

**Director General
Higher Education Haryana**
Shiksha Sadan, Sector 5, Panchkula
Expression of Interest

EOI is invited from the eligible Private Organizations for running Center of Excellence-Skill Nurturing and Placement Centers in selected Degree and Engineering Colleges of Haryana in accordance with the conditions and manner prescribed in this Expression of Interest document. Interested agencies may collect the EOI document from the Department of Higher Education, Haryana or download the copy from the website www.highereduhry.com and <https://haryanaeprocurement.gov.in> Pre-qualified proposals should reach the Directorate of Higher Education, Haryana, PlotNo.1/B, Shiksha Sadan, Sector-5, Panchkula (India) by 15:00 hrs on 16th December 2017.

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Director General
Higher Education Haryana

Expression of Interest

“Center of Excellence-Skill Nurturing and Placement Centers”



Directorate of Higher Education, Haryana,
Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula (India)

Tel: 0172- 2562029

Fax: 0172- 2562042

Email: personalstaffdqhe@gmail.com

Website: www.highereduhry.com

1. Introduction

1.1. Introduction & issuer

Department of Higher Education, Haryana invites the eligible bidders to submit their Expression of Interest (EOI) for running Center of Excellence-Skill Nurturing and Placement Centers in selected Degree and Engineering Colleges of Haryana in accordance with the conditions and manner prescribed in this Expression of Interest document.

1.2. EOI document

The EOI document is available and can be downloaded from the department website or to be collected from the office of Higher Education, Haryana:

Website Link: www.highereduhry.com, <https://haryanaeprocurement.gov.in>

1.3. Critical Information

Bidders are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of proposal in response to this notice shall be deemed to have been done after carefully studying and examination of this document with full understanding of its terms, conditions and implications.

Sr. No.	Information	Details
1.	EOI No. and Date	1/30-2017 Co(1) 4 th December, 2017
2.	Last date and time for submission of pre-Qualified proposals	16 th December, 2017
3.	Opening of pre-qualification proposals	18 th December, 2017
4.	Contact Person and Address at which proposal in response to EOI notice is to be submitted	Name: Dr. Hemant Verma Designation: Deputy Director Directorate of Higher Education, Haryana Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula (India) Tel: 0172- 2562029 Fax: 0172- 2562042

Note: The above dates of events may be changed at the discretion of Department without assigning any reason. Such change of dates, if

any, will be suitably notified announced through Department's website. www.highereduhry.com

2. Instructions to the Bidders

Interested applicant may submit their EOI as per the schedule mentioned in this document by giving all the necessary documents in English as specified in formats provided in the EOI.

Department of Higher Education, Haryana reserves the right to withdraw this EOI, without assigning any reasons for the same, if Department determines that such action is in the best interest of the Government of Haryana. Department undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.

The response submitted to this EOI and all correspondence shall be in English and shall conform to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the EOI.

The EOI submitted should be concise and contain only relevant information as required under this document. The applicant submitting the EOI would be responsible for all its expenses, costs and risks incurred towards preparation and submission of the EOI. Department shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

The EOI submitted by the applicant shall remain valid for a period of 90 days after the closing date for submission of EOI prescribed in this document. EOI validity expressed for a period less than 90 days shall be rejected. Department may solicit the applicant's consent for the extension of EOI validity (but without modification in their EOI).

At any time prior to deadline for submission of EOIs Department may modify the EOI document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.

Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications.

The response to this EOI should be full and complete in all respects. Failure to furnish all information required by EOI documents or submission of a EOI not substantially responsive to this document will be at bidder's risk and may result in rejection of its proposal.

The bidders are responsible for all costs incurred in connection with the participation in this process, including, but not limited to, cost incurred in conduct of informative and other diligence activities, participation in meetings/ discussion/ presentations, preparation of EOI documents, in providing any additional information required by the Department to the facilitate evaluation process.

Department in no case will be responsible or liable for those costs, regardless of conduct or outcome of the process.

EOI documents submitted by bidders will be reviewed by an expert panel constituted for technical purpose by Department and only shortlisted bidder will be invited for the technical presentation and Financial bid.

All material submitted by bidder will become the property of department and may be returned completely at its sole discretion.

