

**The National Small Industries Corporation Ltd.
(A Government of India Enterprise)
"NSIC Bhawan" Okhla Industrial Estate
New Delhi-110020**

ASSIGNMENT:

Expression of Interest to engage Agency / Consultant for "Conducting Study to assess the impact of Training cum Incubation Centers set up in India (based on the feedback of 500 trainees)".

Last date of receipt of tender	14.08 .2015 (Latest by 15:00 hrs)
Date of opening of Technical Bid	17.08.2015 (15:00 hrs)
Date of opening of Price Bid	The schedule will be intimated to qualified Bidders through email/phone

**The National Small Industries Corporation Ltd.
(A Government of India Enterprise)
"NSIC Bhawan" Okhla Industrial Estate
New Delhi-110020**

Ref. No. SIC/HO/TID/INCUB/111/2015

Dated: 30.7.2015

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FORMAT OF LETTER INVITING BIDDERS

Ref No.SIC/HO/TID/INCUB/111/2015

dated 30.07.2015

M/s.....
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Subject: Invitation for Study to assess the Impact of Training cum Incubation Centers set up in India (based on the feedback of 500 trainees)

1. The National Small Industries Corporation Ltd (NSIC) is a Government of India Mini Ratna Enterprise, under the administrative control of Ministry of MSMEs, working for the promotion of Micro, Small & Medium Enterprises (MSMEs).
2. NSIC intends to conduct a study about assessment of impact of Training cum Incubation centers (TIC) set up across India based on feedback of 500 students as stated in terms of reference (TOR).
3. In this regard sealed quotations are invited on a two bid system from Government / Semi-Government / Autonomous Bodies / reputed professional agencies / Institutions having experience of conducting studies / surveys. The eligibility criteria for the Bidders are as under:
 - a. Bidder must have an experience of 5 years in the similar nature of work.
 - b. Bidder must submit the proof that he has earned minimum revenue of Rs.50 lacs each year in the last 3 years from the studies/research/ consultancy.
 - c. Bidder must have successfully conducted at least five similar type of studies for PSUs/ Govt Depts. in the last three years.
 - d. Bidder must have conducted two studies of minimum of Rs. 7.5 lacs each in the last financial year (2014-15).
 - e. Attested copies of service tax registration number and PAN No.
 - f. Copies of Income Tax Return filed for the last two financial years.
 - g. The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad by any government department / agency in the attached Performa at Annexure –E.
4. NSIC reserves the right to accept or reject any or all of the bids received in response to the above referred invitation, without assigning any reason.
5. The important dates with schedule related to the submission of bid is as under

#	Particulars	Important dates	Time (Hours)	Earnest Money deposit (In Rupees)
1	Issue of Expression of Interest (EOI)	14 th August 2015	1200 hours	Rs. 25,000/-* (In the form of a DD and will only be returned after selection of final bidder)
2	Last date of submission of bid against EOI	14 th August 2015	1500 Hours	
3	Opening of Technical Bids	17 th August, 2015	1500 Hours	
4	Opening of Financial Bids	Will be intimated to qualified agency/ consultant through E mail/ Phone. No other mode will be applied		

* The units registered with NSIC under Single Point Registration Scheme will be exempted from EMD

6. Request for Proposal (RFP) should contain quotations in two separate sealed envelopes (marked as 'Technical Proposal' and 'Financial Proposal') and should be addressed to the General Manager-SG, Technology Incubation Division (TID), superscribing as 'Quotation to conduct a Study to assess the Impact of Training cum Incubation Centers set up in India (based on the feedback of 500 trainees)

7. The address for submission Bid is as under:

General Manager (SG)
Technology Incubation Division (TID)
National Small Industries Corporation Ltd,
(A Govt. of India Enterprise)
NSIC- Technical Services Center, Okhla Industrial Estate-III,
Near Govindpuri Metro Station, New Delhi-110020
Tel. No. 011-26826847 Fax: 011-26826783

8. For details, contact to the above office on any working day (Monday to Friday) between 10.00am to 5.00pm. Alternatively refer to the website www.nsic.co.in.

Authorized signatory from NSIC

TERMS OF REFERENCE (TOR)

BACKGROUND

1. About NSIC:

- a. National Small Industries Corporation Ltd., (NSIC), an ISO 9001 certified company, has been working to fulfill its mission of promoting, aiding and fostering the growth of small scale industries, since its establishment in 1955. With enactment of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, medium enterprises also come into its ambit.
- b. NSIC carries forward its mission to assist micro, small & medium enterprises with a set of specially tailored schemes for them. To enhance the competitiveness of small enterprises NSIC provides integrated support services under Marketing, Technology, Finance and other Support services.
- c. NSIC operates through countrywide network of offices and Technical Centers in the country. In addition, NSIC has set up Training-cum-Incubation Centers in different parts of the country to impart Entrepreneurship / Skill development training.

