Institute of Entrepreneurship Development Uttar Pradesh

Expression of Interest (EOI)

For the ‘Accounts, Finance, Technology Entrepreneurship Readiness [AFTER] Program’ to provide infrastructure for the Training Centers.

Institute of Entrepreneurship Development U.P.
(Micro Small Medium Enterprises & Export Promotion, Govt. of U.P)
A - 1 & 2, Sarojini Nagar Industrial Area, Kanpur Road, Lucknow - 226008 Uttar Pradesh
INDEX

1. Invitation for Expression of Interest
2. Letter of Invitation
3. Background
4. Aims and Objectives
5. EOI Processing Fees
6. Venue and Deadline for submission of proposal
7. Validity of Offer
8. Fixation & Payment of Rent
9. Training center specifications
10. Conflict of Interest
11. Condition under which EOI is issued:
12. Last Date for submisión of EOI:
13. Annexure I
14. Annexure II
15. Annexure III
1. INVITATION FOR EXPRESSION OF INTEREST

Institute of Entrepreneurship Development, Uttar Pradesh invites sealed expression of interest (EOI) from Indian Citizens of the State of Uttar Pradesh having Coaching/ Tuition/ Classes infrastructure alongwith Computer Lab for giving the same on rent to IEDUP for running various courses/classes.

The EOI Document containing the details of qualification criteria, infrastructure requirements, submission requirement, brief objective and scope of deliverables and evaluation criteria etc. can be downloaded from the website; www.iedup.in

Further details, if any, may be obtained from Director, IEDUP, A-1 & 2, Sarojini Nagar Industrial Area, Kanpur Road, Lucknow during working hours.

Last date for receipt of EOI is 20 February, 2020 upto 1500 hours in the sealed envelope bearing caption “EOI for renting of Class Room Premises” alongwith non-refundable fee of Rs. 5,000/- by way of DD/ Pay order in favour of “Institute of Entrepreneurship Development, Lucknow” Payable at Lucknow may be submitted to:

Director,
Institute of Entrepreneurship Development, U.P.
A-1 &2, Sarojini Nagar Industrial Area,
Kanpur Road, Lucknow-226008

Applicants meeting the qualification criteria may be invited for presentation/proposal before the selection committee of IEDUP.

Director, IEDUP
Lucknow

Note: IEDUP reserves the right to cancel any or all the EOI's and/or invite afresh EOI with or without amendments, without any liability or obligation for such EOI, without assigning any reason therefor. Information provided at this stage is indicative and IEDUP reserves the right to amend/add further details in the EOI.
2. Letter of Invitation

Institute of Entrepreneurship Development, U.P.
A-1 & A-2, Sarojini Nagar Industrial Area,
Kanpur Road, Lucknow-226008

No. Dated:

Dear Sir/Madam,

Institute of Entrepreneurship Development, Uttar Pradesh (IEDUP) invites sealed Expression of Interest (EOI) from the persons/institutions having sufficient infrastructure, including computer lab, to run various types of training programmes and are interested to give such infrastructure on rent basis. The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed. In case, you have sufficient infrastructure and are interested to give the same on rent, you may submit your response in sealed envelopes in prescribed format to the undersigned latest by 20 February 2020 upto 5 p.m.

............

Institute of Entrepreneurship Development, Uttar Pradesh
A-1 & A-2, Sarojini Nagar Industrial Area, Kanpur Road,
Lucknow - 226008, Uttar Pradesh
3. Background

IEDUP has decided to run fee based training programmes in the field of Accounts and Finance in order to inculcate skills required for digital transactions and increase employment opportunities for students. The vision of these courses, outlined in this Proposal, has been developed through a collaborative process by IEDUP and VAP Biz Private Limited, including a campus-wide vision-crafting process that involved faculty, staff, administration, a review of multiple existing Centre formats, proper infrastructure and computer classrooms.

