



Expression of Interest (EoI)

For

Empanelment of the

Consultants/Subject Matter Experts

Reference Id : EdCIL/2019/EoI/Empanelment/SMEs/01

17.12.2019

**Chief General Manager (EIS/EPS & AS)
EdCIL (India) Limited**
[A Government of India Mini Ratna CPSE]
ISO 9001-2008 and 14001 – 2004 Certified Company
EdCIL House 18-A, Sector 16 A, Noida UP-201301(India)
Email: www.edciliplndia.co.in

Contents

1) Instructions	3
2) General Scope of Work (may likely to vary as per project requirements)	5
3) Other Terms & Conditions	5
4) Annexure A: List of Fields/Areas in which consultancy services to be given	8
5) Annexure B	9
(i) Qualifying Criteria for Consultants/ Subject Matter Experts	9
(ii) Qualifying Criteria for Consultancy firms	9
6) Annexure-C: Format for Curriculum Vitae (CV)/Application	10

INVITATION FOR EXPRESSION OF INTEREST

अ भरु च आवेदन हेतु प्रस्ताव आमंत्रण

1) Instructions

EdCIL (India) Limited, a “**Mini Ratna**” Central Public Sector Enterprise (CPSE) under the administrative control of the Ministry of Human Resource Development, Government of India, invites Expression of Interest (EoI) from **Consultants/Subject Matter Experts/Indian Consulting Agencies** to undertake the following services (on project basis) under “Advisory Service” division:

- To undertake field surveys/ demand analysis/ market assessment studies of educational requirements and to prepare feasibility report for setting up of an educational Institution.
- Preparation of detailed project reports (DPRs)/ Revised Cost Estimates (RCEs) for educational projects - Greenfield & Brownfield,
- Curriculum Development, Pedagogy Studies,
- Training Need Assessment,
- Design of Training Modules,
- Skill & Competence Gap Analysis,
- Formulation of new schemes & policies for Government department/ autonomous bodies etc.
- Evaluation & Impact Studies of various Schemes related to Education, Social, Culture, CSR, Skill employment etc.,
- Evaluation of Institutes/ organizational restructuring requirement/ Human Resource management/ assessment of manpower/HR audit, HR studies,
- Concept Note for new Educational Institutions etc.
- Strategic planning & formulation of Governance structure
- Other Education/HR skills related consultancy work;

This EoI document contains the following:

- 1) General scope of work;
- 2) Consultancy Charges;
- 3) General Terms & Condition;

- 4) Annexure A- List of areas/fields for which the applicants, intending to be empaneled,
- 5) Annexure B - The details of eligibility criteria.
- 6) Annexure C – (A) Format for Curriculum Vitae (CV) for Applicant as consultant on individual capacity; (B) Format for Application for Applicant as consulting firm;

Further details, if any, may be obtained from the email id - cgm.infracivil@edcil.co.in

Important Information:

EoI Publishing date	17.12.19
Last date for raising the queries (only through email on the email id- cgm.infracivil@edcil.co.in with a copy to advisory@edcil.co.in	10.01.20 upto 1800 Hrs
Last date for submission of scanned copy of CVs/applications in the prescribed format on email id: advisory@edcil.co.in	31.01.20 upto 1800 Hrs

Note:

- Applicants meeting the qualifying criteria may be invited for presentation/proposal before the selection committee of EdCIL.
- EdCIL reserves the right to verify/confirm all original documentary evidence submitted by Applicants in support of the qualifying criteria.
- At any point of time, EdCIL reserves the right to cancel this EoI and/or invite afresh with or without amendments or notice.
- Screening of CVs/Applications shall be carried out as per qualifying criteria mentioned in this EoI.
- After completion of empanelment process, the commercial proposals shall be invited through limited tender based on available qualified panel. However, selection of Consultant for a particular project may be shortlisted, based on QCBS method or based on experience and qualifications as may be decided by the evaluation committee/ during selection process.
- Validity of empanelment shall be of 3 years duration, which may be extended based on the approval of competent authority of EdCIL (India) Ltd.
- CVs/Applications need to be submitted **only in the prescribed format at Annexure C** on the email advisory@edcil.co.in. The CVs, not in the prescribed format, may liable to be rejected. Hard copy of the CVs/applications need not to be submitted.

