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**NPIU**

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**Expression of Interest**

**for**

**Empanelment of service Provider/Consultancy Agency/Institutes to evaluate/test  
employability skills of students in the TEQIP-III Institutions**

**20<sup>th</sup> December 2017**

## Expression of Interest for

### Empanelment of service Provider/Consultancy Agency/Institutes to evaluate/test employability skills of students in the TEQIP-III Institutions

The Ministry of Human Resource Development (MHRD) and the World Bank is implementing a Project, "Technical Education Quality Improvement Programme, Phase-III (TEQIP-III)" with the objective of improving the quality of Technical Education in the country. The project is being implemented through MHRD unit, National Project Implementation Unit (NPIU).

With increased competition, having the right skills for the right job is extremely important. Organizations around the world are increasingly using standardized employability assessments as a compulsory testing mechanism to measure and identify talent. Employability Tests helps organizations across industries evaluate candidates on various skills covering language, cognitive and job specific domain skills to identify their suitability and job readiness. Today, Employability Tests has found its place in almost every industry for one big reason- apart from providing reliable, objective data on quality of candidates, these tests also predict job performance. Employability assessments also help students analyse their strengths and weaknesses, so that they can work on it. It gives them an insight on their job suitability for roles across industries based on their skills, thus helping them choose right career opportunities. Educational institutions need to make their students ready for the changing skill demands of the future. The institutions are required to use employability assessment tools as a mechanism to evaluate students on their job skills, identify gaps and design necessary training interventions to enhance their employability.

Project Implementation Plan for TEQIP-III envisages different reforms for improving employability of students studying in Government and Government aided engineering institutions from focus states participating in the project. In order to measure the employability of newly admitted students and to measure the impact of reforms introduced on the enrichment in employability, it has been decided to measure and track the Employability of the students studying in participating institutions.

In this regard, NPIU invites Expression of Interest (Eoi) from eligible service providers/ consultancy agencies to indicate their interest in providing tool for employability assessment of students. Interested Parties are advised to refer eligibility criteria as mentioned in this document. A consultancy firm/s will be selected in accordance with the procedures set out, in the World Bank's Guidelines: Selection of Employment of Consultant by World Bank Borrower. Interested Service provider/ consultancy firms may submit "Expression of Interest" in a sealed envelope clearly superscripted as "Expression of Interest for empanelment of service provider to evaluate/test employability skills of students" and may obtain further information about the services, procedures for submitting the Eoi etc. at [npiuwb@hotmail.com](mailto:npiuwb@hotmail.com) or 0120-2513921/936.

Expressions of Interest must be delivered in **Annex-2 & 3** to the address below on or before dated 15/01/2018 by 5 PM. A pre-proposal meeting shall be held on 03/01/2018 at 10 AM at NPIU conference Hall. Incomplete proposals and proposals received after the prescribed last date will not be entertained. The last date of receiving the sealed Eois should be strictly adhered to. The Eois received after the last date will not be opened and no further action will be taken on such Eois. However, if the last date is declared as holiday, the next working day on which office is opened will be treated as the last date of receiving the Eois. The Eois should either be sent by post or delivered physically in the office of client. No plea/request made over phone/fax/E-mail that Eoi is in transit and be accepted due to postal delay etc. shall be entertained. In the interest of agency, it is advised that the Eois should be sent well in advance before the closing date for receiving Eoi. NPIU shall not be responsible for any postal/courier delay.

#### Address :

**National Project Implementation Unit**

**Consultant (Procurement)**

**EDCIL House, 4<sup>th</sup> Floor, Plot [No. 18-A](#), [Sector 16-A](#)**

**NOIDA-201 301, Uttar Pradesh**

**Phone: 0120-2513928, EPABX No. 0120-2513921, 2513946, Fax Nos. 0120-2513926, 2512485**

**Email : [npiuwb@hotmail.com](mailto:npiuwb@hotmail.com), Web : [www.npiu.nic.in](http://www.npiu.nic.in)**

The NPIU does not bind itself to accept all proposals on any proposals and reserves the right of accepting the whole or any part of the proposals or portion of the quantity offered. The NPIU reserves the right to reject any or all offers received in response to EoI or cancel or withdraw the notice without assigning any reason, whatsoever.

