

MINUTES OF PRE-CONSULTATION MEETING

EOIs(02 Nos) were invited from the consultancy firms for the assignment namely as “Hiring of Job Placement agency/firm for placement support to pass-out trainees of Govt. ITIs located in Kumaon & Garhwal Region(Uttarakhand) respectively” vide procurement notice published on different newspapers on dated 21.07.2020. A pre-consultation meeting was held on dated 15.10.2020; 1100 Hrs & 16.10.2020 respectively at SPIU, Govt Girls ITI campus, 26, EC Road, Near Survey Chowk Dehradun. .

The following members were present in the meeting from the Employer/Purchaser:

Sr.No	Name of the Officer	Designation	Organization
1.	Mr. Avnish jain	Project Coordinator	SPIU, UKWDP,Dehradun
2.	Mr. Rohit Fartayal	Consultant-ID	UNDP (PMC)
3.	Mr. Prasoon Pandey	Consultant-P&CM	UNDP (PMC)

The following representatives participated in the Pre-consultation meeting for **Kumaon Region**:

Sr.No	Name of the Consultant	Organization	Remarks
1.	Mr Sangeet Sharma	M/s Synergy Consultants	-
2.	Mr Arvind Arora	M/s Synergy Consultants	-
3.	Mr Neeraj Tiwari	M/s Yuvashakti Foundation	-
4.	Mr Aman Kumar Singh	M/s Yuvashakti Foundation	-

The following representatives participated in the Pre-consultation meeting for **Garhwal Region**:

Sr.No	Name of the Consultant	Organization	Remarks
1.	Mr Sangeet Sharma	M/s Synergy Consultants	-
2.	Mr Arvind Arora	M/s Synergy Consultants	-
3.	Mr Akash Gupta	M/s 2 Coms	Connected Via Zoom
4.	Mr Rounak Vijay	M/s 2 Coms	
5.	Mr Sanjeev	M/s Excellence HR	

The queries were also received from one prospective consultants in Hardcopy (for both the assignments). The SPIU's response to the queries received on mail and queries discussed in the meeting is mentioned as below:-

For Kumaon Region:

Sl #	Section	Page No.	EoI Text	Query	SPIU Reply
1	Annexure – 3 Evaluation Criterion For selection of Job Placement agency/Firm	6	The firm shall have at-least 50 professionals on its payrolls working on consulting services for Govt./Private sector	We need to know the reason for 50 Lakh turnovers with 50 people on payroll.	The requisite number of manpower in the evaluation criterion will justify the scale of operations of the firm PAN India, which in turn will help in conducting placement activities.

2	I-Background 5 th Para	7	This EoI seeks to hire a Job Placement agency/firm that will provide placement to pass-out students of Industrial Trainings Institutes across Kumaon Region State.	How many students pass out per year per trade	Average passing rate is 75% and the exact number pass-outs will be informed to selected agency
				Also we should know the numbers of students passing out under NCVT and SCVT certificate	
3	IV - Broad Roles and Responsibilities of Placement agency/Firm a) Pre-Placement Activities	9	Assisting Trainees through the recruitment process (train students on job hunting skills including social and professional networking skills and help the students improve CV writing and interviewing skills)	How many sessions required for Pre Placement Employability skills	Employability skill training is specific area of job hunting skills including social and professional networking skills and focus on following activities: i. Smart CV writing skills ii. Social media skills (Profile creation and operating professional platforms like LinkedIn) iii. Interviewing skills iv. Body language and workplace etiquette, etc. The session and duration will depend on the approach and adopted methodology
				Can we do training online for extended ITI's	Yes online training option can be explored by the selected agency.

4	EOI 4 th Para	1	Apart from primary assignment of providing placement support to pass-out trainees of 10 Project ITIs in Kumaon Region, the selected Firm can also extent services related to placement support to rest of the 34 GITIs across Kumaon Region of the State, As detailed in Annexure-1(b)	Apart from the Distt. ITI's do we have to visit the extended ITI's	Yes, Placement services will be offered to all the functional Govt. ITI in the region. The selected agency will have to cover all ITI's of the region
5	VI -Funding Mechanism and Payment schedule	11	Table-2- Field-based activities expected from the firm to achieve the tasks as mentioned above 1.Placement Drives-In all ITI's of the Region, Frequency-Quarterly	The campus drive will be only at Distt. ITI's	Placement drives will be conducted in the all G.I.T.Is. Near-by ITIs in a district can be clubbed for a recruitment drive if there are suitable number of employers and vacancy. Placement activity can only be clubbed after consent from officials of DSDE/respected GITI principals
				Need to elaborate placement drive quarterly	Quarterly, Minimum one placement activity/drive in each GITI in that region.
6	The broad roles and responsibilities of UKWDP/ DTEU Haldwani a) Monitoring and Evaluation	10	Provide periodic reports to DSDE about the performance, progress and monitoring aspects of Placement agency/Firm	What will be the reporting format	Reporting will be done on all the activities covered under this assignment. The formats for the same will be prepared by the selected agency and approved by DSDE
Gist of other Queries discussed in the meeting.					
7	Query regarding Placement	-	-	Definition of Placement in this assignment	Placement comprises of all categories in area of 1. Wage employment (Permanent, Contractual), 2. Apprenticeships Placement should be in organised sector(Industries, MSMEs etc where valid