This document provides the rationale for establishment of the Centre for Training and Learning of Finance and Accounts as an important enabling mechanism for achieving our institutional goals of increasing retention and graduation rates by providing outstanding instruction and support. It outlines the Centre’s functions in the context of our institutional priorities and our substantial experience with curricular engagement and student support services and in terms of intra & inter- institutional connections.

4. Aims and Objectives

i. To train the students in Book Keeping, Accounts, Finance and Taxation domain.

ii. To equip the unemployed youth with an ever demanding skill in the field of Accountancy and Banking.

iii. To conduct training programmes for employment generation.

iv. To carry out research studies, evaluations, assessments in the field of entrepreneurship and industrial development as well as social sector.

v. To conduct workshops, conferences and seminars for MSME sector.

vi. To assess training needs of different departments in industrial development sector and to conduct capacity building training for their officials at different level.

vii. To disseminate information regarding promotion and development of entrepreneurship
5. **EOI Processing Fees**
   A non-refundable processing fee for Rs. 5,000/- (Five Thousand Rupees only) in the form of a Demand Draft or a Pay Order has to be submitted along with the EOI. EOI's received without or with inadequate processing fees shall be liable to get rejected. However, the persons/institutions, who are having the requisite facilities for running the proposed courses and have earlier applied for their affiliation/registration with IEDUP, need not to make payment of EOI Processing Fee while submitting their EOI but while submitting their EOI they should mention their registration number with IEDUP which is mentioned in the Registration Certificate already issued to them by IEDUP.

6. **Venue and Deadline for submission of proposal**
   Proposal, in its complete form in all respects as specified in the EOI, must be submitted to IEDUP at the address specified herein earlier. In exceptional circumstances and at its discretion, IEDUP may extend the deadline for submission of proposals by issuing an amendment to be made available on the IEDUP website and in that case all rights and obligations of IEDUP and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7. **Validity of Offer**
   The offer for EOI as per this document shall be valid for a period of one extendable/ renewable upto further next two years as per the discretion of IEDUP on the basis of review of performance.

8. **Fixation & Payment of Rent**
   The selected persons/institutions will be paid the amount of rent on the basis of use of their training centre and other facilités.

9. **Minimum specifications for Training Center**
   The detailed specifications of infrastructure are enclosed in Annexure-I which has to be ensured before submission of EOI.

10. **Conflict of Interest**
    Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IEDUP, detailing the conflict in writing as attachment to this EOI.
IEDUP will be the final arbitrator in cases of potential conflicts of interest. Failure to notify the conflict to IEDUP will invalidate any verbal or written agreement.

A conflict of interest wherein a person is involved in the procurement or may be perceived to have a personal interest in ensuring that a particular bidder is successful, the actual and potential conflicts of interest must be declared by a person involved in the EOI process.

11. **Condition under which EOI is issued:**
This EOI is not an offer and is issued with no commitment. IEDUP reserves the right to withdraw the EOI or vary any part thereof at any stage. IEDUP further reserves the right to disqualify any bidder, if it is necessary, at any stage.

12. **Last Date of submission of EOI:**
The Last date of submission of EOI is 5\(^{th}\) January 2020 (1700 hours)
ANNEXURE-I

