

**National Project Implementation Unit (NPIU)**  
**Director General of Training (DGT)**  
**Ministry of Skill Development and Entrepreneurship, Government of India**

**Skill Strengthening Industrial Value Enhancement[STRIVE]**

**Request for Expression of Interest**

**Notification No: DGT-35(4)/MIS (ITI Grading- Phase-2)/STRIVE-219-NPIU**

**Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs) - Phase-2”**

The Directorate General of Training (DGT) under Ministry of Skill Development and Entrepreneurship (MSDE) is the apex organization for development and coordination at national level for the programs relating to vocational training in the country. DGT launched Phase-1 of ITI Grading in January 2017 and released the grading results of 4811 Industrial Training Institutes (ITIs) in June 2018.

In the phase 2 of ITI grading, it is estimated that approximately 10,000 ITIs (government and private) across India will be physically inspected and graded. DGT intends to select upto two agencies (henceforth referred as agency(ies)) for covering the scope of work.

The duration of the assignment is expected to 4 months. The key objectives of this assignment are as follows:

- i. **Planning:**The agency (ies) will prepare time bound “inspection and grading plan” including but not limited to geographical coverage of ITIs and scheduling of manpower in consultation with DGT.
- ii. **Data verification and desktop assessment:**The agency (ies) will coordinate with ITIs to collect data, documents and grading fees (if applicable) from ITIs using secure payment gateway provided by the selected agency (ies). The agency(ies) will conduct desktop assessment of information/documents/photographs submitted by the ITIs as proof of self-grading against grading parameters
- iii. **Inspection and grading of ITIs:** Once the desktop assessment and data verification has been completed of the ITIs who have completed self-grading, the agency (ies) will conduct physical inspection and grading of such ITIs. The grading should confirm industry standards related to third party assessment and grading such as ISO 17020.
- iv. **Data analysis:** Data collected by the agency (ies) through the app/portal provided by DGT will be shared with the agency(ies) for further analysis. The standardized data will then be analyzed by agency(ies) using advanced data

analytic to provide relevant insights about quality of ITI across various categories and parameters as detailed in ITI grading framework.

- v. **Grading recommendations and reporting:** The agency(ies) will provide recommendation on overall grading for each ITI. The agency(ies) will also assist in coordinating with ITIs (if required) and preparing data for various Committees set up for the purpose of Phase-2 grading such as Grievance Committee, Appellate Committee and Core Grading Committee. Agency(ies) will submit final report ( individual ITIs and consolidated report) after incorporating comments from DGT

An indicative ToR containing details of the assignment is available at URL: [dgt.gov.in](http://dgt.gov.in)

The selected consultant is expected to engage with the DGT, and co-ordinate with State Departments dealing with ITIs in all States/UTs and the ITIs to ensure Inspection and Grading of Government and Private Industrial Training Institutes (ITIs).

DGT now invites eligible Professional Agency (ies) to indicate their interest in providing the Services for Phase-2. Interested bidders should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria is as follows:

S. No	Criteria	Maximum score	Supporting documents required
1	Total experience (years of incorporation) <i>The bidder should be a registered entity and in the business from last 5 years</i>	5	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Registration Certificate</li> <li>• GST Registration Copy</li> </ul>
2	Project experience in rating/grading <i>The bidder should have at least 2 years of experience in rating/grading/assessment</i>	5	<ul style="list-style-type: none"> <li>• Copy of the Work Order, Contract/agreement, project implementation/Completion Certificates</li> <li>• FORM 1</li> </ul>
3	Company Turnover <i>The bidder must mention separately the turnover of the firm and turnover from activities relating to field data collection, validation, assessment and reporting for each of the last three years, i.e., 2015-16, 2016-17 and 2017-18.</i>	5	<ul style="list-style-type: none"> <li>• Certificate from statutory auditor</li> <li>• Audited financial statements for last 3 financial years with CA's Registration Number / Seal</li> <li>• Form 2</li> </ul>

