

# **Invitation for Expression of Interest (Eoi) FOR SKILL ENHANCEMENT CENTRE**

## **Section.1 Background**

### **1.1 Introduction**

The institute was established in the year 1962 to meet the emerging need of skilled technicians at diploma level. It was felt by the state government to start the institute with three core branches viz. Civil, Mechanical and Electrical respectively. The Metallurgy Branch was introduced in the year 1964. Within a short period of 2 years, the Institute shifted to its own premises in the year 1964 with a well-planned campus spreading over 40 acres of land in the heart of the city. With the passage of time more courses were added in the curriculum such as Modern Office Management in 1976, Electronics & Telecommunication in the year 1981 and Computer Science as well as Information Technology in the year 2000. In the year 1984, the Part Time Diploma Course in Civil, Mechanical and Electrical engineering were started to enhance the skill sets of the working personnel in the neighboring industries.

The institute is in the prime location on G.E. Road, 38 Km away from Raipur, the capital of Chhattisgarh state. It is easily approachable from Mumbai- Kolkata Railway line. The famous Bhilai Steel Plant, Bhilai is just at a short distance of 15 minutes from the institute. The campus has its own academic block, separate hostels for boys and girls as well as residences for staff too.

### **1.2 About Department of Mechanical Engineering**

Mechanical Engineering Department was established since inception of the college in the year 1962. The department is imparting technical skills to students. The students are trained in labs and workshops with the help of experienced instructors and hardworking lecturers. The practical and job oriented training is provided in: CNC Lathe & Milling Machines, Vibration testing machines, Cam analyser, CAD-CAM software, Wheel Balancing Machines catering the emerging needs of skilled technicians and Engineers. Faculties are encouraged to make use of different teaching aids like OHP, LCD Projector etc., to make the lectures lively. It is well equipped with the state-of art facilities, laboratories and best infrastructure which are also regularly upgraded.

### **1.3 About Skill Enhancement Centre**

The main objective is to seek proposals from leading Technical and Managerial skill training providers for establishment of partnership centre focusing on improving the skill sets of the students who are pursuing Engineering Degree and Diploma courses from the various Technical Institutes of the state. The reason being the course curriculum both theory and practical fulfills only the fundamental knowledge requirement and thus not making the students industry ready on account of the rapid technological changes taking place in industry. To fill this technological gap the UPU Government Polytechnic, Durg will act as a Centre sharing the rich infrastructure facilities of its lab to the skill provider to conduct technical skill enhancement training program for the students so as to make them industry ready and also update the faculty skill sets as per the current industrial requirements. The training activity will be conducted during the off hours and without disturbing the normal functioning of the college. The core activities of the training centre will be

Conduct Technical skill updation program for the Diploma and Engineering Degree students and to make them industry ready.

Conduct soft skill training program for the final year students of Engineering Degree and Diploma and making them employable.

Conduct training program for improving the technical skill sets of Faculty.

Industry based demand driven training initiative.

Increase in productivity hours of latest equipments available at the institute for the benefit of students /faculty after the college hours and also to enhance the life cycle of equipments.

#### **1.4 Essential Qualification of the candidate**

- (i) Passed out or final year students of Mechanical/Civil Engineering Branches (Degree /Diploma) for the Technical skill development programme.
- (ii) Students of Mechanical/ Civil (Degree /Diploma) who are in the second year of study, i.e. from fourth semester onwards for the Technical skill development programme.
- (iii) Final year students of any branch of Engineering Degree /Diploma for the Soft skill development programme.
- (iv) Students of any branch of Engineering Degree /Diploma who are in the third/final year of study, i.e. from fifth semester onwards for the Soft skill development programme.
- (v) Relaxation in candidate qualification will be possible subject to the approval of Principal Government Polytechnic, Durg.

## Section-2

### 2.1 Scope of work

UPU Government Polytechnic, Durg invites response document to this Expression of Interest for the selection of Implementation Agencies (IA) to implement Skill Enhancement Centre during 2018-19 and thereafter.

#### 2.1.1 Eligibility Criteria

**(A)** The IA will be considered based on the following:

(i) The IA must be a registered legal entity which must be in operations for 5 year or more in the related field as on December 30<sup>th</sup>, 2017.

(ii) Affiliated Training Partner with any of the registered & recognized national or international parent company for the least continuous 5 years as on December 30<sup>th</sup>, 2017.

(iii) The IA should have trained a minimum of 500 technical students through Technical and Management skill development programme courses under the schemes as stated in Section 2.1.1- (A (ii)) above.