1. Specifications of Training Center

1. There should not be any visible marks of leakage from walls and roof.
2. All the balconies, stairs and other locations should have protective walls or railings. Even if one place is unprotected the center should not be commissioned.
3. The height of the roof should be at least 9 feet; however the desirable height is 10 feet.
4. The circulating area (which could include all covered areas not specified for academic and non-academic uses) area should not be less than 12% of the total area.
5. The width of the corridor should be at least 4 feet.
6. There should be sufficient number of toilets and wash basin for the candidates in the premises of training centre.
7. There should be at least one Over Head Tank for a training center properly connected with the taps and toilets. Water should be available during the working hours of the training center.
8. Training Centre should be safe and easily accessible place. It should be close to the road with good access but should not be located in a busy market place.
9. The sound in the classroom should not be more than 75 decibels.
10. The training center should preferably (not mandatory) have around 100 sq. ft. of open space for people to gather and interact. However, where domain training requires open space, the prescribed minimum should be followed as per the needs of the domain.
11. At least 50 two wheeler and two cars parking slots should be available for every 100 non-residential trainees. This can also be used for staff parking.
12. All wires should be properly secured and tapped. Though Concealed wiring in not mandatory. All the switch boards and panel boards should be fully covered.
13. Name of Training Center shall be properly displayed.
14. Contact details of important people and must conform with the prescribed standards.
15. The board should contain the center level information and common equipment. (Information about the academic rooms will be provided in the respective rooms)
16. The center in-charge should be able to easily access the central monitor of CCTV. The CCTV should conform as per prescribed standard.
17. Training Center should have proper and safe place to store the recorded data of CCTV.
18. Training Centre will be responsible for arranging Class-IV services during the course of training

2. **Physical Infrastructure:**
   1) **Academic** - At least 12 sq. ft. space per trainee should be available in all academic areas including domain labs and IT labs.
   2) Theory and practical classroom should be separate. Office and the counseling area can be merged with minimum of 180 sq. ft. with a partition for the counseling area.
   3) **Ventilation**: Area of the windows should be minimum 12% of the total floor area of the classroom.
   4) Class room information board: It should have information on size of the room, number of chairs, tables and the details of domain specific equipment.
   5) Reception area has to be located in the prominent place preferably at the entrance of the training center.

3. **Equipments:**
   a) **Genset/ Power Back** up should have connection to all electrical items relating to monitoring of center activities such as CCTV, biometric device, office computers etc; all domain specific lab instruments for doing practical’s; at least 1 fan and 2 lights per room for practical rooms, theory class rooms, IT room and to all lights in the corridor, toilets, etc; Gensets should be tested with full load for at least 1hour.
   b) **CCTV Camera** should be with audio and video recording facility with time stamped system; ensure cameras are well connected and are configured for maximum and optimal coverage. Angles are appropriate for your sight and camera specifications should ensure that the target
area is covered with clarity so that people are visible. One CCTV camera should be installed in each classroom, domain lab, IT lab and administrative lab; the material should be under exclusive charge of center in-charge till they are erased or transferred to head quarter. CCTV console should be visible to center in charge from the place where he sits. Only center in-charge should have ready access to the CCTV system.

c) Proper place should be available to maintain the documents at the center.
d) Office table dimensions should be a minimum of 4 by 2.5 sq. ft.
e) Office staff should have sufficient chairs to sit. In addition, six chairs will be kept for visitors.
f) Office computer table dimensions should be a minimum of 2 by 3 sq. ft.
g) The grievance register should be kept in the prominent place of the training center and accessible to the candidates during all period of the training center.

4. **Academic Equipments:**

1. CCTV should be as per Clause 3 under Equipment section above.
2. The candidates’ chair should have enough space for sitting along with arm for writing and space. In case of Table-bench arrangement, at least 03 ft. space of bench should be available to each trainee.
3. The trainer’s table dimension dimensions should be a minimum of 03 x 04 sq. ft.
4. Writing Board dimension: 05 feet x 03feet
5. 01 ceiling fan for each 100 sq. ft. of part thereof per room.
6. 01 light for each 100 sq. ft. of part thereof per room.

5. **Equipment at the IT/Com Lab:**

1. In IT/Com lab at least two students should have one computer depending on academic plan. Computers should be same as batch strength (if the batch is split into two groups). If a batch is to be split it
should be shown in the lesson plan.

2. CCTV should be as per Clause 3 under Equipment section above.

3. The center should have internet connection. If it is networked, the primary internet connections should have 2 mbps for 10 computers on the LAN. If it is non-networked, then each computer should have 512 kbps connection.

