**Terms & Conditions for Empanelment of Consultants/firms for consultancy services**

# 1. Purpose

NITCON proposes to form a panel of independent and competent Consultants/Firms for carrying out following types of work:

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| --- | --- | --- |
| **Sl. No** | **Discipline** | **Scope of work** |
|  | Business Development | Individual Consultants/ Firms to bring projects from different states of India and Abroad in the following areas:  PMC, Preparation of DFRs & DPRs for educational institutions, IT infrastructure, civil infrastructure besides development of concept notes for a new and innovative project or services. Research studies, Impact evaluation studies, ICT projects such as ERP, Online examination, online assessment, Digitization of records, Wi-fi, networking, smart class, virtual labs, multimedia content development, computerization and automation, Preparation of FRS & SRS etc. End to end development of ICT infrastructure. Training and capacity building, Training centre network development across India and worldwide, Turnkey solution for educational institutions, Educational tools etc. HR Consultancy such as Man-mapping and HR planning, Organizational restructuring. Advisory services, consultancy and handholding in Financial, IT, Education, Civil Infra, Environment, Energy. Procurement and supply of IT hardware and software and peripheral equipment’s, electronic gadgets like CCTV Camera, school/ college infrastructure requirements including books, so |
|  | Academic | Consultant/firm will have to develop the curriculum to be followed by the educational institute for the initial 7 - 10 years after its inception. This will include recommendation about academic programs and continuing education programs to be offered at the institute. They will have to list the areas, duration, entry level, annual intake, basis of admission, type of award and the year of start for each individual academic program. Based on the annual intake, year-wise projected student strength of the individual academic programs & institute will be derived. Various Academic Divisions will be required to be detailed for academic objective, area of focus, functions, faculty requirement and student intake etc. Consultant will also be expected to suggest various academic service facilities for the institute. The space and support staff requirement of academic divisions and academic service facilities will also be required to be suggested.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Architecture | Architecture consultant/firm will be expected to visit the proposed location to review and verify the sufficiency of the existing physical resources available. Architect should design & propose architecture to be implemented by an educational institute. Cost estimates for the architecture need to be in accordance with CPWD norms. Recommendations based on area and cost estimates will be required for setup of academic complex, residential complex, students’ activity centre, shopping complex, canteen, guest house and any other site specific infrastructure. The furniture and equipment costs need to be included in the recommendations. In case the institute is to be run as a transit campus for initial few years, the plan for provisioning of transit campus will have to be included.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Environment | Environment consultant/firm is expected to conduct a broad environment impact study of the proposed site and assess the risk involved and environmental impact of establishing an institute. Suggestions for mitigation/ compensation for any risk / adverse impact are to be proposed. Consultant needs to recommend measures for developing an energy efficient and environmentally sustainable campus. Consultant will be required to propose standards to be followed by institute for conformance with GRIHA rating recommended by MHRD. Measures recommended by consultant have to be based on various criteria like soil conservation, reducing air pollution, efficient water usage during construction, optimize energy usage, waste water treatment, efficient waste segregation and disposal, and preservation of any rare plantation during construction.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Information Communication Technology | Information Communication Technology consultant/firm will have to propose a plan to be followed by educational institutes for technical infrastructure and connectivity. Consultant shall provide suggestions for virtual learning centers for educational purposes, digital library, provision of web conference studio, various audio/visual communication modules, advanced classrooms with students and participating nodes. Estimates to be recommended for bandwidth for fast and slow internet connections, technical infrastructure development, requirement of teaching tools & applications, infrastructure for creation of digital content for education and its repository. Connectivity of the institutes from other similar institutes for sharing of knowledge content. Consultant will be expected to make recommendations for implementation of ERP in educational institutes. This will include preparation of SRS document, finalizing of ERP modules required and suggestion of an implementing agency for ERP.