

Terms of Reference (TOR)

For

SOFT SKILL TRAINING TO STUDENTS

At

**BIPIN TRIPATHI KUMAON INSTITUTE OF TECHNOLOGY,
DWARAHAT, UTTARAKHAND**

(An Autonomous Institute of Uttarakhand Government)

Terms of Reference (ToR) for SOFT SKILL TRAINING TO STUDENTS

under

Technical Education Quality Improvement Programme-Phase-II

1. BACKGROUND

The Ministry of Human Resource Development (MHRD), Government of India in the year 2002 conceived and designed the Technical Education Quality Improvement Programme (TEQIP) as a long term programme for implementation in 2 to 3 phases over a duration of 10-12 years for systemic transformation of the technical education system. TEQIP Phase-I commenced in March 2003 and was successfully completed in March, 2009, covering 127 institutions. Encouraged by the highly significant achievements of Phase-I of the Programme, the Government of India has decided to implement Phase-II of the Programme through MHRD. A key component of the Phase-II Project is to increase the Employability of the Students.

BIPIN TRIPATHI KUMAON INSTITUTE OF TECHNOLOGY (BTKIT) invites consultants to submit their proposal for **SOFT SKILL TRAINING TO STUDENTS** at BTKIT.

Bipin Tripathi Kumaon Institute of Technology (BTKIT) was established by the State Government to provide technical education in emerging areas of Engineering & Technology. It caters to the technical manpower requirements at various levels by adopting a concept of modular system in imparting technical education with emphasis on practical training in industry. This institute was set up in 1989 **as an autonomous society of State Government under Societies Act 1956**. The Institute is fully funded by Government of Uttarakhand State. The educational programs of this institute are non-conventional, innovative, practical oriented. The Institute offers programs at Degree, Post Graduate (M. Tech., and MCA.) levels in various branches of Engineering. The programs in the Institute provide direct entry at Degree (07 programmes), M. Tech. (03 programmes), MCA. The institute has about 1963 students, 83 faculty and 109 staff members with 08 academic departments.

Details of the Phase-II Project including its design are available on the website of the National Project Implementation Unit (NPIU): www.npiu.nic.in

2. OBJECTIVES OF Hiring Professional Consultants

The broad objectives of Hiring Professional Consultants are:

The Bipin Tripathi Kumaon Institute of Technology has the status of an autonomous institutional society which is fully financed and controlled by the Uttarakhand State Government. Following the mandatory requirement of TEQP II, the institution has been granted academic autonomy.

A distinction is maintained between soft skills and hard skills. While hard skills refer to technical and academic skills, soft skills refer to wide-ranging personal and interpersonal skills. Academic and technical skills can be more easily defined, observed and measured. However, the measurement of personal and interpersonal skills requires complex factors. These are difficult to define, observe and measure and hence they are intangible. Such skills involve items such as inter-personal etiquette, netiquette (appropriate practices and use of expressions and content in Internet and e-mail communications, etc.), appropriate lexical choice, use of style, meaning and sentences, etc. These also include tone of friendliness, optimism, and various techniques of persuasion. It is well recognized that soft and hard skills go hand in hand in any individual who has proved to be successful in management and business deliberations.

3. SCOPE OF WORK

Honing soft skills should address the development of attitudes and attributes as well as improvement in communication skills. This will, in turn, result in the ability to communicate thoughts and ideas effectively and interact with the right attitude. For this, the following aspects should be focused on:

- Communication skills
- Interpersonal skills
- Problem solving skills
- Effective Communication Skills – verbal, non-verbal, pronunciation and intonation, identifying and removing barriers to communication, acquisition of different styles of communication.
- Business Presentation Skills – negotiation, structuring effective presentation, assertiveness.
- Behavioural Traits - attitude, motivation , time and stress management, business ethics, leadership and inter personal skills and team building.
- Problem-solving Skills - creative, critical and analytical thinking, conflict handling, and decision-making

4. ELIGIBILITY AND CAPABILITY OF PROFESSIONAL CONSULTANTS

The professional consultants for providing services for campus placements should meet the following benchmarks:

The Applicants should satisfy the following criteria for eligibility to submit RFP/EOI :

Kindly attach the following documents along with EOI

- a. Organization Brochure
- b. Certificate of Registration / Incorporation
- c. Certified copies of Turn over for last three financial years

- d. Permanent Account Number.
- e. Write up on technical capabilities.
- f. Expression of interest should be signed and stamped by authorized signatory.

The training provider should meet the following benchmarks:

- Minimum 3 years experience in providing training to faculty of engineering(in the same domain) education institutions (please provide the copies of the credentials/ self-certificate for the last three years 2010-11, 2011-12,2012-13;)
- The organization's annual turnover should not be less than Rs 40 lacs per annum during each of the last three years.
- The organization should have minimum 5 regular employees working on.
- The organization should have completed at least three projects of similar nature in past five years.