The panel/list of service providers shall be prepared by NPIU and the services shall be procured by the respective institutes (clients) based on the rates decided by NPIU. The respective institutes shall contact appropriate empanelled service provider and the program shall be executed after issue of appropriate work order by the institutes.

**TERMS OF REFERENCES (TORs) FOR INVITATION OF EoIs FOR  
Empanelment of service Provider/Consultancy Agency/Institutes to evaluate/test  
employability skills of students in the TEQIP-III Institutions**

The purpose of this EoI is to identify an agency providing tool for testing and tracking employability of under graduate engineering students. The focus of using the tool shall be to measure and track the enhancement of employability of technical graduates and assess the impact of academic and non- academic reforms introduced in the project TEQIP-III.

The service provider/consultancy agency has to test Employability of students studying in engineering institutes participating in the project and track the enhancement through the reforms. This initiative is aimed to improve the employability of students pursuing engineering courses in colleges under TEQIP phase III. The program envisages to use standardized employability assessments to assess students and identify their training needs. The assessments will be carried out to understand the trainability and employability of students and accordingly design training interventions with a view of the in-demand skills and abilities in contemporary employment market. The assessments shall cover English usage, quantitative ability, analytical and logical ability, personality-psychometric evaluation, domain skills and any other area as identified by the Service Provider for Assessment.

The broad objectives of the employability assessment shall be as given below:

- a. Sensitization of students of all the colleges about the need and benefits of employability tests.
- b. Conduct assessments of students for analysing their current skill levels and training needs.
- c. Provide personalized feedback reports and counselling of students
- d. Provide a consolidated feedback report to colleges and suggesting approaches and tools to learning for improving their employability.

**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 employability assessment tool training to the students studying in Government and Government aided institutions (numbers indicated in brackets) from participating States in the project on the subject details given in this document. The list of institutes is given in **Annex-1**.

The core function of the project is assessment and identification of skill gaps and training needs of students in engineering colleges covered under TEQIP phase III. The assessments shall be provided by the service provider specialized in the specific field. Broadly, Scope of Work for the service provider would be as follows:

1. Conducting workshops in all the targeted colleges to counsel students about the need and benefits of employability tests.
2. Conduct assessments of students in 1st year, 2nd year, and 3rd year of their BE/ B Tech programme for analysing their current skill levels and training needs.
3. Provide personalized feedback reports to students giving details of their performance, skill gaps, training suggestions and industry mapping basis current skill sets.
4. Provide a consolidated feedback report to colleges giving them an insight on their student quality and training suggestions for improving their employability.
5. Create an online account on website for all students who take the test to facilitate access to their scores, feedback reports, and also apply for various job opportunities listed by partner organizations based on their test scores and skills.

### **3. Schedule of task**

The service provider shall prepare online modules consisting of different components of employability test. The schedule for the test shall be mutually decided by the institute (client) and service provider based on academic calendar/ activity of participating students. The test is expected to be conducted for 1<sup>st</sup> to 3<sup>rd</sup> year engineering under graduate students.

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

### **4. Support and input provided by the client:**

#### **a. Client (participating college) responsibility:**

1. To share a schedule for conducting an orientation and awareness session on employability tests and its benefits.
2. To provide the total count and complete details of students who will be taking the test in a pre-defined format.
3. To share the schedule to conduct the test along with slots and computer labs at least a week before the test. Test should be planned depending on the availability of students and labs.
4. Shall provide infrastructure like computer centre/ laboratories, internet facility & LAN, class rooms, photocopy machine, attendant and team of faculty for coordination.
5. 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 agency 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 employability assessment/ test, providing necessary feedback to students and institutes management, counselling of the students, interpretation of results etc.
3. To conduct online or offline assessments through an application software for comprehensive evaluation of students covering language, cognitive, behavioural and domain knowledge.
4. The test may essentially be ONLINE, however, it may be supported by face to face interview.
5. Application should leverage cloud technologies to provide flexibility, scalability and reliability desirable for the scale of operations envisaged.
6. Applications should have in built security features to prevent malpractice during the test.
7. To provide their own servers to run the test.
8. To provide company representatives to proctor the test.
9. To ensure all online communication is done over secured communication channels to ensure data safety.