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Finance | Consultant/firm will have to perform financial analysis to estimate the total cost of setting up a proposed institute and its operations for initial 7-10 years after its inception. Total cost will be based on phase-wise expansion plan proposed by academic, architecture, environment, ICT and HR consultant. Components of the total cost will be capital cost of new campus, recurring cost of new campus. If the institute is proposed to run in a transit campus during initial years of operation then cost of operations for the transit campus like rent and maintenance shall be included as a part of the total cost. Any preoperative expenses for the institute shall also be included as a part of total cost for setup, these include primary survey, professional / legal charges, drafting of preliminary report. Estimates of capital cost are towards initial setting up of the Institute, Lab and equipment cost, furnishing cost and provision of various amenities essential for the setup. Recurring cost for the institute is for the salary of employees, cost towards security services, general and administrative expenses, electricity and backup charges and hostel / mess charges. Consultant/firm will also have to prepare revenue models and any other financial plan as required by the client specific to the projects.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Institutional Planning | Consultant/firm will have to suggest measures for restructuring of educational institutes and optimal allocation of resources for smooth functioning of the activities. Major tasks to be carried out will include Analysis of the present situation in respect of the requirements of the institution, Survey of the existing resources and the resources that can be easily available, Improvement programmes for the institute shall be prepared with details about each programme, Implementation will involve putting of the programmes and projects outlined in the plan in operation, and finally Evaluation for determining the success rate of the recommendation.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Acts and statutes | Consultant will be required to recommend Acts and Statutes for the educational institutes/ technical institutes which will govern the laws and code to be observed by the institute. Recommendations have to include the details about the Board members, Powers of the Board, description about the various authorities of the institute. It should also describe about the various office bearers, their functions and mode of appointment.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Training Need Analysis and Training Design | Consultant/firm will be expected to conduct a study with the client to explore and identify the training modules that are required to be offered by an educational institute. Consultant must design and develop training / learning modules / programmes / courses including IT based learning material according to training need.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Manpower/ Human Resource Requirement Assessment | Consultant/firm will have to recommend classification of staff and number of employees for an institute i.e. academic and non-faculty cadres. Academic and non-faulty categories will have to be detailed further for sub categories and their functions will have to be specified. Academic cadre may have posts like Director, Professors, Associate/ Assistant professors, librarian, workshop superintendent. Non-Faculty cadre can constitute Administrative officers, technical support staff, and support manpower. Year-wise requirement for all the categories and subcategories shall be recommended for initial 7-10 years of operations from the inception of institute.  Consultant/firm will have to do gap analysis in terms of already existing organization in terms of human resource, understand the roles and responsibilities of employees identify requirements of the organization in terms of human resources and accordingly provide recommendations for manpower planning or organizational restructuring.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Evaluation Studies | Consultant/firm will have to perform Impact evaluation by investigating the changes brought about by implementation of a project/programme/scheme.  They shall focus on cause-and-effect questions report a clear comparison between what actually happened and what would have happened in the absence of the project. These projects will involve designing of methodology, investigating and data collection tools, data collection, analysis and writing the report.  Work will involve meetings with the client to understand requirements and site visit to the proposed location and presentations to the client. |
|  | Proof Reading/ Content Writing | Consultant will be required to work on MS Office to edit the content, perform quality check for the documents for correct grammar, spellings, punctuations, sentence formation etc. |
|  | Graphic Designer | Consultant/firm will be required to work on computer software to design page layouts for newsletters, project reports, brochures, RFP documents, power-point presentations and any other items that are printed or put online. Work will also involve formatting of texts, graphics in the documents as per the standard format. |

