

Sir/Madam,

You are aware that AICTE mandate demands to make our students industry ready in which the institutions are supposed to improve managerial skills, communication skills, team working skills, leadership skills, and entrepreneurial skills of their students. In case our regular curriculum does not cover these skills to the extent expected, it is necessary to find the curriculum gap and design separate module. NPIU has done the gap analysis and designed a separate finishing course called "**Employability Skills Training**" covering quantitative aptitude, logical reasoning, verbal aptitude, GD & PI and resume writing. The finishing course is expected to benefit the students to improve their skill sets. If expertise is not available in the institute, the service providers need to be identified using "Quality-Cost Based Selection (QCBS)". In order to facilitate the participating institutes, NPIU had empaneled the competent and professional service providers as given below for the delivery of course based on the quality (EOIs, technical proposals and subsequent presentation).

S.No.	Name of the Firm	Contact Person & Phone No.	Address
1.	M/s Universal Education,	Mr. Avishek Ghosh, Promoter & CEO Phone No. 7411847401, 9008744875 Email: universal.education.trainer@gmail.com training@universaleducation.in	Universal Education, Ground Floor, No. 171, Vakratunda, 5th Cross, ITI Layout, J.P. Nagar, 1st Phase Bangalore – 560078
2.	M/s Ethnus Consultancy Services Pvt. Ltd.	Mr. Mukund N.M., Director Phone No. 98807 10201 Email: mukund@ethnus.com	ETHNUS Consultancy Services Pvt. Ltd. No.151/17/1, SST Chambers, Second Floor, 36th Cross Road, Jayanagar 5th Block, Bengaluru - 560041, Karnataka
3.	M/s TIMES	Mr. Rajeshwar Rao, Sr. General Manager Phone No. 9963005552 Email: rajesh@time4education.com	T.I.M.E.(Triumphant Institute of Management Education Pvt. Ltd.) 95B, 2nd Floor, Siddamsetty Complex, Park Lane, Secunderabad – 500003
4.	M/s C L Educate Limited	Mr. Anurag Bansal, Vice President Phone No. 9811899971 Email: sudhir.bhargava@careerlauncher.com anurag.bansal@careerlauncher.com	CL Educate Ltd. EspireBuilding, A-41, Lower Ground, Mohan Cooperative Industrial Area, Main Mathura Road New Delhi- 110044

The interested institutions may hire the services of abovementioned firms as per the terms and conditions given in the ToRs (Attached as Annex-I) using the procedure explained in regional workshops for AICTE mandate and as described below:

- Read the ToR carefully and understand the responsibilities of service provider and the institute.
- Decide the list of third year (VI semester) students (pre-final year) and expected time period for conducting the course.
- Call financial offers through quotation on per student basis but from the above empanelled service providers only.

- Make comparative evaluation based on cost and award the contract to the one among the empanelled firms who offers the Least Cost.
- Discuss the mechanism of implementation of course with least cost service provider and finalize additional conditions mutually, if any.
- Signed the contract agreement between the institution & service provider. For your ready reference, the draft copy of the contract agreement is also attached (Annex-II).
- Procurement of aforementioned activity is to be booked under single source selection in PMSS and package name should start with NPIU so as to identify the said activity.

You are requested to proceed for engaging the empaneled service provider as per your requirement in line with the Terms of Reference (ToR) enclosed herewith. In case of any clarification, you are requested to feel free to contact SPIU/ Procurement section of NPIU/ Mentor consultant.

With regards,

Yours faithfully,

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TERMS OF REFERENCES (TORs) FOR INVITATION OF EoIs FOR
Empanelment of service Provider/Consultancy Agency/Institutes for delivery of different modules to improve Employability Skills in the TEQIP-III Institutions

The purpose of this EoI is to identify an agency providing employability skill training to 3rd & 4th years students (under graduate engineering courses) by imparting soft skills required for working in the industry and encompassing managerial, entrepreneurial, leadership, communication, and team work. The focus of imparting these skills shall be to enhance the employability of technical graduates and acceptability by the industry for them.

