

**TOWN AND COUNTRY PLANNING DEPARTMENT
HIMACHAL PRADESH**

EXPRESSION OF INTEREST (EOI)

The Department of Town and Country Planning, is responsible for ensuring planned and regulated development of Planning and Special Areas constituted under the provisions of Himachal Pradesh Town and Country Planning Act, 1977. The Department has consistently envisaged and endeavored towards enabling unique and innovative planning to facilitate a socially inclusive, economical, vibrant and environmentally sustainable development all the Planning and Special Areas of the State. The TCP Department invites Expression of Interest (Eol) for Selection of Training Organisation for Providing Residential Training on Disaster Management to Technical Officers/Officials. The Eol Document is available on Departmental web-site i.e. www.tcp.hp.gov.in.

All the interested parties are therefore requested to submit their proposals to this Directorate in accordance to the Eol by 23rd March, 2020 up to 3.00 P.M. For further information please contact on the telephone Nos. 0177-262-2494/5752/1450.

Dated: 18.02.2020


(Lalit Jain, IAS)
Director

Town and Country Planning Deptt.
Block No. 32-A, SDA Complex, Kasumpti,
Himachal Pradesh, Shimla-09
Ph: 0177-2622494

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Expression of Interest For Selection of Training Organization

For Providing Residential
Training on Disaster
Management to Technical
Officers/Officials of the Town
and Country Planning
Department, Himachal
Pradesh.

Invited by- Director, Town and
Country Planning Department,
Himachal Pradesh, Block 32-A, SDA
Complex, Kasumpti, Shimla-09.Ph-
0177-2622494/2625752



TOWN AND COUNTRY PLANNING DEPARTMENT
GOVT. OF HIMACHAL PRADESH

www.tcp.hp.gov.in

FEBRUARY, 2020

Contents

1. INTRODUCTION	3
2. INVITATION FOR PROPOSALS	4
3. IMPORTANT INFORMATION	4
3.1 EOI SUBMISSION.....	4
4. ELIGIBILITY CRITERIA	4
4.1 PREQUALIFICATION CRITERIA	4
5. TECHNICAL CAPABILITY OF THE TRAINING ORGANIZATION	6
6. SCOPE OF WORK	6
6.1 COURSE SUBJECTS	7
6.2 INSTRUCTORS	7
6.3 CONTENT AND COURSEWARE.....	7
6.4 TRAINING LOCATION & VENUE.....	8
6.5 TRAINING DURATION.....	8
6.7 TRAINING BATCH SIZE	8
6.8 TRAINING METHODOLOGY	9
7. DETAILS OF THE TECHNICAL STAFF	10
8. PAYMENT TERMS.....	11
9. THE BID PROCESS.....	11
7.1 PRE-BID CONFERENCE	11
7.2 SUBMISSION OF EOIS	11
7.3 CONTENTS OF BIDS.....	12
10. EVALUATION PROCESS	13
8.1 OVERALL BID EVALUATION	13
11. SELECTION PROCEDURE.....	13
9.1 NOTIFICATION OF AWARD OF EMPANELMENT	13
12. OTHER CONDITIONS OF THE EOI.....	13
12.1 PAYMENT AUTHORITY	13
12.2 PERFORMANCE SECURITY	13
12.3 NO SUB CONTRACT	13
12.4 UNDERSTANDING OF TERMS	13
Annexure-A: Covering letter with the Proposal in response to EOI Notice	14
Annexure-B: Documents Required in Support of Eligibility / Pre-Qualification Criteria.....	15
Annexure-C: Documents Required in Support of Technical Capabilities	16
Annexure D: Financial Proposal Submission Format	17
Annexure E: Proposed Training Programme Structure, Batch Size and Duration etc.	18

EXPRESSION OF INTEREST FOR SELECTION OF TRAINING AGENCY

Expressions of Interest are invited by Director, Town and Country Planning Department, Himachal Pradesh for Selection of Training Organisation for Providing Residential Training on Disaster Management to Technical Officers/Officials of the Town and Country Planning Department, Himachal Pradesh, Shimla-09 for the scope of work as detailed in this EoI document.

EOI No: HIM/TP/Estt./2020/Vol-I/

Shimla, Dated: /2020

1. INTRODUCTION

In order to ensure planned, systematic and sustainable development of Urban & Rural habitations, the Town and Country Planning Department prepares Development Plan, Sectoral Plans and Town Planning Schemes so as to cater the civic and other urban services infrastructure, transportation and other requirements that ensure dynamism and a healthy living environment for humanity. The Town and Country Planning Department is a regulatory Department and ensure planned and regulated development in the State. This Department issues advisory alongwith Regulations to the line Department to ensure optimum use of land without harming the environment and habitat. The land use, hazards zonation and implementation of building byelaws are elaborated in the spatial plans. Similarly, while revision of any Plan i.e. Regional Plan, Sectoral Plans, Interim Development Plans, Development Plans, natural hazard proneness of the areas alongwith prevention and mitigation from the disasters is also reviewed.

The Himachal Pradesh Town and Country Planning Act, 1977 have provisions under Sections 5,14,17,18 and 22 that while preparation of Existing Land Use Maps and Proposed Land Use Maps for Regional Plan, Sectoral Plans, Interim Development Plans, Development Plans these shall indicate the natural hazard proneness of the areas and Regulations for land Use Zoning for natural hazard prone area. Also, to carry out the construction works of any residential/commercial building this Deptt. accords Planning Permission as required u/s 28,29 and 31 of the HP TCP Act,1977.

Therefore, in order to provide guidance to the individuals who intend to undertake; the construction work of any residential/commercial building within the jurisdiction of notified Planning and Special Areas in the State and to manage the risks of disaster with a multi-hazard approach, it is imperative to provide residential training on Disaster Management to all the Technical Officers/Officials of the Department.

Presently there exist 147 sanctioned posts of technical officers/officials in the Department out of which 113 posts are filled in.

2. INVITATION FOR PROPOSALS

The Director, TCP Deptt. Himachal Pradesh invites Expressions of Interest (EOI) from the eligible Institutions/Training Organizations (bidders) for providing training on Disaster Management for TCP Deptt.'s Technical staff, with the conditions and in the manner prescribed in this EOI document. Bidders are advised to study this EOI document carefully before submitting their proposals in response to the EOI notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Bidders are requested to attend the pre-bid conference on the date, time and venue mentioned in the document.

3. IMPORTANT INFORMATION

3.1 EOI SUBMISSION

The important information related to the EOI schedule and time line are given in the table below.

Sr. No.	Information	Details
1	Bid inviting authority	Director, Town and Country Planning Department, Himachal Pradesh.
2	EOI No. and Date	HIM/TP/Estt./2020/Vol-I/
3	Last date for submission of written queries for clarifications (email only)	29 th February, 2020 upto 5.00 PM.
4	Cost of EOI document	Rs. 5000/- (DD/Cheque only)
5	Date of Pre-bid Conference	2 nd March, 2020.
6	Release of response to clarifications and issuance of corrigendum, if any	5 th March, 2020.
7	Last date for Submission of bids.	23 rd March, 2020 upto 3:00 PM.
8	Date and time for Opening of Bids	23 rd March, 2020 at 3:30 PM.

4. ELIGIBILITY CRITERIA

The EOI can be responded by eligible Training Organizations from the private sector and Training Institutes / organizations in the Government / Public sector. Training Organizations fulfilling the eligibility criteria and interested in offering their services are invited to submit their interest and provide complete and detailed information on their eligibility and experience in training services.

4.1 PREQUALIFICATION CRITERIA

The bidders should meet the following minimum pre-qualification criteria. Offers from bidders who fail to meet the following minimum criteria shall be summarily

rejected and will not be considered for further evaluation. The Pre-Qualification Proposal details shall be submitted as per **Annexure-B**.

Sr. No.	Prequalification Criteria	Requirements	Supporting documents
1	Registration under Companies Act / as a partnership / sole proprietorship/ Training Institute/Society/Trust	Valid registration and should be in existence for a minimum period of 5 years.	The bidder should furnish a Certificate of Registration/Incorporation showing registration more than 5 years ago.
2	Annual turnover	The bidder should have average annual turnover of at least Rs. 5.0 Crore or above during the financial years, i.e. Year 2016-17 2017-18. And 2018- 19.	Audited balance sheets and profit and loss accounts authenticated by the Statutory auditor or firm of Chartered Accountants.
3	Total no of corporate and/or Government trainings conducted in the past.	-	Document showing successful completion of the training programs. References of customers.
4	Faculty / Resource Persons/ Training Coordinators strength	No. of on-roll faculty/ Resource Persons/ Training Coordinators providing technical trainings.	At least 5 such on-roll faculty / Resource Persons/ Training Coordinators providing Disaster Management related trainings.
5	Blacklisting / debarring	The bidder must not be blacklisted/ debarred/ suspended/banned by any Ministry/ Department of State or Central Government/PSU on the closing date of this EOI	A Self Declaration stating to this effect is required to be signed by authorized signatory of the agency with seal.

- a) TCP Department reserves the right to establish the veracity of any documents submitted by the bidder with their customers.
- b) TCP Department reserves the right to keep any bidder out of the zone of consideration without specifying any reason thereof.
- c) The selection of Training Organization will be made on the basis of the qualifying criteria specified above.

- d) Once the short listing of eligible/ technically qualified organizations is completed, the financial bids will be opened and based on the Least Financial Quote (L1) the final Training Organizations will be selected.
- e) TCP Department may decide at its discretion to visit any or all of the organization's campus/sites during the evaluation of the EOI to better appreciate the capabilities of the Training Organizations.
- f) Notwithstanding the above, TCP Department reserves the right to ask for any additional credentials / information from any of the vendors during the evaluation as it may deem fit.

5. TECHNICAL CAPABILITY OF THE TRAINING ORGANIZATION

The Training Organizations/Institutions are required to submit the documents which establish their credentials and competency as per the required Scope of Work (Clause 6). Documents for the same should be submitted as per the **Annexure-C**.

1. Details of Organization/Institution's profile & Strength:
 - i. Organization background, history and why the proposer is qualified to provide training on Disaster Management.
 - ii. A description of the Organization's / Institution's structure, including CVs of key personnel / Subject matter Experts/trainers.
 - iii. Any other supporting documents.
2. Past experience in services executed of similar nature. Bidders must demonstrate their experience by submitting documentary proof. This can be in addition to the required eligibility criteria.
3. Methodology used/capability for pre-assessment and post-assessment for trainees in Instructor led Trainings.
4. Other Training capabilities - e-Learning, Virtual Classroom, Instructor led training and other formats. Experience in each training format (e-Learning, Virtual Classroom) should be indicated in terms of
 - i. No. of trainings conducted.
 - ii. No. of years training has been provided in each of the above formats.
5. Capabilities to design and deliver custom content courses.
6. The details of in-house training centers/labs for conducting regular technical training courses.
7. Any other document establishing the performance of the bidder in Training services.

6. SCOPE OF WORK

The purpose of the present EOI is to select competent and experienced Training Organizations for technical training to TCP Department staff. Broad scope of the Training Programme is as follows:

- i. To provide comprehensive course on Disaster Management in context of Himachal Pradesh.
- ii. To provide Boarding and Lodging facilities.
- iii. To provide comprehensive course study material kits.

The selected Training Organizations is also required to submit their financial offers for holding training courses as per requirement mentioned in this EoI on format provided at **Annexure-D**.

The scope of work detailed in this section is with respect to the training services to be provided once work is allocated to the selected Training Organization.

6.1. COURSE SUBJECTS

The course to be imparted is on Disaster Management and should comprehensively cover the field in context of Himachal Pradesh. The course should cover the following key areas but the bidders may propose value addition to these points at the time of proposal submission.

- i. Disaster Management- Comprehensive introduction and coverage on the subject in context of Hills.
- ii. In lab Demonstration of Building response to earthquake hazards.
- iii. In lab demonstration of Destructive and Non-destructive tests.
- iv. Field visits to demonstrate various kinds of disasters and mitigation and preventive measures.
- v. Best Practices to mitigate Disasters.

6.2 INSTRUCTORS

- a. All the instructors for the Training Programme should be Experts on the subject matters of Disaster Management and related fields.
- b. The instructor should be either on the rolls of the Training Organization itself or should be from an authorized partner/sub-contractor of the Training Organization. However, responsibility for quality of the instructor will lie with the Training Organization.
- c. The instructor should have relevant experience in the field of Disaster Management and for the specific courses/sessions.

6.3 CONTENT AND COURSEWARE

- a. The Detailed Course Content and sample courseware will be provided by the selected bidder/Training Organization to each of the participants. Courseware is to be designed by the selected bidder best suiting the subject of Disaster Management and the requirements of the Technical Officers/Officials of the TCP Department.
- b. Training programme content will be finalized by the selected firm based on the inputs from the Department.
- c. The courseware should broadly consist of following:-

- Suitable handouts with details of steps, tips, best practices on Disaster Management in soft and hard copies. The soft copies will be in word/ppt/pdf formats.
 - Interactive Lab exercises with ideal answers both soft and hard copies.
 - List of suggested textbooks/reference books on the subject.
 - Power Point Presentations in both soft and hard copies, which do not violate copyright of other organizations.
 - Group Assignments to trainees with ideal answers in both soft and hard copies.
- d. Pre – requisites for the training participants based on the programme theme of Disaster Management will be forwarded (in soft and hard copies) by the selected bidder within one week of award of the training contract.
- e. Selected bidder/Training Organizations may be asked for sample course contents in advance to enable TCP Department to prepare its staff for the Training Programme.

6.4 TRAINING LOCATION& VENUE

Trainings will be held on the Campus of the Selected Bidder/ Training Organization within the State of Himachal Pradesh. The selected bidder will complete all requirements for the training programme prior to the commencement of the course schedule.

6.5 TRAINING DURATION

The timing for the Training shall be finalized in consultation with the TCP Department. However, the tentative months during which the training is to be conducted are April and May 2020.

Training shall be conducted for 5 days however the detailed proposal w.r.t. the training dates and duration shall be submitted by the Bidder based on the understating of the Scope of Work and assessment of the requirements of the Department as per **Annexure-E**. The training programme should be of 7 teaching hours a day, excluding one hour for tea and lunch. The training shall preferably be conducted from Monday to Friday. However, it may be conducted on Saturday / Sunday as well.

6.7 TRAINING BATCH SIZE

The minimum and maximum strength of participants shall be 25 and 40 respectively. However, detailed schedule of batches shall be submitted by the bidder based on the understating of the Scope of Work and assessment of the requirements of the Department as per **Annexure-E**.

6.8 TRAINING METHODOLOGY

6.8.1 Training Monitoring Committee

For TCP Department, the complete Training Programme shall be monitored by the Committee comprising of following Officers of the TCP Department.

- i. State Town Planner (Nodal Officer)
- ii. One Town and Country Planner of the Department.
- iii. One Assistant Town Planner of the Department.

A similar Committee shall be proposed by the Bidder for monitoring and liaison with the Training Monitoring Committee of TCP Department through its Nodal Officer.

The Committee will monitor the progress and effectiveness of the overall Training Programme offered by the selected Bidder/ Training Organization based on the feedback from the Officers/Officials completing the training.

Training Programme can be Instructor led training (ILT) in a physical classroom, or ILT in a virtual classroom mode, e-learning (Self Learning), or a mix of e-learning and ILT based (hybrid model). The desired model will be specified by the Bidder in the proposal.

A. Instructor led training (ILT) (face-to-face or in virtual classrooms)

- i. Training coverage shall be exhaustive using audio and video tools. Power point slides are to be used wherever feasible, for better assimilation. The trainer must be acquainted with using latest teaching aids such as interactive boards/idea boards.
- ii. Training shall be conducted for 7 Hrs per day excluding tea and lunch breaks. The selected bidder/training organization should ensure that 25% of total training is devoted towards the practical/ hands-on activities/case studies as applicable.
- iii. The classroom teaching should conform strictly to the subject lesson plan, which should be submitted along with the bid as per **Annexure-E**.
- iv. The Instructor/Subject Expert will identify the weak participants if any and will give extra guidance till their knowledge gets updated at par with the rest of the participants. The names of the weak participants are to be intimated to the Training Monitoring Committee by the Training Organization.
- v. The Instructor/Subject Expert and coordinators will interact with the Training Monitoring Committee on regular basis.

B. e-Learning/Mixed mode training

- i. These would have capabilities to provide e-learning courses for standard courses as per the requirements.
- ii. Capabilities to design and deliver custom content courses for TCP Deptt.

- iii. The e-learning module should have all conventional features of management and monitoring of the training courses.
- iv. The courses can be basic (passive) and interactive (basic to moderate).
- v. The design should be responsive in its design i.e. the layout should adapt across devices such as smart phones and tablets and should run on different OS (specifically iOS and Android).
- vi. The system should also give evaluation mechanism to monitor the progress through assessments – and generate the feedback needed in order for employees to improve.

C. Assessment – Instructor/Expert Led Training

- i. The selected bidder/training Organization will conduct a screening test of 30 minutes duration at the commencement of the Training Programme to assess the knowledge and understanding of Deptt. Officers/Officials on the subject matter of Disaster Management.
- ii. Module tests are to be conducted during the training programme and the final test will be conducted at the end of the programme. The tests will preferably be objective type.
- iii. The assessment will be based on the contents of the training as finalized and not a general one.
- iv. The selected Training Organizations will clearly specify and provide the training format and assessment requirements to the Department for approval.

7. DETAILS OF THE TECHNICAL STAFF

The details of the various categories of Technical staff to undergo the proposed training on Disaster Management are as follows.

Sr. No.	Category of Officers/Officials	Total
1	Town and Country Planner	5
2	Assistant Town Planner	14
3	Planning Officer	18
4	Senior Planning Draughtsman	6
5	Junior Engineer	32
6	Draughtsman	11
7	Junior Draughtsman	26
8	Research Assistant	1
	Total	113

Bidder/Training Organization may suggest the suitable size and best mix of batches based on above specified categories of Technical Officers/Officials. However, department may also add the newly recruited staff to the list of proposed technical staff at any time under intimation to the selected organization.

8. PAYMENT TERMS

- i. The financial quote for providing the Training on Disaster Management to the Technical Staff of the Department shall be determined on per candidate basis. The total staff to undergo training is 113 as mentioned under clause 7.
- ii. The payments schedule for release of payment for each batch of Technical Staff will be as per following Schedule

Sr. No.	Activity / assignment Completed	Percentage
i.	Signing of MoU	10%
ii.	Completion of Training Programme	90 %
	Total	100%

All the payments shall be released after the approval of the Training Monitoring Committee constitutes by the Department as per Clause 6.81 of this EoI.

9. THE BIDPROCESS

7.1 PRE-BID CONFERENCE

- i. TCP Department will hold a pre-bid conference as per the dates indicated above.
- ii. The bidder/Training Organization or its official representative may attend the pre-bid conference in order to understand the Scope of work and needs of the Department from the proposed Training Programme on Disaster Management.
- iii. All Bidders/Training Organizations may confirm their participation one day in advance.
- iv. The purpose of the meeting is to provide bidders with information regarding the EOI and the Training Programme requirements, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the EOI and the Training Programme. Pre-bid shall be held in the Conference Hall of the Town and Country Planning Department, Block No. 32-A, SDA Complex, Kasumpti, Shimla-09.
- v. The clarifications to the queries raised by various interested bidders during the pre-bid conference shall be uploaded on the departmental website: www.tcp.hp.gov.in
- vi. TCP Department may make modifications to the EOI if necessary, as a result of pre-bid conference. All such modifications made to the EOI by TCP Department will be issued as a revised EOI and shall be uploaded on the website: www.tcp.hp.gov.in.

7.2 SUBMISSION OF EOIS

- i. Hardcopy (Original only) + Softcopy (on a non-rewritable CD) – enclosed and sealed in one cover. The sealed cover containing the Bid should be clearly marked “EOI for Selection of Training Organization for Conducting

Training Programme on Disaster Management for Technical Staff of the Town and Country Planning Department, Himachal Pradesh". This envelope is to be superscribed with the EOI Number/Date and the name of the Bidder and submitted to the Director, TCP at following address.

The Director,
Town and Country Planning Department,
Block No. 32-A, SDA Complex, Kasumpti,
Shimla-09, Himachal Pradesh.
Ph: 0177-2622494.

- ii. Financial Bids shall be submitted as per format provided at **Annexure- D**.
- iii. The Bids received after the due date and time shall be summarily rejected and returned to the Bidder declaring as "Late Submission" and the same shall not be opened.
- iv. Each copy of the Bid should be a complete document of good print quality and should be bound properly as a volume. If not properly bound, TCP Department shall not be in any way responsible for loss of sheets due to inadvertent opening of the document at any stage and that affecting the prospects of the Bidder during the evaluation due to loss of these documents. The document should be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different (original/ true) copies of bid must be placed along with their relevant packets mentioned above.

7.3 CONTENTS OF BIDS

- i. **Covering letter with the Proposal in response to EOI Notice (Annexure-A).**
- ii. **Eligibility/Pre-Qualification Documents**

The offer documents must be submitted duly completed in prescribed formats as per the EOI **Annexure-B** for eligibility criteria for Selection.

- iii. **Technical Capabilities Documents**

The offer should include documents for establishing the credentials / technical capabilities of the Training Organizations as per the EOI **Annexure-C** for meeting the above scope of work. Technical capability documents are defined in clause 5 of the EOI.

- iv. **Financial Bid**

The bidder shall submit the financial bid on the prescribed format (**Annexure-D**) in a sealed envelope clearly marked as 'Financial Bid' along with the title of the EoI. Any financial bids received as open and revealing the quoted amount shall be summarily rejected by the Department.

10. EVALUATION PROCESS

8.1 OVERALL BID EVALUATION

- i. An Evaluation Committee will evaluate the bids on the basis of the Eligibility Criteria and Technical capabilities to shortlist the suitable Training Organization. The list of shortlisted bidders/training organizations will be uploaded on the departmental web-portal and will be intimated through email and telephonically as well. The date for financial bid opening will also be intimated.
- ii. The Evaluation Committee will open the financial bid of shortlisted bidders/organizations. The bidder quoting the Least Financial Quote (L1) will be selected by the Department.

11. SELECTION PROCEDURE

9.1 NOTIFICATION OF AWARD OF EMPANELMENT

TCP Department will notify the successful bidder in writing or by fax or email that the bidder has been selected. The bidder shall acknowledge in writing to the Department, the acceptance of the selection.

An MoU will be signed between the Selected Bidder/ Training Organization and the TCP Department based on the above Scope of Work.

12. OTHER CONDITIONS OF THE EoI

12.1 PAYMENT AUTHORITY

The Director, Town & Country Planning Department, H.P. will be the payment authority. MoU shall be executed with, and work orders issued by the Director, TCP for the said Training Programme.

12.2 PERFORMANCE SECURITY

The selected organization shall furnish as performance security, an irrevocable, unconditional Bank Guarantee in the prescribed format issued by a Scheduled Bank at Shimla valid for a period of 4 months for an amount equal to 5% of the total financial quote. This shall be furnished at the time of Signing of MoU.

12.3 NO SUB CONTRACT

The selected organization shall not be entitled to sub contract the work or any part thereof. Such arrangement shall be considered as material breach of the agreement.

12.4 UNDERSTANDING OF TERMS

By submitting a proposal, each Applicant firm shall be deemed to acknowledge that it has carefully read all parts of this EoI, including all clauses, forms and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

**Annexure-A: Covering letter with the Proposal in response to EOI Notice
(On the Bidder's Letterhead)**

To

The Director,
Town and Country Planning Department,
Block No. 32-A, SDA Complex, Kasumpti,
Shimla-09, Himachal Pradesh.
Ph: 0177-2622494.

Subject: EOI for Selection of Training Organization for Conducting Training Programme on Disaster Management for Technical Staff of the Town and Country Planning Department, Himachal Pradesh.

Dear Sir,

1. Having examined the EOI document, we, the undersigned, here with submit our proposal in response to your EOI No. _____ dated _____ for **"Selection of Training Organization for Conducting Training Programme on Disaster Management for Technical Staff of the Town and Country Planning Department, Himachal Pradesh ,"** in full conformity with the said EOI document.
2. We have read the provisions of the EOI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this proposal, consisting of this letter, the detailed response to the EOI and all attachments, for a period of 90 days from the date of submission of the bid.
4. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We would like to declare that there is no conflict of interest in the services that we will be providing under the term and conditions of this EOI.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
7. We understand you are not bound to shortlist/accept any proposal you receive. Please find enclosed details of your company in the format as given in Annexure-E.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely, FIRM'S NAME

Signature of Authorized Signatory and Seal of the bidder.

Annexure-B: Documents Required in Support of Eligibility/ Pre-Qualification Criteria

Qualification Criterion No.	Documents to be Submitted
1.	Certificate of Registration/Incorporation. (Government agencies should provide necessary Memorandum of Association / Government order).
2.	Audited balance sheets and profit and loss accounts authenticated by the Statutory auditor or firm of Chartered Accountants for turnover for last 3 Financial Years. Not applicable for Government/Public sector agencies.
3.	Certificate of completion / other document showing successful completion of the training programs. References (contract details, contact details of customers, completion certificates, customer satisfaction certificate, etc.) for these projects.
4.	Proof for at least 5 such on-roll faculty / Resource Persons/ Training Coordinators including permanent employees, present contractual employees, and empanelled subject matter experts. CV of at least 05 key resources should be presented.
5.	A Self Declaration stating - for not being blacklisted / debarred- is required to be signed by authorized signatory of the agency with seal.
Other Supporting Documents	
6.	Annexure-C, Annexure-D and Annexure-E -on the Company/Organization letter head.
7.	Proof of submission of requisite fee for EOI document

1. Signed copy of EoI Document and the Clarifications issued thereto.
2. Suggestion on the EoI Document, if any.

Annexure-C: Documents Required in Support of Technical Capabilities

Sr. No.	Documents to be Submitted
1	<p>Details of company profile & Strength:</p> <ul style="list-style-type: none"> Company background, history and why the proposer is qualified to provide training on particular courses / group courses. A description of the firm's / Agency's/ Institution's structure, including CVs of key personnel /trainers
2.	Past experience in services executed of similar nature. Bidders must demonstrate their experience by submitting documentary proof. This can be in addition to the required eligibility criteria.
3.	Methodology used/capability for pre-assessment and post-assessment for trainees in Instructor led Trainings.
4.	<p>Other Training capabilities – e-Learning, Virtual Classroom Instructor led training and other formats. Experience in each training format(e-Learning, Virtual Classroom) should be indicated in terms of:</p> <ul style="list-style-type: none"> No. of trainings conducted No. of years in providing Trainings in the above formats <p>The above should be supported with suitable documents.</p>
5.	Documentary evidences for Capabilities to design and deliver custom content courses for e-learning.
6.	The list of own training centers and labs etc.
7.	Any other documents to establish Technical capabilities

Annexure D: Financial Proposal Submission Format
(On the Bidder's Letterhead)

To

The Director,
Town and Country Planning Department,
Block No. 32-A, SDA Complex, Kasumpti,
Shimla-09, Himachal Pradesh.

Subject: EOI for Selection of Training Organization for Conducting Training Programme on Disaster Management for Technical Staff of the Town and Country Planning Department, Himachal Pradesh.- Financial Proposal.

Dear Sir,

We, the undersigned, offer to provide the Training Services for conducting Training Programme on Disaster Management for Technical Staff of the Town and Country Planning Department, Himachal Pradesh in accordance with your Expression of Interest (EOI) and the provisions contained therein. Our Financial Proposal is as quoted in the table below.

Sr. No.	Details	Financial Quote (INR)	Applicable Tax/GST (INR)	Total Financial quote (INR)
1	Quote per Staff			
2	Quote for 113 Technical Staff			

Our Financial proposal shall be binding on us subject to modification resulting from contract negotiations, up to the expiry of the validity period of the proposal unless extended by us.

We understand that you are not bound to accept any proposal you receive.

Sincerely, FIRM'S NAME

Signature of Authorized Signatory and Seal of the bidder.

Annexure E: Proposed Training Programme Structure, Batch Size and Duration etc.

Bidder are required to submit a detailed proposals on proposed Training Programme Structure, Batch Size and Duration etc. based on the understanding on the EoI, best suiting the requirements and needs of the Department. (Not more than 2 pages)