

ASSAM TOURISM DEVELOPMENT CORPORATION LIMITED

EXPRESSION OF INTEREST (EOI)

Notice Inviting Expression of Interest (EOI) for hiring the services of consultants for assisting ATDC Ltd for the implementation of launching of a scheme for skill upgradation under Hunar Se Rozgar Tak initiative of the Central Ministry of Tourism.

Assam Tourism Development Corporation Limited, a nodal agency on behalf of the State Government is implementing a scheme for skill upgradation under “Hunar Se Rozgar Tak” initiative of the Central Ministry of Tourism” in the state with the aim of create employable skills in the tourism and hospitality sector. ATDC Ltd. intends to hire a reputed consulting firm/ organization/ institute/ consortium having team of professionally competent and experienced experts for assistance in the implementation of skill upgradation under Hunar Se Rozgar Tak. The expertise expected from the consultants will be in the field of Management Competence, Training Provider's Resources, and Geographical competence etc.

ATDC Ltd invites Expression of Interest (EOI) from consulting firms/ organizations/ institutes/ consortiums which have required expertise and experience in the relevant fields.

The detailed EOI notice is posted on the website of ASSAM TOURISM DEVELOPMENT CORPORATION LIMITED www.assamtourisonline.com and hard copy of the same is available from the office in the address given here under below.

Mere submission of EOI will not confer to applicants any right for receiving or carrying out the tendered job. ATDC Ltd reserves the right to accept/reject one or all EOIs or stop the process of approval at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision.

The EOI shall be submitted in a sealed envelope through Speed Post, Registered Post or delivered by hand super scribing ‘EOI for consultancy on skill upgradation under Hunar se Rojgar Tak’ on top of the envelope to the following address.

Address:

Managing Director,
Assam Tourism Development Corporation Limited,
Asom Paryatan Bhawan,A.K.Azad Road,
Rehabari, Guwahati – 781008.

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Ref. No. ATDC /1913/2012/

Dated: 20.4.2012

Subject: Notice Inviting Expression of Interest (EOI) for hiring the services of consultants for assisting ATDC Ltd. for the preparation of a scheme for skill upgradation traits such as driving skills, food, cooking, hospitality, guide, photography, computer website, boat driving, housekeeping and bakery, Heritage conservation and stone masonry, Travel and Tour facilitators, Security personnel for Hotels etc. under Hunar Se Rozgar Tak initiative of the Central Ministry of Tourism.

Assam Tourism Development Corporation Limited, a nodal agency on behalf of the State Government is implementing a scheme to impart skill upgradation under “Hunar Se Rozgar Tak” initiative of the Central Ministry of Tourism” 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 consultants will be in the field of Management Competence, Training Provider's Resources, and Geographical competence etc.

ATDC Ltd invites Expression of Interest (EOI) from consulting firms/ organizations/ institutes/ consortiums which have required expertise and experience in the relevant fields.

Mere submission of EOI will not confer to applicants any right for receiving or carrying out the tendered job. ATDC Ltd reserves the right to accept/reject one or all EOIs or stop the process of approval at any stage, at its sole discretion without assigning any reasons 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:

In consideration of the roles and responsibilities of ATDC Ltd as a nodal agency of the State government, ATDC Ltd intends to employ a professionally competent team of experts to 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 “Hunar Se Rozgar Tak” Scheme including developing a franchisee model, setting standards, curriculum development, training, accreditation and certification for various skill development courses along with a self-sustaining revenue model for ATDC Ltd.

3. Justification for the Consultancy:

Given the emphasis placed by the central Ministry of Tourism for employment generation in Assam mainly targeting the youths, it is decided to engage a competent agency for providing consultancy to ATDC Ltd to develop DPR for skill upgradation under “Hunar Se Rozgar Tak” Scheme. The agency 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 agencies for presentation of their approach and strategy, only one agency that in the ATDC’s view possess required experience and expertise for achieving the desired objective shall be hired as a consultant for the scheme. The decision of the Committee members set-up by ATDC Ltd for the skill upgradation under the “Hunar se Rozgar Tak” scheme shall be final.

4. Scope of work

4.1 Development of DPR: Upon signing of the MoU, the concerned agency will develop a detailed project report (DPR) within 60 days for the establishment of training institutes for skill upgradation with the provision of infrastructure upgradation if required such as lab, conference hall, class – rooms, etc, the technical and financial plan for the effective planning and execution of the project, keeping in mind the sustainability and scalability of the project.

4.2 Standards Setting: Upon completion of DPR, facilitate in developing national standards, benchmark and testing for each level and trades in collaboration with various domain experts or agencies.

4.3 Develop Course Curriculum: The firm 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.

4.4 Train the Trainers: Facilitate in planning and effective execution of Train the Trainers programme including certification of trainers by developing standards for Train the Trainers.

4.5 Facilitate in Establishment of training institutes to impart skill upgradation: Facilitate ATDC Ltd in identification, selection and accreditation of institutes, training facilities and infrastructure across the country for scalability of the scheme.

4.6 Maintenance of Database: Create an online platform maintain a database of the franchisee partners, enrolled students, trained manpower, placement status through its online employability platform.

4.7 Facilitate in Placement of Trained Manpower: Facilitate in the placement of trained manpower in partnerships with the franchise partners, corporate sector, industries etc.

