



NATIONAL POWER TRAINING INSTITUTE
An ISO 9001:2000 & 14001 Organization
(Under the Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121003

EXPRESSION OF INTEREST

For work load study at various Institutes of NPTI

National Power Training Institute, an ISO 9001:2000 & ISO 14001 organisation is the National Apex Body for Training and Human Resources Development in the Power and allied Energy Sectors with its **Corporate Office at Faridabad**. It operates on an All India basis through its Institutes in different Power zones of the country located at **New Delhi, Nagpur, Durgapur, Neyveli, Bangalore (Two Institutes – Power Systems Training Institute & Hot Line Training Centre), Guwahati and Hydro Power Training Centre at Nangal**. NPTI, a unique HRD institution with over 41 years of experience in India has a track record of having trained more than 1,51,000 professionals in its regular programs besides over 1,40,000 in Public Awareness programs on Energy Conservation, Power Reforms, Electrical Safety and Energy – Environment Linkage etc.

An organization grows only when the people working in it put in their best efforts. Proper distribution of workload and Performance Management System and other HR policies will in turn recognize the hard work of the employees and will keep their morale and self-esteem high. Heightened self-respect increases efficiency. With a view to raise the employees' morale in our organization NPTI wishes to appoint a leading and reputed HR Consultancy firm from India to undertake work load study at various Institutes of NPTI and recommendations thereof for the optimal utilization of resources.

(I) The Scope of work consist of

1. The Institute wise study of existing faculty workload of NPTI:
Group – A (Managerial & Technical Faculty) consist of
 - a) Principal Directors
 - b) Directors
 - c) Deputy Directors
 - d) Assistant Directors
2. To identify the availability /shortage of manpower with reference to workload at particular Institute.
NPTI's Key Performance Parameters are
 - a) No. of Trainees
 - b) No. of trainee-weeks
 - c) Revenue generated
 - d) Business Development
 - e) Sale of Publications
 - f) Sale of CBTs /WBTs
 - g) Consultancy workLast three years data may to be taken into account to identify workload at particular Institute.

3. Redistribution of manpower on the basis of suitability as per the existing workload and future prospects.

Faculty work load currently does not reflect a standardized balance between teaching, Consultancy, and Management

- Measure Teaching Load
- Measure Consultancy Load
- Measure Management Load

Recommendations shall be made keeping in view the best practices being followed in similar organizations.

4. Devising suitable Performance Management System and other HR interventions so as to ensure optimum utilization of resources.

- a) Identify the existing Performance Management System is suitable enough or if, it is subjective then how to quantify it?
- b) Best practices from similar Institutes.

5. Designing and conducting employee/customer satisfaction survey for all Institutes.

- Meet with stakeholders to take their feedbacks.
- Standardize data procedures for future studies
- Meet with faculty focus groups to gather information and develop understandings

6. To prepare recommendations for interventions required to be implemented for effective utilization of resources in terms of manpower and infrastructure based on survey.

Infrastructure shall be in terms of

- a) Classroom
- b) Lab
- c) Workshop
- d) Simulator
- e) Hostel
- f) Building
- g) No. of computers
- h) Laptops
- i) Projectors

7. Interact with corporate office time to time before finalization of report. Monthly or biweekly meeting with Corporate Office

8. Consultant has to give one draft presentation at the end of 6 weeks from the award of work and final presentation in 10 weeks after incorporating the suggestions, if any.

9. Consultant has to visit all the NPTI Institutes for the above Scope of work from time to time as per requirements.

(II) Eligibility Criteria:-

- (i) Consultancy agencies having minimum 3 years experience in this field and having successfully completed at least 3 similar types of assignment costing not less Rs. 10.00 lakhs each during last 3 years.
- (ii) The Consultancy firm should be registered for service tax and Income Tax payee.
- (iii) The firm should have turnover of at least Rs. 1 Crore per annum during the previous three financial years.

(III). Willing Consultancy agencies are required to give following information in their Expression of Interest about their firm in the format given below:

1. Experience in similar works during last 3 years

The details in the format should be given separately for firm/lead firm in case of joint venture clearly mentioning the status of the firm in whose name the particular work has been carried out.

S. No.	Name of firm	Name of work & brief description	Value of work completed	Dt. Of start & Dt. Of completion	Location	Name of Employer with full address	Remarks
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Only completed works supported by satisfactory performance report issued from the concerned client department shall be considered for evaluation.

2. Annual turnover for 3 years

Year	Turnover of firm/Lead firm	Turnover of JV Partner (if any)	Total turnover
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3. Availability of key personnel with the firm (including JV partners if any) including details of CVs relevant to work involved.

4. The firm should include copies of PAN and TIN with the offer.

5. The shortlisted agencies may be physically inspected by the team of NPTI officers.

6. Information must be provided on the above format, otherwise the same will not be considered for evaluation.

(IV) The purpose of inviting the EOI is to empanel the technically and financially competent consulting firms so that tender document can be issued to them as and when required.

(V) Expression of interest must be sent/ delivered in sealed envelope to the Director(CP), National Power Training Institute, NPTI Complex, Sector- 33, Faridabad-121003 by 5.00 P.M on or before 25th June 2010. The applications received after the due date and time shall not be considered.

(VI). NPTI reserves the right to reject any or all the offers without assigning any reason thereof and NPTI's decision in this regard shall be final and binding.

Director (CP)