

Sub: Expression of Interest (EOI) for preparation of training manuals

Dear Sir/Madam

We are pleased to invite your offer in two parts viz. (a) Technical and (b) Financial, in sealed covers, strictly as per the following terms and conditions and instructions to bidders:

1. Background:

Enterprise development is one of the thrust areas for economic development of any country, which can be achieved by way of providing hand holding support to the budding entrepreneurs. NSIC has developed a unique model of rapid technology incubation for setting up new small enterprises, creating self employment opportunities by imparting training in entrepreneurship building and skill development to unemployed persons, who intend to set up their small enterprises or seek employment opportunities. The Incubators envisage transformation of an unemployed youth into budding entrepreneur in just 3-6 months time. The Incubators intend to provide training in several basic trades in manufacturing of products and service sectors. Incubators provide an opportunity for first generation entrepreneurs to acquire skill on basic technical trades and gain exposure in all areas of business operation such as business skill development, identification of appropriate technology, hands on experience on working projects, project / product selection, opportunity guidance including commercial aspects of business etc.

With the above background, NSIC is setting up Vocational Training cum Incubation Centres (ICs) in several African countries. A typical IC consists of different manufacturing technologies and vocational trades. NSIC is responsible for developing detailed course curriculum / training manual for each of the manufacturing technologies / vocational trades for imparting training in the ICs.

2. Objectives of the Assignment:

The general objective of this assignment is to develop location / country wise suitable course curriculum for each of the technologies / vocational trades in consultation with NSIC, depicting the specimen design of the training programme and details of deliverables as per the contents / lesson plans attached at Annexure-I. The training program duration shall be of about 24 weeks. Indicative list of technologies / vocational trades is attached at Annexure-II. The location of IC shall be initially , Mozambique.

3. Deliverables:

Manufacturing / vocational trade wise training manual in flash drive (soft copy in MS word and PDF) ready to print in book form with coloured cover. Size of one manual shall be in the range of 200 to 250 pages.

4. Period of Assignment:

The first training manual, duly approved by the NSIC Committee, should be submitted to NSIC within two weeks from the date of issuance of work order. NSIC Committee shall evaluate the first training manual before issuance of work order for preparation of subsequent training manuals. Further, NSIC reserves the right to cancel the work order at any stage without assigning any reasons. All the subsequent training manuals should be submitted to NSIC, duly approved by the NSIC Committee, within four weeks from the date of completion of first manual. In case of delay in submission of training manuals as per the work order, NSIC shall have right to impose a penalty @ 0.5% of the total value of order per week subject to the maximum of 10% of order value.

5. Eligibility:

The bidders should have executed atleast two work orders of similar nature i.e. preparation of training manual in vocational trades / entrepreneurship development / preparation of project profiles and reports in the last five years. Please submit necessary documentary proof. Units black listed by any Government Departments / PSUs are not eligible to participate in the bid.

The bidder should submit at least one training manual / project profile and / or report prepared in the past with the technical bid. The technical bid shall be evaluated based on the above documents submitted by the bidders in the envelope containing technical bid. No document other than the financial bid should be placed inside the envelope contained in the financial bid.

6. Validity of the Quote:

The validity of quote should be at least six months (180 days) from the closing date of this offer. A bid valid for a shorter period shall stand rejected.

NSIC may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

7. Award of Contract:

- a. The financial bids of the technically qualified bidders shall be opened by the constituted committee. Thereafter the committee shall prepare the comparative statement (CST) based on the price quoted by the bidders. This will facilitate to shortlist the L-1 bidder quoting the lowest price.
- b. L-1 will be decided on the basis of total value of one training manual for a manufacturing / vocational trade in flash drive (soft copy in MS word and PDF) ready to print.
- c. NSIC shall award the contract to the eligible bidder whose financial bid has been accepted and determined as the lowest evaluated financial bid.
- d. If more than one bidder happens to quote the same lowest price, NSIC reserves the right to award the contract to any one bidder.
- e. The bidder shall deposit 'Security Deposit' for Rs. 10,000/- (Rupees Ten Thousand only) for work order placed within ten working days from the issuance of this order which shall remain with NSIC till the successful compilation of deliverables as per Sl. No. 3 above. The security deposit shall be refunded to your office along with the release of final payment, after successful completion of work against the above order. No interest shall be payable on the amount of security deposit by NSIC.
- f. NSIC reserves the right to cancel one or all the offers at any stage of its processing without assigning any reason.

8. Payment Terms:

100% of tax invoice value against NSIC order shall be released on submission of manufacturing / vocational trade wise training manual in flash drive (soft copy in MS word and PDF) ready to print, duly approved and accepted by NSIC Nodal Officer. TDS as per rules shall be applicable while making payment by NSIC.

9. Submission of Bid:

- a. The technical bid containing documents as per the eligibility prescribed at Sl. No. 5 above and financial bid in prescribed format as per Annexure-II, should be placed in separate sealed envelopes, clearly marked as "Technical Bid for Preparation of Training Manuals" and "Financial Bid for Preparation of Training Manuals" respectively. Both the envelopes should be placed in bigger envelope marked as "Offer for Preparation of Training Manuals" must be received by NSIC on or before 10th December, 2018 up to 5.30 PM. In the event of the above

specified date for the submission of bids being declared a holiday for NSIC, the bid-closing deadline will stand extended to the next working day up to the same time.

