

Reference No. : *RFP/Education/2012/01*

REQUEST FOR PROPOSAL (RFP)

FOR

Starting Pilot Project in selected twenty four Govt. colleges of the state in Communication Skills and Personality Development for one year period

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REQUEST FOR PROPOSAL (RFP) Starting Pilot Project in selected twenty four Govt. colleges of the state in Communication Skills and Personality Development for one year period .

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“REQUEST FOR PROPOSAL (RFP)”

TERMS AND CONDITIONS FOR SELECTION OF SERVICE PROVIDING SOCIETY/TRUST/FIRM/COMPANY/AGENCY DESIROUS TO START A COURSE IN “COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT” IN GOVT. DEGREE COLLEGE(S) UNDER SELF FINANCING BASIS.

1. Introduction:-

The Govt. of Himachal Pradesh has made tremendous efforts to provide facilities for higher education in the state. The state has achieved remarkable progress in Education sector and is providing quality education to its students, yet the majority of our graduating youth is unable to get better placements in various National/Multi National companies in private sector. The Department of Higher education has also given directions to the Principals in Govt. Colleges to start various add-on courses as well as self-financing courses, in order to enhance the skills of the students as well as opportunities for employment by improving their capacities in various service sectors. However, despite these efforts it has been observed that students of outgoing classes are still in need of assistance and guidance for improving their skills in Communication as well as personality development. Therefore, the department has decided to take this initiative so that students get opportunity to enhance their Communication and Soft Skills for achieving success in getting better job opportunities in the world of work. **The department of higher education has decided to run the Pilot Project in selected twenty four Govt. colleges of the state in Communication Skills and Personality Development for one year period. The project is to be run by external agency, thus is to be “outsourced” on the terms and conditions mentioned below.**

2. Objectives of the programme:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Take part effectively in various selection procedures adopted by the recruiters.

3. Mode of Application

- i. The Society/Trust/Firm/Company/Agency desirous to start and run the project in the Govt. Colleges of the Himachal Pradesh, shall have to submit a **Proposal** to the Principal of Coordinating College Cluster latest by **15th June 2012 upto 5:00 P.M.** alongwith with application cost amounting to Rs.1,000/- in the shape of bank draft in favour of the Principal of the concerned Coordinating College Cluster.

Coordinating College of Cluster 1	Coordinating College of Cluster 2	Coordinating College of Cluster 3	Coordinating College of Cluster 4
Govt. College Solan	Govt. College Sanjauli	Govt. College Mandi	Govt. College Dharmshala

- ii. After this date and time no proposal would be entertained. A Society/Trust/Firm/Company/Agency can apply in all 4 clusters. However, a Society/Trust/Firm/Company/Agency shall not be allotted more than two clusters despite the fact that the proposal of concerned Society/Trust/Firm/Company/Agency is a **Successful Proposal** in respect of all clusters. In case the Society/Trust/Firm/Company/Agency is selected in more than 2 clusters then the Society/Trust/Firm/Company/Agency will be allotted only those two clusters for which the Society/Trust/Firm/Company/Agency has quoted lowest proposal rate.
- iii. A Society/Trust/Firm/Company/Agency shall have to submit a separate proposal for every cluster.
- iv. A Society/Trust/Firm/Company/Agency will be eligible to apply individually. Proposals received in consortium are not allowed and will not be evaluated.

4. Eligibility Qualifications

The Society/Trust/Firm/Company/Agency desirous to start a course in “Communication Skills and Personality Development” in the Govt. Degree Colleges of the state shall:-

- i. Be a registered Society/Trust/Firm/Company/Agency providing services in the education sector incorporated under the Indian Companies/ Society Act, and have been in existence for a period of atleast 5 years as of 31.03.2012.
- ii. The Society/Trust/Firm/Company/Agency should have valid Service Tax/VAT/TIN registration in India.
- iii. The Society/Trust/Firm/Company/Agency should have an average turnover of Rs.7.5 crores exclusively from Education services only during the last 3 financial years (2008-2009, 2009-2010 & 2010-2011). The turnover should not include other transactions with its subsidiary companies or with anyone under reciprocal agreements.
- iv. The Society/Trust/Firm/Company/Agency should have completed at least one Project/Programme of this nature of minimum three months duration in the last three years in the Govt. sector or currently executing at least one Project/Programme of this nature of minimum three months duration in last one year in the Govt. sector.

Note :-Onus of providing satisfactory documentary evidence shall be of the Society/Trust/Firm/ Company/Agency.