S. No	Criteria	Maximum score	Supporting documents required
4	Total Key Staff relevant for the project <i>The bidder must have appropriate number of qualified key staff appropriate for the assignment</i>	20	<ul style="list-style-type: none"> <li>• Certificate by competent Head HR of the company</li> <li>• Relevant CVs</li> </ul>
5	Experience in working with Central / State government <i>The bidder should have successfully completed at least 3 relevant projects in the past five years for National/State level government projects in conducting field visits, data collection, data validation, assessment and reporting with relevant experience in all supporting activities.</i>	5	<ul style="list-style-type: none"> <li>• Copy of the Work Order, Contract/agreement, project implementation/Completion Certificates</li> <li>• FORM 1</li> </ul>
6	Breadth of Coverage of Company(national / state level ) <i>The bidder should have offices in all zones of the country as mentioned in TOR</i>	5	<ul style="list-style-type: none"> <li>• Certificate by competent Head HR of the company</li> <li>• Registered office registration certificate from authorities or relevant Govt. Authorities may be enclosed.</li> </ul>
7	Quality accreditations of Company <i>The bidder should confirm industry standards related to third party assessment and grading such as ISO 17020 or standards related to data security and availability such as ISO 27001 or any other similar standards.</i>	5	<ul style="list-style-type: none"> <li>• Copy of certificate clearly indicating validity</li> </ul>
8	Non-Blacklisting <i>The bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government (Central or State),Semi-Govt. &amp; PSU</i>	Mandatory non-blacklisted	<ul style="list-style-type: none"> <li>• Self-declaration on non-blacklisting ( FORM-3)</li> </ul>

The set of the document must not exceed 100 pages and the compliance to the shortlisting criteria must be supported by relevant documentary proofs

The attention of interested bidders is drawn to GFR 2017. Professional Agency(ies) will be selected based on Quality and Cost Based Selection (QCBS) method of selection, which will be applied upon achievement of minimum technical scores.

Organizations are allowed to strengthen their team by including consortium partners. The contract will, however, be signed with the Lead organization and the Lead organization will be liable for all activities and conditions under the Contract. Consortium partners should be stated clearly in the submission.

Further information can be obtained at the address given below during office hours from 10.00 hrs.to 17.00 hrs.

Expressions of interest must be delivered in written form (hard copy) to the address given below through registered post/speed post/by hand within 21 days of release of advertisement (EoI) in department's website (<http://dget.nic.in>) /Central Public Procurement Portal (CPPP)(<https://eprocure.gov.in>) by 15:30 hours.

The Director (Projects)  
Directorate General of Training,  
Ministry of Skill Development & Entrepreneurship,  
1<sup>st</sup> Floor, Kaushal Bhawan, Karol Bagh,  
New Delhi -110 005  
Tele: +91 11 23715137  
E-mail: [sanjay.dget@gmail.com](mailto:sanjay.dget@gmail.com), [vk.saksena@nic.in](mailto:vk.saksena@nic.in)

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## FORM 1: Bidder's organization and experience

### A - Bidder's Organization

Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the Bidder has formed a consortium, details of each of the member of the consortium, name of lead members etc. will be provided.

### B - Bidder's Experience

Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job. If possible, the employer will specify exact assignment/job for which experience details may be submitted. In case of Consortium or Association of Bidder, the bidder must furnish the following information for each of the consortium members separately.

Firm Name:

1	Assignment/job name:
1.1	Description of Project
1.2	Approx. value of the contract (in Rupees):
1.3	Country:
1.4	Location within country:
1.5	Duration of Assignment/job (months) :
1.6	Name of Employer:
1.7	Address:
1.8	Total No of staff-months of the Assignment/job:
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
1.10	Start date (month/year):
1.11	Completion date (month/year):
1.12	Name of associated organization, if any:
1.13	No. of professional staff-months provided by associated bidder:
1.14	Name of senior professional staff of your firm involved and functions performed.
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:
	<b>Note:</b> Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience will not be considered for evaluation if such requisite support documents are not provided with the proposal.

## FORM 2: Format for Turnover Details

<b>S. No</b>	<b>Years</b>	<b>Turnover Details (in INR)</b>
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A 2017-18

B 2016-17

C 2015-16

Average Annual Turnover (A+B+C) / 3

<b>S. No</b>	<b>Years</b>	<b>Turnover Details (in INR) from activities relating to field data collection, validation, assessment and reporting</b>
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A 2017-18

B 2016-17

C 2015-16

Average Annual Turnover (A+B+C) / 3

### FORM3: Self-Declaration on Non- Blacklisting

To,

Director (Projects)  
Directorate General of Training,  
Ministry of Skill Development & Entrepreneurship,  
2nd Floor, Kaushal Bhawan, Karol Bagh, New Delhi -110 005.

Sir,

In response to the **“Request for Expression of Interest For Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs) - Phase-2”**, I/We hereby declare that presently our Company/ Serviceprovider\_\_\_\_\_ is having unblemished record. We and any of our related entities in India is neither blacklisted nor debarred by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our EMD(if any) may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder      Authorized Signatory      Seal of the Organization