

**Minutes of Pre-Bid meeting on Expression of Interest for Partnership for Training in Communication and Soft Skill was held on 14/09/2015 at 3 pm. In V.C. Room at NIELIT HQ.**

A pre bid meeting on Expression of Interest for Partnership for Training in Communication and Soft Skill was held on 14/09/2015 at 3 pm. In V.C. Room at NIELIT HQ.

Following Committee members were present during the meeting to address the queries of participants.

1. Sh. Shameem Khan, Joint Director(Systems)
2. Sh. Himanish Roy, Joint Director (Finance)
3. Ms. Chetna Singh Rathore, Dy. Director(Technical)
4. Sh. Rajneesh K. Asthana, Dy. Director(Systems)

List of representative of prospective bidders attended the meeting / raised their query through email is enclosed as Annexure-1.

At the outset, important terms and conditions contained in the EoI document were explained to the representatives of prospective bidders present in the meeting. They were further apprised about the NIELITL and its activities and requested participants to raise their queries.

Following queries were raised by the representatives of prospective bidders during the pre bid meeting. Queries along with their reply are as under:

Q.1: At how many locations Training of Trainers (ToT) Programme will be conducted?

**Reply:** ToT will be conducted at 4 or 5 locations. In the major cities at North East and Southern part of India.

Q.2 : How many participant will attend ToT programme?

**Reply:** Approx 100 participants in total.

Q.3: What are the various courses that NIELIT conducts?

**Reply:** A list of courses being run at NIELIT centres will be provided (Ref Annexure-II).

Q.4: Is the certification ISO 9001:2008 to conduct training programs mandatory.

**Reply :** Yes, as mentioned in the Pre Qualification Criteria

Q.5: Is it mandatory to segregate the turnover of soft skills as we have a turnover of hundreds of crores and it is not possible to segregate soft skills turnover endorsed by CA.( Pre – Qualification Criteria Point No 5 ).

**Reply :** Extracts from the audited Balance Sheet and Profit & Loss Statement OR Certificate from the statutory auditor is required.

Q.6: What is the context of "Legal Status" in Form 1 for this particular EOI.

**Reply:** Proof of Setup/ Legal entity /Incorporation; and Copy of Service Tax Registration Certificate.

Q.7: We are an University governed by State Legislation and not a company. Are we eligible to apply for EOI.

**Reply:** Please refer Reply of Q.6.

Q.8. Whether the trainings on soft skills will be in one stretch or spread over a period of time. How many candidates have to be trained?

**Reply :** Eoi intends to design and development of Course outline & content / e-Content and Training of Trainers programme (no training to learners directly).

Q.9: How many assessments need to be carried out?

**Reply:** After the end of course.

Q.10: What would be the criteria to decide, the duration of modules as mentioned in the EOI ( 10....50 hours ).

**Reply :** Will be finalized after the consultation with shortlisted agency.

Q.11 Is the training to be conducted by bidder at all 31 centers; as mentioned on page 4.

**Reply:** No. ToT will be conducted at maximum 4-5 locations.

Q.12: What would be the batch size at each center.

**Reply:** 20 to 25 participants.

Q.13. Highest educational qualification of the trainees?

**Reply:** B. Tech,M.Sc., MCA, M.Tech, Ph.D for ToT programme.

Q.14. Why there is a differentiation as far as duration of training programs (10 hours - 50 hours) do you want us to cover the entire course in 10 hours.

**Reply:** The proposed soft skill/ communication skill courses will be supplement to the existing courses of NIELIT in IECT which ranges from 20 hrs. to 1000 hrs for different level / group of trainees.

Q.15: Does this mean that different centers have different durations of base training programs or can we assume that 10 hrs prog would be for "o" level and so on .

**Reply:** Please refer above reply.

Q.16. Is curriculum- to be designed separately for communication skills & soft skills for durations mentioned( 10 hrs - 50 hrs).

**Reply:** Broad domain of course is already mentioned in Eoi. The best solution has to come from the solution provider.

Q.17:

- a. How many hours per day would the trainee be undergoing the said module /s
- b. When is it likely to begin
- c. When will the dates be finalized
- d. How much notice will we be given
- e. Please help explain in detail the - " e- learning material" ; as this requirement is not clear. We would be providing with the hard copies of content developed and a power point presentation.

**Reply:** Presently we are at EOI stage. Qualified agencies will be first called for presentation and thereafter evaluation. These issues will be clarified at RFP stage.

Q.18: Who would be assessing ; the training partner / NIELIT?

**Reply:** Self assessment module.

Q.19: I would like to know you, whether your EOI for only those, who comes under your regional centers. We are newly registered centre for BCCC/CCC level, are we eligible to apply? Our last year turnover is below 20.00 lac, are we eligible to apply?

**Reply:** Eligibility criteria for the firm is clearly mentioned in Pre-Qualification Criteria of EOI.