2. Background of Training cum Incubation Centres (TIC):

- a. Skills and knowledge are the driving forces of economic growth and social development of any country. The economy becomes more productive, innovative and competitive through the existence of more skilled human potential. The level of employment, its composition and the growth in employment opportunities are the critical indicator of the process of development in any economy.
- b. Increasing pace of globalization and technological changes provide both challenges and growing opportunities for economic expansion and job creation.
- c. In this context, NSIC initiated for setting up of Training cum Incubators which aim to impart training in the manufacturing as well as services sector, thus contributing to entrepreneurial skill development. With some of the incubators in place at NSIC and in the light of skill training demand which exists in the country, it is felt necessary to build skill development training modules along-with these incubators.
- d. In view of the limitation of resources of NSIC in context of the demand of entrepreneurship / skill development in the country, an idea of NSIC Training cum Incubation Centre (NSIC -TIC) under Public Private partnership was conceived, which invite private partner to provide training facilities along with incubation for setting up of small enterprise establishment.

3. Objectives of the NSIC-TIC

- a. The unemployed persons irrespective of caste, creed and gender shall be imparted for skill development and entrepreneurship building training with a view to empower him / her for the following:
 - i. To provide skill development training to secure an employment in any business enterprise.
 - ii. To set up its own micro/small business enterprise,

4. Present strength of TICs

NSIC is operating TICs through two models:

i. NSIC owned Training cum Incubation Centres (TICs)

In the year 2009, NSIC started its first Incubation Centre in the premises of its Technical Centre at New Delhi. Thereafter, it has added centers at Howrah (W.B), Guwahati (Assam), Mandi (H.P), Jubbel (H.P), Kolar (Karnataka) & Deoria (U.P).

For setting up such Centers, the build up space is either taken on rent or in the premises of their NSIC's existing Technical Centres.

ii. Training cum Incubation Centres (NSIC-TICs) in association with Private people under Public Private Partnership (PPP) Mode

To expand the setting up of Incubation Centres in the different States / Districts in the Country, NSIC has also devised a model for setting up similar Incubation Centres on Public-Private Partnership (PPP) basis.

In the said model, private partner need to arrange for build up infrastructure, funds to bear the cost of plant & machines, including running expenditure of the Center. NSIC in-turn provides course curriculum and mentoring through web portal for successful conducting of training programs opted by the private entrepreneurs from the pool of training courses.

For such model, the private partner has liberty to decide the course fees and the training programme with prior approval from NSIC. For rendering such services private partner shall pay 15% of the training course fees to NSIC. The Private partner shall make available ready premises having built up area with the equipments/ machines required for imparting the training for the selected courses.

So far, NSIC has established more than 95 Centres in 20 states across the country under PPP mode by entering into franchisee arrangements with private partners. The number of TIC's presence, state wise is placed as under:

#	State	Number of TICs under PPP mode	#	State	Number of TICs under PPP mode
1	Andhra Pradesh	3	11	Madhya Pradesh	2
2	Bihar	1	12	Punjab	10
3	Delhi	1	13	Tamil Nadu	5
4	Gujarat	4	14	Tripura	1
5	Haryana	7	15	Uttarakhand	3
6	Odisha	2	16	Uttar Pradesh	22
7	J & K	9	17	West Bengal	8
8	Karnataka	3	18	Rajasthan	1
9	Himachal Pradesh	4	19	Jharkhand	3
10	Maharashtra	5	20	Chhatisgarh	1

5. List of training courses offered through TICs

The training courses offered through TICs broadly classified into two categories i.e. Skill development training programs (SDP) and Entrepreneurial Skill development training programs (ESDP).

- a. **Skill development training programs (SDP):** The SDP courses offered in the fields like Computer training, Mechanical workshop training, Electricals, Software (IT) training etc. where the focus is being given to built up the theoretical & practical training to trainee to attain skill for gainful employment. It is not compulsion for successful student to opt only for wage employment, he/she can also exercise their option for self entrepreneurship. The details of training courses in the area of skill development (SDP) offered in TICs are placed at Annexure "A".

The SDP courses like Mobile Repair, Laptop repair, LAN Networking, Beautician, Fashion designing, CAD, Welding, Refrigeration & Air-conditioning etc are a few to name in the category of SDP where sometimes students going to opt for starting their own small business.

The intake of students is merely 10th or 12th Class pass with an aim to build their skills to earn a livelihood after their training. The duration of training programs varies from three months to two years depends on the training course.

- b. **Entrepreneurial Skill development training programs (ESDP):** For imparting entrepreneurial skills among the youths, TICs provide facilities to learn product manufacturing processes by hands-on training on working projects like Bakery, Socks making, Soya Milk, Spice grinding, Wire Nail making, Pet Bottle making etc, besides covering the theoretical aspects of business such as Marketing, Business Development, Project report preparation etc.

The objective of self entrepreneurship development among youths shall be primarily achieved by way of providing comprehensive entrepreneurship skill development training and package of services in the areas of training for entrepreneurial skill development like selection of projects, preparation of project profile/reports, identification and sourcing of plant, machinery and equipments, facilitating sanction of credit facility etc.