## 5. Final output required of the consultancy organization

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

1. The employability score and the recommended area of work is expected to be accepted by majority of industry.
2. Synchronization of output with the needs of the industry from time to time.
3. The assessment tools and methodology shall be updated and upgraded as per the changing needs of the industry and as per the recommendations of advisory committee of NPIU.
4. The satisfaction of individual student on the counselling is highly expected.

## 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 participating in program.
2. Review Committee may have representative of service provider.
3. The final settlement of testing fee shall depend on the basis of satisfactory performance and providing post-test feedback and counselling of students and student feedback.

## 7. Eligibility Criteria:

Before submitting the request, the organizations must ensure that they are meeting the following minimum eligibility criteria.

S. No.	Eligibility Criteria for the service provider	Documents for evidence
1	Service provider should be an organization/corporate/consultant agency/ institution of higher education and must be in operation for minimum 5 years as on 31.03.2018.	Copy of certification of Incorporation
2	The applicant agency should be an Indian national or proprietary firm or body corporate registered under the applicable Indian laws. In case of foreign subject/ firms, the representation can be made through the Indian subjects/ nationals by complying all statutory requirement viz FEMA etc.	Copy of certificate of Incorporation.
3	Executed Employability skill testing solution for a minimum of 30,000 Engineering graduating students in the last 3 financial years.	The documentary evidence in form of work contract/completion letter must be enclosed.
4	Executed Employability skill testing solution for students of minimum 20 Engineering colleges in the last 3 financial years.	The documentary evidence in form of work contract/completion letter must be enclosed.
5	Should have the sufficient numbers of technical experts (at least 10) in the development and implementation team so as to cater to the institutions enlisted in <b>Annex-1</b> .	A declaration on the company letter head duly signed by the Authorised Signatory
6	Organizations/corporates having financial and managerial capacity of teams for catering to multiple centres for simultaneous testing.	Evidence of existence of multiple centre

7	The Service provider should have a minimum average turnover of at least Rs. 1 Crore per year for last three years of operation from education related business in India.	The balance sheet/audited report from chartered accountant for the last three financial years should be submitted.
8	The service provider should be registered with appropriate tax authorities such as income Tax, GST/ Service Tax etc.	Copy of Respective Certificate(s)
9	The service provider, must not have any instances of forfeiture of any amount for inability to perform their duties under any contract and should have not been blacklisted/ debarred by any institute of higher education, PSUs/ Banks/ other corporate bodies over the period of last 5 years	A declaration on the company letter head duly signed by Authorized Signatory.
10	There should not be any criminal/civil proceedings pending against the company/ organization in any court of law throughout India.	A declaration on the company letter head duly signed by Authorized Signatory.
11	Bidder must submit latest bank solvency certificate (not exceeding six months before the date of publication of advertisement) not less than of Rs. 25 Lakhs and clearly state that Banker shall be extending necessary financial support required for execution of the subject work.	Bank Solvency Certificate

**The eligibility criteria given in EoI is minimum. Preference would be given to vendor having higher qualification and based on relevant experience of vendor.**

#### **Short listing criteria**

- The submitted EOI will be evaluated by a team of experts from NPIU/ MHRD/ other institution and the industry.
- The experts may reach out to applicants for additional information, if needed.
- The organizations/agency whose proposal is found suitable, will be shortlisted and invited for submitting detailed Technical & financial proposal.
- The final selection shall be made on QCBS method by evaluating the technical and financial proposal which is to be submitted by the shortlisted agencies.

Interested vendors/ companies responding to the EOI must provide information (brochures, organization details, short description of similar/relevant assignments including associated quality statistics indicating that they are qualified to perform the above-mentioned services.

