

Office of the Dean Research and Development
Indian Institute of Engineering Science & Technology (IEST), Shibpur
Howrah-711 103

Project Code: DRC/GRSE-OTH/SOCSAT/SKM/002/14-15

School of Community Science and Technology
Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711 103

Expression of interest is invited for “**NEED BASED STUDY AND IMPACT ASSESSMENT FOR SKILL DEVELOPMENT IN THE SURROUNDING AREA OF IESTS- SHIBPUR CAMPUS, HOWRAH.**” as per the specified technical specification. The relevant bidding document can be downloaded from the website i.e. www.iests.ac.in. Last date of submission of sealed EoI is **Ten (10) days from the date of publishing notice.**

Dean (R & D)

(A. Code DRC-T091/16-17)

This is downloadable

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,
SHIBPUR**



BIDDING DOCUMENT

(Project Code: DRC/GRSE-OTH/SOCSAT/SKM/002/14-15)

Expression of Interest

Under

GRSE sponsored project entitled as "Skill Development Training Programme for the Unemployed Youth of the locality in Metiabruz"

School of Community Science and Technology

SCHOOL OF COMMUNITY SCIENCE AND TECHNOLOGY
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,
HOWRAH, WEST BENGAL, PIN-711103

EXPRESSION OF INTEREST FOR
“NEED BASED STUDY & IMPACT ASSESSMENT FOR
SKILL DEVELOPMENT IN THE SURROUNDING AREA OF
IESTS- SHIBPUR CAMPUS, HOWRAH.”

SCHOOL OF COMMUNITY SCIENCE AND TECHNOLOGY UNDER INDIAN INSTITUTE OF ENGINEERING
SCIENCE AND TECHNOLOGY, SHIBPUR, A PREMIER NATIONAL ACCEDEMIC INSTITUTION OF INDIA,
INVITES

“EXPRESSION OF INTEREST”, FROM REPUTED AND ESTABLISHED SERVICE PROVIDERS/ NGO’S/
ORGANISATIONS / CONSULTANCY AGENCY HAVING REQUISITE EXPERIENCE, CAPABILITY AND
SPECIALIZATION FOR PROVIDING “NEED BASED STUDY & IMPACT ASSESSMENT FOR SKILL
DEVELOPMENT IN THE SURROUNDING AREA OF IESTS-SHIBPUR CAMPUS.” THE DETAILS MAY BE
DOWNLOAD FROM WEBSITE WWW.IESTS.AC.IN IEST.

INTEREST PARTIES, HAVING RELEVANT EXPERIENCE AND EXPERTISE ARE INVITED TO SUBMIT HARD
COPY OF THEIR EOI PRESENTATION IN THE OFFICE OF P.I., SOCSAT – GRSE – CSR PROJECT, IEST,
SHIBPUR, HOWRAH -711103 LATEST BY 15.00HRS

SCOPE OF WORK

SURVEY FOR ASSESSMENT FOR SKILL DEVELOPMENT

- ✓ The initiation to be undertaken in Howrah ward numbers 38, 39, 40 and 45- the location is in and around the campus of BESU, as a part of their social outreach programme.
- ✓ The purpose is primarily to understand the need for skill development from the perspective of the employer as well as the employee.
- ✓ The skill development plan would be targeted towards age of 18-45 male and female population, Special emphasis is on inclusion of females.

- ✓ Examine the relevance of the skill building trainings currently offered by the institute and scope for addition in the offering to match to the local requirement.

Research steps:

1. Estimation of the resource (population in target segment) and examination the scope for placement of the human resource created through the training programme.
2. Understand the local needs in terms of type of industries, desired skill sets, etc.

Methodology

1. Secondary research on population and employment data.
2. Direct interviews with key influence in the area – local development officer, other resourceful individual who can give perception about the area (2-3 interviews).
3. In –depth discussion with local industry who are the prospective hire ((2-3 interviews).
4. Focus group discussion with local youth (male and female) (4-5 FGDs).
5. Quantitative survey to validate the findings from the Qualitative research phase(around 120 sample size).

DURATION OF RESEARCH STUDIES

1. Duration of research studies / consultancy services will be for 06-08 weeks only.
2. Expected date for commencement of studies will be from March, 2017.

ESTIMATED COST OF RESEARCH STUDIES

Estimated cost of the need based studies will be fixed after qualifying technical bidding process and on the basis of negotiable competitive terms and condition.

REQUISITIONS AND EVALUATION CRITERIA

The bidder has to submit two separate proposals, namely: I. Technical Proposal II. Financial Bid
The decision of the Committee in the evaluation of responses to the RFP shall be final.

Technical Bid: The bidder is required to submit the following in the technical bid:

- A descriptive note on the project & deliverables
- Approach paper with details on methodology
- Details of prior experience with regard to on baseline study & impact assessment including sample baseline and impact assessment report(s)
- Profile of staff executing the project
- Company profile, including date of establishment
- Nature of business

- Details of office/operations across states/regions

Financial Bid

The Bidder shall indicate the professional fees inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any.

The Bidder has to include all costs like Travel, Lodging and Boarding, Local Travel expenses, etc. incurred during the project and IESTS will not bear any additional costs on these.