# 2. Minimum Eligibility Criteria

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| **Sl. No** | **Discipline** | **Eligibility Criteria** | |
| **Consultant** | **Firm** |
|  | Business Development |  |  |
|  | Academic/ Educational Consultant/Firm | * PhD with at least 8 years for experience in professional consultancy in the respective field. * Prior experience of working on academic plans, curriculum development is desirable. | * Manpower with professors and eminent academicians having atleast 8 years of experience in professional consultancy in the respective field. * Prior experience of working on academic plans, curriculum development is desirable. |
|  | Architecture Consultant/Firm | * B.Arch with at least 5 years of experience in preparing master plan and designing architecture for setup of educational institutions. * Experience in infrastructure assessments and doing gap analysis and proposing new infrastructure plans. * Experience in designing innovative building structure and use of Green Building concept will be preferred. | * Firm with qualified and experience architects having experience in infrastructure planning and making master plans. * Experience of work with educational institutions are preferred. * Experience in designing innovative building structure and use of Green Building concept will be preferred. |
|  | Environment Consultant/Firm | * Graduate/ Post Graduate/ Doctorate in environmental sciences, with at least 5 years of Consultancy experience. * Experience should reflect a good level of understanding of areas like land use, ecology, air & water pollution, solid waste management, environmental risk assessment, knowledge of statutory compliances related to environment. * Experience in making GRIHA recommendations will be preferred. | * Firm having qualified and experience employees with environmental sciences background, with at least 5 years of Consultancy experience. * Experience should reflect a good level of understanding of areas like land use, ecology, air & water pollution, solid waste management, environmental risk assessment, knowledge of statutory compliances related to environment. * Experience in making GRIHA recommendations will be preferred. |
|  | Infrastructure Communication Technology Consultant/Firm | * Doctorate/ M.Tech/ B.Tech/ MCA in CSE/ IT/ ECE. * Applicant must have at least 5 years of consultancy experience in ICT aspects of an implementation project/ monitoring & managing the ICT infrastructure for an IT project including database management, hosting servers, network, firewall etc. * Applicants with experience in implementation of ERP and development of a Virtual Learning Center will be preferred. | * Firm having qualified and experience employees with M.tech/ B.tech/ MCA in CSE/ IT/ ECE. * Firm must have at least 5 years of consultancy experience in ICT aspects of an implementation project/ monitoring & managing the ICT infrastructure for an IT project including database management, hosting servers, network, firewall etc. * Firm with experience in implementation of ERP and development of a Virtual Learning Center will be preferred. |
|  | Finance Consultant/ Firm | * CA with 5 years of professional experience. Should have experience in estimation of cost for development and sustenance of institutes. * Past experience in estimation of capital cost, recurring cost and preoperative expenses for development of educational institutes will be preferred. | * Firm with 5 years of professional experience. Should have experience in estimation of cost for development and sustenance of institutes. * Past experience in estimation of capital cost, recurring cost and preoperative expenses for development of educational institutes will be preferred. |
|  | Institutional Planning Consultant/Firm | * PhD/ Masters Degree with at least 5 years of experience in leading the planning and administration of an educational institute. | * NA |
|  | Consultant for Acts and statutes | * Eminent experts with excellent knowledge of acts and statues related to educational institutions of India and abroad with experience of framing acts and statutes for Indian or Foreign Universities. Should also have experience in defining the governing body/ authorities and their functions, governing policies and code to be observed by the educational institutions. * Consultants who have held an administrative position at Institutes in the past will be preferred. | * NA |
|  | Training Need Analysis and Training Design Consultant/ Firm | * Applicant should have at least 5 years of experience in conducting formal training needs assessment and making learning events relevant to the actual training needs. * Experience in preparation of strategic training plan based on the findings of training need analysis. | * Firm having experience in training need analysis and design for at least 5 years of experience in conducting formal training needs assessment and making learning events relevant to the actual training needs. * Experience in preparation of strategic training plan based on the findings of training need analysis. |
|  | Manpower/ Human Resource Requirement Assessment Consultant/Firm | * Consultants with degree in HR and experience of 5 years in manpower assessment and planning, defining the role profiles and other HR related work * Experience in assessment of number of teaching/ non teaching, administrative and support staff for educational institutes preferred. | * Firm having 5 years of consultancy experience in manpower assessment and planning, defining the role profiles and other HR related work. * Experience in assessment of number of teaching/ non teaching, administrative and support staff for educational institutes preferred. |
|  | Consultant/Firm for Researcher/Impact evaluation studies | * M.A/M.Phil/ PhD with at least 5 years of experience in impact assessment, Gap analysis, research, field survey, data analysis with use of statistical analysis and good report writing skills. | * Firms with 5 years of experience in impact assessment, Gap analysis, research, field survey, data analysis with use of statistical analysis and good report writing skills. |
|  | Proof Reading/ Content Writing | * Master’s degree in English with at least 5 years of work experience in content writing/ proof reading. * Applicant must have excellent proficiency in English, Good communication skills, excellent Command over Written and Spoken English and good knowledge of MS office. | * NA |
|  | Graphic Designer Consultant/ Firm | * Bachelor’s degree/ diploma in graphic design with at least 5 years of work experience in graphic design, formatting documents and reports. | * Firms having at least 5 years of work experience in graphic design, formatting documents and reports. |

# 3. Application Submission Guidelines

The application shall be submitted in accordance with the following guidelines:

(i) One Applicant shall submit only a single application and cannot be a constituent to any other application.

(ii) Application shall be submitted in the format prescribed in **Annexure‐A.**

(iii) The application shall be unconditional; otherwise it would be liable for rejection.

(iv) All the information/details are to be supported by authentic documents duly certified by the Applicant.

(v) Applications shall be submitted in a sealed envelope titled ‘Application For Empanelment of Consultants/ Firms for consultancy services of NITCON’.

(vi) Application shall be submitted to

**NITCON Limited**  
(formerly known as: North India Technical Consultancy Organisation Ltd.)  
c/o IFCI Bhawan, Plot No. 1-C, Madhya Marg,  
Sector 27-A, Chandigarh – 160 019  
Ph.: 0172-2658024- 26, 28  
Email: projects@nitcon.org

# 4. Empanelment Period

1. The firm shall be empanelled for a period of 3 years on payment of a fee of INR 10,000/- (Rupees Ten Thousand Only)and Security of INR 2,000/-, (Rupees Two Thousand Only) by draft to NITCON Limited, payable at par in New Delhi. This fee shall be refundable only in cases of non-selection of applicant firms for empanelment. Security amount will be returned without interest on termination of contract mutually. The performance as ‘empanelled firm’ shall be reviewed annually by NITCON. NITCON reserves its right to de‐list the name of the firm at any stage, by the competent authority of NITCON at its own discretion without assigning reasons thereof. Post-empanelment, NITCON shall not refund the empanelment fee to the firm for any reason whatsoever.
2. The consultant shall be empanelled for a period of 3 years. For individual consultant no fee is required to be paid. The performance as ‘empanelled consultant’ shall be reviewed annually by NITCON. NITCON reserves its right to de‐list the name of the consultant at any stage, by the competent authority of NITCON at its own discretion without assigning reasons thereof.
3. Selected Consultant/firm will be required to sign an agreement/MoU (as applicable) with NITCON for a period of Three years.

# 5. Application Formats

**ANNEXURE‐A: APPLICATION FORMAT FOR EMPANELMENT (FOR CONSULTANTS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APPLICATION FORM** | | | | | |
| **Category for which you are applying** | |  | | | Please affix a passport size photograph here. |
| **Name of the applicant**  **(Prof./Dr./Mr./Ms./Mrs.)** | |  | | |
| **Gender (Male/Female)** | |  | | |
| **Date of Birth (for consultant)** | |  | | |
| **Address for Communication** | |  | | | |
| **Contact Information**  Office phone:  Residence phone:  Mobile number:  Fax:  Email address: | |  | | | |
| Please specify if you are registered with Govt. / Semi-Govt. / Private organization. (Provide Name, Category, Registration details) | | 1.  2.  3.  4. | | | |
| **Educational Qualification** | | | | | |
| **S.No.** | **Qualification** | **Discipline** | **Institute** | **Year of qualifying** | |
|  |  |  |  |  | |

\*Please enclose copy of all the educational certificates along with the application.