5. Duration for Task: The schedule for the task for all categories of key deliverables will be for one month.

Key Deliverables

Development of DPR
Standards Setting
Develop Course Curriculum
Facilitate in Establishment of training institutes to skills and their upgradation.
Maintenance of Database, estimates and designs based on the schedule etc.
Facilitate in Placement of Trained Manpower – identify the scope of employment.

6. Qualifications of the Firm and Key staff Requirement:

The following are the key requirements and qualifications for the short listing of the agency:

- Past experience and proven track record of development of DPR on skill development, standards setting, develop course curriculum and train the trainers’ skill development, running skill development centers, experience in marketing and sales promotion, and maintenance of database and placement of trained manpower.
- Proven track record of working with the state and /or central government.
- Agency must have necessary team of full time experts and subject specialists required to accomplish the desired deliverables.
- Agency must have linkages with the industries to facilitate placement of the trained manpower and must have network with various domain experts for developing course curricula.
- Agency must have experience of working on a PPP model.

The shortlisted agencies 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 Rojgar Tak” scheme. The agency has to submit the documentary evidences (work orders for PPP project/s, online portal link, CVs of team members, etc.) for supporting the above conditions.

7. Procedure for Application fee

Rupees: 5000/- (Rupees Five Thousand only) non – refundable in the Form of Crossed Demand Draft / Banker’s cheque in favour of Managing Director, Assam Tourism Development Corporation Ltd. Payable at Guwahati, Assam.

8. Financial bid:

The financial bid should be submitted separately in a sealed envelope with clearly marked 'Financial Bid' on the cover. All terms and conditions of the payments should also be clearly mentioned in the bid document. The financial bid should be quoted only in Lump sum basis in INR (Indian Rupees).

(Note: The Managing Director ATDC Ltd, reserves the right to reject any or all offers without assigning any reason thereof)

9. Procedure for Selection

The selection of agency shall be based on the prior experience, Quality and Cost Based Selection (QCBS) to be decided by the Selection Committee duly appointed by the Managing Director, ATDC Ltd. The decision of the Selection Committee will be final.

10. Validity of the Contract

The validity will be for a period of one year.

11. Review Committee

The Review Committee formed by ATDC Ltd for imparting skill up gradation under the Hunar se Rojgar Tak scheme shall review the performance of the agency. The selected agency will work in close liaison with the skill development center and the core team of ATDC Ltd. The agency shall have the autonomy in planning and execution of the Hunar se Rojgar Tak scheme. The Review Committee shall monitor the performance of the agency based on the MoU and in a transparent manner. A **pre – bid meeting** will be held on **23rd June, 2012 at 11:30 a.m.** Agencies are requested to submit their Technical and Financial Proposals 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 **25th June, 2012 at 4:00 p.m** either by courier or registered post as per the address given below. Envelopes should be marked with '**EOI for consultancy on skill upgradation under Hunar se Rojgar Tak**' .

12. Clarifications and Queries

All clarification sought by the consultancy firms 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, A.K.Azad Road, Asom Paryatan Bhawan, Rehabari, Guwahati – 781008. Tel: 0361 -2633654, Tele Fax: 2738620. www.assamtourisonline.com, Email: atdcltd@gmail.com

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

Place: _____

Date: _____

Signature of the Tenderer
With his Firm's Rubber Stamp

TENDER FORM

To,

Managing Director,
Assam Tourism Development Corporation Limited,
Asom Paryatan Bhawan, A.K. Azad Road,
Rehabari, Guwahati – 781008

Sub: Expression of Interest (EOI) for hiring the services of consultants for assisting ATDC Ltd. for the implementation of launching of a scheme to impart skill upgradation under Hunar Se Rozgar Tak initiative of the Central Ministry of Tourism.

Sir,

In response to your above referred tender notice, we are submitting our offer for imparting skill upgradation under the Hunar se Rojgar Tak Scheme.

1. Name of the Tenderer : _____

2. (a) Address of the Tenderer : _____

(b) Phone, Fax & Mobile No. : Phone No. _____
Fax No. _____
Mobile No. _____

3. Detailed Technical Proposal enclosed: Yes/ No

4. Detailed Financial Proposal enclosed: Yes/ No

5. Tender Money Deposited
Amount: _____

DD No: _____

Date: _____

6. Tender fee of Rs. 5,000/- (non – refundable) in the form of DD/ Banker's cheque in favour of ATDC Ltd. payable at Guwahati Assam, and an agreement bond to agree the terms & condition of work will be furnished. The amount of security deposit will be decided at the time of signing MOU with the approved firm.

7. I/We agree to abide by all the Terms & Conditions/ Special terms and conditions, specification to the Tender Document and all the pages of which have been signed/ stamped taken of our acceptance.

8. The submission of Technical Bid and Financial Bid will be on 25.06. 2012 at 4:00 p.m. The opening of the Bid will be on 05.07.2012 at 11:30 a.m and opening of the financial bid will be on the 12.07. 2012. The bids will be opened in the Office of the Managing Director, ATDC, A.K. Azad Road, Rehabari Guwahati - 781008

Note : Financial bids will be opened only for those who would qualify in the technical bid. Pre – qualified bidders may be intimated by ATDC either in writing or over phone, if required to make presentation on any date on prior intimation.

DATED _____

SIGNATURE OF TENDERER
DULY SEALED

Name _____
Designation _____