

**Expression of Interest
(EOI) For
“Conducting Leadership Training Program”**

**H.P. Institute of Public Administration
Fairlawn, Shimla-171012 (H.P.)**

14th March, 2024

**H.P. Institute of Public Administration
Fairlawn, Shimla-171012 (H.P.)**

EXPRESSION OF INTEREST

No. HIPA(Trg.)

Dated : 13.03.2024

H.P. Institute of Public Administration (HIPA), Fairlawn, Shimla invites **Expressions of Interest from Registered firms/Societies/NGOs for Conducting Leadership Training at HIPA for HP Govt. Departments/ Boards/Corporations etc.** for a period of 1 year on or before 4th April, 2024 till 1.00 PM. The Offer should be submitted to the undersigned through offline mode only. The details may also be viewed/downloaded from website www.himachal.gov.in/hipa on or after 14th March, 2024.



**Director,
H.P. Institute of Public Administration (HIPA),
Fairlawn, Shimla-171012 (H.P.)**

LETTER OF INVITATION

H.P. Institute of Public Administration (HIPA), Fairlawn, Shimla invites **Expressions of Interest from Registered firms/Societies/NGOs for Conducting Leadership Training at HIPA for HP Govt. Departments/ Boards/Corporations etc.** for a period of 1 year on or before 4th April, 2024 till 1.00 PM. The offer should be submitted to undersigned through offline mode for **Conducting Leadership Training at HIPA**. The details may be downloaded from website www.himachal.gov.in/hipa.

The EOI Document containing qualification criteria, submission & scope of work and method of imparting training etc. is explained below :


Proposal has to be submitted to the Director HIPA, Shimla through offline mode only in two sealed covers titled "**Technical Bid**" and "**Financial Bid**", separately, and thereafter both these sealed covers be placed in a separate envelop titled as "**EOI for conducting Leadership Training - due on 04.04.2024**".

Queries, if any, may be referred in writing to the Director HIPA, at the above mentioned address or at E-mail hipa-hp@nic.in

Important Dates

S. No.	Critical Dates	Date	Time
1.	Bid Start Date	14-03-2024	02:00 PM
2.	Pre-bid meeting Date	26-03-2024	03:00 PM
3.	Change, if any, will be notified on the above mentioned website by	27-03-2024	01:00 PM
4.	Bid Submission End Date	04-04-2024	01:00 PM
4.	Bid Opening Date	04-04-2024	03:00 PM

Encl. : EOI Document


Director
H.P. Institute of Public Administration

Expression of Interest

1. Aims & Objectives:

The objective of this Expression of Interest is to select reputed **Registered firms/ NGOs/ other concerned organisations** for conducting Leadership Trainings for the officers of HP Govt. Departments/ Boards/ Corporations. Selected **Registered firms/Societies/NGOs** will be engaged for such trainings on agreed terms and conditions for a period of 1 year.

2. SCOPE OF WORK

The training should broadly focus on (but not restricted to) the following areas of intervention :

- Overview of leadership styles and qualities.
- Self-assessment of leadership strengths and areas for improvement.
- Verbal and non-verbal communication skills.
- Active listening techniques.
- Constructive feedback.
- Team dynamics and collaboration.
- Motivation and team engagement.
- Delegation and empowerment.
- Different decision-making approaches.
- Analyzing risks and benefits.
- Creative problem-solving methods.
- Root cause analysis.
- Developing critical thinking skills.
- Strategic thinking and planning.

3. Critical Information regarding submission of EOI

Interested parties are advised to study this EOI document carefully before submitting their proposals in response to EOI notice. Submission of 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.

4. Venue & Last date for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Director HIPA at the address specified herein earlier. In exceptional circumstances and at its discretion, the Director HIPA may extend the last date for submission of proposals by issuing an amendment to be made available on HIPA website/or through e-mail.

5. Validity of Offer :

The offer for EOI as per this document shall initially be valid for a period of one year from the date of award letter, which may be extended further if required on mutually agreed terms and conditions.

6. Terms of Reference

The detailed terms of reference are enclosed at **Annexure-I**.