**(B)** The following documentary evidence may be submitted as document to meet the eligibility criteria in the format as given in Annexure: 1A:

### 2.2 Technical Criteria

The Technical Criteria shall be submitted in the format mentioned in the Annexure 1B

### 2.3 Technical Scoring criteria

Sl. No	Evaluation Criteria	Maximum Marks	Document required as proof
1.	Past Experience of the Firm (in years) – Technical/Managerial Skill Development/ Enhancement Training programme (as defined in Section 2.1.1.(A).(ii))	10	Certificated by a Chartered Accountant
2.	Trainers with relevant qualification and Experience. The trainers should possess a Bachelor Degree in Engineering or preferably a Master degree in Engineering of relevant discipline with minimum of three years experience in the related field.	10	List of Trainer's with relevant qualification and experience and their trainer Authorization certification from registered & recognized national or international parent company <b>(Annexure-4)</b>
3.	Past Experience of the Firm (as defined in Section 2.1.1.(A).(iii))	10	Details of skilled candidates - Course wise
4.	Geographical Presence in number of states	05	Copy of MOU or Reg. Student details
5.	Placement track record of the firm for the last three years	05	Copy of the placement record course wise
<b>Total</b>		<b>40</b>	

## **2.4 Selection process**

- (i) A merit list will be prepared based on the marks obtained by the IA's.
- (ii) The selection will be based on the scrutiny by the evaluation committee regarding the validity and authenticity of the proof submitted by IAs for the evaluation criteria as stated in 2.3.
- (iii) UPU Government Polytechnic reserves the right to decide the number of shortlisted IAs from the merit list.
- (iv) A Letter of Empanelment to the successful IA shall be issued.

## **2.5 Financial and payment terms**

The cost per student should be as per the format given in Annexure-3

- (i) Each program should have 15-20 participants maximum. The assessment and certification will be done by IA agency. The MOU with the successful IA will be valid for a period of **five (05) year**, to be renewed annually subject to successful implementation and conduction of the training courses by the IA, which will be monitored on a regular basis by the training course supervising committee.
- (ii) The course fees will be reviewed after every six months and any revision of fee structure if the need arises shall be based on approval from the concerning authority, UPU Government Polytechnic, Durg, which shall be communicated accordingly. The funds will be released on reimbursement basis at the end of each program upon submitting the documents Attendance sheet, Periodical Assessment sheet Certification receipt, feedback details of participants or any other information in the specified format required by UPU Government Polytechnic, Durg
- (ii) The implementing Agency has to impart training to two or three faculty members of UPU Government Polytechnic, Durg per course module on nominal fees basis as mutually agreed upon.
- (iii) The collection of fees will be administered by UPU Government Polytechnic, Durg
- (iv) The sharing of revenue between UPU government Polytechnic, Durg and the implementing agency will be in the ratio of 60:40 i.e. Revenue ratio of IA: UPU Government Polytechnic, Durg
- (v) The revenue share of UPU Government Polytechnic will be inclusive of the administrative expenses, expenses towards electricity charges/month, Expenses towards maintenance of institutional infrastructure facilities used by IA. However expenditure to be incurred in case of major maintenance of equipments will be equally shared by UPU Government Polytechnic Durg and the IA.

## **2.6 Dispute Resolution**

- (i) In case of a dispute arising due to any terms of the project terms and deliverables, the institute and the Implementation agency (IA) will resolve the issue with the meeting between the Principal of the institute and SPOC of the IA and the final decision taken shall be binding on both. In no case, either party would escalate the dispute further.
- (ii) The decision of the "Principal U.P.U Government Polytechnic, Durg" will be final & binding. Any dispute arising out of this Execution of EOI or any other matter pertaining to it will fall under the civil jurisdiction of Durg only.

### Section 3

#### Annexure (1A1B,2-5)

#### Annexure-1A

Sl. No	Particular	Details
1.	Name of the Implementing Agency	
2.	Type of entity	Certificate of Incorporation of the Legal Entity
3.	Registered Address with phone no	
4.	Date of starting of the entity (dd-mm-yy)	
5.	Nature of business	
6.	Name of Single Point of contact (SPOC)	
7.	Mobile and email id of SPOC	
8.	<b>GSTIN Registration</b>	Copy of GSTIN Registration
9.	CA Certified balance sheet for last two years	Attach proof
10.	Details of training centers in Chhattisgarh	Attach proof of Training centers
11.	Total candidates trained in the last two year as stated in Section 2.1.1 (A (iii))	Self Declaration

#### Annexure-1B

Sl. No	Particular	Details
1.	Number of authorized trainers in Implementing Agency till date	Attach proof
2.	Trainer Authorization Certification from registered & recognized national or international parent company & total relevant experience in continuation	Attach proof
3.	Details of candidate skilled during the last one year (Jan-2017 to Dec 2017)	Course wise list of students along with the course duration
4.	Training methodology	Details of the curriculum for the proposed training module along with the assessment and course certification mechanism
5.	Geographical presence outside the state	Attach copy of the MOU if any
6.	Placement record of the IA for the last three years	Attach proof of the trained candidates placed in industries.