The hardcopies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked and all inner envelopes shall indicate the name and address of the Bidder

- The first inner envelope marked "Technical proposal" shall contain the Technical Proposal**
- The second inner envelope marked "Financial Bid" shall include the Financial Bid**

Submission of EOI

1. Interested NGO'S / organization/ trust may download the EOI format from institute website WWW.IEST.AC.IN .
2. Hard copy of EOI application with relevant documents should reach at the institutes mailing address as under:

H.O.D & P.I., SOCSAT – GRSE – CSR Project, School of Community Science and Technology, Indian Institute of engineering science and Technology – Shibpur, Downing Hall, West Wing, P.O Botanic Garden, Howrah – 711103 within stipulated period.

For any queries please **Contact No:+919038481078**

PLEASE NOTE IEST – SHIBPUR RESERVES THE RIGHT TO ACCEPT/MODIFY/ AMENDMENT/ DISCRET/TERMINATE/REJECT/CANCEL BIDDING PROCESS OR BIDDER AT ANY STAGE WITHOUT ASSIGNING ANY REASON. IN THIS REGARD, PROPER INTIMATION MAY BE UPLOADED TO INSTITUTE'S WEBSITE TIME TO TIME. LOWEST BIDDING RATE IS NOT CONFIRM AND RIGHT TO BIDDERS TO AWARD OF CONTRACT.

Schedule:

Description	Tentative Dates/ Deadlines (It may be changed as per Unavoidable Administrative Circumstances)
1. Publication of EOI documents.	08.03.2017
2. Pre bid discussion	14.03.2017 (14:00 to 15:00)
3. Last date for receiving queries from prospective applicants through Speed Post / In Person	17.03.2017

4. Replies to the queries	21.03.2017
5. EOI due date / deadline for submission or response documents.	24.03.2017
6. Selection of applicants of the EOI submitted.	29.03.2017

1	Name of the NGO'S / organization/ trust	
2	Registration details:	
	Place where registered	
	Year of Registration	

7. Issue of offer letter to the organisation who stands L ₁ status for research studies.	31.03.2017
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NEED BASED STUDY & IMPACT ASSESSMENT FOR SKILL DEVELOPMENT IN THE SURROUNDING AREA OF IESTS- SHIBPUR CAMPUS, HOWRAH, WEST BENGAL

FORMAT FOR EXPRESSON OF INTEREST (EOI)

(USE ADDITIONAL SHETS FOR COMPLETING DETAILS AS REQUIRED)

1.0 PRIMARY DETAILS OF THE APPLICANT

	Year of Renewal (if applicable)	
	Board of trustees (Attach detailed name, address, Qualification/ experience and contact details including email Id and mobile number of all trustees on board)	
3	Income tax PAN (Attach copy of PAN card)	
4	Service tax registration No. (Attach copy of service tax registration certificate / If exempt, (attached exemption certificate)	
5	Primary bank account details: Bank account Number Bank branch IFSC code (Attach one copy of cancelled cheque)	
6	Details of the person who is submitting the EOI on behalf of the NGO'S / organization/ trust Name: Position in the organization: Authorization by which the person is empowered to submit this EOI (Attach copy): Address: Telephone No.: Email ID: Alternate Email ID:	
7	Financial particulars: Average turnover in the last 3 years (Attach audited balance sheet for the last 3 years)	
8	Projects implemented / under implementation in the last 3 years: (Provide details of: (a) Name of Project (b) For whom it is implemented (c) Value of the project (d) Duration of the project (e) Actual/Expected date of completion of the project (Provide details of at least 2-3 completed projects and details of all the on-going projects at hand)	
9	Registered with IEST as service provide under CSR (if yes, provide details)	
10	Registered with GOI as an NGO'S / organization/ trust (if yes, provide details)	
11	DO YOU RECIVE FUNDING FROM ABROAD? (IF YES , PROVIDE DETAILS ON SOURCE OF FUNDY, WHETHER IT IS FOREGIN CURRENCY)	
12	HAS YOUR ORGANISATION BEEN EVER DEBARED BY ANY GOVT AGENCY AT TIME FROM: (a) Participating in any tendering / bidding process (b) From providing services	
13	At any time, did only government agency cancel any contract assigned to you?	
14	Does your organisation has its own financial auditor or do	

	you hire the services of outside auditor	
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2. Provide a brief write up about your NGO / Organization (include area of work, values you believe in, standards you have set for yourself and your organization's vision statement in no more than 800word)

3. Details of key persons who are on permanent rolls of the NGO / organization/trust: (Add rows if necessary)

SI No	Name of staff	Position/Education	Employment record year	Professional background	Membership in Professional Societies

4. Provide details of mechanism that you will put in place for administration of the project (No of staff you will deploy for monitoring of the teachers, faculties, coordination with SOCSAT as well as IIEST.

5.0 Provide details of the key person who will act as single point of contact for this project & who will have the authority to receive and execute instructions received from SOCSAT, IIEST and also raise invoice for staff honorarium / administration charges etc.

DECLARATION

It is certified that the details furnished above by me _____ (name) on This __ (day) of __ (month) __ (year)

and on behalf of _____ (name of the organization) is true to the best of my knowledge and belief. If

at a later date, the information is found to be false / wrong, SOCSAT, IIEST may at its own discretion, take appropriate action at it deems fit including cancellation of the agreement and recovery of any penalty as required.

Place:

Authorized Signatory

Date :

(NGO/ Organisation seal)