



**Expression of Interest (EoI)**

**Inviting Consultants/Subject Matter  
Expert(s) for preparation of DPR for  
establishment of National Institute**

**16.03.2021**

**EdCIL (India) Limited**

**[A Government of India Mini Ratna CPSE]**

**ISO 9001-2008 and 14001 – 2004 Certified Company**

**EdCIL House 18-A, Sector 16 A, Noida UP-201301(India)**

**Email: [www.edcilindia.co.in](http://www.edcilindia.co.in)**

**INVITATION FOR EXPRESSION OF INTEREST**

अभिरुचि आवेदन हेतु प्रस्ताव आमंत्रण

**1) Instructions**

**EdCIL (India) Limited**, a “**Mini Ratna**” Central Public Sector Enterprise (CPSE) under the administrative control of the Ministry of Education, Government of India, invites Expression of Interest (EoI) from **Consultants/Subject Matter Experts/Indian Consulting Agencies** for a prospective assignment for preparing a Detailed Project Report (‘DPR’) for establishment of National Institute and Skilling Institute in Rajasthan. The assignment is expected to undertake the following activities:

- To undertake field surveys/ demand analysis/ market assessment studies of educational skilling requirements/Skill & Competence Gap Analysis, and to prepare DPR for setting up of an educational Institution.
- Curriculum Development & Pedagogy Studies,
- Design of Skill Training Modules,
- Strategic planning & formulation of Governance structure
- Benchmarking best practices
- Estimating HR & Infrastructure requirements
- Estimating Opex & Capex
- Outreach propositions and Tie-ups

This EoI document contains the following:

- 1) General scope of work;
- 2) Consultancy Charges;
- 3) General Terms & Condition;
- 4) Annexure A- List of areas/fields for which the applicant(s) holds expertise and detailed scope of work;
- 5) Annexure B - The details of eligibility criteria;
- 6) Annexure C – (A) Format for Curriculum Vitae (CV) for Applicant as consultant on individual capacity; (B) Format for Application for Applicant as consulting firm;
- 7) Annexure D – Evaluation Score – The applicant is required to fill the evaluation on basis of the evaluation criteria mentioned thereunder.

Further details, if any, may be obtained from the email id - advisory@edcil.co.in/  
advisoryedcil@gmail.com

**Important Information:**

Last date for submission of scanned copy of document/information in the prescribed format on email id: advisory@edcil.co.in/ advisoryedcil@gmail.com	25.03.21
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**Note:**

- The purpose of inviting application/details is to create a pool of resources who may be contacted on project-by-project basis for current/ prospective future engagement.
- The activity of inviting such invitation in no means provides for any commitment or compulsion on company's part in terms of current/future engagements.
- EdCIL reserves the right to verify/confirm all original documentary evidence submitted by Applicants in support of the qualifying criteria.
- At any point of time, EdCIL reserves the right to cancel this EoI and/or invite afresh with or without amendments or notice.
- Screening of CVs/Applications shall be carried out as per qualifying criteria mentioned in this EoI. After completion of registration process, the commercial proposals shall be dependent upon scope of work and cost basis as per future engagement (if any). The selection of Consultant for a particular project shall be based on experience and qualifications as per Annexure D and the decision of evaluation committee/ during selection process.
- CVs/Applications need to be submitted **only in the prescribed format at Annexure C** on the email: advisory@edcil.co.in/ advisoryedcil@gmail.com. The CVs, not in the prescribed format, may liable to be rejected. Hard copy of the CVs/applications need not to be submitted.

## 2) Scope of Work

Generally, the term of reference according to the project shall be sent to the consultant, However, broadly the scope is indicated as below:

- Field visit to the proposed site;
- Regular meetings with EdCIL & client and other stake holders of the project.
- Prepare reports (as per agreed scope of work),
- Draft/ final Report to be submitted within prescribed time frame mentioned in the of Letter of award.
- Other Interim Report and Status Report as and when required by the client.
- Presentation of the Report to the client.
- Miscellaneous work required for completion of project.

The detailed scope of work is enclosed as Annexure A

### **Consultancy Charges:**

- Consultancy Charges & payment terms will be based on the scope of work of the project and shall be decided at the time of award of respective project.