7. Pre-Bid Meeting

A pre-bid meeting with the bidders will be held on 26.03.2024 at 11:00 AM in the premises of Himachal Pradesh Institute of Public Administration Fairlawns Shimla. The bidders or his duly authorized signatory will have to submit their queries for pre-bid meeting in writing on or before the due date and time to the Director, Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla or through email at hipahp@nic.in. Telephone calls will not be accepted.

In no event will the Director HIPA be responsible for ensuring that bidders' enquiries have been received by HIPA.

Director HIPA will endeavor to provide a full, complete, accurate and timely response to all queries raised before the due date. However, Director HIPA makes no guarantee as to the completeness or accuracy of any response or does HIPA undertakes to answer all the queries that have been posed by the bidder. The responses to the queries from all bidders will be circulated to all.

All queries to be raised in pre-bid meeting will relate to the EOI alone and no queries related to scope of the work for conducting Leadership Training will be entertained. The pre-bid queries for the expression of interest for shortlisting of bidders will be submitted in the following format.

Name & Address of bidders with contact No						
Sr No	Page No	Section	Sub-Section	Heading	Existing Clause	Suggestion/change/Clarification

8. Amendment of EOI document

The amendment, if any, will be published in the HIPA website on 06-03-2024. No query of any kind will be entertained after 06-03-2024 and the bidder(s) shall have to submit their bid documents by the due date i.e. 18-03-2024 on or before 01:00 PM in accordance with the terms and conditions contained in the EOI document.

9. Instructions to Bidders

The Expression of Interest is to be submitted in the physical form only in the manner as prescribed below:-

All information as detailed below is to be submitted at the address specified herein earlier in hard copy in separate sealed envelopes for Technical and Financial bids:-

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

10. Technical Bid :

10.1 Pre-Qualification Criteria

Following will be the minimum pre-qualification criteria. Each eligible Bidder should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated further.

S.No.	Pre-qualification Criteria	Supporting Document
1.	The applicant shall be Firm/Company/ Partnership/ Institution/Society etc registered under the Indian Companies Act, 1956/ the partnership Act, 1932/ relevant Acts/rules	Copy of Certificate of incorporation and Partnership Deed, Registration Certificate etc.
2.	The bidder should be in the business of providing similar services for at least 03 years as on 26.02.2024	Award letter

3.	The Bidder should have average annual turn over of Rupees Thirty lakhs in the past 3 Years from only consultancy Services rendered in India	Turn over certificate duly certified by CA with name of CA registration number, signature and stamp
4.	Organization should have done atleast 10 leadership training with employees of Government Sector, Private Sector, NGO Sector etc	Award letter
5.	Organization should share a letter of recommendation from atleast 3 organizations	Letter of recommendation by the Organizations
6.	Organisation should have trained atleast 1000 trainees	Award letters from the organizations including number of trainees
7.	The Organization should have a panel of atleast 6 trainers atleast one certified who have more than 15 years of individual work experience preferably multi-dimensional, out of which atleast 2 trainers shall impart training as and when required by HIPA	Certificate from National or International Coaching Federations, CV of trainers, work experience certificate from various organizations to whom the training was imparted
8.	The firm should not be blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies	Certificate signed by the Authorized signatory of the bidding organization
9.	PAN No. and GST registration	Copy of PAN No. and GST

10.2 Post Qualification Criteria

The bidders who qualifies in the above mentioned pre-qualification criteria shall be required to give presentation of not more than 30 minutes, preferably through power-point, before the designated committee duly constituted by the Director, HIPA. The presentation shall consist of 100 marks on the following points as mentioned against each :

1. The bidder should share a robust mechanism to validate the impact of their trainings and (25 marks)
2. Bidder should share that it has tools like theory, theatre, story-telling etc. for imparting training and is recognized for its training delivery, has a mix of in-room and outside room activities for delivery (25 marks)
3. Bidder should share that it has content and tools for both in-person and virtual delivery (25 marks)
4. Bidder should share that it has content that goes beyond limited classroom/workshop to long-term engagement to support the participant while prototyping their learning in their work areas (25 marks)

10.3 The bidder should secure mandatorily a minimum of 60% marks in post-qualification criteria (i.e. 60 marks out of total 100 marks on account of presentation as detailed above) for opening of Financial bid

10.4 The total marks obtained by a Bidder in the post-qualification criteria (as per 10.3) shall be allocated 60% of technical weightage and the Financial bids shall be allocated 40% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.

