

## LETTER OF INVITATION

Dear Sir/Madam,

**Subject:** Consultancy services required for planning, management and execution of the course on "Personality Development and Motivation" for undergraduate students.

1. You are hereby invited to submit technical and financial proposals for consultancy services required for planning, management and execution of the course on "Personality Development and Motivation" for undergraduate students, which could form the basis for future negotiations and ultimately a contract between you and IDP-NAHEP, SKNAU, Jobner.
2. The purpose of this assignment is to:  
To plan, manage and execute course on "Personality Development and Motivation" for undergraduate students in consideration with following objectives.
  - a. To develop effective communication skills.
  - b. To develop effective presentation skills.
  - c. To build self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.
  - d. To develop all-around personalities with a mature outlook to function effectively in different circumstances.
3. The following documents are enclosed to enable you to submit your proposal
  - a) Terms of reference (TOR) (Annexure 1);
  - b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure 2); and
  - c) A Sample Form of Contract for Consultants' Services under which the services will be performed (Annexure 3).
4. The client has received a loan from the International Bank for Reconstruction and Development (IBRD)/ credit from the International Development Association (IDA) in various currencies toward the cost of Institutional Development Plan on Strengthening Academic Ambiance for Quality and Skill Oriented Undergraduate Education, IDP/NAHEP, SKNAU and intends to apply a portion of this loan to eligible payments under this Contract. Payments by IBRD will be made only at the request of client and upon approval by IBRD/IDA, and will be subject, in all respects, to the terms and conditions of the Loan/ Credit Agreement. The Loan/ Credit Agreement prohibits a withdrawal from the Loan/ Credit Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the client shall derive any rights from the Loan/ Credit Agreement or have any claim to proceeds.
5. In order to obtain first hand information on the assignment and the local conditions, it is considered desirable that you visit or contact office of IDP-NAHEP at SKNAU, Jobner before the proposal is submitted. You may meet the following officials:

**Dr. A.K. Gupta,**  
Dean & Faculty Chairman,  
Project Coordinator/PI, IDP- NAHEP,  
SKNAU, Jobner  
Mob. No. 9079399365  
Email ID: pi.nahep@sknau.ac.in

**Dr. L.R. Yadav**  
Professor (Agronomy) &  
Procurement Officer, IDP-NAHEP,  
SKNAU, Jobner  
Mob. No. 9414518051  
Email ID: pi.nahep@sknau.ac.in

Please ensure that advance intimation regarding your visit shall be sent to make appropriate arrangements.

6. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the "Supplementary Information for Consultants."

6.1 The "**Technical**" and "**Financial**" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information for consultants. The first envelope marked "Technical proposal" should include your general experience in the field of assignment, the qualification and competency for the assignment and the proposed work plan methodology and approach in response to suggested terms of reference. The first envelope should not contain any cost information whatsoever. The second envelope marked 'FINANCIAL PROPOSAL' must also be sealed with sealing wax and initialed twice across the seal and should contain the detailed price offer for the consultancy services.

You will provide detailed breakdown of costs and fees as follows:

- Remuneration;
- Reimbursable such as per diem, transportation etc.; and

Both the sealed envelopes should again be placed in a sealed cover which will be received in the office of the **IDP-NAHEP, Sri Karan Narendra Agriculture University, Jobner, Jaipur, Rajasthan up to 11.00 AM on 11/10/2021.**

6.2 The estimated budget for the assignment is Rs. 6.00 Lakhs and your financial proposal should not exceed this budget.

### 6.3 Opening of proposal

The proposals (first envelope containing technical proposal only) will be opened by the Committee formed under the Chairmanship of the Principal Investigator, IDP-NAHEP, SKNAU, Jobner or his authorized representative in IDP-NAHEP office at **11.00 AM on 12/10/2021**. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved and notified to all consultants.