2) General Scope of Work (may likely to vary as per project requirements)

Generally, the term of reference according to the project shall be sent to the consultant, However, broadly the scope is indicated as below:

- Field visit to the proposed site;
- Regular meetings with EdCIL & client and other stake holders of the project.
- Prepare reports (as per agreed scope of work),
- Draft/ final Report to be submitted within prescribed time frame mentioned in the of Letter of award.
- Other Interim Report and Status Report as and when required by the client.
- Presentation of the Report to the client.
- Miscellaneous work required for completion of project.

Consultancy Charges:

- Consultancy Charges & payment terms will be based on the scope of work of the project and shall be decided at the time of award of respective project.

3) Other Terms & Conditions (may likely to vary as per project requirements)

- TA/DA on the site visit as per EdCIL rules applicable to E-VI level officers will be borne by EdCIL (India) Ltd. Local conveyance shall not be paid.
- Other than the Consultancy Fee & TA/DA mentioned above EdCIL (India) Limited shall not pay any amount/fee etc. to the consultant on any account whatsoever such as medical expenditure, accident, any theft, extortion, mishappening etc. during the course of the project/assignment.
- The payment shall be made on back to back basis i.e. the payment shall be made to the consultant only after receipt of payment from client.
- Change in scope of work/ToR: Any change in scope of the work would be with mutual consent of both the parties. Separate amendment to ToR to such extent has to be signed.
- This is NOT a permanent offer for employment in EdCIL and is purely a temporary engagement on a specific individual/group of projects based on mutually agreed terms and conditions.
- EdCIL reserves the right to verify/confirm all original documentary evidence submitted by Applicants in support of the eligibility criteria. The consultant has to submit relevant documents to support the credentials, experience etc. if asked.

- The consultant shall also have to submit their acceptance on the terms and conditions of EdCIL.
- In case the performance of the Consultant is not satisfactory, the Consultant will be asked to improve upon only once. In case the performance is not found up to mark, the contract can be cancelled at any stage of work and the Consultant shall not be engaged for further assignment. Even the existing assignment may also be carried out by engaging another consultant or by any other means at the sole discretion of EdCIL and no payment would be made in such case.
- Given the nature of the work being entrusted, the consultant would have to give an undertaking to the effect that the contents/ essence of any reference/ documents given would not be disclosed to any third person without the approval of EdCIL, failing which the engagement of the consultant would be terminated and/or action under prevailing rules/laws may be taken.
- If due to any reason or decision of the Govt/ Client., the Assignment is dropped or the project is suspended/fore closed/ out of abeyance, the Consultant may be directed to discontinue work. The “Drop Dead Fee” would be limited to the actual work done by the consultant, provided EdCIL would have received the payment from client for work done.
- Conflict of Interest: Such consultant would not be engaged for any work whose interests are in conflict with their prior or current obligations to the other organizations/ clients or that may place them in a position of being unable to carry-out the work assigned to them at any point of time during the currency of engagement by EdCIL or above all enable them to pose a threat to EdCIL consulting business in future.
- Intellectual Property: The Consultant shall ensure that while he/she uses any software, hardware, processes, document or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person and the Consultant shall be solely liable for any such infringement, claim, demand, loss etc. and shall keep the EdCIL and its personnel indemnified against all costs, expenses and liabilities.
- Work done by the consultant for EdCIL will be treated as a sole property of EdCIL. EdCIL reserves all the rights.

- Jurisdiction and applicable law: The agreement including all matter connected with the Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of the Indian Courts/Tribunals at Delhi.

4) **Annexure A: List of Fields/Areas:** Personnel who have provided consultancy services in education sector like *Preparation of feasibility report, preparation of DPR, conducted surveys, impact assessment studies, curriculum development, Training need analysis, Skill & Competence Gap Analysis, Formulation of new schemes, Evaluation of Institutes/ organizational restructuring / Workforce management/ assessment of manpower/HR audit, HR studies, Preparation of concept note, Strategic planning & other Education related consultancy work* in any of the following fields may apply:

Sl.	Fields	Sl.	Fields
1	Accounts/Audit etc.	10	Packaging Technology, Pulp & Paper Technology,
2	Agriculture/Horticulture/Fishery/ Sericulture/Animal Husbandry Fisheries/ Food Technology/Processing/ Forest/ Sugar Technology	11	Institute/University/organization setup (viz. IIT Setup/ IIM setup/ IISER/NISER setup/ NIPER setup/ Denovo & Deemed to be universities setup/ IIIT set up) UNESCO Projects/ World bank Projects/ School setup
3	Infrastructure Planning/ Interior designing/ Valuation	12	Hotel Management/ Hospitality Management/ Tourism & Hospitality
4	Coal/Mining/ Oil & Gas/ Petroleum	13	Vocational Studies & training/ skill development
5	Culture/ Manuscripts/ Archeology/Historian/Museum/ Heritage	14	Languages
6	Education (Policy making, Act preparation)	15	Media & Mass-communication
7	Energy/ Renewable energy/ Non-conventional energy/ Power	16	Minority Affairs/ Tribal Affairs
8	Set up of ITIs	17	HR Audit/ Organizational restructuring/ Workforce management
9	Fashion Designing	18	Health & family Welfare/ Medical/ Mental Health/Psychology/Counselor

5) Annexure B

(i) Qualifying Criteria for Consultants/ Subject Matter Experts

The applicants intending to be empaneled for areas specified in Annexure A, should fulfill the following eligibility criteria and shall provide documentary evidence towards the following:

a) For core areas prescribed in Annexure A only;

- (i) **Minimum Educational Qualification:** Post Graduates (Ph.D. is preferable);
- (ii) **Work Experience:** Minimum 15 years in respective field and executed at least two projects in the field for which he/she is applying for.

b) For core area of Finance

Individual Chartered Accountant/ICWA with minimum experience of 10 Years. Out of which minimum experience of 5 years in educational finance;

c) For core area of Architecture

Minimum 10 years' experience in architecture, out of which experience of architectural planning of at least two educational institutes project.

d) For core area of Environment Impact Assessment

At least two projects in the field of Environment Impact Assessment (EIA) with knowledge of GRIHA.

(ii) Qualifying Criteria for Consultancy firms:

- The firm should be registered with its respective regulatory body.
- The firm should have a valid PAN & GSTIN Number.
- The firm should be established at least 5 years before from the date of publishing of this EoI;
- At least 10 Projects of any value, in the area of education consultancy in the fields listed at Annexure A in last 3 years.

6) Annexure-C: Format for Curriculum Vitae (CV)/Application

(i) **for Applicant as consultant/subject matter experts on individual capacity:**

- 1) Field of Expertise*:
- 2) Sub-Field/ Domain area of expertise:
- 3) Name of the Applicant:
- 4) Correspondence Address:
- 5) Contact Number:
- 6) Email id:
- 7) Present Position:
- 8) Name of Firm, applicant associated with:
- 9) Date of Birth:
- 10) Nationality:
- 11) Education:
- 12) Membership of Professional Associations:
- 13) Other Training:
- 14) Countries of Work Experience:
- 15) Languages known:
- 16) Number of years of Experience
- 17) Work Experience in the respective fields:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:-----

18) 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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. Also, the organization, with whom I am associated, has no objection if I will work for EdCIL (India) Ltd. on individual capacity. I shall be available for the work as and when required.

Date: _____

[Signature of the applicant]

Day/Month/Year

*Applicants have more than one area of expertise, should have to mention multiple areas along with the area specific project experience.

-Applicant has to submit the documentary evidence in support of above information.

ii) Format for Application for Applicant as consulting firm

- 1)** Field of Expertise*:
- 2)** Domain Area:
- 3)** Name of the Firm:
- 4)** Correspondence Address:
- 5)** Contact Number:
- 6)** Email id:
- 7)** Year of establishment:
- 8)** Registration Number:
- 9)** PAN Number:
- 10)** GSTIN Number:
- 11)** Countries of Work Experience:
- 12)** Years of working experience in the respective fields;
- 13)** Projects done/ongoing in the respective fields:

From [Year]: _____ To [Year]: _____

Client: _____

Capacity of firm: _____

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this application correctly describes the firm and other particulars. I understand that any wilful misstatement described herein may lead to the disqualification/dismissal/debarment of the firm, if engaged.

Date: _____

[Signature of the Authorized Representative of the firm]

Day/Month/Year

*Applicant firm have more than one area of expertise, should have to mention multiple areas along with the area specific project experience.

-Applicant has to submit the documentary evidence in support of above information.