5. List of Institutions:-

The following 24 Govt. Colleges (four clusters) of the state are to be considered under the proposed Pilot Project and having student enrolment more than 1000 students (except Kukumseri and Recong Peo). The cluster wise colleges are as under:-

S.No.	Name of the college			
	Cluster 1	Cluster 2	Cluster 3	Cluster 4
1.	Govt. College Solan	RKMV Shimla	Govt. College Mandi	Govt. College Chamba
2.	Govt. College Nalagarh	Govt. College Sanjauli	Govt. College Sarkaghat	Govt. College Dharamshala
3.	Govt. College Nahan	Govt. College Chaura Maidan	Govt. College Kullu	Govt. College Palampur
4.	Govt. College Paonta Sahib	Govt. College Rampur Bushar	Govt. College Kukumseri	Govt. College Dehri
5.	Govt. College Una	Govt. College Seema	Govt. College Ghumarwin	Govt. College Hamirpur
6.	Govt. College Amb	Govt. College Recong Peo	Govt. College Bilaspur	Govt. College Nadaun

6. Clarification Regarding RFP

The Society/Trust/Firm/Company/Agency desirous to start and run the project in the Govt. Colleges of the Himachal Pradesh may seek any clarification about the RFP document during clarification meeting which will held on **21st May 2012 at 11:00 A.M.** in the chamber of Director of Higher Education, H.P. Shimla & the decision of the Director of Higher Education shall be final. The Society/Trust/Firm/Company/Agency desirous to participate in clarification meeting shall have to register on **17th May 2012 upto 5:00 P.M.** in the O/O Jt. Director of Hr. Education (C-II) alongwith a refundable security of Rs.10,000/- (Rupees ten thousand only) in the shape of demand draft payable at Shimla in favour of Director of Hr. Education and this will be returned after closing of clarification meeting. The queries or issues pertaining to this RFP must reach by **17th May 2012 till 5:00** through e-mail at dir.edu@rediffmail.com.

7. Format of Proposal (to be submitted by the executing agency)

The proposal should be specific and the following information must be included in the proposal.

- i. Attested copies of all valid documents mentioned at section 4 (i. to iv.) above issued by the respective competent authority:-
 - Registration Certificate of the Society/Trust/Firm/Company/Agency issued by the valid registration authority established by the G.O.I./Any other state Govt./U.T.
 - Copy of certificate of the Service Tax Registration Authority in India.
 - Audited Balance Sheet and Income Statement for the last 3 years (2008-2009, 2009-2010 & 2010-2011) duly signed by the Statutory Auditors clearly indicating the turnover in education related activities. Detail of

expenditure carried out by the Society/Trust for exclusive educational related activities for last three years.

- Copy of agreement signed with the state Govt./U.T. in which the Society/Trust/Firm/Company/Agency have already completed at least one Project/Programme of this nature of minimum three months duration in the last three years in the Govt. sector or currently executing at least one Project/Programme of this nature of minimum three months duration in last one year in the Govt. sector.

- ii. (a) Set of Contents for all packages separately in a sealed cover which will bear words “**Set of Contents**”.

For Certificate Course: 60 hrs. package (Booklet Part-I).
For Diploma Course: 60+30 hrs.=90 hrs (Booklet Part-II)
For Advance Diploma Course: 60+30+30 hrs.=120 hrs (Booklet Part-III)

(in the form of soft and hard copy to be submitted with Proposal to the Principal).

- (b) Implementation Plan in separate sealed cover which will bear words “**Implementation Plan**”.

- iii. The Society/Trust/Firm/Company/Agency shall start short term course in “Communication Skills and Personality Development” for enhancing employability of students of the following duration:

- (a) Certificate Course -60hrs.
(b) Diploma Course -90 hrs.
(c) Advanced Diploma Course -120 hrs.

A student may complete Diploma & Advanced Diploma Course in staggered manner i.e. 60 hrs. + 30 hrs. + 30 hrs. respectively as per his/her convenience. No student shall be compelled to join 90 hrs. or 120 hrs. course in one go.

- iv. The Society/Trust/Firm/Company/Agency shall have to complete the 60 hrs course within a maximum period of 4 months, 90 hrs. course within a maximum period of 6 months and 120 hrs. within a maximum period of 8 months, failing which due penalties may be imposed by the Principal. **But in no case the duration of teaching/training per day shall be more than one hour.**
- v. The Society/Trust/Firm/Company/Agency shall have to start the course alongwith starting of regular classes in the college (As per the date notified by the Govt./University/dates provided by the Principal and during time slots worked out and allocated by the Principal on normal teaching days).The teacher/trainer appointed by the Society/Trust/Firm/Company/Agency can carry out teaching/training on Sunday/Holidays if agreed by the students and approved by the Principal.
- vi. The Society/Trust/Firm/Company/Agency shall submit the Commercial rate for running the project in the proposed college in the following manner :