## 7. Evaluation

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened. The technical proposals will be evaluated using the following criteria:

- (i) The consultant's relevant experience for the assignment (10 points) (in terms of number of years assignments/projects handled in scope of work as outlined in clause 3 of Annexure 1). **Please refer form F-3.**
- (ii) The quality of the methodology proposed (20 points). You are requested to provide information on the methodology that you propose, infrastructure available with you, access to different industries or organization and their infrastructure and networking. **Please refer form F-4.**
- (iii) The qualifications and experience of the Consultant (70 points). **Please refer form F-2.**

Curriculum vitae of the Consultant for assessing the qualifications and experience should be included with the proposal (in the format of the sample curriculum vitae). You will be rated in accordance with:

- (i) General qualifications - (30 points)
- (ii) Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the firm etc.) - (60 points)
- (iii) Involvement in skills transfer program and training ability - (10 points)

**(Note: These points will be converted to out of 70 points)**

## 8. Deciding Award of Contract

Quality and competence of the consulting service shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

- (a) Technical proposals scoring not less than 75% of the total points will only be considered for financial evaluation.

The PI, IDP-NAHEP, SKNAU, Jobner shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The PI, IDP-NAHEP, SKNAU, Jobner shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening of Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

- (b) The Financial Proposals shall be opened in the presence of the consultants representatives who choose to attend. The name of the consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The PI, IDP-NAHEP,

SKNAU, Jobner shall prepare minutes of the public opening.

- (c) The evaluation committee will determine whether the Financial Proposals are complete [i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the PI, IDP-NAHEP, SKNAU, Jobner will cost them and add their cost to the initial price], correct any computational errors. The evaluation shall exclude local taxes.

**The PI, IDP-NAHEP, SKNAU, Jobner will select the firm that submitted the highest ranked technical proposal within the budget (evaluated price).**

- (d) During negotiations the consultants must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by him, as may be required. If the negotiations with this consultant are successful, the award will be made to him and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consultant, the consultant obtaining second highest score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

9. Please note that the PI, IDP-NAHEP, SKNAU, Jobner is not bound to select any of the Consultant submitting proposals.

10. You are requested to hold your proposal valid for 90 days from the date of submission without change the personnel proposed for the assignment and your proposed price. The committee formed under the chairmanship of Principal Investigator, IDP-NAHEP, SKNAU, Jobner will make its best efforts to select a consultant firm within this period.

11. Please note that the cost of preparing a proposal and of negotiating a contract including visits to office of IDP-NAHEP, SKNAU, Jobner, if any is not reimbursable as a direct cost of the assignment.

12. Assuming that the contract can be satisfactorily concluded in **31<sup>st</sup> March, 2022**, you will be expected to take- up/commence with the assignment in **October, 2021**.

13. We wish to remind you that you and any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.

14. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to the normal tax liability in India and the concern consultant will be responsible for the payment of income tax as specified by GoI/State Government or any other government authorities. Kindly contact the concerned tax authorities for further information in this regard, if required.

The post for consultant is for short term assignment and on contract basis. Any person engaged/recruited for this assignment cannot claim for the permanency of any kind by virtue of his/her contractual appointment.

15. We would appreciate if you inform us by E-mail:

- (a) Your acknowledgment of the receipt of this letter of invitation; and
- (b) Whether or not you will be submitting a proposal.

Yours faithfully,

  
Principal Investigator,  
IDP-NAHEP, SKNAU, Jobner

No. SKNAU/NAHEP/Proc./2021-22/94-107

Date: 01/10/2021

Enclosures:

- 1. Terms of Reference.
- 2. Supplementary Information to Consultants.
- 3. Draft contract under which service will be performed.

**Terms of Reference for Consultancy Services for**  
**Personality Development and Motivation of UG Students**

**1. Background**

Indian Council of Agricultural Research, with the assistance of World Bank and Govt. of India, has launched the National Agricultural Higher Education Project (NAHEP) with the aim to develop resources and mechanism for supporting infrastructure, faculty and student advancement, and providing means for better governance and management of agricultural universities. The "Institutional Development Plan" of NAHEP on Strengthening Academic Ambiance for Quality and Skill Oriented Undergraduates Education has been successfully implemented at Sri Karan Narendra Agriculture University, Jobner for the period of three years.

The major objectives of the project are as follows:

1. Upgrading academic environment to increase learning outcomes and employability of graduates,
2. Undertaking academic reforms to improve system efficiency,
3. Empowering faculty and students competence for next generation of Agri-professionals and
4. Improving academia-industry interaction for enhanced graduate attributes and entrepreneurship skills.