The trainees covered for this programme include students with the academic qualification of 10th standard too. The training is for a period of 12 weeks and at the end of the Training Programme, the trainee(s) is ripe enough to set up their own small enterprise or becomes employable. The suggested list of projects for which incubation training can be imparted, is enclosed at Annexure "B".

RATIONALE BEHIND THE ASSESSMENT STUDY

1. Objective of Assessment Study

The purpose of the study is to understand the socio economic impact of the TIC's programs on the successful trainees and to suggest the areas to improve upon it further.

To get first hand data, the agency/consultant is required to gather details from at least 500 students who have passed out during the past years. After the selection of data, the details of trainees shall be obtained from the office of NSIC.

2. Scope of Assessment Study

- ✓ To understand the present operations of Training cum Incubation Centres
- ✓ To assess the operations other agencies/departments engaged in similar activities like training in the area of skill/entrepreneurship development.
- ✓ Comparative analysis of present ongoing operations of TICs viz-a-viz to the requirement of society.
- ✓ Carry out a SWOT analysis of present operations of TICs and suggest with the best practices prevailing.

3. Methodology

The broad steps to carry out the study placed as under:

- ✓ Preparation of standard Questionnaire by Agency/Consultant in consultation with NSIC.
- ✓ Distribution of questionnaire by the Agency/Consultant to the successful trainees pass-out from TICs on a Pan- India basis after drawing a sampling method.
- ✓ Obtaining questionnaire duly filled from at least 500 trainees.
- ✓ Personal discussion and interviews with sample of selected 100 trainees.
- ✓ Analyse the information gathered & evaluate in terms of purpose of study.
- ✓ List out the areas of improvement and suggestions to address.
- ✓ Preparation and submission of the draft report.
- ✓ Presentation to the officials of NSIC on the contents of draft report
- ✓ Submission of printed and soft copy final report. (Five copies in printed form and soft copy)

4. Data/ information to be provided by NSIC:

The following data / information will be provided by NSIC to the Agency / Consultant during the kick off meeting as per scheduled given at Para 1 of "Submission of Reports & Timelines" at page 13 of this TOR.

- ✓ Details of training courses offered by individual TICs located in different parts of India.
- ✓ Details of manufacturing and service sector projects offered for training to trainees through TICs.
- ✓ Details of students passed out in the past years.

REQUIREMENTS FROM BIDDER

1. Eligibility criteria

- a. The bidders shall be Government / Semi-Government / Autonomous Bodies / reputed professional agencies / Institutions having experience of conducting studies / surveys.
- b. Bidder must have an experience of 5 years in the similar nature of work.
- c. Bidder must submit the proof that he has earned minimum revenue of Rs.50 lacs each year in the last 3 years from the studies/research/ consultancy.
- d. Bidder must have successfully conducted at least five similar type of studies for PSUs/ Govt Depts. in the last three years.
- e. Bidder must have conducted two studies of minimum of Rs. 7.5 lacs each in the last financial year (2014-15).
- f. Attested copies of service tax registration number and PAN No.
- g. Copies of Income Tax Return filed for the last two financial years.
- h. The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad by any government department / agency in the attached Performa at Annexure –E.

2. Instructions to bidders

- a. Bidders are expected to examine carefully the requirement in terms of deliverables from the study to be carried out for which this Expression of Interest called for.
- b. It would deemed that prior to the submission of the Proposal, the Bidder has:
 - i. Made a complete and careful examination of requirements and other information set forth in this document.
 - ii. Received all such relevant information, if any, requested from NSIC.
 - iii. Made a complete and careful examination of the various aspects of the assignment.
 - iv. NSIC shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.
 - v. The bidder shall bear all costs associated with the preparation or delivery of its Bid, participating in discussions. NSIC will in no case be responsible or liable for those costs and expenses regardless of the outcome of the bidding process.
 - vi. The bid and all correspondence related to bid shall be written in English language. Any printed literature and document submitted in any other language shall be accompanied by authenticated English translation for

- the purpose of interpretation of the bid, English translation shall govern. Responsibility for correctness in translation shall lie with the agencies/ consultant.
- vii. Bidder shall not disclose confidential information to any third party without prior written approval of NSIC.
 - viii. NSIC reserves its right to call for original of the supporting documents for verification if so deemed fit and also cross-check for any details as furnished by the bidder from their previous clients etc. Bidder shall have no objection whatsoever in this regard.
 - ix. NSIC reserves the right to make use of available in-house data for evaluation of the bids that have submitted against this request.
 - x. NSIC will examine the Bids for its completeness, whether the documents have been signed, whether they are complete and whether the details furnished are generally in order.
 - xi. Bidders may note that mere issuance of EOI and/or submission of Bids shall not entitle automatic qualification in the bid.
 - xii. Canvassing in any form by the agency or by any other agency on their behalf may lead to disqualification of their bids.
 - xiii. NSIC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the ground for the NSIC's action.
 - xiv. NSIC reserves the right to invite fresh proposals with or without amendment of this EOI, at any stage without any liability or obligation for such invitation and without assigning any reason thereof.
 - xv. NSIC reserves the right to reject any Proposal if:
 - a. At any point of time, a material misrepresentation is made or uncovered for a bidder
 - b. The bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.
 - xvi. Incomplete offers are likely to be rejected. NSIC reserves the right to accept or reject the offers without assigning any reason.

