

Assam Tourism Development Corporation Ltd.

(A Government of Assam Undertaking & an ISO 9001:2008 certified organization)

Asom Paryatan Bhawan, 4th Floor, A.K.Azad Road, Paltan Bazar, Guwahati – 781008

Phone: 0361 2633654, Fax: 2738620

Ref: ATDC.1872/2012/

Date:8/9/2014

Expression of Interest (EOI)

Invitation for expression of interest for empanelment of institute / organization for imparting training for skill up gradation under the Scheme “Hunar Se Rozgar Tak”

Expression of interest (EOI) is invited by Assam Tourism Development Corporation Limited, from suitably qualified training institute / organization possessing a minimum of 3 (three) years experience and specialized in the study, design, project management, supervision for imparting training for skill up-gradation (such as driving skills, food, cooking, hospitality, guide, housekeeping and bakery) under the scheme “Hunar Se Rozgar Tak” initiative of the Ministry of Tourism, Govt. of India. Offer / Proposal of the training institute / organisation should be submitted in sealed enveloped in the office of the Managing Director, Assam Tourism Development Corporation Limited, Asom Paryatan Bhawan, 4th Floor, A.K.Azad Road, Paltan Bazar, Guwahati – 781008

Detailed document may be downloaded from the website link

<http://www.assamtourisonline.com/tender.html>

Last date of submission of Offer / Proposal along with testimonials 30/9/2014 upto 3:00 pm (RPAD / Courier / Speed Post / Hand Delivery)

The Managing Director, ATDC Ltd. reserves the right to accept / reject any or all offers without assigning any reasons thereof.

Managing Director
Assam Tourism Development Corporation Limited.

ASSAM TOURISM DEVELOPMENT CORPORATION LTD.

(A Government of Assam Undertaking & an ISO 9001:2008 certified organization)

Asom Paryatan Bhawan, 4th Floor, A.K.Azad Road, Paltan Bazar, Guwahati – 781008

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NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Subject: Invitation for expression of interest for empanelment of institute / organization for imparting training for skill up gradation under the Scheme “Hunar Se Rozgar Tak”

Assam Tourism Development Corporation Limited, a nodal agency on behalf of the State Government is implementing a scheme imparting training for skill up-gradation under “Hunar Se Rozgar Tak”, an initiative of Ministry of Tourism, Govt. of India in the state with the aim of create employable skills in the tourism and hospitality sector. The Scheme targets facilitating creation of employable skills on the one hand and linking that to tourism and hospitality for the purpose of employment. The expertise expected from the training organisation / institute will be in the field of management competence, training providers’ resource and geographical competence etc.

ATDC Ltd invites Expression of Interest (EOI) from reputed training organization / institutes which have required expertise and experience in the relevant fields.

ATDC Ltd reserves the right to accept / reject one or all EOIs or to stop the process of approval at any stage, at the sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such a decision. Details indicating the assignment, eligibility, selection criteria and mode of submission of documents are as given below:

- 1. Background:** Inconsideration of the roles and responsibilities of ATDC Ltd as a nodal agency of the State Government, ATDC Ltd intended to employ a professionally competent team of experts of assist the scheme.
- 2. Objective of the assignment:** The objective of this assignment is to develop DPR for ATDC Ltd to impart skill upgradation under “Humar Se Rozgar Tak” Scheme including developing a franchisee model, setting standards, curriculum development, training, accreditation and certification for various skill development courses such as driving skills, food, cooking, hospitality, guide, housekeeping and bakery).
- 3. Justification for the training organisations / institutes:** Given the emphasis placed by the Ministry of Tourism, Govt. of India for employment generation in Assam mainly targeting the youths, it is decided to engage training organisations / institutes for imparting training on behalf of ATDC Ltd. for skill up-gradation under “Hunar Se Rozgar Tak” Scheme. The training organisations / institutes should adopt a process that is not only transparent and competitive, but also quick and timely. From a scrutiny of the applications of those who apply, ATDC Ltd will call the final shortlisted training organisations / institutes for presentation of their approach and strategy, one or more training organisations / institute that in the ATDC’s view possess required experience and expertise from

achieving the desired object shall be hired as training organisations / institutes for the scheme. The decision of the Committee members setup by ATDC Ltd in connection with imparting training for the skill upgradation under the Hunar Se Rozgar Tak Scheme shall be final.

4. Scope of work:

4.1. Development of Course Curriculum: The training organisation(s) / institute(s) will give a comprehensive plan for both infrastructure and training components including course curriculum, resource persons / institutions who would be imparting training, develop estimates and designs based on the schedule, facility upgradation etc.

4.2. Facilitate in Establishment of training institutes to impart skill up-gradation: Facilitate ATDC Ltd in identification, selection and accreditation of institutes, training facilities and infrastructure in Assam for scalability of the scheme.

5. Requirements and qualifications of the training organisation(s) / institution(s) :

The followings are the key requirements and qualifications for the shortlisting of the training organisation(s) / institution(s):

- Post experience and person track record of on skill development, standards setting, develop course curriculum and train the trainers skill development, running skill development centers, experience in marketing and sales proportion, and maintenance of database and placement of trained manpower.
- Proven track record of working with the state and / or central government.
- Organisation(s) / institution(s) must have necessary team of full time experts and subject specialists required to accomplish the desired deliverables.
- Organisation(s) / institution(s) must have linkages with the industries to facilitate placement of the trained manpower and must have network with various domain experts for developing course curriculum.
- Organisation(s) / institution(s) must have experience of working on PPP model.