**2. A Concise statement of objectives**

The following activities will be undertaken in the project for overall development and improvement of undergraduate students

1. **Student training, exposure visits and collaborative programmes:** Student training, exposure visits and collaborative programmes with the national and international institutes shall be undertaken.
2. **Language proficiency, personality development & soft skills classes:** Classes shall be held for improving language proficiency, soft skills and personality development to increase the employability of the students.
3. **Skill development, certificate and vocational courses:** A good number of trainings/short courses for development of practical and industry oriented skills in the students shall be organized with the help of expert from within the faculty, faculty from other institutes and industry. Focus will be on specialized training in the areas which enhance their employability and skills (identified through consultation with the students and industry), which for pedagogical reasons cannot be imparted through regular curriculum.



4. **Student entrepreneurship with Agri. incubation centre:** To encourage start-up in the field of Agri-enterprises.

**3. An outline of the tasks to be carried out/Job description**

To provide consultancy and technical support for planning, management and execution of the course on "Personality Development and Motivation" for undergraduate students.

The course should include lectures/sessions/discussions related to self-development, interpersonal skills, time management, group discussions, public speaking, positive thinking, creative thinking, communication skills, stress management, presentation skills, interview skills and problem solving & decision making, language skills, ethics etc. The consultant should have following educational qualification and experience:

<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>
Consultant	Master Degree in any discipline	Minimum two years experience of delivering lectures at seminars, workshops, Trainings relevant to personality development and motivation at national & international levels.

**4. Schedule for completion of tasks**

The tasks to be carried out by the consultant need to be completed on the batch basis (No. of the batches: 8 and 60-65 students per batch) as per the time schedule of each activity defined by him/ her, which will indicate periods in months and reporting schedule defined in the project. The duration of the assignment will be from **October, 2021 to March, 2022.**

**5. Data, services and facilities to be provided by IDP- NAHEP, SKNAU**

The IDP- NAHEP SKNAU, Jobner will provide office space, communication and other resources required for smooth implementation of the assignment. Further administrative approvals/clearance will be provided wherever necessary.

**6. Final outputs (reports, drawings etc.) that will be required of the Consultant**

All the material related to the course (lecture, PPTs, Videos etc.) should be provided to the students and complete concise report on the course content and its impact should be provided to the review committee. In addition, attendance record of each batch should be maintained and submitted.

**7. Composition of review committee and review procedure to monitor Consultant's work.**

A review committee will be formed from project side under the chairmanship of the Principal Investigator, IDP-NAHEP, SKNAU, Jobner or his/her representative and this committee will review all the reports of the consultants and suggest any modifications/changes considered necessary within stipulated period of time.

**Review procedure:**

- At the time of inception of their duties, they will submit an outline of how they will plan the assigned activities along with the time schedules of activities.
- It will be mandatory for them to submit a Progress Report (MPR) at the end of each batch.
- The progress of activities will be reviewed as per their time schedules.
- The review committee will review the work on completion of every batch and overall completion of the assigned task. A final review report will be made by the committee which will be submitted to the higher authorities of the project.



SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

(a) Technical Proposals

- (i) Curriculum Vitae of Consultant (F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last three years in the format given in Form F-3.
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which Consultant would plan to execute the work. Work plan time schedule in Form F-4 and approach or methodology proposed for carrying out the required work.
- (v) The Consultant's comments, if any, on the data, services and facilities to be provided by IDP-NAHEP, SKNAU, Jobner indicated in the Terms of Reference (TOR).

(b) Financial Proposals

The financial proposals should be given in the form of summary of Contract estimate in Form F - 5.

2. Two copies of the proposals should be submitted to Principal Investigator, IDP-NAHEP, SKNAU, Jobner.

3. Contract Negotiations

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in months and reporting schedule. Once these matters have been agreed, financial negotiations will take place.

4. The Consultants should note that the Contract for this study will be with IDP-NAHEP, SKNAU, Jobner. Payments to the Consultants will be made in accordance with an agreed estimated schedule, assuring the Consultants of regular deposits in local and foreign currency as long as the work proceeds as planned and invoices with relevant supporting documents are submitted for approval on a timely basis.

5. Review of reports

A review committee formed under the chairmanship of PI, IDP-NAHEP, SKNAU, Jobner or his representative will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within stipulated period of time.