3. Validity of Offer:

The bid or proposal submitted against this EOI shall be valid of 180 days (One hundred Eighty Days) from the date of opening.

4. Earnest Money Deposit:

Earnest Money Deposit (EMD) of Rs. 25,000/- in the form of Demand Draft in favour of NSIC will have to be submitted by bidder/participating agency/ Agency/ Consultant along with technical bid. However, unit registered with NSIC under Single Point Registration Scheme will be exempted from EMD.

5. Disqualification:

Even though the bidders meet the above qualifying criteria, they should not concealed information which subject to the disqualification, like:

- a. Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification/ experience.
- b. Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delay in completion, litigation history or financial failure etc.
- c. Their business banned by any central / state govt., departments / public sector undertakings or enterprises of central / state govt.
- d. Non submissions all the supporting documents or not furnished the relevant details as per the prescribed format.
- e. Conceal any information required to be furnished as per the offer conditions or make misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.
- f. No condition / deviation which is either additional or in modification of the offer conditions shall be included in the offer. If the offer contains any such condition or deviation from proposed condition, the offer is liable to be rejected.
- g. Record of adverse performance of the bidder such as termination of contract awarded to him and completion of balance works at his risk and cost / banning of business with the bidder by any of the central / state govt., departments / public sector undertakings or enterprises of central / state govt. will weigh against the qualification of the bidder for the award of the contract and may lead to rejection of the offer.

SUBMISSION OF REPORTS AND TIMELINES

1. Timelines of assignment

The study is to be completed within the duration of 10 weeks from the date of award of assignment. It is expected that the following assignment schedule for reporting may be adhered to.

#	Project activity(S)	Time schedule
1	Date of issue of Work Order (letter of Intent) to confirm the award of assignment.	Zero date
2	Kick off meeting at NSIC office for detailed discussions about the deliverables of the proposed assessment.	Zero date + one week
3	Finalization of questionnaire by Consultant / Agency in consultation with NSIC for onward distribution to successful trainees.	Zero date + Two weeks
4	Assignment to be carried out by Consultant / Agency	Zero date + Eight weeks
5	Submission of draft report and presentation to NSIC officials	Zero date + Nine weeks
6	Submission of Final report	Date of acceptance of draft report + one week.

2. Report submission:

- a. Two copies of draft report to be submitted as per schedule above.
- b. Five copies of final report along with soft copy as per schedule above.

3. Compensation for delay:

- a. Subject to force majeure and the extensions as may be allowed due to changes in work, Consultant / Agency guarantees to complete the work in agreed time schedule.
- b. For factors causing delay are beyond the control of the agency, suitable extension in time may, however, be granted after assessing the genuineness of reasons explained in the written request, if any, received from the Consultant/ Agency.
- c. In the event of the Consultant / Agency failing to complete the work within the agreed time schedule for reasons solely attributable to Consultant/ Agency (unless a written permission is accorded by NSIC), Consultant/

Agency agrees to pay to NSIC a compensation equal to 5% (Five percent) of its fees for every completed week of delay exceeding 1 weeks of the stipulated period subject to a maximum of 25% (Twenty Five percent) of Consultant/ Agency fees, for all such delays.

- d. The overall delay shall be accounted for working out the penalty for completion of total assigned job consisting of various activities.
- e. The decision of competent authority of NSIC for compensation to be paid by Agency/ Consultant shall be final & binding in this regard.

4. Obligation of NSIC

NSIC shall provide all information and authority letter etc. as may be reasonably required by the Agency/Consultant in the performance of their services under this assignment. However, the consultant will not be relieved of its obligations to complete the work due to non-availability of any information.

FEES AND PAYMENT SCHEDULE

1. Fees

- a. NSIC shall pay consolidated lump sum fee for the complete work i.e. **CONDUCTING STUDY TO ASSESS THE IMPACT OF TRAINING CUM INCUBATION CENTERS SET UP IN INDIA (BASED ON THE FEEDBACK OF 500 TRAINEES).**
- b. Fee should be quoted in the price bid format enclosed herewith at **Annexure- F.**
- c. The consolidated fee shall be inclusive all expenditures.
- d. The fees quoted above should be in Indian Rupees.
- e. The liability of the agency conducting the study for timely deposit of the tax to the tax authorities.

2. Payment:

- a. 20% of the payment will be made to the agency on submission of first draft report.
- b. 30% of the contract value shall be paid upon submission of draft of final report.
- c. Balance 50% payment will be released to the agency on acceptance of final report and submission of complete invoice in duplicate to NSIC.

If the performance of the agency during the conduct of the study is not found to be satisfactory, the award of the assignment can be terminated and the amount already paid to the agency shall be recovered.