The service provider/consultancy agency has to impart Employability skill training covering managerial skills, communication skills, team work skills, leadership skills, and entrepreneurial skills required for working in industry. The performance of the student in terms of placement (core as well as IT industry) and entrepreneurship are expected to improve. The training shall consist of different modules which may be given in one go to all third-year (pre-final) undergraduate engineering students at the end of 6th Semester or may be given in parts (after second and third year summer examination). The broad objectives of the training shall be as given below:

- a) Enhance student's approaches to learning from instruction in Employability skill training which are required for working in industry particularly for solving novel problems by becoming more skilled readers, note-takers, and strategic learners.
- b) In this entire document; Employability Skill development Training should be read as:- combination of Employability skill Development classroom interaction between the subject expert and Engineering graduating students with access to digital-online employability skill development tutorials and assessments on the Training provided.
- c) Expand their toolbox (of methods) to solve problems by becoming more skilled at explicitly thinking about their reasoning processes, and developing strategies that work for them.
- d) The ultimate goal is that students generalize these methods and process to other applications and transfer them to other quantitative problem-solving courses and independent work.
- e) Develop systematic methods for learning from problem sets, including: how to apply and transfer conceptual knowledge; identify common obstacles and errors; and contextualize individual problems within the themes and concepts of the course.
- f) The course work shall cover Quantitative aptitude, Logical reasoning, verbal aptitude, Personal interview & resume writing.
- g) All other relevant skills to be imparted to enhance managerial, communication, team work, leadership, entrepreneurial & technical capabilities of graduating engineering students.

2. An outline of the tasks to be carried out: The participating institutes are from focus states i.e. North East (15), J & K (4), HP (4), UP (16), Bihar (7), Chhattisgarh (4), MP (7), Uttarakhand (7), Jharkhand (4), Odisha (5), Rajasthan (11), and Andaman & Nicobar (1). The service provider has to provide training to the pre-final / final year undergraduate students studying in Government and Government aided institutions (numbers indicated in brackets) from participating States in the project on the subject details given in para 8. The list of institutes is given in **Annex-1**.

The course contents for employability skill training should be so designed to achieve following qualitative objectives.

- To impart to each student broad skills of Learning to learn, learning to think and learning to live.
- To reinforce core values of integrity, respect for all, and care for environment
- To function as a resource centre for knowledge management and entrepreneurship development in the emerging technologies.
- To establish close linkage with industry to make teaching and research at the institutes relevant to the needs of the economy, at national and global levels

The service provider/consultancy agency has to cover following premium learning tools while delivering the contents:

- a. Providing learning (study) material online/ offline before commencement of training.
- b. Powerful learning opportunities from subject experts (Guest lecture) who are not available locally in towns & cities where institutions are located.
- c. Interactive technology enabled online tutorials
- d. The opportunity to work and learn at a custom, personalized pace - regardless of whether or not the student is a "challenged" or "accelerated" learner in the classroom.
- e. The environment (for eg. MOODLE) to ask whatever questions he/she wants in order to accomplish his/her learning goals.
- f. Track achievements and progress with easy-to-use measurement tools.
- g. Face to face training in the selected institutes as per the schedule to be furnished by institutions.

3. Schedule of task

Schedule for the training shall be mutually decided by the institute (client) and service provider based on academic calendar/ activity of participating students. The training is expected to impart following skills to pre-final year engineering under graduate students.

1. Entrepreneurial/innovation skills
2. Managerial skills
3. Leadership skills
4. Communication skills
5. Team working skills

The service provider/ consultancy firms have to prepare appropriate training modules corresponding to each one of the above skills so as to make students industry ready enabling him/her to get placement.

4. Support and input provided by the client:

a. Client (participating college) responsibility:

1. Shall provide number of batches and the list of students of participating in the training.
2. Shall provide infrastructure like auditorium, seminar halls, internet facility, photocopy machine, attendant and team of faculty for coordination.
3. Coordination shall include making students attending program, monitoring of attendance, collecting feedback of students, arranging weekly review meeting with head of institution, facilitating for getting accommodation, transport, working lunch to resource person etc.

b. Service Provider's responsibility:

1. The empanelled agencies shall be responsible for catering to the institutions included in Annex-1. The denial shall invite action to the extent of withdrawal from panel.
2. Service provider has to provide detailed schedule of breakup for each of the appropriate modules covering the different skills mentioned in this document.
3. Batch size shall be 40-60 students.
4. Multiple subject experts shall be provided by mapping their specialization with the modules to be delivered for each batch.
5. Each module must be supported by online tutorials which must be available for every registered student on 24x7 basis till the end of his graduation.
6. Benchmarking test shall be conducted for the students enrolled for the training program before commencement of training. Every such student shall be evaluated periodically for the modules completed.
7. Each module must be supported by online assessment module.
8. Inviting student feedback, taking corrective actions for further improvement.
9. The training shall be conducted preferably during Summer/ Winter vacation or as agreed mutually with the institution for pre-final year students.

5. Final output required of the consultancy organization

The final output must match with the course objectives mentioned in para 1 & 2 above.

1. The technical graduates to whom the training shall be imparted will become more employable (increase in placements) and synchronize themselves for various needs of the industry.
2. The final assessment shall be done by service provider using the same assessment tool which was used for benchmarking (0th test).
3. The final assessment shall result into at least 30 % improvement in case of every individual student after training. It is possible only after periodic assessment and timely corrections in the methodology/ mechanism.
4. Annual increment of at least 10 % (per round) in number of students who are able to clear the rounds conducted by the hiring company like quiz, GD, PI, etc. from the respective institute.

6. Composition of review committee

1. The institute shall constitute Review Committee which will consist of at least three members. The Review Committee may contain 1 faculty from each department whose students are participating in program.
2. Review Committee may have representative of service provider and student representatives.
3. Review Committee shall meet on weekly basis and discuss coverage of content, student feedback and take corrective action appropriately.
4. The final settlement of training fee shall depend on the basis of satisfactory performance in view of student feedback and student performance.

CONTRACT FOR CONSULTING SERVICES

CONTRACT No. [insert]

THIS CONTRACT ("Contract") is entered into this [insert starting date of assignment], by and between [insert Client's name] ("the Client") having its principal place of business at [insert Client's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address¹].

WHEREAS, the Client has received financing from the World Bank which is being used for this contract and the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
- (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.
 - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."

- 2. Term**
- The Consultant shall perform the Services during the period commencing [insert starting date] and continuing through [insert completion date], or any other period as may be subsequently agreed by the parties in writing.

- 3. Payment**
- A. Ceiling
- For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed [insert amount]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

- B. Schedule of Payments
- The schedule of payments is specified below²:
- [insert detailed list of payments specifying amount of each installment, deliverable/output for which the installment is paid and currency]

- C. Payment Conditions
- Payment shall be made in [specify currency], no later than 30 days following submission by the Consultant of invoices in duplicate to the

¹ Avoid use of "P.O. Box" address

² Fill in based on required outputs as described in Annex A (Terms of Reference) and Annex C (Reporting Requirements). Avoid front-loaded payments. Advance payments in contracts with firms require a bank guarantee for the same amount.

Coordinator designated in paragraph 4.

Payments shall be made to Consultant's bank account *[insert banking details. If payment by bank wire is not possible, prior Bank approval to apply cash payments option shall be obtained]*

4. Project Administration

A. Coordinator.

The Client designates Mr./Ms. *[insert name and job title]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Inspections and Auditing

The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.

7. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

8. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software³.

9. Consultant Not to be Engaged in Certain Activities

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the

³ Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 8.

Project

- 10. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The Contract shall be governed by the laws of *[insert government]*, and the language of the Contract shall be⁴ *[insert language]*
- 13. Dispute Resolution⁵** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
- 14. Termination** The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:
- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;
 - (b) If the Consultant becomes insolvent or bankrupt;
 - (c) If the Consultant, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
 - (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

⁴ The law selected by the Client is usually the law of its country. However, the Bank does not object if the Client and the Consultant agree on another law. The language shall be English, French, or Spanish, unless the Contract is entered into with a domestic firm, in which case it can be the local language.

⁵ In case of a Contract entered into with a foreign Consultant, the following provision may be substituted for paragraph 13: "Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force."

LIST OF ANNEXES

- Annex A: Terms of Reference and Scope of Services
- Annex B: Consultant's Personnel and corresponding unit rates
- Annex C: Consultant's Reporting Obligations