Department of Higher Education, Haryana may at its sole discretion and at any time during the evaluation of EOI, disqualify any applicant, if the applicant has

- a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b. A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failures etc. in any of the projects in the preceding three years;
- c. Submitted an EOI that is not accompanied by required documentation.
- d. Use of modified formats for submission
- e. Failed to provide timely clarification related thereto, when sought;
- f. Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them;
- g. Been in litigation with any Government agencies/institutions in India
- h. Made an attempt to influence the Bid evaluation

3. Earnest Money Deposit (EMD)

Bidders are requested to submit a refundable Earnest Money Deposit (EMD) of ₹10,00,000/- (Rupees Ten Lakh only). This will be paid through RTGC to Director General Higher Education, Haryana and must accompany the Covering Letter in Cover of the Proposal Document. Proposals that are not accompanied by the above Earnest Money Deposit (EMD) shall not be considered. Proposals received after due date shall be rejected and submitted processing fee and EMD amount shall be refunded.

The EMD of the unsuccessful Bidder would be returned (without interest) as soon as possible after decision of rejection. In case of shortlisted Bidder, the demand draft would remain with department till signing of MoU. No Interest shall be payable on EMD. The EMD will be forfeited on account of one or more of the following reasons:

- a. In case, applicant withdraws from an EoI during the period of validity of EoI (EoI shall be valid for 90 days from date of submission of proposal);
- b. In case, applicant does not participate in the subsequent process of EoI (Presentation before the committee, Signing of MoU) after having been shortlisted.

4. Introduction:

Central and State Governments are putting strong efforts on generating employment opportunities for the Students getting trained in Vocational and Technical Institutions but minimal focus is towards the students graduating from the University or colleges of higher education. As per the statistics, annually 70000-80000 students are graduating from the colleges of Higher education and facing challenges in getting placement/ self-employment opportunities.

It has been felt lately that there is a need of intervention of industry interface, augmentation of skilling and entrepreneurship of students and setting up Centers of Excellence-Skill Nurturing and Placement Centers in selected Degree and Engineering Colleges of Haryana in accordance with the conditions where skill training and entrepreneurship ideas to raise the employability/Self Employment potential of students would be provided.

By realizing this need, it is proposed to start this project in the selected colleges in all 22 districts of Haryana. The Project will be approved for three years and extendable to another two years.

Under this program, Department will provide the Infrastructure to the Private Industry Partner to open Centers of Excellence-Skill Nurturing and Placement Centers. Private Partner can run these centers as "Skill Nurturing

and Placement Centers” and also provide the training on high demand Skills to the Final year students of Higher education along with their regular courses and make them employment or Self-Employment ready once they pass out from their college. These dedicated Skill Nurturing and Placement Centers also help all the Final Year students to get free guidance on their future Higher Studies or Professional Career Options.

Within this broad framework, the Department of Higher Education also want to start and target all final year students of the colleges of the State. The objectives of this project are as follows;

- a) To enhance the employability of the students graduating from regular academic courses by introducing additional employability enhancement program along with the regular studies.
- b) To ensure students enrolled for this scheme attain a reasonable level of competence in English Communication, Soft Skills, Personality Development as well as in basic IT domain.
- c) To provide good quality industry endorsed training in selected industry sectors to the interested students predominantly from the families belonging to socially and economically weaker sections with special focus on the female candidates.
- d) To ensure that interested candidate should experience “On Job Training” of some fixed hours and get the exposure and feeling of real time working environment.
- e) To utilize the existing infrastructure of Higher Education and create the opportunities of better livelihood by providing advance employability Training to the youth of Haryana
- f) To arrange the Training Certification from NSDC/Sector Skill Council or any foreign world recognized body (If required by Students).
- g) To arrange the exclusive Entrepreneurship/start-up Training for the students interested in Self Employment.
- h) Dedicated career Nurturing cell for all the final year students to get free advice on their future career path including Higher education option, employment, Entrepreneurships or other professional training & certification.
- i) To reach out all final year student of Higher Education enrolled in this program and counsel them for better employment/ self-employment/ Higher education option by arranging bi weekly/monthly Free Counseling seminars/sessions at these center of Excellence including conducting psychometric assessment test.
- j) To arrange a dedicated Job Portal for the students enrolled under this program.
- k) To generate the opportunity of Self Employment/ Part Time Earning through Technology intervention.