3. Confidentiality:

- a. The raw data/ processed data/ findings gathered during the course of study by agency/ consultant should not be disclosed to any third party without prior approval of NSIC.
- b. The draft/ final reports and the contents thereof would be the intellectual property of NSIC and would not be published by the Agency/ Consultant without prior approval of NSIC.

IMPORTANT DATES AND TIME FOR SUBMISSION OF BID

1. Important Dates & Time:

#	Particulars	Important dates	Time (Hours)	Earnest Money deposit (In Rupees)
1	Issue of Expression of Interest (EOI)	30 th July, 2015	1200 hours	Rs 10,000/-* (In the form of a DD and will only be returned after selection of final bidder)
2	Last date of submission of bid against EOI	14 th August, 2015	1500 Hours	
3	Opening of Technical Bids	17 th August, 2015	1500 Hours	
4	Opening of Financial Bids	Will be intimated to qualified agency/ consultant through E mail/ Phone. No other mode for intimation will be applied.		

2. Acceptance of bids

- a. NSIC does not bind itself to accept lowest or any other offer and reserves the right to reject lowest or any or all offers without assigning any reasons whatsoever. Decision of NSIC shall be final and binding on the bidder.
- b. NSIC have full right to accept any offer and bidder shall not have any authority to challenge the decision of NSIC at any platform.

3. Agreement

- i. The Consultant shall be required to execute an AGREEMENT with NSIC within 7(seven) days of the receipt of the letter of Intent (LOI) for carrying out the work according to the tender documents and/or as per agreed scope of work and terms and conditions. This AGREEMENT to be executed as per the the prescribed form (enclosed at Annexure-G) on a 100 Rs. non-judicial stamp paper. The cost of Stamp paper shall be borne by Consultant.
- ii. Though the AGREEMENT shall be signed within 7 (Seven) days of receipt of LOI, the effective date of the Contract shall be the date when LOI is issued by the NSIC.

4. Submission of the bid

i. **Envelop 1 – Technical Bid shall contain:**

- a. Technical details along with required attached documents as per Annexure-D and Annexure-E.
- b. Undertaking as per Annexure- C.

Envelop 1 shall be sealed and super scribed as “ Technical Bid for the Expression of Interest to engage Agency / Consultant for Conducting Study to assess the impact of Training cum Incubation Centers set up in India (based on the feedback of 500 trainees)”.

ii. **Envelop 2 – Financial Bid shall contain:**

- a. Financial details along with required attached documents as per Annexure-F.

Envelop 2 shall be sealed and super scribed as “ Financial Bid for the Expression of Interest to engage Agency / Consultant for Conducting Study to assess the impact of Training cum Incubation Centers set up in India (based on the feedback of 500 trainees)”.

- iii. **Envelop 3 – Envelop 1 & Envelop 2 shall be placed in the big envelop super scribed as “ Technical Bid and Financial Bid for the Expression of Interest to engage Agency / Consultant for Conducting Study to assess the impact of Training cum Incubation Centers set up in India (based on the feedback of 500 trainees)”.**

5. Authority of person signing on behalf of bidder:

The person signing the documents forming part of the bid on behalf of the Agency/ Consultant shall be deemed to warranty that he has authority to do so.

Annexure- A

SUGGESTIVE LIST OF TRAINING COURSES

List of training courses offered under NSIC-TIC scheme

The TICs may choose from the suggestive list of skill training courses as mentioned below or choose any other training approval depending upon the need of local area, subject to the approval of NSIC:

Code No.	Training Modules	Duration	
		Month	Hrs per day
ST1	Computer Courses		
ST101A	Certificate Program in Computer Applications	12	2
ST101B	Certificate Program in Computer Applications	6	4
ST102A	Computer Hardware & Networking	12	2
ST102B	Computer Hardware & Networking	6	4
ST103A	Desk Top Publishing (DTP)	6	1
ST103B	Desk Top Publishing (DTP)	3	2
ST104	Office Automation through ICT	3	2
ST105	Program in Website Design	3	2
ST106A	Certificate Program in AutoCAD	6	1
ST106B	Certificate Program in AutoCAD	3	2
ST107	Multi-Media / Graphic Design Training	6	2
ST108	Certificate in Computer Concepts	3	2
ST109	Certificate course in Computerized Accounting	3	1
ST110	C, C++ and OOPs	3	1
ST111	Core Java	3	2
ST112	Advanced Java	3	2
ST113	Visual Basic with Access	3	2
ST114	Oracle, SQL and PL SQL	3	2
ST115	MS.NET	4	2
ST116A	Computer Teacher Training Course	12	2
ST116B	Computer Teacher Training Course	6	4
ST2	Conventional Training		
ST201A	Plumbing	12	1.5
ST201B	Plumbing	6	3
ST202A	Electrician	12	1.5
ST202B	Electrician	6	3
ST203	Sheet metal works	12	3
ST204A	Welding (gas & electric resistance)	12	1.5
ST204B	Welding (gas & electric resistance)	6	3
ST205	Fitter	12	3
ST206	Machinist	12	3
ST207	Turner	12	3