Illustration 1 (for Post-qualification criteria)

If a Bidder has secured 60 marks out of the total 100 marks in post-qualification criteria, his technical evaluation value shall be : 36 (i.e. 60 x 60%)

11. FINANCIAL BID OPENING PROCEDURE

- 11.1 The Financial Bids of all the technically qualified Bidders as per 10.3 shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

- 11.2 All the technically qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorization letter from their Companies and shall be asked to sign on all the sealed envelopes containing the Financial Bid.
- 11.3 Absence of bidders or their authorized representatives shall not impair the legality of the process.
- 11.4 Mere obtaining the highest marks, prior to Financial bid scrutiny will not give any right to the bidder to claim that he is successful in the bidding process. The successful bidder shall be decided only after following due procedure as explained in para below :

12. FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER

- 12.1 The financial evaluation shall be carried out and financial bids of all the bidders shall be given 40% of weightage.
- 12.2 The Bidder with the lowest financial bid (i.e. L-1) shall be assigned full 40 marks (i.e. 40% x 100) and his total scores of the bid shall be as per Illustration 2 below :

Illustration 2

If the Bidder at Illustration 1 is L-1 Bidder and quoted Rs.100/- for being L-1 in the financial bid, then his total value shall be i.e. 76 (36 Technical Value + 40 Financial Value)

- 12.3 The financial scores of the other bidders (i.e. L-2, L-3...and so on in the financial bids) shall be computed as explained at Illustration 3 below :

$$40 \times \text{Lowest Value (L-1 Price in financial bid)} / \text{Quoted Value (L-2 OR L-3 in financial bid)}$$

Illustration 3

If the Bidder at Illustration 1 is L-2 Bidder in the financial bid and has quoted Rs.125/- and the L-1 bidder in the financial bid has quoted Rs. 100/-, then, 40% being the weighted value, the financial scores for L-2 shall be computed as under :

$$40 \times 100 (\text{lowest prices - L1}) / 125 (\text{quoted prices - L2}) = 32 (\text{financial score})$$

Therefore L-2 Bidder shall have total value of 68 (36 Technical Value + 32 Financial Value)

- 12.4 The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation
- 12.5 The Bidder meeting the minimum eligibility criteria and with the **highest marks/rank** (i.e. the **total** of technical bid marks and financial bid marks) shall be deemed as the **successful Bidder** and shall be considered eligible Bidder for further process.
- 12.6 If there is a discrepancy between words and figures, the amount in words shall prevail.

13. Response

Bidders must ensure that their Bid response is submitted as per the formats attached with this document.

14. 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 HIPA, detailing the conflict in writing as an attachment to this Bid. The Director HIPA will be the final arbiter in cases of potential conflicts of interest. Failure to notify HIPA of any potential conflict of interest will invalidate any verbal or written agreement.

15. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. The Director HIPA reserves the right to withdraw EOI and or vary any part thereof at any stage. HIPA further reserves the right to disqualify any bidder, should it be so necessary at any stage.

16. Securities :

16.1 Earnest Money Deposit (EMD) :

The bidders shall have to deposit earnest money amounting to Rs. 10,000/- (Rupees Ten Thousand only) in shape of Bank Guarantee/FDR of Scheduled Bank pledged in favour of Director HIPA. EMD of unsuccessful bidders shall be returned after the completion of the tender process. The EMD of the successful bidder shall be returned after depositing Performance Security as mentioned in 16.2.

16.2 Performance Security:

The shortlisted bidder after award of work shall have to deposit Performance Security amounting to Rs. 25,000/- (Rupees Twenty Five Thousand only) in the shape of Bank Guarantee/ FDR of Scheduled Bank pledged in favour of Director HIPA.