The organization should have relevant experience in geographical region

- Provided similar training to at least 200 Students of engineering education institutions in the past three years (please provide appropriate proof;)
- Have at least 10 experienced resource persons (full-time or otherwise) with at least a Masters Degree for providing training in various elements of the Core and Advanced modules. Please provide brief experience profile of at least ten of the resource persons.
- An undertaking (self certificate) is to be submitted that there has been no outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern.

The applications will be scrutinized by an expert committee for follow-up action. Shortlisted agencies will be called for a presentation regarding their strengths and business proposals.

General terms and conditions:

1. All the expenditure incurred in preparation/ submission or presentation of this EOI shall be borne by the participating agency
2. Participation in this EOI does not guarantee any association with BTKIT unless notified by BTKIT in writing.
3. BTKIT reserves the right of rejecting any offer without assigning reasons.
4. Last date for submission of EOI is 31 Aug 2013, 4.00 pm. Any offer received after the due date and time will be rejected.
5. There is no business guarantee / commitment from BTKIT to the appointed/ empanelled agencies.

5. CRITERIA AND GUIDELINES FOR EVALUATION & SELECTION

A. Selection of Professional consultant for **SOFT SKILL TRAINING TO STUDENTS.**

Evaluation of the Applicants Capabilities of EOI will be done by an Evaluation Committee constituted by the DIRECTOR. Evaluation will be by a pointing system, where weightage is given for different parameters. The parameters are given below:

Parameters	Points to be Awarded Max Marks
Firm's Experience	9
Methodology & Understanding of ToR	20
Educational Qualification of Key Professional	50
Other Condition	21
Total	100

B. Payment to Training Providers

The professional consultancy services for SOFT SKILL TRAINING TO STUDENTS will take place at the institute level.

6. COPIES OF RESPONSE

Respondents must submit one hard copy and one soft copy in CD, of their response to this invitation to the designated point of contact by the date and time specified in the invitation.

7. DESIGNATED POINT OF CONTACT

The Director

**Bipin Tripathi Kumaon Institute of Technology
Dwarahat-263653, Distt.-Almora (Uttarakhand)
05966-244250 (o), 244114 (F) Website : kecua.ac.in**

**Application Format for the
EXPRESSION OF INTEREST (EOI)**

Cover One: Giving details of Capability of the Applicant

Cover Two : Financial offer

Both the sealed covers super scribing the respective title, should be put in outer cover and submitted to the Director,

Cover One

CAPABILITY OF APPLICANT

1.	(a)	Name and address of the Applicant / Company / Organisation	:	
	(b)	Telephone		
	(c)	Fax		
	(d)	Email ID		
	(e)	Website		
2.	(a)	Name of the CEO / Contact person	:	
	(b)	Phone / mobile		
	(c)	Email ID		

3 EXPERIENCE

Sl. No.	Location & Address	Year of establishment	Details of Services Provided
a)			i. ii. iii. iv.

4 Plan

5 Any other information in support of the above.

6 List of documents enclosed.

Signature & Date of the

Authorized Signatory with Official Seal

Format for providing details of experience and resources of training provider

1. Name :
2. Address and Contact details:
3. Relevant Work Experience

1.	No. of years into providing training	
2.	(please provide yearly breakup) No. of Students trained so far and in how many batches	
3.	No. of trainers engaged along with their CVs (please provide yearly breakup)	
4.	Has the organization conducted 20 programmes of at least 3 days duration in a year. Please provide details	

4. An undertaking (self certificate) is to be submitted that there has been no outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern.
5. An Undertaking (Self Certificate) is to be submitted that the organization has not been black listed by any Central/State Government Department/Central Government Funded Organizations/State Government Funded Organization/World Bank, or other World Bank Organizations (including the UN Organizations) and is not under investigation by Government or UN Member State Government.

Format for experience profile of resource persons on the training provider’s team.

1. Name:

2. Address and contact details:

3. Educational Qualifications:

4. Present Employment, if any:

5. Past Employment record (employer, period of service, designation of the post occupied)

6. Relevant Work Experience

Title of Training Provided	Duration of training program in days	Name of Institution at which training provided	Names of institutions whose Students participated in the training	Number of Students trained

Cover Two

FINANCIAL OFFER

1	Name & Address of the Applicants / Company / Organisation	
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S.No	MODULE	Module Cost (in Rs.)Excluding tax
1	MODULE 1	
2	MODULE 2	

(Amount to be mentioned both in Figures and Words. In case of discrepancy amount mentioned in words is final.

Signature & Date of the

Authorized Signatory with Official Seal