#### **COPIES OF RESPONSES**

- Respondents must submit two hard copies and one soft copy in CD/DVD/Pen-drive, of their response to this EoI in Annex 2&3 to the designated point of contacts by 15/01/2018 by 5 pm.
- Agency must enclose a covering letter on Agency's Letter Head while sending the EoI.
- In case desired documents/proofs are not enclosed or information as asked for is not given, the EOI shall be rejected and no clarification/enquiry will be sought/made.
- A content page should be added in the EoI. All pages of EoI should have serial number and initialled on each page. A separator may be placed between each Part of the EoI.

NOTE: Please ensure that the size of the response shall not exceed 20 pages (excluding enclosures).

TEQIP-III List of Institutions (Sub-component 1.1)		
S. No.	State	Institute
1	Andaman & Nicobar Islands	Dr. B.R. Ambedkar Institute of Technology, Pahargaon, Port Blair, Andaman & Nicobar Islands
2	Assam	Assam Engineering College, Kamrup
3		Bineswar Brahma Engineering College, Kokrajhar
4		Dibrugarh University Institute of Engineering & Technology, Dibrugarh
5		Guwahati University Institute of Science & Tech, Assam
6		Jorhat Engineering College, Jorhat
7		Jorhat Institute of Science & Technology, Jorhat
8		Bihar
9	Darbhanga College of Engineering, Darbhanga	
10	Gaya College of Engineering, Gaya, Sri Krishna Nagar	
11	Lok Nayak Jay Prakash Institute of Technology, Chapra, Bihar	
12	Motihari College of Engineering, Motihari	
13	Muzaffarpur Institute of Tech, Muzaffarpur	
14	Nalanda College of Engineering, Chandi, Nalanda	
15	CFTI	
16		IIIT Manipur
17		NIT Agartala
18		NIT Arunachal Pradesh
19		NIT Manipur
20		NIT Meghalaya
21		NIT Mizoram
22		NIT Nagaland
23		NIT Sikkim
24		NIT Srinagar
25	Chhattisgarh	Government Engineering College, Bilaspur
26		Govt Engineering College, Jagdalpur
27		Govt Engineering College, Raipur
28		Vishwavidyalaya Engineering College, Lakhanpur
29	Himachal Pradesh	Atal Bihari Vajpai Govt Institute of Engineering & Technology, Shimla
30		Jawaharlal Nehru Govt. Engineering College, Sundernagar
31		Rajiv Gandhi Government institute of Engineering & Technology, Kangra
32	Jammu & Kashmir	Baba Ghulam Shah Badshah University, Rajouri
33		Govt. College of Engineering & Technology, Jammu
34		Islamic University of Science & Technology, Pulwana
35		Shri Mata Vaishno Devi University, Katra
36	Jharkhand	Birla Institute of Technology, Mesra Ranchi
37		BIT, Sindri
38		Techno India Dumka
39		Techno India Ramgarh
40		Techno India, Chaibasa, Jharkhand
41		University College of Engineering and Technology (UCET), Vinoba Bhave University, Hazaribag, Jharkhand
42	Madhya Pradesh	Indira Gandhi Engineering College, Sagar
43		Jabalpur Engineering College, Jabalpur
44		Madhav Institute of Technology & Science, Gwalior
45		Rewa Engineering College, Rewa
46		Samrat Ashok Technological Institute, Engg. College, Vidisha(M.P.)
47		Shri G S Indore Institute of Technology & Science, Indore
48		Ujjain Engineering College, Ujjain
49		Manipur



