

REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES-FIRMS SELECTION)

Name of the Invitee: Board of Examination of Vocational Training, Dehradun

Consulting Service: Engagement of a consulting firm to design automated, transparent & easy to use admission platform, help timely execute it during admission period and provide predictive analytics for enhanced capacity efficiency complete from off / online admission forms to counselling and real time admission.

Period of Consultancy: 03 months.

Expression of Interest:

1. Board of Examination of Vocational Training(hereinafter called VPP), Uttarakhand is an independent society under the aegis of Department of Training, Government of Uttarakhand and is entrusted upon the responsibility of conducting admission process in all NCVT (National Council of Vocational Training) affiliated Government Industrial Training Institutes (GITIs) all over the State of Uttarakhand as per the rules as framed by the State Government and other mandatory guidelines as framed by DGT(Director General of Training, GoI) in terms of minimum trade wise qualification, age etc.
2. The number of National Council of Vocational Training (hereinafter called NCVT) affiliated Government Industrial Training Institutes (hereinafter called GITIs) and trade wise admission seats available in them shall be finalized before start of the admission process by the Department of Training (hereinafter called the department), Government of Uttarakhand (hereinafter called the State Government).
3. The admission process is to be completed within the time frame as decided by Director General of Training, GoI (hereinafter called DGT) which is set as the month of _____ **2023** as of now and any change in the timeline by DGT shall be required to be strictly adhered to. The contract/award primarily shall be for the admission year 2023-24 but can be extended to for the coming admission year subject to mutual agreement of both the parties on no price enhancement..
4. Criterion for admission in GITIs is State level merit in the eligibility qualification through on line counselling subject to candidature eligibility and reservation rules of the State Govt., trade wise qualification for entry in different trades and age as decided by DGT etc.
5. After prospectus for admission submission by aspirants, State level merit preparation generation is done centrally at Dehradun while counselling for admission is conducted through portal at various GITIs for stipulated time, if the aspirant is unable to do it himself/herself due to any reason.
6. Any allottee can take admission in the allotted GITI and in allotted trade only through on line counselling within the time frame as predefined in the allotment slip and unadmitted seats shall carry forward for next round of counselling. The department may ask to carry out more than one, up to three, such counselling till the seats are fulfilled as per the norms.
7. The complete process has to not only be transparent in every aspect but also to be user friendly considering the fact that an aspirant may be an 8th passed youth and that some of the places in the State are remote in terms of connectivity.
8. The consulting firm to commence the engagement immediately after signing of the contract. The total period of engagement will be 3 months or the complete enactment of the process, whichever is earlier.
9. The evaluation criteria for selecting the consulting firm: Annexed as **Annexure-1**.
10. **Terms of Reference:** Annexed as **Annexure-2**.

11. EOI details can be freely downloaded from website- www.vpputtarakhand.in by sending an email at **vpp-dteu@uk.gov.in**. Last date of submitting the proposal is 12.05.2023 by 5.00 pm by post /courier/by hand in a sealed envelope mentioning the EOI name at the top right corner and any bid received thereafter shall be treated as non-eligible. Technical bid must be complete with all the required documents and any request to add any document at a later state shall lead to disqualification of the bid.
12. Expressions of interest (Eoi) must be delivered in a written form and should include firm's demonstrated capacity to provide the required expertise. Expressions of interest must be delivered to the address below through post/ speed post/courier/by-hand by 12.05.2023 till 1700 hrs.
13. Every bid must include an EMD for Rs 50000/- in the form of a DD payable at Dehradun in favour of Director, VPP or an FDR pledged in the name of Director, VPP for at least 6 months period.
14. Further information can be obtained from the address below during office hours from 10:00 to 17:00 between **28-04-2023 to 12-05-2023** or by writing a mail at vpp-dteu@uk.gov.in or by giving an sms at 9412991520. The query shall be duly responded with a detailed answer.

The Director

Board of Examination of Vocational Training (VPP)

Govt. Girls ITI Campus,

26 EC Road, Near Survey Chowk, Dehradun, 248001, Uttarakhand

e-mail: vpp-dteu@uk.gov.in

15. **Please don't mention any financial bid detail unless asked to provide after technically qualifying the EOI. Technically ineligible bids will not be asked to quote for financial bid and no communication in this regard shall be entertained.**