- a) Rate shall be submitted in a separate sealed cover which will bear the words “**Commercial Rate for running the project in college**”. The rate shall include the service to be provided by the Society/Trust/Firm/Company/Agency in teaching/training the students regarding Communication Skill and Personality Development for certificate/diploma/advance diploma course with duration of 60/90/120 hrs. respectively. The rate shall include the cost of the content booklet to be provided by the company to each student who joins the course.
 - b) “Rate: per hour per student irrespective of 60/90/120 hours package in rupees including all taxes, levies and fees”.
 - c) Rate must be mentioned both in words and figures. In case there is difference of rate in words and figures, then **the lowest rate will be considered as final**. If there is conflict in rate the proposal shall be rejected by the Proposal Evaluation Committee.
 - d) Rate shall be quoted by the Society/Trust/Firm/Company/Agency on its official letter head signed (Alongwith name & address in capital letters) by authorized signatory with stamp/seal.
 - e) The rate shall be applicable for all the colleges in a cluster.
- vii. In case of ‘**confusion or doubt**’ on any issue, the proposal will be rejected by the Principal.

8. Project Activity (to be undertaken by the executing agency)

The Society/Trust/Firm/Company/Agency shall **start and run short-term course in “Communication Skills and Personality Development”** for the students in **twenty four** Govt. Colleges of Himachal Pradesh listed in four clusters of colleges (see clause 5 of this document), for improving their skills and capabilities, thereby enhancing employability prospects of students. The course structure will be as mentioned below:

- (d) Certificate Course =60hrs.
- (e) Diploma Course- 60+30 hrs. = 90 hrs.
- (f) Advance Diploma Course- 60+30+30 hrs = 120 hrs.

Note:i) In diploma course, a student after completing the certificate course (60 hrs. duration) will enroll for **additional 30 hrs. package** only.

ii) In advance diploma course, a student after completing the diploma course (90 hrs. duration) will enroll for **additional 30 hrs. package** only.

9. Course Content of Project:-

- i) The **details of the course content** will be submitted by the executing agency to the Principal of Coordinating College Cluster with the proposal. The Society/Trust/Firm/Company/Agency providing services in the Govt. Colleges of

Himachal Pradesh will run the proposed course on the basis of following **outline of the course content:-**

The course contents are required to be given on the following format:-

(a) Spoken English : (This part will be of 50% of the course duration)

Grammar & Vocabulary : This part shall include Parts of speech and sentence formation (both spoken and written), Prepositional Phrases, Co-ordinate Conjunctions, Appositives, Active Passive etc.

Building **minimum**1500 words for 60 hrs.

Vocabulary 3000 words for 90 hrs.

5000 words for 120 hrs.

Idioms **minimum**50 Idioms for 60 hrs.

75 Idioms for 90 hrs.

100 Idioms for 120 hrs.

Phrases, **minimum**100 Phrases, Abbreviation & Latin forms in use for 60 hrs.

Abbreviation& 150Phrases, Abbreviation & Latin forms in use for 90 hrs.

Latin forms in use. 200Phrases, Abbreviation & Latin forms in use for 120 hrs.

Communication Part: This part shall include Awareness of importance of language (through presentation of various situations), Barriers of Communication Speaking and Listening Effectively, Mock Social situations, Mock interviews, Listening and responding questions, telephonic conversation, developing fluency, extempore & group discussions, Business Communication, exposure to specimens of spoken English through audio-visual aids, Reading Skills (focus on stress and intonation).

(b) Accent Training: (This part will be of 10% of the course duration)

Learning to pick up correct pronunciation, Consonants and vowels, fricatives & affricatives, Knowledge of homophones, Audio-visual demonstration, Accent Reduction, Mouth and Jaw relaxation exercises, Relation of sound with words, Intonation Pattern & Syllable stress, Pronunciation Practice, Exercise work and testing of all mentioned in accent training.

(c) Writing Skills : (This part will be of 20% of the course duration)

Structure of language, Comprehension & Composition, building a story/picture story, Writing e-mails & answering them, Principles of editing, summaries, Office drafts, Writing a curriculum vitae, report writing, précis writing etc.

(d) Personality Development course: (This part will be of 20% of the course duration)

This is a very vast subject, however, the broad topics to be covered are as under:-

- Handling people/Managing group communication.
- Art of attraction.
- Leadership & successful relationship.
- Memory Enhancement & Time management.
- Overcoming worries and criticism.
- Effective speaking.
- Healthy mind & decision making.
- Group discussion & Participation in meetings.
- Manner and Etiquettes in collective gathering & telephone manners.

- Stage Management & Voice modulation/body language (through on-stage activities).
- Social graces through interactive sessions with visitors/amongst students.
- Conflict management.

The outline of course contents mentioned above is suggestive, but the executing agency has to include minimum 50% part of this outline in respect of **each part of the course content (i.e. part (a), (b), (c) & (d) mentioned above)** and rest 50% of the course content can be modified and included by the executing agency as per the requirement of market sector/local experience.