#### Annexure 2: Project Proposal

The applicant Agency has to submit a response to the EOI covering the following parameters in brief:

1. **Proposed Training module:** The entire proposed training module to be conducted for employment enhancement/skilling is to be indicated in this section. The institute proposes the following training modules as listed below. The given list is tentative only. However the implementing agency can submit the details of the entire training module which they intend to provide other than noted in the list below.

Sl No	Name of Training module	Course Duration	Curriculum followed	Assessment/ Certification
1.	Professional AutoCAD			
2.	3D Civil-Architecture			
3.	Revitt Architecture			
4.	Stadd Pro			
5.	Creo Parametric			
6.	Primavera			
7.	ANSYS -Structural			
8.	ANSYS-CFD			
9.	Primavera			
10	CNC-FANUC			
11	MSP			
12	Master CAM			
13	C&C++			
14	JAVA			
15	HTML&.NET			
16	PHP			
17	SQL&DBMS			
18	THINGWORX			
19	WEB DEVOLOPMENT(PHP+HTML+.NET+ COREL DRAW)			
20	APP DEVOLOPMENT(JAVA+ANDROID STUDIO)			
21	IOT BOOT CAMP (JAVA,SQL,THINGWORX+RASP)			
22	ARDUINO			
23	RASPBERRY			
24	BASIC ROBOTICS+ARDUINO			
25	ANDROID STUDIO			

**Note:** i. Is the curriculum designed by the Implementing Agency (IA) will be followed or NSDC/CSSDC will be adopted. If curriculum is designed by IA give the curriculum details  
ii. The training module should be at least 45-240 days or 90-500 hours depending on the training module.  
iii. **Specify the mechanism to be followed for assessment and certification.**

2. **Placement strategy:** Strategy to place the certified candidates. with indicative compensation structure

Sl. No	Discipline of Engineering Degree /Diploma	Eligibility criteria	Placement Guarantee	Placement fees if any

3. Brief note on justification by the applicant for undertaking the Training program at UPU Government Polytechnic, Durg.
4. Applicant expectations from UPU Government Polytechnic, Durg.
5. Mode of fees collection and revenue sharing with UPU Government Polytechnic Durg

#### **Annexure 3: Fees structure**

Sl.No	Particulars	Description	Amount (Rs)

#### **Annexure 4: Manpower**

1. Provide brief details of the existing trainers for skill enhancement at your organization

Sl. No	Name	Educational background	Experience in skill training	Other achievement/Certification as trainer

#### **Other relevant Information**

1. The evaluation of the proposals will be done by the Evaluation committee constituted by, Principal, Durg whose decision shall be final.
2. UPU Government Polytechnic, Durg reserves the right to accept or reject the EoI from any applicant without assigning any reason whatsoever.
3. UPU Government Polytechnic, Durg may ask for any other information from the applicants during the process of screening.
4. Any amendments/addition/correction to the EoI will be published through the website, will be binding to all applicants as if it is contained in this EoI.

**Annexure -5: Affidavit for not being blacklisted**

An affidavit on a non-judicial stamp paper of INR 100/- by Applicant Agency's Authorized Representative with his/her dated Sign and Seal

We, ..... name of applicant, having its registered office at ..... , do hereby declare that our Organisationhasnotbeenblacklisted/debarredbyanydonoragency/StateGovernment/Central Government authority/ or any other agency for breach on our part since 1<sup>st</sup> of January 2015.

For on and behalf of

Signature & Date:

Name:

Designation:

(Authorized Representative and Signatory)



## Annexure-6

### DECLARATION

**The Declaration is to be submitted under the signature of Authorized Representative/ Signatory of the applicant agency on official Letterhead and official seal**

To,  
The Principal  
UPU Government Polytechnic, Durg  
GE Road, 491001, Chhattisgarh

Dear Sir,

We would like to participate in the Expression of Interest (EOI) of the UPU Government Polytechnic, Durg. We make the following declarations:

1. We have understood the terms and conditions stipulated in the Scheme and we accept the same. We also agree and undertake to abide by all these terms and conditions.
2. We understand that our response to the EOI would be evaluated by UPU Government Polytechnic, Durg Proposal Evaluation Committee, which may accept or reject our proposal or accept our proposal with modifications. We acknowledge the right of UPU Government Polytechnic, Durg to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the notice inviting proposal, and is correct to the best of our knowledge and understanding.
4. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that UPU Government Polytechnic, Durg will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application and the Annexure (1A, 1B 2-5) attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
5. We agree that whenever required, we shall make a technical presentation before UPU Government Polytechnic, Durg on the proposed project.
6. We shall commence training under the Scheme within two months from the date of award in the event of selection as Implementing Agency.
7. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the Scheme or any further terms and conditions as may be imposed by the Proposal Evaluation committee.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date: Place: