

## **NATIONAL PRODUCTIVITY COUNCIL**

### **Subject: Request for Proposals (RFP) Technical & Financial bids for conducting Web based Foundation Course on Sampling, Data Collection, Data Compilation, Tabulation and Analysis.**

National Productivity Council of India (NPC) is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. NPC seeks the services of a renowned Agency for undertaking Web based/Virtual Training for following three different categories:

- a) Short Term Training for Statistical Investigators
- b) Detailed induction Training for the newly Recruited Investigators
- c) Short Term Training for Officers.

Brief details of the Web based/Virtual Training Program and the requirements are as under:

- a) The major objectives of the Training Program are imparting training on Sampling, Data Collection, Data Compilation, Tabulation and Analysis.
- b) The proposed training programme will be for three categories of participants
  - Three days duration for Statistical Investigators
  - Two week duration for newly Recruited Investigators
  - Two days duration for Officers.
- c) Activities included in the scope of the training programme are:
  - Based on the approximate number of days given above, the selected Agency shall prepare the sessions-wise timetable of each module for all three categories separately.
  - The Agency shall also decide the number of days to be assigned for Sampling, Data Collection, Data Compilation, and Tabulation and prepare the overall timetable accordingly.
  - The topics proposed to be covered during the training program in each of the training modules should be on Sampling, Data Collection, Data Compilation, and Tabulation
  - Case studies should be shared with the Trainees through sessions by faculty.
  - The medium of instruction during the training programme shall be both in English and Hindi both.
  - Modules/handouts on relevant topics must be provided to the Trainees, for self-study and revision purpose.

### **Essential Requirements**

All the interested Agencies who are interested to submit the quotation should have:

- Experience in undertaking training programs in these areas
- Strong track record in education or training programmes.
- Ability to Prepare Module for distribution to Participants.
- Skills of Preparing Power Point Presentations.
- Expertise in undertaking Webinar sessions.

**The 'Technical Bid'** must include the following documents/ information

- Name and Contact details of the Agency
- Introduction of the Agency with relevant details/supporting documents for eligibility condition
- Experience of conducting Training Programs
- Session wise and Day Wise schedule of Training Programs Course for all three categories
- Name and contact details of proposed course coordinator(s)
- Any other specific information / credentials /supporting documents

**The 'Financial Bid'** shall quote the prices/rates for all three categories of training program separately. The overall financial quote of the training programs separately in INR, inclusive of GST.

**Important Information:**

- The Web based/Virtual Training will be conducted on NPC Webex platform.
- No local conveyance will be paid.
- The observations/suggestions of the Trainee(s) for improvement in quality of training and other matters for consideration & implementation by the Agency as far as possible.

**Selection Criteria:**

The Technical bids uploaded would be screened on the prescribed eligibility criteria. Financial bids of the agencies will be shortlisted after examination of the Technical bids shall thereafter be opened on the scheduled date and time. The financial bids of the agencies, who do not qualify the technical evaluation, will not be opened. Selection of the agency shall be based on the overall lowest financial quote.

Interested agencies fulfilling the above requirements may apply to the following email  
**on or before August 04<sup>th</sup> 2020 by 5 pm**  
[kp.sunny@npcindia.gov.in](mailto:kp.sunny@npcindia.gov.in)

**Dr K.P Sunny**  
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NPC reserves the right to cancel this selection procedure at any stage without assigning any notice/reasons thereof.