4. All the computers should be installed with windows and MS office software.

5. 01 ceiling fan for each 100 sq. or part thereof per room

6. 01 light for each 100 sq. ft. or part thereof per room

7. 01 Over Head Projector, though it is not mandatory.

6. **Teaching Learning Materials:**

   1. A Training Plan should be prepared in conformation with SOP of IEDUP Skills
   2. The activity cum lesson planner should be prepared in conformation with SOP of IEDUP
   3. There has to be a welcome kit for all trainees made of jute or cloth containing (1) Curriculum in Hindi and English, (2) Stationery, (3) Books (4) Tool Kit etc. Also IEDUP Skills background, dos and don’ts for the candidate, eligibility, trade, assessment related information, uniform, center in-charge details, trainers, mobilisers and other staff details will also be enclosed.
   4. The course content and course certifying agency should conform to SF 3.3A and SF 4.2A of the IEDUP Skills SOP respectively.
   5. The course content and trainers’ manual should conform to NCVT / SSC standard for the particular domain.

7. **Other Infrastructure:**

   1. The training center should be provided with RO and ozonized treated water or packaged drinking water certified by ISI or BIS
   2. First Aid Kit should contain all supplies and equipments which are
used in giving first aid.

- First aid kit has to be kept at a prominent location and its availability should be indicated with standard signage.
- All the kits in the box should be in a clean, water proof container to keep the contents safe and anti-septic.
- Kit is to be checked regularly and re-stocked if any item is damaged or expired.

3. A training center should have at least 2 fire extinguishers. Fire-fighting equipments should be kept at proper place. The center in-charge and other supporting staff should be trained to handle fire-fighting equipments.

4. There has to be proper garbage disposal system in place and frequency of its removal has to be ensured daily.
**Checklist for Infrastructure**

<table>
<thead>
<tr>
<th></th>
<th>Full Address of the Proposed Training Centre:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Name of the Owner of Building of proposed training centre</td>
</tr>
<tr>
<td>3</td>
<td>Distance from Railway Station</td>
</tr>
<tr>
<td>4</td>
<td>Distance from Bus Station</td>
</tr>
<tr>
<td>5</td>
<td>Whether sufficient parking space is available</td>
</tr>
<tr>
<td>6</td>
<td>Whether the Training Centre is well connected with road</td>
</tr>
<tr>
<td>7</td>
<td>Whether the Building of proposed Centre is on rent</td>
</tr>
<tr>
<td>8</td>
<td>Electricity Load sanctioned for the Building indicating the name for which the electricity connection is sanctioned</td>
</tr>
<tr>
<td>9</td>
<td>Map of Building showing the room size</td>
</tr>
<tr>
<td>10</td>
<td>Floor Area</td>
</tr>
<tr>
<td>11</td>
<td>Floor Number</td>
</tr>
<tr>
<td>12</td>
<td>Number of Class Rooms</td>
</tr>
<tr>
<td>13</td>
<td>Number of Computer Labs with number of computers</td>
</tr>
<tr>
<td>14</td>
<td><strong>Furniture</strong>&lt;br&gt;a) No. of Tables&lt;br&gt;b) No. of Chairs&lt;br&gt;c) No. of Desks&lt;br&gt;d) Teacher's Chairs&lt;br&gt;e) Number of Washrooms&lt;br&gt;f) White/Black Board size&lt;br&gt;g) CCTV Cameras&lt;br&gt;h) Projector&lt;br&gt;i) Fire Safety equipments&lt;br&gt;j) First Aid Kit&lt;br&gt;k) Drinking Water facility</td>
</tr>
</tbody>
</table>
Annexure-III

Checklist for Organization’s Details

1. PAN card- Organization and its Authorized Signatories
2. GST Registration
3. Aadhar Card of Authorized Signatories
4. Rent Agreement/Registry Copy
5. Electricity Bill
7. Profile of the Organization / Person