- ii) The course will be conducted through regular classroom teaching and practice sessions by competent teachers/trainers engaged by the Society/Trust/Firm/Company/Agency providing services in the project. The actual teaching/practice sessions of the course shall not be below 80% of the course content package. The use of audio-visual aids/language lab etc. shall not exceed 20% of the course content.
- iii) The division of contents according to three package programme i.e. 60, 90 and 120 hrs will be as under:-

TABLE-I

Sr. No.	Contents along with breakup	Breakup for 60 hrs. package (Booklet Part-I)	Breakup for additional 30 hrs. for a package of 60+30 =90 hrs. (Booklet Part-II)	Breakup for additional 30 hrs. for package of 60+30+30=120 hrs. (Booklet Part-III)
1.	Spoken English (50% of the course duration)	30 hrs	45 hrs (15 hrs addl. to the duration of 60 hrs package)	60 hrs (15 hrs addl. to the duration of 60 hrs package)
2.	Accent Training (10% of the course duration)	06 hrs	09 hrs (03 hrs addl. to the duration of 60 hrs package)	12 hrs (03 hrs addl. to the duration of 60 hrs package)
3.	Writing Skills (20% of the course duration)	12 hrs	18 hrs (06 hrs addl. to the duration of 60 hrs package)	24 hrs (06 hrs addl. to the duration of 60 hrs package)
4.	Personality Development (20% of the course duration)	12 hrs	18 hrs (06 hrs addl. to the duration of 60 hrs package)	24 hrs (06 hrs addl. to the duration of 60 hrs package)

10. Certification:

The Society/Trust/Firm/Company/Agency shall provide a certificate to every student whosoever joins the course within thirty days on the request of the student failing which penalty will be imposed by the Principal. The Certificate will be of two kinds:-

(a) Participation Certificate:

For undergoing training in “Communication Skills and Personality Development” course for number of hours attended

by the students. No scores/achievements are required to be mentioned.

(b) **Graded Certificate:** (Optional for the students :on the basis of some sort of test/examination specifying the state of achievement level)

- i. For undergoing training in “Communication Skills and Personality Development” course for number of hours attended by the students.
- ii. Score achieved by the students in the examination.

No additional charges will be paid by the student for opting graded certificate.

11. Evaluation of Proposal

a) The complete proposal (excluding evaluation of contents) in respect of all applicant service providing Societies/Trusts/Firms/Companies/Agencies will be evaluated cluster wise by the **Proposal Evaluation Committee** at the venue as mentioned below:-

- i. Sr. Most Principal of cluster -Chairman
- ii. All the Principals (including Offg. Principals declared by the Deptt.) of colleges in cluster except Chairman -Member
- iii. Sr. Most Teacher of the coordinating college of cluster -Member Secretary
- iv. In addition to above Section Officers (F&A) available in the O/O Deputy Director of Higher Education/SCERT Solan may also be included in the evaluation process as mentioned below:-

Venue for evaluation of proposals

Cluster 1	Cluster 2	Cluster 3	Cluster 4
Govt. College Solan	Govt. College Sanjauli	Govt. College Mandi	Govt. College Dharmshala
Section Officer (F&A) O/O DDHE Solan and SCERT Solan.	Section Officer (F&A) O/O DDHE Shimla and Bilaspur	Section Officer (F&A) O/O DDHE Mandi and Kullu	Section Officer (F&A) O/O DDHE Kangra and Hamirpur

b) Only proposals of those Society/Trust/Firm/Company/Agency would be evaluated by the committee which clearly **fulfill the eligibility criteria** as mentioned in section 4 (i. to vi.) above.

c) The total evaluation would be of 100 marks, and will be done in two parts as mentioned below:-

- i) Part-I: General Evaluation: (Max. 30 marks)
- ii) Part-II: Content Evaluation: (Max. 70 marks)

11.1 PART I. GENERAL EVALUATION

S.No.	Criteria Weightage	Maximum marks	Marks to be allotted
1.	Past Relevant Experience in completed years, (5 to 8 years)	10	6
2.	Past Relevant Experience in completed years, (9 to 11 years)		8
3.	Past Relevant Experience in completed years, (12 years onwards)		10
4.	Annual Turnover of the company (exclusively from Education services): in last three years (2009-2010, 2010-2011 & 2011-2012). i. 7.5 to 9crores	10	06
5.	Annual Turnover of the company (exclusively from Education services): in last three years (2009-2010, 2010-2011 & 2011-2012). ii. More than 9 to 11crores		08
6.	Annual Turnover of the company (exclusively from Education services): in last three years (2009-2010, 2010-2011 & 2011-2012). iii. More than 11crores		10
7.	No of educational projects, the Society/Trust/Firm/Company/Agency is already running in the field related to Communication and Personality Development/Soft Skills in Govt. Sector i. 01 to 02 in number.	10	06
8.	No of educational projects, the Society/Trust/Firm/Company/Agency is already running in the subject in Govt. Sector ii. 03 to 04 in number.		08
9.	No of educational projects, the Society/Trust/Firm/Company/Agency is already running in the subject in Govt. Sector iii. 05 onwards.		10
	Total		30

The Society/Trust/Firm/Company/Agency having **minimum score of 60% (i.e. 18 marks out of 30) in Part-I: General Evaluation** will only be eligible for further evaluation of **Part-II: Content Evaluation**.

