Notice Inviting EOI for Auditing the Training courses and its Implementation

Introduction:

The purpose of the ‘Expression of Interest’ is to shortlist reputed and qualified agencies to offer services in auditing the Training Modules and the training implementation process. The objective of this document is to provide indicative information on the scope and objective of this assignment. The detailed scope of work, terms and conditions will be provided to shortlisted agencies as per the selection parameters provided in this Expression of Interest (EOI) document. It may be noted that this is an invitation of Expression of Interest and it should not be construed as the Tender/Request for Proposal (RFP) in any form and would not be binding on the Directorate of Information Technology in any manner what so ever.

The shortlisted Auditing agency is expected to evaluate the training modules and review training implementation process of the ongoing Capacity building projects. The Implementation Agency (IA) for the Capacity Building projects is ICT Academy of Puducherry (ICTACP) and the implementation is governed by the Puducherry e-Governance Society.

The ongoing Capacity Building Projects in the UT of Puducherry are as follows,

1. **Capacity & Capability Building Programs** for Teachers and Students in the Information and Communication Technology (ICT) domain through the following training activities.

   a) ICT Training for College Faculty members (8 days)
   b) ICT Training for School Teachers (5 days)
   c) E-Literacy program for College Teachers (3 days)
   d) Faculty Development Program for School Non-IT Teachers (3 days)
   e) Graduate Employability Training Program (180 hours)

2. **IT Finishing School (ITFS) Scheme** to enhance the employability skills of all the Final year Students who are pursuing degree courses from the Engineering, Arts & Science and Diploma colleges in the UT of Puducherry
Sealed Expression of Interest prepared in accordance with the procedure enumerated in this document shall be submitted in the Performa given in “Annexure” as per Schedule given below:

(a) Address and address at which EOI is to be submitted

Shri. K. Prakash- Convenor cum Director IT,
Puducherry e-Governance Society
# 505, Kamaraj Salai, II floor, Saram,
Puducherry - 605 013.
Tele Fax – 0413 – 2246090 and 0413-2246090
Email: - convenor-pegss.pon@nic.in or directorit.pon@nic.in
Website: http://dit.puducherry.gov.in/

(b) Last date and time for receipt of EOI:

The last date to address the relevant queries is 21st November 2013 by 5PM, and

The last date for submission of EOI as per the notice is 25th November 2013 by 3PM.

(c) Details of the Contact person for any clarification about the project:

Arun Prasad Vinayagam, Capacity Building Consultant,
State e-Governance Mission Team,
Directorate of Information Technology
Email: arun.prasad@semt.gov.in ; Mobile: 9790977982,
Telephone (O) – 0413- 2246090, Fax (o) – 0413 2246090

(d) Terms and Conditions: The application should be accompanied with the following document:

I. A write-up on the understanding of the assignment (not more than two pages)

II. Capability statement (not more than five pages) demonstrating experience in developing and delivering Basic IT/ soft skills Training Modules, Managing or auditing Training Programmes for the state Government Capacity Building Schemes as well as for the Private Sector Organizations.

III. The Company/Organization profile giving details of fields of operation, current activities in the relevant field(s) and management structure (not more than four pages)
(e) Pre-Qualification Criterion: Companies meeting the following qualifying criterion are eligible to apply for the EoI,

I. The Company should have at least 5-10 experts on roll who have sufficient experience in the training courses auditing services.

II. The companies can also participate with their consortium partner. In case of consortium, companies should clearly mention the name and details of lead company and the role and responsibilities of all the partners.

III. Companies that have successfully completed at least two similar projects related to the Capacity building for Government / public sector clients in India or auditing the training related services in India within last two years

IV. The Bidder should be registered for Service Tax and Income Tax in India.

V. The Bidder should have a minimum of ISO 9001:2000 certification

VI. The Bidder must not be blacklisted by any Government/public sector organization in India at the time of submission of EOI.

(f) Bid Evaluation Process:

The Evaluation methodology to be adopted will be in two stages comprising Expression of Interest in the first stage. The second stage will comprise inviting techno-commercial bids from eligible bidders. The evaluation procedure for the short listing process would be Quality-cum-Cost Based System (QCBS). The costs associated with the preparation and submission of the response to the EOI shall be borne by the bidder.