Annexure – 1

EVALUATION CRITERIA FOR SELECTION OF CONSULTING FIRM

Evaluation Criteria (Consulting Firm)

| S.No. | Evaluation Criteria | Documents to be submitted with the EoI |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The firm must be in business in India for the last 3 years. | Copies of Registration PAN, GST, etc. |
| 2 | The firm must have an average annual turnover of at least INR 5 Cr in the last three financial years. | Turn over certificate provide by chartered Accountant (having UDIN No.) |
| 3 | The firm must have worked on similar type of assignments for at least 03 colleges or universities or boards or Government departments with intake capacity of 10000 or more. | 1. Signed Work Order or Agreement . 2.Completion certificate. 3. Self declaration related to intake capacity of respective colleges or universities or boards or Government departments |
| 4 | The firm must have processed at least 30000 forms or applications for any 3 of those cliental in a single academic session and at least 50000 or more forms of any client in a single academic session during last 3 years. | 1.Signed Work Order or Agreement 2.Completion certificate mentioning the same or certificate to this extent must be provided |
| 5 | The firm shall have at-least 100professionals on its rolls working on consulting services for Govt./Private sector | Proof of count on firm's letter head/other valid document to support count |
| 6 | The firm should have experience in developing automation application on web /mobile as well as android app of such kind as required. | Relevant proof of the product / client testimonials / other relevant proofs must be provided |
| 7 | The firm should not have unsatisfactory track record resulting in adverse action taken by Central/ State Govts. | An undertaking must be submitted on Rs. 100/- affidavit and signed by the authorized person of the firm |
| 8 | The firms must have a working 24*7 query management system with skill-based auto allocation and proper ticketing system with skill based auto allocation. | Proof of count on firm's letter head/other valid document to support count |

Annexure – 2

Terms of Reference

Board of Examination of Vocational Training, Dehradun under Department of Training seeks engagement of a consulting firm to design automated, transparent & easy to use admission platform, execute it timely during admission period and provide predictive analytics for enhanced capacity efficiency complete from off / on line admission forms to counselling and real time admission in all NCVT (National Council of Vocational Training) affiliated Government Industrial Training Institutes situated all over the State of Uttarakhand.

I – Background

NCVT was set up in 1956, as an advisory body with a view to ensure and maintain uniformity in standards of training all over the country.

Under the Constitution of India, Vocational Training is a concurrent subject. In Uttarakhand State, this responsibility rests with Department of Skill Development and Employment. Presently in Uttarakhand State, there are 96 NCVT affiliated GITIs (96 Govt ITI and 83 Private ITI) A total of 33 trades and 44 trades are being run in these ITI, respectively. These trades are organised as 1/2 year technical and non-technical courses. On successful completion of the course, trainees are eligible to be employed as semi-skilled labour in the industry.

Board of Examination of Vocational Training (VPP), Uttarakhand is an independent society under the Chairmanship of secretary Skill development and Training, Government of Uttarakhand and is entrusted upon the responsibility of conducting admission process in all NCVT affiliated Government Industrial Training Institutes all over the State of Uttarakhand as per the rules as framed by the State Government and other mandatory guidelines as framed by DGT(Director General of Training, Gol) in terms of minimum trade wise qualification, age etc.

In 2019 the Department, for the first time, decided to do away with the entrance examination system in pursuance to DGT instruction of a merit based admission system to accommodate maximum number of local aspirants considering the fact that primarily poor or low income group youth prefer the vocational education through GITIs. This endeavor of the department resulted in about 85% of capacity utilization of NCVT seats which is very important for a State with limited resources. Available admission seats in 2022 were about 8068 and online application submitted by candidate is near about 12000.

VPP, on behalf of the department, intends to do away with all manual inputs to the process of prospectus selling to merit preparation, and to counselling to admission with an automated, transparent, robust, full proof & easy to use admission platform.

This EoI seeks to hire a relevant consulting firm that will prepare admission brochure, design application in English to process, finalise state level merit as a feed to admission counselling, design such admission platform, depute personnel to execute it timely during admission period, perform hassle-free on line counselling with a view to maximise the capacity and provide predictive analytics for enhanced capacity efficiency from admission data of all NCVT (National Council of Vocational Training) affiliated Government Industrial Training Institutes situated all over the State of Uttarakhand.

II - Objectives

The client desires to create a complete automated ecosystem for admission in all NCVT affiliated GITIs trades from prospectus design to real time admission and data analytics.

The 4 broad aspects that will help achieve the above the objectives are as below ;

1. **Intervention 1 :- Online Prospectus**
2. **Intervention 2 :- Online application form designing.**
3. **Intervention 3 :- Preparation of State level merit and publication and related query management.**
4. **Intervention 4 :- Complete online Counselling.**
5. **Intervention 5 :- Admission process through the platform and monitoring for each online counselling**
6. **Intervention 6 :- Uploading data for final admitted trainees into DGT MIS portal via API or any process allowed DGT after data cleansing or any correction in data that may be require. (if required rates must be quoted separately)**

Department may or may not give PO for one or more activities / objectives as mention above.