17. Validity of Offer

The offer shall be valid initially for a period of one year from the date of award letter which can be extended for further desirable period on same rates and same terms and conditions subject to satisfactory performance.

18. Payment Schedule:

No payment will be made in advance for any services and all payments will be released within 30 days from the completion of each training.

19. Penalty

The date and time of the proposed training(s) shall be mutually decided. In case the bidder does not turn up for imparting training on the mutually agreed date and time, it shall be tantamount to breach of terms and conditions of the EOI. In such case, the Director HIPA reserves the right to impose a penalty equivalent to the total amount spent by HIPA for the said training including Travelling Allowances, if any, of the participants. in organizing intimated to the successful bidder atleast 15 days in Advance. If the successful bidder repeats the same, it will be presumed that the successful bidder is not in a position to provide the training and the Performance security shall be forfeited.

20.0 Settlement of legal disputes:

Legal disputes, if any shall be subject to the Jurisdiction of Hon'ble Court in the jurisdiction of District Shimla, Himachal Pradesh.

FORMAT - 1

APPLICANT'S EXPRESSION OF INTEREST

To

The Director,
Himachal Pradesh Institute of Public Administration,
Fairlawn, Dhalli Shimla,
HP171012

**Sub: Submission of Expression of Interest for Conducting Leadership Training at HIPA for
HP Govt. Departments/ Boards/Corporations etc.**

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on 26-02-2024 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we are enclosing sealed Technical bid and Financial bid as per terms and conditions of the EOI.

Yours sincerely,

Authorised Signatory
Stamp.....

Date:

Encl.:As above.

Note :This is to be furnished on the letter head of the organization.

FORMAT - 2

S.No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization	
4.	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies/Autonomous, If yes, details thereof.	
5.	Address of registered office with telephone No.&fax	
6.	Address of offices	
7.	Contact Person with telephone no.& e-mail ID	

Authorised Signatory
Stamp & Date

FORMAT - 3

List of trainers on pay roll (at least 6)				
S.No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

**Authorised Signatory
Stamp & Date**

“Conducting Leadership Training Program”

TERMS OF REFERENCE

1. Introduction

The Director Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla intends to shortlist the **Expression of Interest from Registered firms/ NGOs/ other concerned organisations for Conducting Leadership Training at HIPA for HP Govt. Departments/ Boards/Corporations etc..** The main objective for short listing is to conduct leadership training for the officers of HP Govt. Departments/ Boards/ Corporations.

The main objectives of this training program are : Overview of leadership styles and qualities, Self-assessment of leadership strengths and areas for improvement, Verbal and non-verbal communication skills, Active listening techniques, Constructive feedback, Team dynamics and collaboration, Motivation and team engagement, Delegation and empowerment, Different decision-making approaches, Analyzing risks and benefits, Creative problem-solving methods, Root cause analysis, Developing critical thinking skills, Strategic thinking and planning.

This will lead to better Quality Service Delivery to the stakeholders and ensure that policies and schemes are formed/implemented in the larger public interest.

2. Time Schedule

After issuing the Award Letter, the shortlisted firm/organization shall be in a position to impart training within 21 days positively as and when desired by HIPA during the period of the contract.

3. Inputs to be provided by HIPA

HIPA will provide necessary class-room facilities, however, teaching material required for the smooth conduct of the training as per EOI shall be the responsibility of the Awardee.

4. Deliverables

The awardee will primarily provide training and reports/output of the training. However, the Awardee can mainly be required to submit a detailed report indicating the following points:

- (i) Status of participants, the key challenges and learning
- (ii) Existing know-how
- (iii) Analysis of gaps in formulation of policy and its implication
- (iv) Analysis of key concerns faced by different participants and
- (v) Critical analysis of Government interventions in schemes/plans.
- (vi) Recommendation on the phased implementation, road map and interventions required to achieve the objective of Strengthening/ Modernisation of Scheme.
- (vii) Assessment of the budgetary support/financial requirements for Strengthening/ Modernisation of plan/ scheme and phased requirement of funds.
- (viii) Analysis of the risk identification, evaluation and prioritization of any type of risks along with suggestions.