11.2 PART II: CONTENT EVALUATION

The Content Evaluation will be done by the separate committee named as **Content Evaluation Committee** constituted by the **Proposal Evaluation Committee** in the following manner:-

The Committee shall consist one Sr. Most teacher (in the subject of English) from each college of cluster. All members shall be regular teachers in the subject of English.

This committee will **only perform duties** regarding evaluation of course contents as mentioned in section 11.2.1 below.

11.2.1 The course contents submitted by the Society/Trust/Firm/Company/Agency will be evaluated by the above mentioned **Content Evaluation Committee** on the following criteria:-

- a) The Content Evaluation will be of 70 marks for the full package of 120 hrs duration i.e. Booklet-III (Detail in Table-I under section 9 above)

(b) Distribution of 70 marks in content evaluation:-

- i. Evaluation of Course Contents (**Booklet-III**): max. 18 marks
- ii. **Implementation plan/proposal** (in detail): max. 8 marks
- iii. Evaluation of **Presentation of Contents (Four)**: max. marks 44
(Four presentations: maximum 11 marks for each) (4x11=44)

- **26 marks for evaluation of contents** submitted in the form of hard copy document by the service providing Society/Trust/Firm/Company/Agency in which **18 marks** will be for content details of the course (booklet) and **8 marks** will be for the implementation plan/proposal (in detail) of the contents with bifurcation/allocation (in hours).

The Society/Trust/Firm/Company/Agency shall have to submit the implementation plan of the contents actually to be delivered in a classroom with duration i.e. number of hours.

Guidelines for content of the course are furnished under section 8 of this document.

- **44 marks** will be allotted after the evaluation of **Presentation Part** of the contents by the teacher/trainer of the service providing Society/Trust/Firm/Company/Agency. The Society/Trust/Firm/Company/Agency shall be required to make minimum **four presentations of one hour each for each part** i.e. Spoken English, Accent Training, Writing Skills, Personality Development and marks will be given by the Content Evaluation Committee for each presentation, out of maximum **11 marks** as mentioned in **Table-II** below. **The Society/Trust/Firm/Company/ Agency will be provided one day to present all four presentations.**
- Presentation will be made by **four different teachers/faculty/trainers**. It is mandatory that teachers/faculty/trainers who makes these presentations **will actually be appointed/engaged** in the four colleges of the cluster by the service providing Society/Trust/Firm/Company/Agency for teaching/training in the course of “Communication Skills and Personality Development”. In remaining two colleges of a cluster the service providing Society/Trust/Firm/Company/Agency shall appoint the teachers/faculty/trainers of having similar qualification and competency.

However, if the Principal feels that the skills of teacher/trainer appointed by the service providing Society/Trust/Firm/Company/Agency are not upto the mark the Society/Trust/Firm/Company/Agency has to engage new teacher/trainer and he/she has to complete the backlog.

- The Society/Trust/Firm/Company/Agency is free to make presentation on any topics, **one each from every part** out of the **course content of project** submitted by them. However, the Content Evaluation Committee can ask the teacher/trainer to make presentation on any topic.

TABLE-II

S. No.	Criteria Weightage	Evaluation of contents submitted in the form of hard copy (booklet) and implementation plan (max. marks 26 for three parts)						Evaluation of presentation of contents in the class room to the students. (max. marks 44 for all four presentations and 11 for each)
		Evaluation of contents (max. 18 marks)			Implementation plan/proposal (in detail) {max. 8 marks}			
		Booklet Part-I (60 hrs.)	Booklet Part-II (30 hrs.)	Booklet Part-III (30 hrs)	Booklet Part-I (60 hrs.)	Booklet Part-II (30 hrs.)	Booklet Part-III (30 hrs)	
1.	Spoken English (50% of the course duration)	09 marks	4.5 marks	4.5 marks	4 marks	2 marks	2 marks	11
2.	Accent Training (10% of the course duration)							11
3.	Writing Skills (20% of the course duration)							11
4.	Personality Development (20% of the course duration)							11
Total		9	4.5	4.5	4	2	2	44
Grand Total		70						

The Society/Trust/Firm/Company shall have to secure minimum score of 80% (i.e. 56 marks out of 70) for Part-II Content Evaluation.

(c) The scores awarded by the **Content Evaluation Committee shall be final** and Society/Trust/Firm/Company/Agency shall have no right to challenge the evaluation in any case.