- I) Guidance on Personality Development including Professional CV Creating and General awareness on Employment or Self Employment opportunities.

5. PRE-QUALIFICATION CRITERIA

As part of eligibility criteria, only those bidders who meet the following pre-qualification criteria are eligible to participate in the Technical Presentation and Financial bid. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting prequalification criteria are liable to be rejected summarily.

The interested entities / bidders to submit the proposal for the purpose of "Running Skill Nurturing and Placement Centers" shall be registered as Companies (registered under company act)/ Societies/Institutions/Organizations/Non-Government Organizations (registered under society act)/ Trust/Firms with relevant experience in providing training/education and placement. The eligible entities/bidder must fulfill the following pre-requisites:

- Consortium of maximum two organizations is allowed. Each or any one consortium partner can fulfill the required eligibility criteria.
- The Bidder/s (any partner) must be in operation for at least 3 years as on 31.03.2017 with a minimum average annual turnover of Rs. 8 crores per annum in last 3 financial years and be a profit making enterprise during the last 3 financial years. A certificate from the statutory auditors, supported by audited balance sheets shall be attached as a proof for the same.
- The Bidder (any Partner) preferably be a NSDC Partner (Funded/Non Funded).
- The bidder should have average annual turnover/receipts of INR 1.00 crore from conducting training/education programs during the last two years. A CA certificate with audited balance sheet to be submitted.
- The bidder should have trained/educated minimum 5000 students in last 3 years. Submit CA Certificate or other relevant proof (work order/Agreement) for the same.
- The bidder should have executed at least 1 training/education project in the state of Haryana.
- The bidder (any partner) should have Valid PAN Number and TAN Number.
- The Bidder should have at least 1 operational Training/Education center which must be in operation from last 3 years at the time of bidding. Submit detail of operational centers.

- The bidder should have minimum 20 Faculties/Professional Career Counselors on their payroll. A Self Undertaking should be submitted along with proposal.
- The bidder should have affiliation with professional certification agency to provide training certificate to the students.
- The bidder should have at least 10 placement MOU's/Tieups with the industries.

NOTE: All the bidders who fulfill the above Pre-Eligibility criteria will be invited for Technical Presentation and those who qualify in Technical evaluation will be allowed to participate in financial bid.

6. SCOPE OF WORK

Through this Project, department will initiate a step towards making the graduates of Higher Education future ready with better employment or Self Employment prospectus. Centers of Excellence-Skill Nurturing and Placement Centers in selected Degree and Engineering Colleges of Haryana for three years, extendable to 2 more years.

Below are the Key Roles of the Department as well as the Private Partner under this proposed project.

Roles and Responsibilities of Higher Education:

1. Department of Higher Education, Haryana will provide the below infrastructure for the proposed Center of Excellence in each district :
 - a. Minimum 2 Theory Rooms with the capacity of 30 seats
 - b. Two computer labs with 25 Computers in each lab
 - c. 800-1000 Sq Ft. Area for the Career Nurturing cell and Staff Room
 - d. Access to the College Library
2. Department will be flexible in providing the infrastructure to the bidder as per the training program/Job roles.
3. Operational cost like Electricity, Internet & maintenance etc will be borne by the Department.
4. To monitor the Project progress and reimburse the Private Partner as per the mutual agreement.

Roles and Responsibilities of Bidder:

The Private Partner (Selected bidder) will run these Centers of Excellence-Skill Nurturing and Placement Centers and deliver the following services

A. Skill Nurturing and Placement Centers: (For all the final year Students of Colleges)

Skill Nurturing and Placement Centers will be open and accessible for all the final year students of Colleges in proposed District and provide the following services:

- The Skill Nurturing and Placement Centers will guide all the final year students in choosing the higher study/ Start-ups/ Career Options/ job opportunities available for them.
- Monthly Seminars on Career Counseling will be done at these Career Nurturing Centers where any final year student can visit and get the assistance on choosing higher studies or career options.
- The partners will be asked to give international studies/Work visa knowledge to the students seeking the overseas higher studies option.
- The partner will also deliver few hours of Guidance for assisting the students to prepare for various career related activities like CV writing, Interview preparations and other exams for employability.
- General awareness on the available (Government and Private) Job Opportunities.
- Sessions on Entrepreneurship development to promote Self-Employment in the state and linking them to incubators /funding (Mudra Loan etc.)
- The enterprising students will be connected by the associated partner with various Government (MSME) and Non-government (NEN, EDI, ASSOCHAM) organizations to support them for Entrepreneurship thus leading them to be job creators instead of job seekers.
- Placement fair should be organized by the Partner in association with Industry to provide the employment opportunities to the fresh and skilled graduates enrolled in this program and seeking employment.

B. Employment and Self Employment Linked Training for all Final Year students:

In the Pilot phase, Employment and Self-Employment linked Training will be provided to all the final year Students of the colleges.

- The Proposed Employment linked training program/add on courses will be delivered in phased manner along with the regular program of colleges in these Center of Excellence center on the High demand sectors like BFSI (including GST clerk), IT, Retail, Telecom, Tourism & Hospitality, logistics, Agriculture, Healthcare, Management & Consulting, Mass Communication etc.

- These Training will be provided at these "Center of Excellence Center" during the weekdays, weekends or even on holidays including vacation for optimum career opportunities for students.
- Training will also comprise of mandatory Basic English Communication, Soft Skills, Personality Development and basic IT.
- The Training program also include Exclusive On Job Training/ Internship of 40 hours to get the exposure of real time work environment for the interested students.
- After Successful completion of Training, Certification will be done by NSDC/Sector Skill Councils/ or any foreign world recognized body (If required by Students), Skill University, Haryana.
- Training on Entrepreneurship/Start-ups will be provided for the students interested in Self Employment.
- Partner will also provide a digital platform (E-Learning) for education on Entrepreneurship.
- Additional efforts to be made by Private partner to generate Self Employment/Part time Jobs opportunities for the students to promote earn while you learn concept.
- Private partner will be responsible to provide placement/Self-Employment opportunities to minimum 50% of eligible candidates who opted for the same after successful completion of Training and certification. The partner will arrange 3 interviews for each eligible candidate interested in placement.
- The associated partner will be responsible to create and maintain an Online Job Portal for strong placement assistance.
- Partner will submit an annual report of project progress along with number of students placed or self-employed.

Project Delivery Schedule:

The above mentioned proposed Skill training will be delivered in Phase manner along with the regular three-years degree program of colleges and as per below proposed schedule

For students enrolled in Final Year of Degree Program:

a) Aptitude Test, Counselling and Online Registration:

Psychometric/Assessment test will be conducted by the shortlisted Partner to Profile each and every candidate enrolled in the final year of degree program.

b) Training

- Based on the Profile and assessment report of candidate, Partner will counsel the candidates and suggest the best suitable sector, Job roles and Employment/Self Employment opportunities for their career option.
- Skill Gap Training will be provided in Domain Specific Skill Course having duration of minimum 200hours
- Training shall also include 40 hours of On Job Training/internship for interested candidates.
- Certification from NSDC/Sector Skill Councils or other relevant industry or Skill University Haryana.

c) Placement and Post Placement Tracking:

- Placement Drives/Job Melas will be organized by the partner to arrange employment opportunities to the eligible and interested candidates.
- Opportunities for Self-Employment/ Entrepreneurship shall be provided by the partner
- Post placement tracking of individual student will be done by the partner for 3 months after getting placed or Self-Employed.
- The Service Provider would be responsible for establishing tie-ups with employers in the relevant sectors having requirement of fresh graduates and accepting the Final Assessment score as eligibility criteria for interview (Minimum 3 each).
- Scheduling of placement drives and interviews would be jointly undertaken by the Service Provider and the concerned college/institute. However, primary responsibility of this would be with the service provider.
- The service provider would be responsible for updating candidate registration and related information. Any malpractice and fraud if found, with respect to assessment and placement will be dealt with

strictly and the department will reserve the right to take appropriate strict action including withholding of any further payments.

