 - b) Trial/practice sessions in a group.
 - c) Batch size for practice sessions may be decided as per convenience
- Facilities for conducting practice tests and discussions will be provided by IIT Kanpur
- Lecture session (all three topics combined) must be a minimum of 2 hours
- **Session – 3: Personal Interview**
 - Discussion session must be held prior to interview process detailing (a) overview of Personal Interview process (b) typical panel evaluation criteria (c) question answer session. The session must be for minimum of 2 hours detailing the following:
 - a) Presentation: Image, grooming and dress code
 - b) Body language and eye contact
 - c) Being clear and concise
 - d) Ability to comprehend (difference between hearing, listening and active listening)
 - e) Ability to express thoughts
 - f) Integrity and credibility of responses
 - g) Stress handling
 - h) Asking the right questions
 - i) Analytical and quantitative reasoning
 - j) Personality and Preference Inventory (PAPI)
 - Interviewers/Panelists should be experienced subject experts and their detailed resume should be included in the proposals. Experts with experience in campus recruitment will be preferred.
 - Session must include a minimum of one HR interview (on-campus) per student
 - a) Minimum duration of interview should be 45 minutes per student
 - b) Interview session should be split into 4 sessions in the following order (a) preliminary round for 15 minutes (b) a review/evaluation/Q&A section for 10 minutes (c) follow up interview of 15 minute duration (d) 5 minute report card generation; details of which are given below
 - The candidate must be given a report card with detailed feedback based on his/her interview considering the following (minimum parameters):
 - a) Image, grooming and dress code
 - b) Body language and eye contact
 - c) Ability to comprehend
 - d) Ability to express thoughts
 - e) Integrity and credibility of responses
 - f) Level of preparation
 - g) Energy and interest in participation



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- h) Communication skills
- i) Relevance of responses to resume
- j) Attitude
- k) Knowledge of role/industry
- l) Handling stress/pressure

● **Session – 4: Preparation Resources**

- Should provide IIT Kanpur with pertinent resources for follow-up learning for the students (web based / soft data /web links of reliable online resources etc.).
- Should provide permission to share the resources among students as part of their follow-up training.
- Should provide consent to Student Placement Office, IIT Kanpur for storing and using the resources for student placement preparations
- The resources should include a minimum of the following:
 - a) Resources for sector-wise preparation, including finance, analytics, coding, Banking & Finance, Consulting, Business Development etc.
 - b) Practice case studies
 - c) Resources for technical and aptitude test preparation.

Desirable Qualifications:

- Bidders should have successfully completed a minimum of two student placement training service contracts with institutes like IITs & IIMs during the last 3 years (from the year 2014-15 onwards)

Bidders must include the following supporting evidences as part of their documentation.

- Details of distribution of contracts that are completed/under execution over the years at institution specified in desirable qualification.
- Client satisfaction certificates (for institution specified in desirable qualification).
- Skill set of faculty involved shall be assessed based on role, experience and technical qualification
- Bidders must include details of references (email, phone numbers etc.) to support the prequalification requirements
- Proof of successful completion of training program for student group of 600 or more

Bidders not providing the evidence will be disqualified and will not be considered for further evaluation

Two-Bid Evaluation Criteria

1. Technical bid and financial bid together will be used to choose “techno-commercially” lowest bidder
2. Total Marks = 100
3. Technical Bid will be assessed for 60 marks and Financial Bid will be assessed for 40 marks
4. Technical bid score will be arrived based on the following parameters/ attributes/ dimensions weightages.



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Technical bid Evaluation criteria (60 marks):

- I. Innovative ideas and approaches (15 marks).
- II. Comprehensive operational (work) plan and suitability of IIT Kanpur student placement prospects (15 marks).
- III. Student evaluation & review systems proposed (10 marks)
- IV. Proposed batch size for individual sessions and contact hours with students (10 marks)
- V. Proposed faculty to student ratio (5 marks)
- VI. Prior experience of bidders based on client list and retention record (5 marks)

Note: Bidders securing less than 50% marks during technical bid evaluation will be disqualified and will not be considered for further evaluations

Financial Bid Evaluation (40 marks).

- I. The lowest bid will be assigned 40 marks.
- II. Each bid (other than lowest bid) in ascending order will be assigned marks as per following formula.

Let Y_0 be the lowest bid

Then marks assigned to $Y_0 = 40/Y_0 \times Y_0 = 40$ marks.

Hence, each next bid in ascending order be assigned a variable Y_1, Y_2, Y_3, \dots and so on.

Then, marks assigned to each bid will be calculated as below

$$\begin{aligned} &\text{For } Y_1 \\ &= 40/Y_1 \times Y_0 = X_1 \text{ marks.} \end{aligned}$$

Similarly for Y_2

$$= 40/Y_2 \times Y_0 = X_2 \text{ marks.}$$

Such that, $40 > X_1 > X_2, \dots$ and so on.

Final marks for each bid = marks secured in technical bid evaluation + marks secured in financial bid evaluation.

Terms & Conditions

1. Enquiry must be submitted in two bid system i.e. "Technical Bid" & "Financial Bid" in separate sealed envelopes. These two envelopes should be packed in a separate big envelope and to be addressed to; Chairperson, 109 Outreach Building, IIT Kanpur, UP-208016.
2. Bidders should clearly mention proposed student batch size for individual sessions
3. Travel (lowest fare) & pick up - drop by Institute will be provided from/to Lucknow airport.
4. Details of experts (Name, present and past affiliation, experience etc. along with a brief CV) who so ever will conduct and coordinate the sessions must be furnished.



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5. Accommodation will be (Excluding charges for food) on prior information to IITK and subject to availability.
6. **Price quoted should be exclusive of taxes.**
7. 70% of the payment will be made after completion of training and remaining 30% of the payment would be made after satisfactory report from SPC members/Student body.
8. Bidders getting less than 50% marks in the technical bid will not be considered for the financial bid.
9. IIT Kanpur reserves the right to withhold the work and order changes in the specification without any prior notice.


Dr. Syam Nair
Chairperson, Students' Placement