(d) **Proposal Evaluation Committee** may, at its discretion, call for clarification from the Society/Trust/Firm/Company/Agency. Such clarification has to be supplied **within defined time frame**, failing which the proposal is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the proposal. The Society/Trust/Firm/Company/Agency shall provide all the necessary documents, samples and reference information as desired by the committee.

(e) **Total evaluation of Part-I and II:**

Total evaluation shall be done in the following manner:-

Total Evaluation = Evaluation of Part-I + Evaluation of Part-II
 (Maximum Marks 100) (Maximum Marks 30) (Maximum Marks 70)

In order to qualify as **Successful Proposal**, it must achieve a **minimum score of 80 out of 100 after summing up.**

All the **Successful Proposals** from various Societies/Trusts/Firms/Companies/Agencies with **Total Evaluation Score of 80 or above** will be considered for final evaluation.

If no proposal qualifies for the final evaluation, then the Proposal Evaluation Committee can relax the condition of minimum score of 80 in the total evaluation score of Part-I & Part-II upto 70 marks with bifurcation of Part-I and Part-II as mentioned below:-

- i. Part-I =Minimum score 18
- ii. Part-II =Minimum score 52
- Total =70 marks.

Consequently, Final Evaluation of all qualified proposal will be carried out.

11.2.2. Final Evaluation

- (i) **In the final evaluation, the Commercial Rate of all the Successful Proposals** will be opened by the **Proposal Evaluation Committee** mentioned under section 11 (a). The results will be declared on **6th July 2012**.
- (ii) The lowest **per hour per student** rate quoted by the Societies/Trusts/Firms/Companies/Agencies will be declared as **Successful Proposal Rate (L1)**.
All the Chairman of Proposal Evaluation Committee shall meet in the Director of Hr. Education on **6th July 2012 at 11:00 A.M.** alongwith the record of Final Evaluation so that cluster allotment could be checked and verified. Further they shall sign an agreement for running the Pilot Project in a scheduled period with the selected Society/Trust/Firm/Company/Agency as mentioned in section 12. All the expenditure related to preparation of agreement etc. shall be borne by the concerned Society/Trust/Firm/Company/Agency.
- (iii) A Society/Trust/Firm/Company/Agency can apply in all 4 clusters. However, a Society/Trust/Firm/Company/Agency shall not be allotted more than two clusters despite the fact that the proposal of concerned Society/Trust/Firm/Company/Agency is a **Successful Proposal** in respect of all clusters. In case the Society/Trust/Firm/Company/Agency is selected in more than 2 clusters then only those two clusters will be allotted to the Society/Trust/Firm/Company/Agency for which the Society/Trust/Firm/Company/Agency has quoted lowest proposal rate. For the remaining dropped clusters of colleges the next lowest proposal rate Society/Trust/Firm/Company/Agency (i.e. L2) will be given the opportunity to provide services in such a dropped cluster (one or two) on the successful proposal rate of L1 Society/Trust/Firm/Company/Agency. The next lowest proposal rate Society/Trust/Firm/Company/Agency may avail this opportunity. However, if not willing to avail at rates of L1 then such cluster of colleges will be considered dropped out from this pilot project.
- (iv) The Successful Proposal Rate declared after final evaluation by the Proposal Evaluation Committee shall be applicable for all colleges falling in the respective cluster.

12. Award of Contract

The Chairman of the Proposal Evaluation Committee will sign the **Contract Agreement** after receiving the security as defined in section 14 from the service providing Society/Trust/Firm/Company/Agency on the basis of terms and conditions within 7 days of the declaration of **Successful Proposal, for one year on Pilot basis**. After completion of one year,

the contract **may be renewed for one more year** keeping in view the performance of the service providing Society/Trust/Firm/Company/Agency.

After signing of the Contract Agreement, no variation in or modification of the terms of the Contract shall be made.

13. Role of the Principal:-

- i. The Principal of the college will only provide infrastructure facilities like class-room for teaching, power connection (for using equipments and gadgets etc.).
- ii. Any specialized equipment like LCD Projector, Screen, Computers, Printers etc. required for running the course shall have to be supplied by the Society/Trust/Firm/Company/Agency winning the contract for running the course of Communication Skills and Personality Development in the college and the successful Societies/Trusts/Firms/Companies/Agencies can take away any equipment installed by the Societies/Trusts/Firms/Companies/Agencies in the college for executing the programme.
- iii. The Principal of the college will play the role of facilitator only in encouraging students for joining the course. However, Principal/Deptt. of Hr. Education/Govt. of H.P. shall not be committed to provide students for the course or compel any student to admit in the course.
- iv. The selected Society/Trust/Firm/Company/Agency who is awarded the contract will be given the opportunity to advertise/popularize/create awareness amongst the students of the college regarding the course and persuade students to join the course at the rate declared lowest rates in the final evaluation **or at rate lower than that.**