- The Service Provider would submit reports in pre-agreed formats as and when required by the Department.
- Reports shall be submitted to the department showing the overall progress of the project.

7. BIDDER SUBMISSION FORMS

The bidders are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-qualification/EOI Criteria.

The bid shall comprise of following forms;

1. Form I – Covering letter
2. Form II – Details of Bidder
3. Form III- Experience
4. Form IV – Financial Detail
5. Form V – Undertaking

Annexure(s) and Form(s)

Form I - Covering Letter

To

Director General Higher Education, Haryana
Plot No. 1/B, Shiksha Sadan,
Sector-5, Panchkula (India)

Sub: EOI for _____

Dear Sir,

This is with reference to your advertisement inviting EOI against EOI No___ dated _____

We, the undersigned, offer to provide the services for the same, please find below the details of our agency for your consideration.

S.No	Information	Details
1	Name of the Organization	
2	Complete Address of the Organization	
4	Name and address of all organizations (In case of Consortium).	Partner 1: Partner 2:
5	Name, designation and contact, address of the person to whom, all references shall be made regarding this EOI	
6	Telephone number of the contact person	
7	Mobile number of the contact person	
8	Fax number of the contact person	
9	Email ID of the contact person	
10	Corporate web site URL	
11	Legal Status (whether company, proprietorship, Partnership, Society/Trust etc.	

Expression of Interest-

12	Annual Turnover (in Cr): (Last three years)	FY-1	FY-2	FY-3
13	Registration Date and Number			
14	PAN Number			
15	Service Tax number			
17	Number of trainers/Career Counselling Professional on payroll			

Name of Authorized Signatory:

Designation:

Stamp and Sign:

Date:

FORM II: DETAILS OF BIDDER

Details of the Bidder (Partner 1)

Name

Address

Telephone

Fax

E-mail

Website

Details of Authorized person

Name Address Telephone E-mail

Details of the Consortium Partner (Partner 2):

Name

Address

Telephone

Fax

E-mail

Website

Details of Authorized person

Name Address Telephone E-mail

Name of Authorized Signatory:

Designation:

Stamp and Sign:

Date:

FORM III: EXPERIENCE

Using the format below, provide your prior information (As defined under this EOI) on the work Experience defined in this EOI.

1. Number of Students Trained in last 3 Years.

S. No.	Years	Total Number of students Trained	Total Number of Students Placed	State
	2014-15			
	2015-16			
	2016-17			

Attach CA Certificate OR work orders/Agreements to support the above

2. Experience of Working in the State of Haryana

S. No.	Total Number of students Trained in Haryana	Project Name	Client Name (If any)

Attached CA Certificate or Relevant Proof to support the above.

3. Detail of Operational Training Center

Sr. No.	Address of Training Center	Name of District	Operational from last 3 years (Yes/No)

Please submit the ownership/Lease/Rental document along with 4 Photographs of Training Center.

4. Industry Linkages

Name of the organization	Contact Person Name and Designation	Contact Person Mobile/Contact number

Note: Please attached MOU/Tie-ups to support the above information.

5. NSDC Partnership (Funded/Non Funded): YES/NO

Note: Submit NSDC Certificate

Name of Authorized Signatory:

Designation:

Stamp and Sign:

Date:

FORM IV: Financial detail

Name of the Organization

Average Turnover of last three years in INR:

FY	Turnover in INR (CR.)		
Year 1			
Year 2			
Year 3			
TOTAL			

Turnover from Training/Education Program of last two years in INR:

FY	Turnover in INR (CR.)		
Year 1			
Year 2			
TOTAL			

Submit the Audited Balance Sheet of Last Three years along with the CA Certificate

Name of Authorized Signatory:

Designation:

Stamp and Sign:

Date:

Form V: Undertaking

To

Director General Higher Education, Haryana
Plot No. 1/B, Shiksha Sadan,
Sector-5, Panchkula (India)

Sir,

In response to the EOI reference no..... dated.....For, I hereby declare that presently we have more than 20 Professional Trainers/Career Counsellor on our Payroll. We also declare that we will conduct the TOT of all our trainers within six month of Project Start/MOU date.

Thanking You

Name of the Bidder

Authorised Signatory

Seal of the Organisation