ST208	Draftsman (civil)	12	4
ST209	Pneumatics operation training	3	3
ST210	Hydraulics operation training	3	3
ST211	Diesel mechanic	6	4
ST212	Tools & Die maker	12	4
ST213	Motor Vehicle Mechanic	6	4
ST214	Scooter & auto cycle mechanic	6	4
ST215	Book binder	3	3
ST216	Digital Photography	3	3
ST217	Carpenter	6	4
ST218	Spray Painting	1	3
ST219	Powder Coating	1	3
ST3	Electronic Courses		
ST301	Mobile Repairing	2	3
ST302	Radio and TV repair	6	3
ST303	Repairing of electrical gadgets	6	3
ST304	Repair of refrigerator & AC	6	3
ST305	Electrical appliances repairing	3	3
ST4	Miscellaneous Courses		
ST401	Beautician	3	3
ST402	Soft toys making	1	3
ST403	Fashion designing	6	3
ST404	Embroidery & needle work	3	3
ST405	Boutique	3	3
ST406	Health & fitness centre	4	3
ST407	Watch & clock mechanic	3	3
ST408	Cookery	3	4
ST409	Modern Secretarial Practice	3	2
ST5	Leather Technology		
ST501	Foot Wear Designing & Pattern Cutting (Manual)	1.5	3
ST502	Foot Wear Designing & Pattern Cutting (CAD & Manual)	3	3
ST503	Shoe CAD Designing Course	1.5	3
ST504	Leather Goods Manufacture	3	3
ST505	Textiles and Leather Garments Manufacture	3	3
ST506	Foot Wear Machine Maintenance	1.5	3
ST507	Shoe Upper Clicking	1.5	3
ST508	Shoe Upper Closing	1.5	3
ST509	Foot Wear Lasting, Making & Finishing	2	3
ST510	Foot Wear Making / Different Foot Wear Constructions	3	3
IC	Incubation for Small Enterprise Establishment	3	3

Annexure-B

SUGGESTIVE LIST OF MANUFACTURING / SERVICE SECTOR PROJECTS

The TICs may choose from the suggestive list of projects mentioned below or choose any other projects depending upon the need of local area, subject to the approval of NSIC:

Code	Projects
IC1	Light Engineering
IC101	Barbed Wire Machine
IC102	Concrete Mixer
IC103	Book Binding
IC104	File Fasteners
IC105	M.S. Wire Drawing
IC106	Paper Pin
IC107	Gem Clip
IC108	Staple Pin
IC109	Wood Screws & Rivets
IC110	Wire Nail
IC111	Welded Wire Mesh
IC112	Aluminum Venetian Blinds
IC113	Aluminum Collapsible Tubes
IC114	Belt Fasteners
IC115	Chain link Fencing
IC116	Dye Casting Unit

IC2	Agro & Food Processing
IC201	Biscuit
IC202	Bakery Plant
IC203	Corn flakes
IC204	Confectionery
IC205	Food & Vegetable dehydration
IC206	Flour Mill
IC207	Ginger Garlic Paste Making Machine
IC208	Ice Cream Cone Making Machine
IC209	Jam/Jelly Making Plant
IC210	Noodles
IC211	Oil Extraction Plant
IC212	Potato/Banana Wafers
IC213	Papad Making
IC214	Pop Corn Making Machine
IC215	Rice Milling
IC216	Soya Milk
IC217	Spice Grinding Plant
IC218	Tomato Puree/Paste

IC219	Desiccated Coconut Powder
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IC3	Pharmaceuticals & Chemicals
IC 301	Pharmaceuticals Tablets
IC 302	Detergent Powder
IC 303	Wax Candle
IC 304	Toilet Soap
IC 305	Detergent Cake

IC4	Textiles and Garments
IC401	Elastic Tape
IC402	Socks Manufacturing
IC403	Men Shirts
IC404	T-Shirts
IC405	Men Trousers
IC406	Track suits
IC407	Under Garments
IC408	Handkerchief
IC409	Pillow Cover
IC410	Cotton Bags
IC411	Luggage Hand Bags

IC5	Leather & Footwear Products
IC501	Ladies Purses
IC502	Leather Hand Bags
IC503	Leather Belts
IC504	Gents Purses
IC505	Ladies Sandals
IC506	Shoe Upper Stitching
IC507	Industrial Gloves
IC508	Leather Garments
IC509	Wrist Watch Straps

IC6	Plastic & Rubber
IC601	Blow Moulding
IC602	Plastic Shopping Bag
IC603	Thermoforming
IC604	Plastic Recycling
IC605	PVC Conduit Pipes

IC7	Paper & Paper Products
IC701	Paper Napkin Plant
IC702	Paper Cups and Saucers
IC703	Toilet Roll
IC704	Corrugated Boxes
IC705	Egg Tray

IC8	Services
IC801	Computer Software Training
IC802	Computer Hardware Training
IC803	Desk Top Publishing (DTP)Training
IC804	Mobile repairing
IC805	Beauty parlour
IC806	Soft toys making
IC807	Fashion designing
IC 808	Embroidery
IC809	Boutique
IC810	Health & fitness centre

IC9	Miscellaneous
IC901	Chalk Crayons
IC902	Fly ash bricks
IC903	Silver Foils
IC904	Aluminum Utensils
IC905	PVC Wire & Cable Coating
IC906	School Bag

Note: This list is indicative only and other projects can be added with prior approval of NSIC.