Note: - All the documents pages submitted under technical & financial proposals must be self attested.

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**FORM NO.F-1**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,


Principal Investigator,  
IDP-NAHEP, SKNAU,  
Jobner, Jaipur, Rajasthan

Sir:

Hiring of Short Term Individual Consultancy Services for Institutional Development Plan on Strengthening Academic Ambiance for Quality and Skill Oriented Undergraduate Education under the aegis of World Bank-ICAR funded National Agricultural Higher Education Project - Regarding

I \_\_\_\_\_ Consultant herewith enclose Technical and Financial Proposal for selection as consultant for — — — — —.

I undertake that, in competing for (and, if the award is made to us, in executing) the above contract, I will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

 We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Signature: \_\_\_\_\_  
Full name \_\_\_\_\_  
and address: \_\_\_\_\_

**FORM F-2**

**SUGGESTED FORMAT OF CURRICULUM VITAE**  
**FOR CONSULTANT**

1. Name:
2. Profession/  
Present Designation:
3. Years with Firm/Organization: \_\_\_\_\_ Nationality:
4. Area of Specialization:
5. Key Qualifications:

(Under this heading, give outline of Consultant's experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page.)

6. Education:

(Under this heading, summarize college/university and other specialized education, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

7. Experience:

(Under this heading, list all positions held since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three quarters of a page.)

8. Languages:

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.)



Signature of Consultant

Date:

**FORM F-3**

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING  
LAST 3 YEARS**

1. Outline of recent experience on assignments of similar nature:

Sl. No.	Name of assignment	Name of project	Owner or sponsoring authority	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

 Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below the rank of Superintending Engineer or equivalent.)

**FORM F-4**

**WORK PLAN TIME SCHEDULE**


A. Field Investigation

Sl. No.	Item	Month wise Program											
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>

B. Compilation and submission of reports

1. Draft Final Report
2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment.

 D. Comments or suggestions on "Terms of Reference."

**FORM F-5**  
**Cost Estimate of Services**

**Remuneration**

<b>Consultant Name</b>	<b>Per Batch Rate (INR.)</b>	<b>No. of Batches</b>	<b>Total Cost (INR.)</b>
-----	-----	-----	-----
			Sub-Total (Remuneration) _____

Out of Pocket Expenses<sup>2</sup>:

- |    |  |             |            |
|----|--|-------------|------------|
| a) | Per Diem <sup>3</sup> : Room Cost                    | Subsistence | Total Days |
|    | _____  | _____       | _____      |
| b) | Air fare: _____                                      |             |            |
| c) | Lump Sum Miscellaneous Expenses <sup>4</sup> : _____ |             |            |

Sub-Total (Out-of-Pocket) \_\_\_\_\_

Contingency Charges: \_\_\_\_\_

**Total Estimate:** \_\_\_\_\_

**Consultancy Services Tax @ ..... %** \_\_\_\_\_

- 
- 2 Reimbursable at cost with supporting documents/receipts unless otherwise specified.
  - 3 Per Diem is fixed per calendar day and need not be supported by receipts.
  - 4 To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portorage fees, in-and-out expenses, airport taxes, and such other travel related expenses as may be necessary.

Consulting Services

**Draft Letter of Agreement for Short Term Assignments of Individual Consultants**

**Subject:** (Name of Assignment)

(Name of Consultant)

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes Procurement Officer, IDP-NAHEP, SKNAU, Jobner has been assigned to administer the assignment and to provide the Consultant with all relevant information needed to carry out the assignment. The services will be required in IDP-NAHEP, during the period from **October, 2021 to 31<sup>st</sup> March, 2022**. These dates are estimates and PI, IDP-NAHEP, SKANU, Jobner may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide PI, IDP-NAHEP, SKANU, Jobner with any reports or parts thereof, or any other information and documentation gathered under this Agreement prior to the date of termination.

This Agreement, its meaning and interpretation and the relations between the parties shall be governed by the law of union of India.

Set out below are the terms and conditions under which you have agreed to carry out the assignment for the PI, IDP-NAHEP, SKANU, Jobner. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Agreement will become effective upon confirmation of this letter by you and will terminate on **31<sup>st</sup> March, 2022**, or such other date as mutually agreed.

Payments for the services will not exceed the total amount indicated in the attached cost estimate for the assignment.

