Dear Sirs,

Sub: Request for Proposal – Empalement of Training Service Providers – Training of CoE Instructors – regarding

1. You are hereby invited to submit technical and financial proposals for services required for providing training at your facility to instructors deputed by State Government ITIs located at different states of India under Craftsmen Training Scheme for Advanced Modules approved by NCVT under various sectors of Centre of Excellence (CoE) as mentioned in Table I.

Apex Hi-tech Institute (AHI) is the nodal agency for coordination of this activity under DGE&T, MoLE, Government of India. This proposal could form the basis for future negotiations and ultimately a contract between your firm and Apex Hi-tech Institute, Bangalore.

Table I: Details of CoE Sectors and Advanced Modules in which Instructors are to be trained

<table>
<thead>
<tr>
<th>SI No</th>
<th>Name of sector</th>
<th>Name of Advanced Modules</th>
<th>No of instructors to be trained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electronics</td>
<td>1. Radio, Audio, Video System and appliances</td>
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<td></td>
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<td>2. Inverters, UPS, voltage stabilizers and Industrial Drives</td>
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<td></td>
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<td>3. Repair &amp; Maintenance of Electronic Test Equipment</td>
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<td></td>
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<td>4. Communication System, Embedded System and PLC</td>
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<td>2</td>
<td>Hospitality Sector</td>
<td>1. Food Production</td>
<td>5 to 15 in a batch</td>
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<td></td>
<td></td>
<td>2. Front Office</td>
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<td></td>
<td></td>
<td>3. Food &amp; Beverage Service</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>4. House keeping</td>
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<tr>
<td>3</td>
<td>Refrigeration &amp; Air Conditioning</td>
<td>1. Domestic, Commercial Refrigeration and Air Conditioning</td>
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<tr>
<td></td>
<td></td>
<td>2. Central Air Conditioning Plant, Industrial Cooling &amp; Package</td>
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<td></td>
<td></td>
<td>3. Cold Storage, Ice Plant &amp; Ice- Candy Plant</td>
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<td>4</td>
<td>Construction &amp; Wood Working</td>
<td>1. Concrete Technology</td>
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<tr>
<td></td>
<td></td>
<td>2. Modern Construction Techniques &amp; Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Wood Work in construction</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>4. Form work &amp; Bar Bending</td>
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</table>
2. The purpose of this assignment is to

a) Train the Instructors deputed from Govt. ITIs of various states of India in the above mentioned advanced modules against different sectors as above.
b) Provide Practical and Theory exposure in the relevant areas as per curriculum.
c) Provide course material supporting the practical and theory sessions during training.
d) Provide training software, if any, for instructors to utilize during training of CoE trainees.
e) Issue of certificate on successful completion of training.
f) To have successful outcome based training the trainees will be subjected to thorough learning process, assessment and must have minimum 90% attendance.

3. The following documents are enclosed to enable you to submit your proposal:

a) Terms of Reference (TOR) (Annexure – I)
b) Supplementary information for Training Providers including a suggested format of Curriculum Vitae (Annexure – II)
c) A sample form of Contract for Training Providers’ services under which the services will be performed (Annexure – III)

Syllabus of above mentioned advanced modules for which training of instructors is sought are available for download at our institute website www.apexhitech.gov.in.

4. For any clarification you may contact the following officers:

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<tr>
<th>SI No.</th>
<th>Name of the officer</th>
<th>Telephone / mobile number</th>
<th>Mail id</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C Ramasubramanian</td>
<td>8762389301</td>
<td><a href="mailto:crsmddtahiblore@gmail.com">crsmddtahiblore@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Deputy Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>V Babu</td>
<td>9739266816</td>
<td><a href="mailto:vallurubabu@yahoo.co.in">vallurubabu@yahoo.co.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Assistant Director</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please ensure that advance intimation regarding your visit is sent to enable them to make appropriate arrangements.

5. Submission of Proposals: The proposal shall be submitted in two parts namely Technical and Financial and should follow the form given in the "Supplementary Information for Service providers"

5.1. The "Technical" and "Financial" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following schedules given in the supplementary information for service providers. The first envelope marked
"Technical Proposal" should include the description of the firm organization including telephone numbers, fax, e-mail ids, website address etc, the firm's general experience in the field of training, the qualification and competency of the personnel (Trainers) proposed for the training, the proposed work plan methodology and approach in response to suggested terms of reference (TOR). The first proposal should not contain any cost information whatsoever. The second envelope marked "Financial Proposal" must also be sealed with sealing wax and initialed twice across the seal and should contain the detailed price offer for the Training Services.

It is recalled at this point that the Training to our instructors will be provided at your facility. Accordingly Training fees to be quoted separately and lodging & boarding in your hostel, if available, to be quoted separately.