It shall be the **sole responsibility** of the selected Society/Trust/Firm/Company/Agency after signing of the contract to admit students and run the course successfully in the college. In case no student join the course on the rates declared as lowest, the service providing Society/Trust/Firm/Company/Agency may reduce the rates at their own **on the same terms and conditions.**

- v. (a) Principal shall be entitled to keep 1% of the total amount collected as fee from the students to meet the expenses related to water/electricity/sanitation charges and small honorarium to Principal/Teacher Incharge & Clerk to manage the course (to be decided by the Principal at college level only) as per availability of funds after attending all liabilities.
(b) The fees will be collected **in equal installments in rupees** for 30 hrs. duration **each** by the Principal of concerned college from the students in the beginning of the course and will keep the amount in separate bank account. This amount will be transferred to the bank account of the Society/Trust/Firm/Company/Agency within **three to five days after** the successful completion of 30 hrs duration of the course. Before transferring the money in account of the Society/Trust/Firm/Company/Agency the Principal will ensure that nothing is outstanding against the Society/Trust/Firm/Company/Agency on any account (Penalty or otherwise).

- (c)The last installment will be transferred by the Principal only when the service providing Society/Trust/Firm/Company/Agency will issue Certificates as per section 10 above, to the students.
- vi. The Principal will ensure the smooth running of the course as per the terms and conditions mentioned in this document. The Principal will also ensure that the Society/Trust/Firm/Company/Agency fulfills all its obligations with regard to the running of the course in the college. The Principal will also play the role of monitoring officer of the progress of the course and shall intervene as and when necessary to ensure that student learning is not affected adversely.
- vii. As and when necessary the Principal shall impose essential penalties on the service providing Society/Trust/Firm/Company/Agency as per section 16 of this document.

14. Security

The successful Society/Trust/Firm/Company/Agency shall have to deposit the security amounting to Rs.25,000/- only per college in the shape of bank draft as defined under section 12 in the name each Principal of the college mentioned in the respective cluster with the Chairman of the Proposal Evaluation Committee. This security amount thereafter shall be deposited by the Principal of the concerned college in a separate saving account and can only be returned to the Society/Trust/Firm/Company/Agency within 15 days after completion of the project subject to any recoveries to be made from the Society/Trust/Firm/Company/Agency on any account including penalties if any. **No interest will be paid on security by the Principal.**

If this amount is reduced due to imposition of penalty by the Principal or on account of liabilities standing against the Society/Trust/Firm/Company/Agency, then the same shall have to be replenished by the Society/Trust/Firm/Company/Agency by depositing additional amount with the Principal (within 20 to 30 days) so that the total amount of the security at every time remains Rs. 25,000/-

15. General Contract Conditions (GCC)

- a) The Society/Trust/Firm/Company/Agency shall appoint/engage qualified and experienced teachers/trainers in the college for running the Pilot Project. The minimum qualification for teachers/trainers shall be **post graduation in any field/stream/subject from a recognized university as essential qualification, well trained in teaching and providing training in “Communication Skills and Personality Development” (Certification by Society/Trust/Firm/Company/Agency will be provided)**, having atleast one year experience in the field to provided services in the project.
- b) The successful Society/Trust/Firm/Company/Agency shall have to start the “Communication Skills and Personality Development” programme in the college within 20 days after signing the contract when minimum 30 number of students are ready to opt for the course, failing which it will be counted as non-performance means non-starting of programme/course and penalty will be imposed by the Principal.

- c) The service providing Society/Trust/Firm/Company/Agency shall bear all costs associated with the preparation and submission of its proposal including cost of presentation for the purposes of clarification.
- d) All disputes, differences, claims and demands arising under or pursuant to or touching the “RFP” shall be referred to the Sole arbitrator i.e. Principal Secretary/Secretary (Education) to the Govt. of H.P. The award of sole arbitrator shall be final and binding on both the service providing Society/Trust/Firm/Company/Agency as well as Principal under the provision of Indian Arbitration and Conciliation Act 1996 or by statutory modification reenactment thereof from the time being in force. Such arbitration shall be held at Shimla.
- e) In all matters and disputes arising there under, the appropriate Court at Shimla (Himachal Pradesh High Court) alone shall have jurisdiction to entertain and try them.
- f) The Society/Trust/Firm/Company/Agency will not outsource the project to some other agency.
- g) The Society/Trust/Firm/Company/Agency will be responsible for the following:
 - i) The Society/Trust/Firm/Company/Agency will work in close coordination with the Principal for this project.
 - ii) The Society/Trust/Firm/Company/Agency will ensure that the time lines will be adhered to.
 - iii) The Society/Trust/Firm/Company/Agency will ensure that the quality of deliverables meets the expectations.
 - iv) The placement cell of the college will play an important role. The company will offer at least 3 job opportunities in the companies having employee base of minimum two hundred employees to the students of final year who will complete the course “Communication Skills and Personality Development” in the college.
 - v) The Society/Trust/Firm/Company/ Agency to shall endeavor to arrange one **JOB FAIR in which the companies having employees base of minimum two hundred employees will be invited**, for all final year students of the college.
 - vi) The service providing Society/Trust/Firm/Company/Agency will have to provide all **useful information related to industry, placement, career etc.** to “**Career and Guidance Cell**” of the college from time to time. On account of this assistance the service providing Society/Trust/Firm/Company/Agency will not charge anything from the college or students. .
 - vii) The Society/Trust/Firm/Company/Agency shall have to install the equipments i.e. computers, projectors etc. at its own cost as required for the purpose and

the college will neither provide these facilities nor bear any costs in this regard.