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| --- | --- |
| **WORK EXPERIENCE** | |
| **Total Period of Work Experience** |  |
| **Please specify details of Consultancy work experience and the Clients worked for** |  |
| **Please specify if you have PSU/Corporate work experience** |  |
| **Please specify if any recognitions were received for the work** |  |
| **Please attach any sample of presentation/ work/ paper prepared for previous work** |  |
| **Pan No. (attach a copy)** |  |

\*Please give declaration as per section 5 of this document along with the application

Date:

Place: Signature of the Applicant

**ANNEXURE‐A: APPLICATION FORMAT FOR EMPANELMENT (FOR FIRMS)**

| **S.No.** | **Particulars** | **Description** | | |
| --- | --- | --- | --- | --- |
| 1 | Type of experience | Please tick the relevant expertise:   |  |  |  | | --- | --- | --- | | **S.No.** | **Expertise** | **Please tick** | | 1 | Business Development |  | | 2 | Academic/ Educational Consultant/Firm |  | | 3 | Architecture Consultant/Firm |  | | 4 | Environment Consultant/Firm |  | | 5 | Infrastructure Communication Technology Consultant/Firm |  | | 6 | Finance Consultant/ Firm |  | | 7 | Institutional Planning Consultant/Firm |  | | 8 | Consultant for Acts and statutes |  | | 9 | Training Need Analysis and Training Design Consultant/ Firm |  | | 10 | Manpower/ Human Resource Requirement Assessment Consultant/Firm |  | | 11 | Consultant/Firm for Researcher/Impact evaluation studies |  | | 12 | Proof Reading/ Content Writing |  | | 13 | Graphic Designer Consultant/ Firm |  | | | |
| 2 | Name of the Firm |  | | |
| 3 | Constitution of Firm |  | | |
| 4 | Date of Incorporation |  | | |
| 5 | Office Address |  | | |
| 6 | Telephone  Fax  Email ID |  | | |
| 7 | PAN |  | | |
| 8 | TAN |  | | |
| 9 | GST |  | | |
| 10 | General Profile of the Firm |  | | |
| 11 | No. of Years of Experience, highlighting the segment of industry |  | | |
| 12 | Recent photograph of the key persons along with names whose credentials are being considered for satisfaction of Qualification criteria | *\*To be signed across* | | |
| 13 | Name of key persons, their qualification & Age | |  |  |  | | --- | --- | --- | | **Name & Age** | **Qualification and Institution** | **Year of Qualification** | |  |  |  | |  |  |  | | | |
| 14 | Turnover / Income over the past 3 years |  |  |  |
|  |  |  |
| 15 | No. of similar assignments undertaken with Education Institutions, and others (mention specifically for whom) |  | | |

Date:

Place: Signature of the Applicant

(With Rubber Stamp)

*(To be signed by the individual/ authorised signatory of the firm)*

**5. Declaration**

**Consultant/ Firm are required to submit the declaration along with the application format.**

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with NITCON.
2. I/We understand and accept that empanelment shall be at the discretion of NITCON as per requirement and NITCON has a right to reject our application without assigning any reasons therefore.
3. I/We shall submit the reports as per standard formats prescribed NITCON with correct and full information and without negligence;
4. If my/our application for empanelment in NITCON is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by NITCON from time-to-time;
5. I/ We will comply with all statutory/ government provisions/ acts/ laws that may arise from time-to-time as regards the terms & conditions of the services of the persons deputed to work on the agreed assignments during its entire tenure/ till its completion and all liabilities in this respect will be complied with and all expenses met, by me/ us.
6. I/We understand that Empanelment as such does not guarantee award of assignments by NITCON;
7. I/We understand that Entrustment of assignment is subject to periodical review by NITCON;
8. I/We understand that NITCON reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
9. The assignments shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by NITCON from time to time;
10. I/We shall maintain secrecy of the business allotted by NITCON;
11. Under no circumstances, I/we shall use the name or logo of NITCON in my/ our correspondence with other parties;
12. If any wrong conduct of operation is detected, I/We hereby consent that NITCON may take steps as deemed fit;
13. I/We undertake to keep NITCON informed of any events or happenings which would make me ineligible for empanelment as consultant/firm;
14. I/We have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure;
15. I/We shall strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”;
16. I/We am/are a citizen/incorporated/registered in India;
17. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
18. I/We have not been found guilty of misconduct in professional capacity; or have not been black-listed by any Govt or CPSE organization.
19. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958 or other related Tax matters.

Date:

Place: Signature of the Applicant

(With Rubber Stamp)

*(To be signed by the individual/ authorised signatory of the firm/ company)*