The payment for the services will be done only after the successful completion of the course.

You will be paid as follows within 30 days of receipt of invoice, a fee at the rate of (Currency, Amount) per working day [month] as follows:

Currency: INR                      Rate: 75,000    Per: Batch of 60-65 students

The above fee will include all overhead and any taxes imposed. The Client will perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.

You will be responsible for appropriate insurance coverage. In this regard, you shall

maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the IDP-NAHEP, SKNAU, Jobner against any and all claims, demands, and/or judgements of any nature brought against the IDP-NAHEP, SKNAU, Jobner arising out of the services under this Agreement. The obligation under this paragraph shall survive the termination of this Agreement.

All materials produced or acquired under the terms of this Agreement written, graphic, film, magnetic tape or otherwise shall remain the property of the IDP-NAHEP, SKNAU, Jobner. The PI, IDP-NAHEP, SKNAU, Jobner retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Agreement or the execution of its other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without the IDP-NAHEP, SKNAU, Jobner prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the IDP-NAHEP, SKNAU, Jobner written permission.

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed

Signature & Name of Consultant

Place:

Date:

Principal Investigator,  
IDP-NAHEP, SKNAU, Jobner

Representative

#### **LIST OF ANNEXES**

Annexure A – Terms of Reference and Scope of Services

Annexure B – Consultant's Reporting Obligations

Annexure C – Cost Estimates of Services, List of Personnel & Schedule of Rates



Cost Estimate of Services

Remuneration

Consultant Name (INR.)	Per Batch Rate	No. of Batches	Total Cost (INR.)
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Sub-Total (Remuneration) \_\_\_\_\_

Out of Pocket Expenses:

a) Per Diem : Room Cost	Subsistence	Total Days
_____	_____	_____

b) Air fare: \_\_\_\_\_

c) Lump Sum Miscellaneous Expenses<sup>4</sup>: \_\_\_\_\_

Sub-Total (Out-of-Pocket) \_\_\_\_\_

Contingency Charges: \_\_\_\_\_

**Total Estimate:** \_\_\_\_\_

**Consultancy Services Tax @ ..... %** \_\_\_\_\_

*AL*

NR/ls

Friday, October 29, 2004 M:\PDAT\SBD\CONS\OTHER\C-22.DOC

**Evaluation Sheet for Consultants to be Hired in IDP-NAHEP, SKNAU, Jobner**

**A. Curriculum Vitae (CV) Evaluation (Form F-2)**

Sr. No.	Particulars	Max. Points (100)	Remarks
1	<b>Educational Qualification*</b>	<b>30</b>	<ul style="list-style-type: none"> <li>• 25 marks for master's degree</li> <li>• 5 marks for additional courses/ qualification</li> </ul>
2	<b>Experience**</b>	<b>60</b>	
	a. Length of experience in this profession	30	3.0 marks for every completed year.
	b. Personality development/ motivation programs conducted	20	1.0 mark for each program conducted
	c. Collaboration or coordination with Institutes, organizations, NGO's etc.	10	National Institute – 1.0 marks each International Institute – 2.0 marks each
3	<b>Language experience and Involvement in skills transfer program and training ability in terms of training delivered, technology transferred, presentations in conferences/seminars/ workshops and similar other activities***</b>	<b>10</b>	1.0 mark for each
<b>Total (1+2+3)</b>		<b>100</b>	

\*Proofs to be attached for any of the mentioned qualification by the applicant.

\*\* Full details of the programs conducted along with the photographs and suitable proofs to be attached for all subheads.

\*\*\* Certificates or respective proofs to be enclosed with the application.

Note: The points of CV Evaluation will be converted to out of 70 points

**B. Final Evaluation**

Sr. No.	Particulars	Max. Points (100)	Remarks
1	Consultants relevant experience for the assignment	10	2.0 marks for each activity of one week & above of such assignments/projects handled (Refer Form F-3)
2	The quality of methodology proposed	20	a. Course content - 5 marks b. Detailed batch wise work program – 10 marks c. Complete program schedule for all batches – 5 marks (Refer Form F-4)
3	The qualification & Experience	70	Points obtained at A (CV Evaluation)
<b>Total (1+2+3)</b>		<b>100</b>	