**TEQIP-III List of Institutions (Sub-component 1.1)**

<b>S. No.</b>	<b>State</b>	<b>Institute</b>	
50	Odisha	CET Bhubaneshwar	
51		Government Engineering College, Kalahandi	
52		Government Engineering College, Keonjhar	
53		IGIT Sarang	
54		PMEC Berhampur	
55		VSSUT Burla	
56	Rajasthan	College of Engg & Technology, Udaipur	
57		Govt Engg College, Ajmer	
58		Govt Engg College, Bharatpur	
59		Govt Engg College, Jhalawar	
60		Govt Mahilla Engg College, Ajmer	
61		Govt. College of Engg & Tech, Bikaner, Rajasthan	
62		Govt. Engineering College, Banswara	
63		Govt. Engineering College, Bikaner	
64		MBM Engg College, Jodhpur	
65		MLV Textile & Engineering Colege, Bhilwara	
66		University College of Engineering, RTU Kota	
67		Tripura	Tripura Institute of Technology, Narsingarh, Tripura
68		Uttar Pradesh	Bundelkhand Institute of Engineering & Technology, Jhansi
69	Dayalbagh Educational Institute (Deemed University) Dayalbagh, Agra		
70	FET MJP Rohilakhand University, Bareilly		
71	Hacourt Buttler Technical University (Formerly HBTI), Kanpur		
72	Institute of Engineering & Technology, Bundelkhand University, Kanpur Road, Jhansi-		
73	Institute of Engineering & Technology, Dr. RML Awadh University, Faizabad		
74	Institute of Engineering & Technology, Lucknow		
75	Institute of Engineering & Technology, Dr B R Ambedkar University, Khandari Agra		
76	KNIT Sultanpur		
77	MMM University of Technology, Gorakhpur		
78	Rajkiya Engg College Ambedkar Nagar		
79	Rajkiya Engineering College Azamgarh		
80	Rajkiya Engineering College, Banda		
81	Rajkiya Engineering College, Bijnor		
82	Uma Nath Singh Institute of Engineering & Technology, VBS Purvanchal University, Jaunpur		
83	Uttar Pradesh Textile Technology Institute, Kanpur		
84	Uttarakhand	BKTI Dwarahat	
85		CoT Pantnagar	
86		GBPEC Pauri Garwal	
87		Institute of Technology, Gopeshwar	
88		Seemant Engineering Institute, Pithoragarh	
89		THDC Engineering College, Tehri Grahwal	
90		Women Institute of Technology, Sudhowala, Dehradun	

Applicant's Expression of Interest

(On the letterhead of the applying entity)

To,

Dated:

National Project Implementation Unit

4<sup>th</sup> Floor EdCIL House

Sector 16 A, Plot 18 A

Noida - 201301.

Subject: Expressions of Interest for providing employability skills Assessment tool

Dear Madam/ Sir,

In response to the Invitation for Expressions of Interest (Eoi) published on \_\_\_\_\_ for 'Expressions of Interest for \_\_\_\_\_', we would like to Express Interest to carry out the aforementioned activity. We are enclosing following documents:

1. Letter of Registration of the applicant entity, as applicable.
2. PAN Copy of applying entity
3. Organizational Contact Details.
4. Scanned copy of the declaration letter containing an undertaking to ensure correctness of the information provided. (to be furnished on the letter head of the organization)

The name of the contact person for our organization and his/her address is as follows;

Name:

Designation:

Phone Number:

Email ID:

Address:

Yours Sincerely

Signature of the applicant

[Full name of applicant]

Stamp

[Date: ]

Note: This is to be furnished on the letter head of the organization.

The Applicant details are as follows –

1. Name of the Applicant Institution: \_\_\_\_\_
2. Postal Address of the Authorized Contact Person:

We hereby certify that-

- A) All the statements made and information furnished in the application and the enclosures are true and correct.
- B) We have furnished all information and details necessary for EoI and have no further pertinent information to supply
- C) We agree that the CPA, NPIU or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
- D) We submit certificates and documents in support of our suitability, technical knowhow and capability for having successfully providing the required **testing** services, in prescribed format.
- E) We agree that the discretion and decision of the NPIU in respect of the empanelment of the **testing** institutes is final and binding.

Signature and Seal of Authorized Contact Person

Date:

List of Annexure Enclosed:

- 1.
- 2.
- 3.

## FORMAT FOR INSTITUTE PROFILE

SN	PARTICULAR	DETAILS
1.	Name of the Institute	
2.	Registered Address for Head Office of the Institute	
3.	Organization Status (Pvt. Ltd/ Partnership/Govt, etc)	
4.	Company Registration No. & Date of Registration	
5.	PAN No	
6.	TAN No, if any	
7.	Name of Proprietor/CEO	
8.	Authorized Contact Person and Designation	
9.	Address for Communication	
10.	Landline No.	
11.	Mobile No.	
12.	Fax No.	
13.	E – Mail Address	
14.	Website Address	