The shortlisted organisation(s) / institution(s) have to make a presentation through their technical proposal on the concept methodology and processes planned to be adopted for planning and execution of the “Hunar Se Rozgar Tak” scheme. The organisation(s) / institution(s) have to submit the documentary evidences (work orders for PPP project/s online portal link, CV of team member, etc.) for supporting the above conditions.

6. Procedure for Application fee:

Rs.10,000/- (Rupees ten thousand) only non-refundable in form of Cross Demand Draft / Banker’s cheque in favour of Managing Director, Assam Tourism Development Corporation Ltd. payable at Guwahati, Assam.

7. Procedure of Selection :

The selection of training organisation(s) / institution(s) shall be based on the prior experience, quality to be decided by the Selection Committee duly appointed by the Managing Director, ATDC Ltd. The decision of the Selection Committee will be final.

8. Validity of the Contract:

The validity will be for a period of one year.

9. Review Committee:

The Review Committee formed by ATDC Ltd for imparting skill up-gradation under the Hunar Se Rozgar Tak scheme shall review the performance of the training organisation(s) / institution(s). The selected organisation(s) / institution(s) will work in close liaison with the skill development center and the core team of ATDC Ltd. The Review Committee shall monitor the performance of the organisation(s) / institution(s) in a transparent manner. Organisations / institutions are requested to submit their Proposals (**in the prescribed format as ANNEXUR-I & II**) along with information indicating their qualifications to perform the services (description of similar assignments. Number of officers / staff available and availability of appropriate skills among staff) latest by 30.09.2014 at 3:00 pm either by courier or registered post as per the address given below. Envelopes should be marked with **“EOI for empanelment of institute/organisation imparting training skill up-gradation under Hunar Se Rojgar Tak”**.

10. Clarification and Queries

All clarification sought by the organisation(s) / institution(s) in respect of the Expression of Interest shall be addressed at least seven days before the deadline for submission of the Expression of Interest in writing or email to:

- The Managing Director, Assam Tourism Development Corporation Limited, AK Azad Road, Asom Paryatan Bhawan, Rehabari, Guwahati 781008, Tel: 0361 2633654, Tele Fax: 2738620, website: www.assamtourisonline.com, Email: mdatdc@gmail.com

11. The submission of Offer / proposal will be on 30.09.2014 at 3:00 pm in the office of the Managing Director, Assam Tourism Development Corporation Ltd., Paltanbazar, Guwahati – 8. The opening of the offer / proposal will be on the same day at 3:30 pm.

I/we hereby declare that I/we read carefully all the above mentioned Special Terms and Conditions and I/We agree to confirm the above terms and conditions.

Place:.....

Signature of the Tenderer

Date:.....

With rubber stamp

TENDER FORM

To
Managing Director,
Assam Tourism Development Corporation Limited,
Asom Paryatan Bhawan, 4th Floor, A.K.Azad Road,
Paltan Bazar, Guwahati – 781008

Subject: Invitation for expression of interest for empanelment of institute / organization for imparting training for skill up gradation under the Scheme “Hunar Se Rozgar Tak”

Sir,

In response to your above referred tender notice, we are submitting our offer for imparting skill up gradation under the Hunar Se Rozgar Tak Scheme :

1. Name of the Tenderer :
2. (a) Address of the Tenderer :

(b) Phone, Fax & Mobile No. :
3. Detailed Offer / Proposal enclosed :
4. Tender Amount Deposited
Amount :
DD No. :
Date :
5. I/we agree to abide by all the terms and conditions / special terms and conditions, specification to the Tender Document and all the pages of which have been signed / stamped taken of our acceptance.

Yours faithfully,

DETAILED FORMAT

(To be filled in separately for each Establishment where
'Hunar Se Rozgar Tak' (HSRT) is proposed to be conducted)

Establishment

1. Name of establishment :
2. Nature of establishment :
(Hotel/Motel/Guest House/TRC etc.)
3. Complete Address :
4. Name of co-ordinator :
5. No of Rooms :
6. No of Restaurants & Cover capacity :
7. HSR Training Courses proposed to be conducted alongwith details of intake & No. of Batches to be conducted upto :

	Courses	Intake for each batch	No. of Batches	Total trainees (c x d)	Cost Per Trainee (Rs.)	Total Cost (e x f) (Rs.)
A	B	C	D	E	F	G
1	Food Production					
2	F & B Service					
3	Housekeeping					
4	Bakery					
Total Amount						Rs.

8. Indicate the schedule for each Batch:

Batch No.	Food Production (8 Weeks)		F & B Service (6 Weeks)		Housekeeping (6 Weeks)		Bakery & Patisserie (8 Weeks)	
	From	To	From	To	From	To	From	To
1.								
2.								

9. Please indicate the details of the teaching faculty available for each course. If the Faculty is not available, how do you propose to engage them?
(In a separate sheet)

Date :

Authorised Signatory