FORMAT FOR SUBMISSION OF UNDERTAKING BY BIDDER

(To be submitted by the bidders on their letter head)

To,
General Manager (SG)
Technology Incubation Division (TID)
National Small Industries Corporation Ltd,
(A Govt. of India Enterprise)
NSIC- Technical Services Center, Okhla Industrial Estate-III,
Near Govindpuri Metro Station, New Delhi-110020

Subject: - Submission of bid for the Expression of Interest (EOI) invited for the Study to assess the Impact of Training cum Incubation Centers set up in India (based on the feedback of 500 trainees)

Sir,

1. The undersigned having read and examined in detail all the terms and conditions as specified in Terms of Reference (TOR) for engaging Agency/ Consultants for the Study to assess the Impact of Training cum Incubation Centers set up in India (based on the feedback of 500 trainees) and hereby confirm with acceptance to comply without any deviation.
2. I/we the undersigned, certify that I/we confirm with consent of acceptance to the contents of agreement as placed at annexure G of EOI document and agreed to sign on demand.
3. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
4. After having gone through the clauses and terms and conditions of the EoI on the subject cited above, we agree to abide by the terms and conditions, contained in the EOI document and enclosing herewith EMD of Rs.10,000/- in the shape of Bank Draft bearing No..... dated.....drawn on(bank) in favour of the "NSIC", payable at Delhi.
5. The complete details of my office is placed under for your records to exchange of communications pertaining to above assignment:
 - a. Name of the Consultancy Agency
 - b. Address, Telephone/Fax (with STD code), E-mail details, etc.
 - c. Name, designation and address of the contact person to whom all references shall be made regarding this EOI
 - d. Telephone/Fax (with STD code), Mobile no., E-mail of the contact person
6. Confirm myself is authorised to sign and submit the document(s) on behalf of my organisation.

Dated:

SIGNATURE OF THE TENDERER WITH SEAL

NAME OF THE TENDERER WITH ADDRESS

FORMAT FOR SUBMISSION OF TECHNICAL BID

CONSULTANT ORGANIZATION AND EXPERIENCE

A. Consultant Organization

[Provide here a brief note/ description of the background and organization of your entity and each associate, if any, for this assignment.]

B. Consultant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the one requested under this assignment.]

1. Assignment name: value of the contract (in Rs.)

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

2. Assignment name : value of the contract (in Rs.)

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

3. Assignment name : value of the contract (in Rs.)

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :

- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

4. Assignment name : **value of the contract (in Rs.)**

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

5. Assignment name : **value of the contract (in Rs.)**

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

C. Team in Consultant organization to execute this assignment

[The details shall be provided in the format as under.]

#	Name of staff members	Qualification	Position held	Working since (month, year)	Field of specialization

[Attach the CV of individual staff member as per the format attached at annexure-E]

Note: - Attach all the documents as specified in TOR while submitting the Technical Bid.

Annexure- E

**CURRICULUM VITAE (CV) OF PROFESSIONAL STAFF ACTING
AS TEAM OF CONSULTING ORGANISATION TO EXECUTE THIS
ASSIGNMENT.
(To submit as per the requirement of Para-C of Technical
Bid)**

1. Proposed Position [only one candidate shall be nominated for each position]:

2. Name of Entity [Insert name of entity proposing the staff]:

3. Name of Staff [Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education: [Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Publications (Indicate books, research papers and other articles published in reputed journals).

9. Other Training(s): [Indicate significant training since degrees under point 5 – Education was obtained]:

10. Countries of Work Experience: [List countries where staff has worked in the last ten years]:

11. Employment Record:[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]:_____To [Year]:_____

Employer:_____

Positions held:_____

12. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12].

Name of assignment or project_____

Year_____

Location_____

Client_____

Main project features:_____

Positions held:_____

Activities performed:_____

13. 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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____Date:_____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative:_____

Annexure - F

FORMAT FOR SUBMISSION OF FINANCIAL BID

CONSULTANT'S FINANCIAL PROPOSAL

(a) Cost of the Study: Rs..... (In words.....)

(b) Service Tax: Rs..... (In words.....)

(c) Total Cost (a+b): Rs..... (In words.....)

Note:

- I. The total cost as indicated above shall be based on the team and staff inputs to complete the assignment as per the activities of Terms of Reference.
- II. No separate payment towards overheads, equipment, accommodation, procurement of primary and /or secondary data, necessary travel (if any), etc. shall be allowed.

FORMAT FOR AGREEMENT

AGREEMENT

THIS AGREEMENT is entered on between the National Small Industries Corporation Ltd. (NSIC) (a Government of India Enterprise) having its principal place of business at NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020 and("The Consultant") having its principal office located at acting through Shri..... .