					employment proof are offered to its employees
8	Query regarding Infrastructural Support	-	-	Infrastructure support from ITI	GITIs will offer infrastructural support such as Classrooms, conference hall etc. during conducting placement activity. This facility shall be made available at the time of placement activities. No permanent facility shall be provided to the placement agency. The selected agency needs to maintain a separate regional offices for its daily operations
9		-	-	Can placement opportunities also be explored outside Uttarakhand	Yes, if better opportunities w.r.t to wage offered, career growth, other facility are offered to Pass-outs.
10	Query Regarding Placement	-	-	Detaining Mark sheet of Pass-outs with respective ITIs for 6 months	Emphatically No, as it will be non- ethical to detain/hold the mark sheet/certificate for candidates after passing out. If it comes to the knowledge of SPIU or any other official, the process of blacklisting the firm shall be initiated.

NOTE-1 : It is to further inform to all prospective consultants that Point No 5 Evaluation criteria states that “The firm shall have at-least 50 professionals on its payrolls working on consulting services for Govt./Private sector”. The same condition has been amended to as:- “The firm shall have at-least **25** professionals on its payrolls working on consulting services for Govt./Private sector”

NOTE-2 : In case due to oversight ,if any query is missing in one region and addressed in another region , than in that case ,it shall be applicable to both the regions. Evaluation criteria is same for both the regions after the issuance of this MOM.

For Garhwal Region:

Sl#	Section	Page No.	EoI Text	Query	SPIU Reply
1	Annexure – 3 Evaluation Criterion For selection of Job Placement agency/Firm	6	The firm shall have at-least 50 professionals on its payrolls working on consulting services for Govt./Private sector	We need to know the reason for 50 Lakh turnovers with 50 people on payroll.	Same Queries were also raised for the Kumaon Region and SPIU's response remains the same. Please refer Point No 1-6 of the Kumaon region.
2	I-Background 5 th Para	7	This EoI seeks to hire a Job Placement agency/firm that will provide placement to pass-out students of Industrial Trainings Institutes across Kumaon Region State.	How many students pass out per year per trade	
				Also we should know the numbers of students passing out under NCVT and SCVT certificate	
3	IV - Broad Roles and Responsibilities of Placement agency/Firm a) Pre- Placement Activities	9	Assisting Trainees through the recruitment process (train students on job hunting skills including social and professional networking skills and help the students improve CV writing and interviewing skills)	How many sessions required for Pre Placement Employability skills	
				Can we do training online for extended ITI's	
4	EOI 4 th Para	1	Apart from primary assignment of providing placement support to pass-out trainees of 10 Project ITIs in Kumaon Region, the selected Firm can also extent services related to placement support to rest of the 34 GITIs across Kumaon Region of the State, As detailed in Annexure-1(b)	Apart from the Distt. ITI's do we have to visit the extended ITI's	
5	VI -Funding Mechanism and Payment schedule	11	Table-2- Field-based activities expected from the firm to achieve the tasks as mentioned above	The campus drive will be only at Distt. ITI's	
				Need to elaborate placement drive quarterly	

			1.Placement Drives-In all ITI's of the Region, Frequency-Quarterly		
6	The broad roles and responsibilities of UKWDP/ DTEU Haldwani a) Monitoring and Evaluation	10	Provide periodic reports to DSDE about the performance, progress and monitoring aspects of Placement agency/Firm	What will be the reporting format	
Following Queries were discussed during the Meeting					
7	Evaluation criteria , Sr no 3	6	The firm must have an office in any city of region for which the firm wish to apply	Office setup requirement for the selected placement agency in Uttarakhand	Yes, the selected agency needs to have an office in the region. At EOI stage can submit a self-declaration that in case of selection happens, the agency will hold an office in the region. Further, the Consultancy firm should submit a rent agreement for the office at the time of commencement of the Consultancy assignment. If the rent agreement is not submitted by the consultant at the time of commencement, the contract shall be terminated.
8	Evaluation criteria , Sr no 4	6	The firm shall have at-least 50 professionals on its payrolls working on consulting services for Govt./Private sector	On-roll Manpower of 50 for the consulting Organisation is way too high considering the turnover for the assignment	The requisite number of manpower in the evaluation criterion will justify the scale of operations of the firm PAN India, which in turn will help in conducting placement activities. The total number of on roll manpower required is amended to as 25 Nos.
9	General Query regarding Scope of Work	-	-	Will private ITI in the State also be covered under this assignment	No, only Govt. ITI in the region will be covered under this assignment

10		-	-	Tentative number of Pass-outs every year from Govt. ITIs	Average passing rate is 75% and the exact number pass-outs will be informed to selected agency
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