## 3) Other Terms & Conditions (may likely to vary as per project requirements)

- TA/DA on the site/field visit shall be in accordance with the mutually agreed upon terms in alignment with the extent TA/DA rules of EdCIL India Limited. Local conveyance shall not be paid.
- Other than the Consultancy Fee & TA/DA (if applicable) mentioned above, EdCIL (India) Limited shall not pay any amount/fee etc. to the consultant on any account whatsoever such as medical expenditure, accident, any theft, extortion, mishappening etc. during the course of the project/assignment.
- The payment shall be made on back to back basis i.e. the payment shall be made to the consultant only after receipt of payment from client.
- Any change in scope of the work/ToR would be with mutual consent of both the parties. Separate amendment to ToR to such extent has to be signed.
- This is NOT a permanent offer for employment in EdCIL and is purely a temporary engagement on a specific individual/group of projects based on mutually agreed terms and conditions.
- It would be at the discretion of EdCIL whether to include/partially include or not include the content/inputs provided by the Consultant/SMEs in the final report.

- EdCIL reserves the right to verify/confirm all original documentary evidence submitted by Applicants in support of the eligibility criteria. The consultant has to submit relevant documents to support the credentials, experience etc. as per the annexure.
- The consultant shall also have to submit their acceptance on the terms and conditions of EdCIL.
- In case the performance of the Consultant is not satisfactory, the Consultant will be asked to improve upon only once. In case the performance is not found up to mark, the contract can be cancelled at any stage of work and the Consultant shall not be engaged for further assignment. Even the existing assignment may also be carried out by engaging another consultant or by any other means at the sole discretion of EdCIL and no payment would be made in such case.
- Given the nature of the work being entrusted, the consultant would have to give an undertaking to the effect that the contents/ essence of any reference/ documents given would not be disclosed to any third person without the approval of EdCIL, failing which the engagement of the consultant would be terminated and/or action under prevailing rules/laws may be taken.
- If due to any reason or decision of the Govt/ Client., the Assignment is dropped or the project is suspended/fore-closed/ out of abeyance, the Consultant may be directed to discontinue work. The “Drop Dead Fee” would be limited to the actual work done by the consultant, provided EdCIL would have received the payment from client for work done.
- Such consultant would not be engaged for any work whose interests are in conflict with their prior or current obligations to the other organizations/ clients or that may place them in a position of being unable to carry-out the work assigned to them at any point of time during the engagement by EdCIL or above all enable them to pose a threat to EdCIL consulting business in future.
- The Consultant shall ensure that while he/she uses any software, hardware, processes, document or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person and the Consultant shall be solely liable for any such infringement, claim, demand, loss etc. and shall keep the EdCIL and its personnel indemnified against all costs, expenses and liabilities.

- Work done by the consultant for EdCIL will be treated as a sole property of EdCIL. EdCIL reserves all the rights to modify, delete, amend for the purpose of using it in the report.
- Jurisdiction and applicable law: The agreement including all matter connected with the Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of the Indian Courts/Tribunals at Delhi.

## **Annexure A: List of Fields/Areas & Detailed Scope of Work**

### **List of Field Areas**

Personnel who have provided consultancy services in education sector like *Preparation of feasibility report, preparation of DPR, conducted surveys, impact assessment studies, curriculum development, Training need analysis, Skill & Competence Gap Analysis, Formulation of new schemes, Evaluation of Institutes/ organizational restructuring / Workforce management/ assessment of manpower/HR audit, HR studies, Preparation of concept note, Strategic planning & other Education related consultancy work* in any of the following fields may apply:

<b>Sl.</b>	<b>Fields</b>	<b>Sl.</b>	<b>Fields</b>
<b>1</b>	Academic Expert (Science & Technology)	<b>2</b>	Academic Expert – Skilling/Vocational courses
<b>3</b>	Governance Expert	<b>4</b>	Minority Community Expert
<b>5</b>	Finance Expert	<b>6</b>	Infrastructure Expert
<b>7</b>	Environment Expert	<b>8</b>	Educational Policy/Statute/Ordinance/Act making expert

### **Detailed Scope of Work**

The proposed institute shall be divided into two phases:

- Skill Courses under Skilling Institute, which shall offer skill-based courses which may help in getting employment. The Relevant courses should be as per today's market requirement and should offer employment opportunities especially in aspirational districts like Mewat.
- Conventional Courses for National Institute of Science & Technology, which shall offer Under Graduation, Post-Graduation and Doctoral Courses.