- b. Any bid received by NSIC after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.
- c. If the bidder submits only one envelop / cover containing all the bids or combined bids e.g. techno-commercial bid & price bid together, the bid is liable for rejection.
- d. The bidder should submit their best price at this stage itself and they will not be allowed to revise the price. Any revision / discount given by bidder subsequently will be ignored.

Thanking you,

Yours faithfully,

(Binod Kumar)
Chief Manager (TID)

Encl.:

1. Indicative Module / Contents for Training Manual for Wire Nail Manufacturing Plant at VTC/IC at Manica, Mozambique.
2. Indicative list of technologies / vocational trades attached at Annexure-II.
3. Format for Financial price schedule for preparation of training manual attached at Annexure-III.

Annexure-I

Indicative Module/Contents for Training Manual for Wire Nail Manufacturing Plant at VTC/IC at Manica, Mozambique

I- PREAMBLE <ul style="list-style-type: none">• NSIC: Technologies for Small Enterprises• Entrepreneurship• Business Concepts
II- CURRICULUM <ul style="list-style-type: none">• Introduction to the Training Program
III- MOZAMBIQUE– AN OVERVIEW <ul style="list-style-type: none">• About Mozambique• Economic Overview Of Mozambique• Initiatives By The Government Of Mozambique• The Banking And Financial System Of Mozambique• Mozambique An Investment Option• Key Regulatory Laws• Banking In Africa• Credit Facilities For Commercial Business• Know Your Customer Norms In Mozambique• Government Assistance• Preparing Bank Documents
IV- MARKET DEMAND <ul style="list-style-type: none">• About Nails• Types of Nails• About Iron and Steel• World Iron And Steel Production• Mozambicans Iron Resources
V A- MARKETING AND BUSINESS PLAN <ul style="list-style-type: none">• Marketing• Branding• Marketing Channels• Marketing Communication• Marketing Strategy• Pricing• Product Life Cycle• Swot Analysis• Market Research And Test Marketing• Product Feedback And Assessment• Competitor Analysis• Market Intelligence• Discussion On Market Study And Its Importance• Logistics• Identifying New Business Opportunities• Business Plan• Project Life Cycle• Management Functions• Leadership• Workforce training

- Business Development Strategy
- Preparation Of Market Report By Participants

V B- ACCOUNTING

- Introduction To Accounting
- Accounting Terms
- Users Of Accounting Information
- Accounts
- Book Keeping
- Depreciation
- Final Accounts
- Types Of Costs
- Accounting Ratios
- Inventory Management

V C- MANUFACTURING PROCESS

- About The Wire Nail Making Machine
- Basic Machine Parts
- Site Preparation
- Installation
- Operating The Machine
- Wire Nail Making Process
- Demonstration On Wire Nail Making
- Sample Wire Nail Making By Participants
- Demonstration Of Replacing Key Parts
- Cleaning The Machine
- Demonstration On Cleaning The Machine
- Discussions of Participants With A Subject Matter Expert On The Machine
- Do's While Operating The Machine
- Don'ts While Operating The Machine

V D- OPERATIONS AND MAINTENANCE

- Practice Of Operating The Machines
- Preparation Of Sample Products
- Discussions Of Participants With A Subject Matter Expert On The Raw Materials And Products
- Troubleshooting
- Practice Of Operating The Machines
- Workforce Requirement And Training
- Preparation Of Sample Products
- Practical Orientation By Experts

V E- QUALITY CONTROL AND SAFETY

- Quality Control
- Prerequisites of Raw Material
- Precautions
- General Safety Measures
- First Aid

V F- PROJECT PLANNING AND COSTING

- Project Appraisal
- Business Projections And Its Importance
- Cash Flow Statement
- Working Capital Management
- Break Even Analysis
- Capital Budgeting

- Internal Rate Of Return
- Payback Period
- Preparation Of Project Report By Participants
- Discussion On Project Reports Of Participants
- Initial Investment Estimates
- Cost Benefit Analysis And Expansion Plans
- Cost Benefit Analysis-Exercise Sheet

V G- ENVIRONMENTAL CHALLENGES

- Conservation of Environment
- Environmental Issues In Mozambique
- Rainwater Harvesting
- Recycling Waste Water

V H- FREQUENTLY ASKED QUESTIONS

V I- PRACTICAL AND THEORY TESTS

VJ- POST TRAINING AND MONITORING PERSPECTIVES

VI- NSIC

- About NSIC
- Contacts

Proposed Lesson Plan To Cover The Course Curriculum and Training Manual

Conversion Tables, Bibliography

Annexure-II

Indicative list of technologies trades

1. Tomato & Fruits Juice Processing
2. Edible Oil Extraction Plant
3. Bakery Plant(Cookies (Biscuit) and Bread)
4. Peanut Past Processing Plant
5. Potato Chips Making Plant
6. Wheat Flour Mill
7. Paper Napkins Making Plant
8. Toilet Paper Rolls Making Plant
9. Paper Napkin Making Plant
10. Wire Nail Manufacturing Plant
11. U-Nail Making Plant

Note: The above list is indicative only. Work orders shall be placed in phased manner for one or more (group of 5-12) of the above technologies / trades or other technologies not appearing in the list.

Annexure-III

Financial price schedule for preparation of training manual

Sl. No.	Description & specifications	Quantity	Rate (Rs.)	Total price (Rs.)
1.	Manufacturing / vocational trade wise training manual in flash drive (soft copy in MS word and PDF) ready to print in book form with coloured cover.	1 set		
2.	GST, if any (please Specify_____)			
	Total			

Lump sum price for preparation of one set of Training Manual inclusive of GST Rs: _____

(in words Rupees: _____)