VPP envisages maximum conversion of admission queries, real admission in percentage terms to available seats, zero unresolved complaint and adhering to DGT admission timelines. The agency shall have to ensure the achievement of these indicators.

III – Duration of the engagement

The consulting services are being desired for a total duration of 3 months after the contract signing date. The consulting agency shall align themselves towards achieving the 5-intervention elaborated in the preceding section. Further, it may be noted that it will not be imperative and biniding for VPP to award for one or more than one parts. Vpp may or may not award for all the components as mentioned.

IV – Tasks and Deliverables

A) Tasks

It is expected that the consulting agency will support the client as **required in parts or in full** under 4 broad areas as part of this engagement. These include;

- a. Prospectus and application designing for on line aspirants.
- b. *State level merit preparation and all Querymanagementthereof.*
- c. *Designing of an automated, transparent, robust, full proof & easy to use admission platform and perform counselling during pre-decided time interval at pre decided locations.*
- d. Uploading data for final admitted trainees into DGT MIS portal via API or any process allowed by DGT after data cleansing or any correction in data may require.

Prospectus and on line application form designing:- The agency shall develop a prospectus for admission with on line application form for all NCVT trades seats so that VPP can get them printed, if required, in the requisite numbers as it thinks satisfactory.

State level Merit Preparation: – A state level qualification merit shall be prepared for 2 types of entry levels i.e. 8th passed and 10th passed aspirants **which shall also act as a feed to the important on line counselling process** and shall be unique for every aspirant and unchangeable. The merit list shall have to be displayed on all major sites of the state/ department and **agency shall leave no complaint unresolved** during the stipulated time before proceeding further. Cross checking the aspirant personal data in the pre designed template which will be submitted by all GITIs/ Employment Exchanges shall have to be undertaken by the agency before preparing the merit list. The selected agency shall depute 24*7 support staff centrally fully equipped to resolve any query during this time with call recording/response via mail and sms. All the aspirants shall be informed via text messages also for necessary actions and timelines.

Designing of an automated admission platform :- The agency shall design a transparent, robust, full proof & easy to use admission platform which shall use the state level merit as a feed for counselling. The agency shall have to demonstrate with a presentation it successfully before a team of departmental members duly constituted and perform mock counselling before finally generating allotment slips to 50 pseudo aspirants. To prepare the algorithms of the counselling platform concerning rules, regulations etc shall be intimated by the department in writing well in advance.

Once the platform is approved, it shall be used at different places as explained in ANN 1 and be monitored centrally during the whole period of pre-decided counselling time and in as many counselling as decided by the client till all the seats are filled, but no more than three times. The infrastructure at these places shall be made available by the department/client. Actual admission against the allotment slip at different GITs shall be the responsibility of the department. **The agency must work for 100 % capacity utilisation of admission seats subject to all norms, rules and policy.** The client can ask to train the staff for technical usability of the tool at an additional price.

State admission data upload in DGT MIS Portal :- Agency shall coordinate and collect the admitted trainees data as per DGT format from Social Welfare Department , Private & Government ITIs . It shall successfully upload admitted trainees in state into DGT MIS portal via API or any process allowed by DGT after data cleansing or any correction in data may require.

Continuous Monitoring – The agency shall undertake continuous oversight and monitoring of the different work areas involving single/multiple tasking and provide the client the status of such activities as and when desired. The agency shall make use of different IT tools to develop various reports for submission to the client from time to time. It will also be expected of the agency to develop a dashboard for use of the department officials from time to time.

e. Deliverables

While, the preceding section describes the various activities expected from the agency as part of this engagement, there are certain key deliverables.

| S.No. | Category | Details | Tentative timelines (T) |
|-------|-----------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------|
| 1 | Online Prospectus | Self-explanatory | T +5 days |
| 2 | Online application form designing | self-explanatory | 5 days after form closing |
| 3 | Preparation of State level merit and publication and related query management. | Demonstration of the IT automated tool as part of intervention 3 | T+ 10 days |
| 4 | Complete online Counselling (Rates Must be quoted for one online counselling) | self-explanatory | Within 15 days from component contract. |
| 5 | Admission process through the platform and monitoring for each online counselling | At Predefined time | With in 15 days |
| 6 | Data integration | self-explanatory | As per DGT guideline if required (rate must be quoted separately) |

T – Assignment commencement date

Documents to be considered final or accepted only once approved by the client

Estimated Efforts

The resources (IT/Campaign experts and support staff) as highlighted above shall have to be deployed by the agency for the entire duration of the engagement i.e 2.5 months.

V – Payment Schedule (Proposed)

After each deliverable completed