The detailed scope of work shall consist of:

#### **Academic Expert**

- Determine the optimum number of student intake per academic year for each of the academic field / skill programs as respect to the number of branches of study / skilling programs.
- Description of affiliations rules and regulations of Ministry of Education and State Government Agencies & procedures for formal recognition of the degree /applied research courses under INI category.
- Formulation of Pedagogy (Delivery of the program) based on innovative teaching and learning processes and evaluation system.
- Academic plan supported by requirement of qualified national/ international faculty for carrying out the studies / projects etc.
- Proposition for Centre of Excellence (CoE) in skilling research under Skilling Institute. Detailed exploration of scheme like PMJVK, its process of set-up and other regulatory/statutory/operational requirements.

- Student acquisition and Faculty development strategy.
- Incorporating R&D, consulting, project execution, skilling, faculty/student semester exchange, industry-academia linkage, placement, etc.
- Exploring collaboration & outreach opportunities with different stakeholders, national/international institutes/universities to introduce international best practices.
- Perspective / strategic vision plan for next 10 years.

### **Governance and Human Resource Expert**

- Control and reporting Mechanism of the proposed Institute's staff
- Detailed requirement of Faculty & Non faculty and outsourcing staff as per the norms /guidelines of governing bodies like UGC / AICTE / other statutory bodies/ minority Institution guidelines, etc. alongwith their RRs

### **Infrastructure Expert**

- Review of existing and other available infrastructure resources at the proposed site.
- Provision of Transit Campus
- Broad and master layout plan for administrative block, academic block, staff residence and student hostel.
- Detail the Infrastructural and Resource requirements for the Institutes including the number of classrooms, toilets, faculty rooms, teaching & training aid, requirement of laboratories & related equipment, Wi-Fi, online admissions, workshops and central facilities like library and IT center, auditorium, playgrounds, indoor and outdoor facilities, power, air conditioning, CCTV and campus development, etc.
- Proposition of Skill Centre and Departments comprising of Labs and an office comprising experts in identified domain areas.
- Details of the student hostel, for boys and girls and faculty house including dining hall, kitchen, pantry, common room, toilets, corridors, lobbies etc.
- Detailed Structural and Architectural Designs based on soil reports, consultation with stakeholders and site condition
- Compliance of all infrastructural and environmental norms for creation of a Green campus and follow of GRIHA norms etc.
- Prepare and provide Detailed Implementation Plan
- Exploration of site zoning opportunity and constraint analysis, focusing on sustainable design and learning opportunities.

The responsibility of Infrastructure expert shall also include the following key areas:

- Exploration of facilities planning and distribution of infrastructure & services.
- Site Plan with all major structures, pathways, traffic patterns, vehicular access and security, parking, outdoor landscaping and other site elements.



- Concept Floor Plans of the building
- Phasing and development strategy with long term needs for a fully operational educational campus
- Program and preliminary pass at single line budgetary costing
- Site sections for reference
- Sketchy & conceptual ideas for massing & elevation
- Space program with areas and sizes, describing all major spaces and area sizes.

### **Environmental Impact Assessment Expert**

- Environment Impact study of the proposed site including Risk Assessment Profile of the area
- To assess the impact of establishment of institute on environment and identification of key parameters to mitigate the adverse impact (if any).
- Provisions of the standards of green principles like zero waste generation, energy efficiency, environment friendliness and guidelines of safety & environment.
- Compliance with ISO 1400:2015 Standards required
- To suggest the issues if any, related to sustainability of the project.
- Also, Corrective Actions and their implementation

### **Finance Expert**

- Estimation of capital expenditure (CAPEX)
- Recurring expenditures on salary, maintenance, upkeep, water and electricity, hostel, etc (OPEX) for next 5 years.
- Estimates for equipment in labs and workshop, computer centre, books for the library etc.
- Workout on revenue earning streams / sustainability plan of the Institute through consulting / advisory services and testing facilities, etc.
- DPR should cater to the clauses and conditions of PMJVK for Skill Institute

## **Annexure B**

### **(i) Qualifying Criteria for Consultants/ Subject Matter Experts**

*The applicants intending to get registered for areas specified in Annexure A, should fulfill the following eligibility criteria and shall provide documentary evidence towards the following:*

#### **a) For area of expertise other than b), c) and d) below;**

**(i) Minimum Educational Qualification:** Post Graduates (Ph.D. is preferable);

**(ii) Work Experience:** Minimum 5 years in respective field and executed at least two projects in the field for which the applicant is applying for.