However the Travelling allowance for our instructors to and fro your place of training will be reimbursed by us.

Both the sealed envelopes should again be placed in a sealed cover superscribed "Empanelment of Training Providers" which will be received in the office of “The Director, Apex Hi-tech Institute, Outer Ring Road, Off Tumkur Road, FTI Campus, Yeshwanthpur, Bangalore 560022, Karnataka” upto 1500hrs on 04.01.2013

5.2. Opening of proposal

The proposals (first envelope containing technical proposal only) will be opened by the Director or his authorized representative in his office at 1530 hrs on ................... It may please be noted that second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved and notified to all service providers through email, Telephone, fax mode the details of which must be provided in your technical proposal.

6. Evaluation

The Technical proposal will be evaluated based on:

a) The service provider’s relevant experience as per TOR.
b) The quality of the methodology proposed for imparting quality training.
c) The qualification and experience of the Trainers proposed.
7. **Deciding Award of Contract**

Quality and competence of the service provider shall be considered as the paramount requirement. The decision of the award of contract would be as under:

a) Qualified technical proposals will only be considered for financial evaluation.

b) The service providers whose proposals are not qualified or were considered non-responsive to the Letter of Invitation and Terms of Reference (TOR) shall note that their financial proposals will be returned unopened after completing the selection process.

c) The financial proposal of firms whose Technical proposals are considered responsive will be opened in the presence of Service provider’s representative who chooses to attend. The evaluation committee will determine completeness of financial proposals and will select the lowest proposal (evaluated price) and invite them for negotiations.

d) During negotiations the service provider must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by him required to adjudge the reasonableness of his price proposals. If the negotiations with this service provider are successful the award will be made to him and all other service providers notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this service provider, the service provider quoting second lowest cost will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

8. Please note that the Director, Apex Hi-tech Institute, Bangalore is not bound to select any of the firms submitting proposals.

9. It is estimated that on an average 10 trainees for 4 weeks minimum will be deputed for 4 different modules in each sector per batch so that, say, 6400 man-hours/sector/batch of services will be required for the assignment. Generally you should base your financial proposal on this figure. However you should feel free to submit your proposal on the basis of man-hours considered necessary by you to undertake the assignment.

10. You are requested to hold your proposal validity of Empanelment as per your terms and conditions for Two years from the date of submission without change of the personnel proposed for the assignment and your proposed price. The Director, Apex Hi-tech Institute, Bangalore will make its best efforts to select a service provider firm within a period of 90 days.
11. Please note that the cost of preparing a proposal and of negotiating a contract including visits to Apex Hi-tech Institute, Bangalore, if any, is not reimbursable as a direct cost of assignment.

12. Assuming that the award of contract can be satisfactory concluded in 90 days you will be expected to take-up commence with the assignment in Apr 2013.

13. We wish to remind you that any manufacturing or construction firm with which you might be partner with will not be eligible to participate in bidding for any goods or works resulting from or associate with the project of which this service providing assignment forms a part.

14. Please note that if you consider that your firm does not have all the expertise for the assignment there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However joint ventures between firms on the shortlist are not permitted except with the prior approval of Director, Apex Hi-tech Institute, Bangalore. The request for a joint venture should be accompanied with full details of the proposed association.

15. An invitation to submit the proposals have also been sent to the following firms:

a) Central Institute of Plastics Engineering & Technology, Mysore-570016.

b) Nettur Technical Training Foundation, Bangalore-560 058.

c) Centre for Research & Indl. Staff Performance Shyamla Hills Opp. Manas Bhavan, Bhopal-462002.

d) Kruthi Computer Services, Mahalakshmipuram, Bangalore-560 086.

e) Gedee Technical Training Institute, Coimbatore-641018.

f) Hindustan Machine Tools, Balanagar, Narsapur Road, Hyderabad-500054.

g) Rashtriya Chemicals & Fertilizers Ltd., Chembur, Mumbai-400074.

h) Indo German Tool Room, Sanwer Road, Indore-452015.
i) Govt. Tool Room & Training Centre, Rajajinagar Indl. Estate, Bangalore-560044.

j) Advanced Welding Training Centre, Mysore-500016.

k) BOSCH Ltd., Hosur Road, Adugodi, Bangalore-560030.

l) National Academy of Construction, Hyderabad -500084.

16. Please note that the remuneration which you receive from the contract will be normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard if required.

17. We would appreciate if you inform us by Fax/e-mail:

   a. Your acknowledgement of the receipt of this letter of invitation; and
   b. Whether or not you will be submitting a proposal.

Yours faithfully.

[Signature]
DIRECTOR
APEX HI-TECH INSTITUTE
BANGALORE

Enclosures:

   a. Terms of Reference.
   b. Supplementary information to Service providers.
   c. Draft contract under which service will be performed.