WHEREAS, the NSIC wishes to have the Consultant perform the Assignment hereinafter referred to, and

AND WHEREAS, the Consultant is willing to perform this Assignment,

NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. Services:

- (i) The Consultant shall perform the assignment specified in "Terms of Reference," which is an integral part of this Agreement (the "Assignment").
- (ii) The Consultant shall provide the details of personnel listed in Annexure-E, "Consultant's Personnel," to perform the Assignment.
- (iii) The Consultant shall submit to the NSIC the reports in the form and numbers and within the time periods specified at Para 1 of "Submission of Reports & Timelines" at page 12 of TOR.

2. Term:

The Consultant shall perform the Assignment within Nine weeks from the date of this Agreement or any other period as may be subsequently agreed by the parties in writing, subject to liquidated damages for the delay attributable to the Consultant as indicated in clause 12 of this agreement.

3. Payment

A. **Ceiling:** For the Assignment, the NSIC shall pay the Consultant the sum of [insert amount]. This amount includes all of the Consultant's costs and deliverables as well as any tax obligation that may be imposed on the Consultant.

B. **Schedule of Payments:** The schedule of payments is specified below:

- 20% payment will be made to the agency on submission of first draft report.
- 30% of the contact value shall be paid upon submission of draft final report.
- Balance 50% payment will be released to the agency on acceptance of final report and submission of complete invoice in duplicate to NSIC.

C. **Payment conditions:**

Final payment shall be made not later than 6 weeks, following submission by the Consultant of complete invoices in duplicate to the NSIC whichever is later.

4. Project Administration Coordinator:

The NSIC designates Shri as the NSIC's Coordinator; for this Assignment. The Coordinator will be responsible for the coordination of

activities under this Agreement, for acceptance and approval of the reports and of other deliverables by the NSIC and for receiving and approving invoices for the payment.

5. Performance Standards

The Consultant undertakes to perform the Assignment with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly but not later than ____ days replace any employees assigned under this Contract that the NSIC considers unsatisfactory.

6. Confidentiality

The Consultant shall not disclose any proprietary or confidential information relating to the Services, this Agreement or the NSIC's business or operations without the prior written consent of the NSIC.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the NSIC under the Agreement shall belong to and remain the property of the NSIC. The Consultant may retain a copy of such documents and software for the purpose of this Agreement.

8. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage at its own cost.

9. Re-Assignment

The Consultant shall not re-assign this Agreement or sub-contract any portion of it without the NSIC's prior written consent.

10. Dispute Resolution

Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred for arbitration to an arbitrator nominated by the Chairman cum Managing Director, NSIC Provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.

11. Events of Default

- (i) Delay in furnishing of any report within the period mentioned at Para 1 of "Submission of Reports & Timelines" at page 12 of this TOR, provided that there shall not be default for the period of Force Majeure and delays solely attributable to the NSIC.
- (ii) Any report being non-acceptable to the NSIC for lack of professional quality.
- (iii) Breach of any of the terms of this Agreement.

12. Consequences of Default

- (i) On the occurrence of any of the event of default on the part of Consultant, the NSIC may terminate this Agreement and claim refund of any money paid and refuse to make any more payment.
- (ii) In case of default being limited to delay only, the NSIC, may in the alternative, claim the agreed liquidated damages @ 5% of the amount of contract for every week of delay, not exceeding in any case 25% of the

amount of contract. The amount of liquidated damages shall be withheld and/or recovered from the payment to be made to the Consultant.

13. Force Majeure

The Parties shall be entitled to excuse performance of their respective obligations to the extent they are unable to perform the contract by an event of Force Majeure. A party claiming relief on this account shall immediately on becoming aware of Force Majeure event give notice to the other party disclosing the manner in and the period during which performance of its obligation is likely to be affected.

For the purpose of the Agreement Force Majeure means Acts of God, wars or similar action affecting India, Civil Commotions or general strike (excluding by its own employees) lying beyond the reasonable control of the affected Party.

14. Notice

The address of the Parties for all communication is:

NSIC:

General Manager (SG)
Technology Incubation Division (TID)
National Small Industries Corporation Ltd,
(A Govt. of India Enterprise)
NSIC- Technical Services Center, Okhla Industrial Estate-III,
Near Govindpuri Metro Station, New Delhi-110020
Tel. No. 011-26826847 Fax: 011-26826783

Consultant:

All notices with the aforesaid address sent by pre-paid registered-post or speed post or sent by fax with confirmation of its delivery or email shall be deemed to have been served and received by the addressee within the time they should have been delivered/received at the addressee's end.

Any change of address will not be valid unless acknowledged by the other party.

IN WITNESS WHEREOF, the representatives of the Parties to this Agreement being duly authorized have hereunto set their hands and have executed those present this __ day of _____

For and on behalf of the
The National Small Industries
Corporation Ltd.

Signed by _____
Designation: _____
In presence of _____

FOR

Signed by _____
Designation: _____
In presence of _____