#### **b) For core area of Finance**

Individual Chartered Accountant/ICWA with minimum experience of 10 Years. Out of which minimum experience of 5 assignments with government or autonomous bodies; Work experience/audit with educational institute shall be preferable.

#### **c) For core area of Architecture**

Minimum 8 years' experience in architecture, out of which experience of architectural planning of at least two educational institutes project.

#### **d) For core area of Environment Impact Assessment**

At least two projects in the field of Environment Impact Assessment (EIA) with knowledge of GRIHA with the consultant having experience of minimum 5 years.

### **(ii) Qualifying Criteria for Consultancy firms:**

- The firm should be registered with its respective regulatory body.
- The firm should have a valid PAN & GST Number. If the firm is not registered under GST, self-attested declaration needs to be submitted.
- The firm should be established at least 5 years before from the date of publishing of this EoI;
- At least 5 Projects of any value, in the area of expertise as mentioned in Annexure A should be undertaken in last 3 years.

**Annexure-C: Format for Curriculum Vitae (CV)/Application**

**for Applicant as consultant/subject matter experts on individual capacity:**

- 1) Field of Expertise\*:
- 2) Sub-Field/ Domain area of expertise:
- 3) Name of the Applicant:
- 4) Correspondence Address:
  
- 5) State of current residence:
- 6) Contact Number:
- 7) Email id:
- 8) Present Position:
- 9) Name of Firm, applicant associated with:
- 10) Date of Birth:
- 11) Nationality:
- 12) Education:
  
- 13) Membership of Professional Associations:
- 14) Other Training:
- 15) Number of years of Experience
- 16) Work Experience in the respective fields:

From [Year]: \_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

- 17) Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:
  
- 18) Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. Also, the organization, with whom I am associated, has no objection if I will work for EdCIL (India) Ltd. on individual capacity. I shall be available for the work as and when required.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of the applicant]*

*Day/Month/Year*

**-Applicant has to submit the documentary evidence in support of the last educational qualification, work experience, GST and Income tax details.**

**Format for Application for Applicant as consulting firm**

- 1) Field of Expertise\*:
- 2) Domain Area:
- 3) Name of the Firm:
- 4) Correspondence Address:
  
- 5) Contact Number:
- 6) Email id:
- 7) Year of establishment:
- 8) Registration Number:
- 9) PAN Number:
- 10) GSTIN Number:
- 11) Years of working experience in the respective fields;
  
- 12) Projects done/ongoing in the respective fields:

From [Year]: \_\_\_\_ To [Year]: \_\_\_\_\_

Client: \_\_\_\_\_

Capacity of firm: \_\_\_\_\_

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

- 13) Turnover for last three years (in Rs Lacs):

**14. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this application correctly describes the firm and other particulars. I understand that any wilful misstatement described herein may lead to the disqualification/dismissal/debarment of the firm, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of the Authorized Representative of the firm]*

*Day/Month/Year*

**-Applicant has to submit the documentary evidence in support of the work experience, details of key personal with their educational qualifications, GST and Income tax details.**

**Annexure-D: Format for Evaluation Score Card (To be filled in by Individual Consultant)**

- 1) Name of Individual
- 2) Field of Expertise
- 3) Evaluation Scorecard

S. No.	Criteria	Max Marks	Parameter	Marks against parameters	Your score
1	Minimum Qualification (Educational)	15	Post Graduate or Professionally qualified like CA/CWA/Architect	10	
			Ph.D	15	
2	Total work experience (Experts with experience of Govt./ PSU/ Autonomous bodies in relevant area/ Premier Educational Institutes shall be preferable)	35	Upto 5 years	0	
			Upto 10 years	20	
			Upto 20 years	30	
			More than 20 years	35	
3	Relevant/ Related Domain experience/ No. of Similar Projects Handled in the past	40	10 Marks per Project <i>(Needs to provide proof of such relevant project/experience for marks to be awarded)</i>	40 <i>(Max. 40)</i>	
	Total*	90			

*\*Note: Minimum total qualifying marks shall be 35. Also, please note higher marks doesn't provide any commitment for engagement or selection of candidature.*

Candidate has to provide information/documents in support of the above provided marks.

Further, the candidate acknowledges the details provided are true and best of the knowledge

\_\_\_\_\_

(sign)

Name of Candidate \_\_\_\_\_

Contact Number: \_\_\_\_\_