**NOTICE INVITING EXPRESSION OF INTEREST**

**For**

**CONDUCTING SKILL DEVELOPMENT COURSES**

**IN association**

**with**

**HLL MANAGEMENT ACADEMY**

**at**

**KOTTAYAM DIST**

**EoI No: HLL/ HMA/EOI/2018-19/01**

**Corporate and Regd. Office**

HLL Bhavan, Poojappura,

Thiruvananthapuram-695 012

Kerala, India.

Ph. 0471-2354949

**JULY 2018**

**HLL/HMA/EOI/2018-19/01 06 JULY 2018**

# Inviting Expression of Interest (EoI) for conducting Skill Development Courses in association with HLL Management Academy

## About HLL Lifecare

HLL Lifecare Ltd (HLL) a Govt. of India established in the year 1966, a multi-product, multi-location and value driven organization with a global presence in nearly 115 countries.

**HLL Management Academy** (HMA) the educational initiative of HLL Lifecare Ltd registered as a not-for-profit organization under the Travancore–Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 with Corporate and Registered Office, HLL Bhavan, Poojappura, Thiruvananthapuram – 695012, Kerala, India

HMA envisions itself as a knowledge platform and intends to focus on the overall development of professional practitioners by imparting skills that are relevant for the community, self-development and local industry with primary focus on healthcare sector.

Non availability of skilled manpower in healthcare and rubber sector is the major problem now prevailing in the country. With a view to meet the manpower needs of HLL and other similar organizations in the healthcare and rubber sector, we have equipped ourselves to conduct skill development courses through its not-for-profit educational initiative HLL Management Academy (H M A)

The skill development cell is established as a dedicated division to conduct the skill development courses as per National Skill Development Corporation, Sector Skill Councils and also the State level and National agencies like ASAP, NULM etc. It is planned to extend the reach to a minimum of 10 centers within a 3 years span based on the government requirements and possibilities of associations with local agencies.

## II. Objective of EoI

According to a report by National Skill Development Corporation (NSDC), incremental human resource requirement in the healthcare sector is 74 lakh by 2022. Workforce requirements for the **Healthcare sector** is expected to grow from 35.9 lakh in 2013 to 74 lakh in 2022 which is more than double its existing workforce to meet the market demand.

At this conjuncture, HLL-HMA aims to:

* Alleviate the shortage of skilled professionals in healthcare and rubber sector.
* Contribute towards Govt. of India’s skill development programme.
* Empower and offer employment to the youth.

In this regard, HMA invites Expression of Interest (EoI) from Reputed Trainers/ Training Organizations/Academic Institutions to create and impart skill enhancement training opportunities for existing professionals in healthcare and rubber technology and youth to better the public health delivery of India.

## III. Scope of EoI

HLL-HMA intends to introduce trainings solutions to focus on the three different aspects of employability:

### Skill enhancement:

Upgrade skills of **current workforce**/ qualified personnel to improve their skills and enhance a good working environment

* General Duty Assistant
* Home Health Aide
* Diabetic Educator
* Dialysis Technician
* Medical Lab Technician
* Pharma Assistant
* Radiology Technician
* CT & MRI Technician
* X-ray Technician
* Phlebotomy Technician
* Junior Rubber Technician
* Lab Chemist
* Material Handling & Storage Operator

Note: Any other programme may be added based on need.

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## IV. Roles and Responsibilities of Partnering Organization:

The Partnering Organisation shall be responsible for:

1. Conducting Training Programmes
2. Providing fully-functional space and infrastructure for conducting the courses **(Area not less than 4000 sq.ft)**
3. Infrastructure maintenance for the space provided
4. Equipping the campus with latest tools, and equipments required for imparting practical training through stimulated labs, workshops etc.
5. Providing manpower other than teaching faculty.
6. Marketing and publicity for the various programmes.
7. Preparing brochures and advertisement materials for various programs
8. Support in developing training content and course material
9. Mobilizing candidates for various training programme.
10. Designing courses, targeting people for employment
11. Placement tie ups
12. Coordination with the Government, wherever applicable and required, and the Industry.
13. Overall supervision of the Training Programmes.
14. Assistance in Assessment & Certification of Trainees undergoing Training.
15. Maintaining the documentation of enrolment, Trainee profiles, Trainee feedback, data on achievement of deliverables and various others documents required for Training Programmes
16. Identifying Hospitals/ Placement Centers and entering into agreement with them for providing On the Job Training and placements based on the course offered.
17. Operational expenses incurred

## V. Roles and Responsibilities of HMA:

HLL Management Academy will be responsible for:

1. Providing Faculty.
2. Providing training content and course material.
3. Internal assessment of the trainees
4. Affiliation and accreditation
5. Providing subject matter expert/domain experts for the Training of Trainers.
6. Monitoring the program and its continual improvement
7. Overall Assessment & Certification of Trainees undergoing Training.
8. Extend possible support in liaison with Government departments and agencies for the establishment and conduct of training.
9. Support in mobilizing candidates for various programmes.

## VI. Eligibility Criteria:

* Experience in running skill related trainings in Healthcare/Rubber sector for more than 5 years
* Revenue earned by the bidders during last three (3) years may be an average revenue of Rs 20,00,000 / Annum.
* Submission of documentary proofs including the Registration certificate of the organization, Building lease agreement/ownership certificate whichever is applicable, details of facility including Lab and List of Equipment’s, Additional certifications received, Staff details, and Building floor plan.

## VII. Locations proposed:

* Kottayam Dist (Meenachil & Kanjirapally Taluks)

**VIII. Revenue- Sharing Model & Fee Structure Pattern**

### HLL Management Academy may call for the financial bidding on need based manner from parties shortlisted based on the technical criteria.

## IX. Selection Procedure

EOI document contains commercially and technically relevant information which is only indicative in nature; it shall not be construed as a full-fledged Techno Commercial Document. Applicants are advised to carefully review and submit all relevant information with their EOI document. After review of EOI by the competent authority/ panel constituted, parties will be shortlisted and those shortlisted parties will be invited to give Presentations at their cost (Topic, Location and Duration of the Programme shall be intimated to the selected parties in writing by the concerned department). After appropriate scrutiny by the competent authority based on:

* The comparative performance of the Training provider/ Organization during the Presentation (Concept Clarity, Course content, Course deliverables., Communication Skills, Presentation Skills, Visual Graphic representation, etc.)
* The eligibility criteria mentioned earlier.

Selected EOI bidders shall be empanelled initially for 1 year, which may be extended based on the Training Feedback provided (Please note that only the selected EOI bidders will be issued with the Request for Proposal (RFP).

A pre-bid meeting shall be conducted on 20.07.2018 at 11.00 am .Location and time of the meeting will be intimated to the selected parties. The interested parties are requested to attend the pre-bid meeting.

HMA reserves the right to

(a) Accept or Reject any/ all EOIs submitted by the parties

(b) Cancel the process at any time without any liability and assigning the reasons thereof.

The interested parties shall submit their response along with all the details in writing and related credentials on or before 27.08.2018 to:

**Chief Executive Officer - HMA**

**TC 4/1607(1), 4/1607(2)**

**Keston Road, Kowdiar P.O.**

**Trivandrum-695003**

**URL:** [**www.hllacademy.in**](http://www.hllacademy.in) **/ www.lifecarehll.com**