(g) Technical Qualification Criteria:

I. Technical proposal of the bidders will be opened and evaluated who meets all the pre-qualification criteria.

II. The evaluation committee will evaluate the Technical Proposals on the basis of the technical evaluation criterion as provided below
<table>
<thead>
<tr>
<th>#</th>
<th>Details of Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Past Experience of the responding firm.</td>
<td>40</td>
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<tr>
<td></td>
<td>(Evaluation will be based on the effective and appropriate framework proposed for monitoring of the project)</td>
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<tr>
<td>2</td>
<td>The proposed work plan and methodology for auditing the Training programs and its Implementation.</td>
<td>30</td>
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<td></td>
<td>(Evaluation will be based on the detailed Project Plan including day wise, week wise activities with Work Breakdown Structures, Project estimates, milestones etc)</td>
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<td>3</td>
<td>Adequacy and Quality of Resources proposed for Deployment</td>
<td>30</td>
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<tr>
<td></td>
<td>(Evaluation will be based on the total number of experts proposed and the Quality of CV’s for all the training auditor’s)</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td><strong>100</strong></td>
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</table>

(h) **Commercial Bid Evaluation:**

I. The Financial Bids of technically qualified bidders (i.e. above 70 marks) will be opened on the prescribed date in the presence of bidder representatives.

II. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately and any conditional bid would be rejected. Moreover the Bidder shall have an average financial turnover of at least Rs. 5 to 10 Crores from consultancy services for the last
three consecutive financial years.

III. In the event that there are 2 or more bidders having the same value in the financial bid, the bidder securing the highest technical score will be adjudicated as the “Best responsive bid” for award of the Project.

IV. Evidence of incorporation (Not required for Government organizations)

V. Current Annual Report and audited Balance Sheets and Profit and Loss Accounts statements for the past three years (Not required in case of Government Organizations)

(i) Final Evaluation: A composite score shall be calculated for technically qualified bids only. The weightage for the composite evaluation is as described below:

I. Technical – 60%
II. Commercial – 40%

1. Project (s) Background:

1.1 Capacity and Capability Building Programs for the Teachers and Students

The objective of the Training programs planned under this project is to enable the Teachers and students in the Information and Communication Technology (ICT) domain through the following ways,

a) Training the Teachers of Higher Education in the ICT domain using industry relevant content.

b) Training the Teachers of higher Secondary schools as per the need of curriculum in the subject of Computer Science.

c) E-literacy Training for higher Education Teachers ( IT for Non-IT Teachers)

d) Graduate employability training program for the college students.

For more details about the programs, please visit the URL: [http://www.ictacp.in/](http://www.ictacp.in/)
1.2 IT finishing School Scheme for all the Final year students (ITFS)

The UT of Puducherry plays a vital role in the ICT Sector by being a manpower supplier to the leading IT companies in the neighboring States like Tamil Nadu and Karnataka. To provide equal opportunities in employability skills development for all the graduating final year students who are from different economic backgrounds. The DIT has recently launched the ITFS Scheme for all the final year students in the UT of Puducherry and facilitating them to participate in the placement drives conducted for the ICT industry.

Puducherry e-Governance Society (PeGS) is currently inviting registrations from the students through individual colleges for the IT Finishing School (ITFS) scheme from all Engineering, Arts &Science and Diploma colleges in the UT of Puducherry. With this background and the noble human resources development intention, the Government of Puducherry is sponsoring this scheme to develop the industry ready talent pool for the ICT sector. For more details regarding the ITFS scheme, please visit the below mentioned URL: http://www.ictacp.in/ITFS/index.htm

2. Services provided by the IA – ICTACP for the Training Projects

2.1 The Capacity and Capability Building programs:
   a) To schedule the training courses and manage the entire program as per the set goals and targets.
   b) To manage the end to end training related logistics related to the training delivery

2.2 The ITFS Scheme:
   a) To administer the student nominations received through the participating colleges.
   b) To deliver at least two training sessions in a week upon the request from colleges.
   c) To organize the workshops on mock interview and soft skills from time to time at registered colleges for the benefit of the students
   d) To organize knowledge sharing seminars, industry-academia interface events and to conduct the online final assessments on aptitude, technical as well as soft skills which shall allow the registered students to evaluate themselves and work on their skill set improvement.
3. Project Outlay and Duration:

a) The Capacity and Capability Building programs for the Teachers and Students are ongoing courses that are governed and monitored by the PeGS officials as per the calendar and project goals.