- viii) The Society/Trust/Firm/Company/Agency shall have to provide study material etc. of the course contents to the students at their own for which the students will pay nothing.
- ix) The time for arranging lecture, practical, workshop will be allotted by the Principal of the college. Normally it will be after routine college hours, holidays, Sundays.
- x) Batch size for the course shall be 50 students (extendable maximum to 60, with the consent and permission of the Principal). On the admission of 61st student in the course the service providing Society/Trust/Firm/Company/Agency will have to start new batch or separate section.

16. Penalties

The Principal of concerned college may impose penalties on the service providing service providing Society/Trust/Firm/Company/Agency for any violation of the terms and conditions of this “RFP” document as mentioned below:-

- a) Termination of Contract by the Principal due to non-performance during the execution period of Project. Non-performance means non-starting of course in the college within 20 days after signing the contract when minimum 30 number of students are ready to opt for the course. In this case, whole of the amount kept as security shall be forfeited.
- b) If the Society/Trust/Firm/Company/Agency left the college without completing the course without the prior approval of the Principal (in no case the break in the continued programme should be more than one week), whole of the amount kept as security shall be forfeited.
- c) The Society/Trust/Firm/Company/Agency shall have to complete the 60 hrs course within a maximum period of 4 months, 90 hrs. course within a maximum period of 6 months and 120 hrs. within a maximum period of 8 months, failing which the Principal will deduct 50% amount from the security amount (Rs.25,000/-) on account of penalty.

The amount deducted in lieu of penalty will be utilized by the Principal for the welfare of students.

17. Schedule of the programme:

Coordinating cluster	Date of submission of application to the concerned Principal	Date of clarification meeting to be held at Directorate	Date of evaluation of the proposal	Date of final evaluation
1	2	3	4	5

Cluster 1	15 th June 2012 (upto 5:00 P.M.)	21 st May 2012 at 11:00 A.M.	18 th June 2012 at 11:00 A.M.	4 th July 2012 at 11:00 A.M.
Cluster 2	15 th June 2012 (upto 5:00 P.M.)		20 th June 2012 at 11:00 A.M.	4 th July 2012 at 11:00 A.M.
Cluster 3	15 th June 2012 (upto 5:00 P.M.)		22 th June 2012 at 11:00 A.M.	4 th July 2012 at 11:00 A.M.
Cluster 4	15 th June 2012 (upto 5:00 P.M.)		25 th June 2012 at 11:00 A.M.	4 th July 2012 at 11:00 A.M.

Content Evaluation for a particular college cluster shall be undertaken by the Content Evaluation Committee after the date mentioned in column 4 and before the date mentioned in column 5.

Final meeting of all four cluster heads will be held at Shimla in the O/O Directorate of Hr. Education on 6th July 2012 at 11:00 A.M. to ensure that no participant is awarded more than two clusters. After due verification the result of RFP for all four clusters will be declared by the all the four Cluster Chairman.

18. Check list:

- Registration Certificate of the Society/Trust/Firm/Company/Agency issued by the valid registration authority established by the G.O.I./Any other state Govt./U.T.
- Copy of certificate of the valid Service Tax/VAT/TIN registration in India.
- Audited Balance Sheet and Income Statement for the last 3 years (2008-2009, 2009-2010 & 2010-2011) duly signed by the Statutory Auditors clearly indicating the turnover in education related activities. Detail of expenditure carried out by the Society/Trust for exclusive educational related activities for last three years.
- Copy of agreement signed with the state Govt./U.T. in which the Society/Trust/Firm/Company/Agency have already completed at least one Project/Programme of this nature of minimum three months duration in the last three years in the Govt. sector or currently executing at least one Project/Programme of this nature of minimum three months duration in last one year in the Govt. sector.
- Set of Contents for all packages separately in a sealed cover which will bear words “**Set of Contents**”.
- Implementation Plan in separate sealed cover which will bear words “**Implementation Plan**”.

- Commercial Rate shall be submitted in a separate sealed cover which will bear the words “**Commercial Rate for running the project in college**”.
- An affidavit stating that the proposal is submitted only as individual basis and not as consortium.
- Any other information as mentioned in the RFP and related to RFP.