b) The ITFS Scheme is governed and monitored by the Governance Committee Members from DIT, Directorate of Higher & Technical Education, Industry body and academia. The scheme is sponsored by the Government of Puducherry and only Rs.500/- per student is collected towards the registration charges while the training cost and placement assistance services charge is completely covered by the Government of Puducherry.

c) The ITFS project implementation period is for six months targeting all the final year students who are successfully passing out in the current academic year 2013 – 14.

4. Scope of Audit and services expected from the Auditing Agency:

The interested organizations should have the resources, capability and commitment necessary for bringing additional value to the project. The organization should have adequate technical and financial capabilities to submit the Expression of Interest. Moreover the organization should have prior experience in auditing similar programmes on State or National level.

In this EoI context, audit of the project is to cover the below mentioned training related activities and It is expected that the auditing agency would submit the detailed Training Audit Report highlighting the quality of training delivery and the Training Coverage Ratio, TCR (TCR is participants covered versus targeted in this context).

The Audit report shall be submitted in the below mentioned two levels,

I. The first level report shall include the analysis on quality of course contents, curriculum, its relevance to the context, time and clientele also other delivery parameters such as Training effectiveness, TCR percentage, total number of knowledge sharing sessions and industry interface events conducted etc

II. The second level report shall include the Training impact ratio in the context of skill enhancement and training success factors such as ICT knowledge update for faculty,
numbers of students successfully recruited for the companies in the case of the ITFS Scheme.

The detailed list of activities for the scope of audit is given below.

(a) Auditing the total course contents and the individual lesson objectives to check if they are closely relevant for the employability skills enhancement

(b) Auditing the end to end Training Implementation Process and other related training delivery quality parameters, few sample parameters can be as follows,

I. Verifying the trainer availability for all the registered students
II. Verifying the pre-test and screening process conducted for the registered students
III. Verifying the distribution of training materials to all the registered students
IV. Verifying the feedback collation process of the training implementation agency
V. Verifying the reports generation process of the training implementation agency
VI. Verifying the final evaluation process conducted for all the students who have successfully completed the training courses.
VII. Conducting frequent class room visits to check the class room presence of the students and the trainer interactivity during the sessions.

(c) Auditing the number of knowledge sharing events conducted and industry-institute interfaces organized by the training Implementation Agency

(d) Auditing the number of recruitment opportunities and job fairs organized by the training Implementation Agency in the case of ITFS Scheme.

The Scope of work listed above is only indicative and not exhaustive. The work shall also include the full life cycle verification of the professional training programs that are being conducted at national and international level. Therefore the interested organizations are required to give a full fledged proposal beyond the indicated scope of work.
Annexure

Application form to submit the EOI for Auditing the Training programs and its implementation.

<table>
<thead>
<tr>
<th>#</th>
<th>Details required</th>
<th>Particulars to be filled by the bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and mailing address of the Agency</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Telephone, Fax and E-mail</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Name and designation of the person authorized to make commitments to the Director IT</td>
<td></td>
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<tr>
<td>4</td>
<td>Year of establishment and constitution of organization</td>
<td></td>
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<tr>
<td>5</td>
<td>The details of the top management with their professional qualification and experience</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Profile of personnel with qualification, experience and relevant certification, who can be assigned the job</td>
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<tr>
<td>7</td>
<td>List of projects in the last five years in which the Firm has delivered similar service</td>
<td></td>
</tr>
</tbody>
</table>

Whether following documents have been enclosed with the application:

<table>
<thead>
<tr>
<th>#</th>
<th>Documents to submitted for the EOI processing</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization Capability statement</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2</td>
<td>A write-up on the understanding of the assignment</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3</td>
<td>CVs of key consultants proposed to provide service for this contract</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4</td>
<td>Company/Organization profile giving details of current activities and management structure</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5</td>
<td>Evidence of company’s incorporation</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6</td>
<td>Annual report including audited balance sheet and profit and loss account statement for the last five years</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

(Signature of the bidder)

Name and Designation

Place:
Date: