



Ref: RCIL/ 2016/ P&A/ 27/6-II

02nd January 2017.

Sub: Empanelment of Training Institutes / Organisations/ Agency for Imparting Training on Skill Development to the Employees of RailTel Corporation of India Limited.

RailTel Corporation of India Limited, a Mini Ratna (Category-1) fast growing Central PSU under Ministry of Railways invites Expression of Interests (EOI) for empanelling reputed and experienced training institutes for imparting training in soft skills to the employees of RailTel Corporation, at the premises/ earmarked venue of the institute or mainly at Corporate office of RailTel Corporation of India Ltd at Plot # 143, Institutional Area, Sector 44, Gurgaon-122003.

2.0 Besides its Corporate Office at Gurgaon, RailTel Corporation is having their regional office in Delhi, Kolkata, Secunderabad and Mumbai. Around 601 employees are on the roll of RailTel Corporation. Most of the employees are young, energetic and technically sound. However, for continued upgradation of skills and competencies, "Skill Development Training in Soft Skills" needs to be imparted from time to time. It is, therefore, proposed that reputed and experienced training institutes (organizations/agencies) are empanelled for imparting soft skill training to the employees of RailTel Corporation.

3.0 Empanelment of the training institutes will be for a period of 3 years, based on evaluation of the inputs provided and presentation by the shortlisted institutes. Interested training institutes may furnish the following information for short listing:

S/ No	Head	Main Criteria (Marks)	Sub- Criteria (Marks)
i	Name of the institute/Organisation/ Agency a) Credentials of the institute b) Registration details and affiliation, if any	5	3 2
ii	Average financial turnover for the last 3 years a) ₹ 1 Cr & Above b) ₹ 50 Lacs & above but less than ₹ 1 Cr c) ₹ 20 Lacs & above but less than ₹ 50 Lacs	10	10 8 6

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Manager HR
RailTel Co.

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड (भारत सरकार का उपक्रम)
RailTel Corporation of India Ltd. (A Government of India Undertaking)

CIN : U64202DL2000GOI107905

Corporate Office : 143, Institutional Area, Sector-44, Gurgaon - 122 003, NCR (India), T : +91 124 2714000, F +91 124 4236084
Regd. Office : 6th Floor, IIIrd Block, Delhi Technology Park, Shastri Park, Delhi - 110053
Website : www.railtelindia.com

iii	Training resources a) No of resource persons available for mobilization of soft skill training programs b) Geographical coverage of locally available resources at Secunderabad, Kolkata and Mumbai, in addition to Delhi/NCR.	10	5 5
iv	Availability of venue and associated facility with training /org at Delhi, Mumbai, Kolkatta and Hyderabad	5	5
v	Experience in domain of imparting training in soft skills a) 10 years and above b) 5 years to 10 years c) 1 year to 5 years	10	10 8 6
vi	Training Delivery (In soft skills) a) No of persons trained during last three years b) No & list of corporate clients c) No & list of Central Public Sector Enterprises (CPSE) clients d) No & list of Government clients. e) No & list of other clients f) List of long term (> 2 years) tie up with industry/ corporate for imparting training	15	5 2 2 2 1 3
vii	Training fields in area of soft skill training. a) List of skill development topics/ modules of upto 2 days (e.g. PowerPoint, Business Communication, Corporate etiquette etc.) b) List of Behavioural and Leadership oriented training upto middle management (e.g. conflict management, negotiating skills, innovation etc)	10	5 5
viii	Approx. cost of training per day (6-7 hrs session) for a group of 15-25 employees with a) Venue and faculty at the providers' premises, excluding lunch but inclusive of tea/ coffee and light refreshment b) Venue, training facility and other associated provisions tea/ coffee etc provided by RailTel at its Corporate Office in Gurgaon or at Regional offices at New Delhi, Secunderabad, Mumbai and Kolkata.	10	5 5
ix	Approach and methodology used by the institute for training and pre/post training evaluation.	10	
x	Presentation by the institute/ organization/ agency	15	
	Total Marks	100	

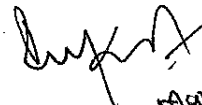
4.0 Short listing and empanelment:

i) Evaluation criteria: Criteria of evaluation for items where no specific benchmarks have been indicated would be in terms of number either increasing or decreasing order as applicable e.g. Training output maximum marks to be allocated for the highest number of candidates trained and tentative costing would be highest marks for the lowest value indicated against Para 3.0 (vii). The evaluation will be done by a committee of three officials with a representative each from HR and Finance.

ii) Evaluation process: Based on the marks obtained out of the total marks excluding Para 3.0 (ix) indicated above, 4-5 training institutes will be shortlisted. The short listed training institutes shall be required to give a presentation in the Corporate Office of RailTel at Gurgaon. After consideration of the presentation, combined with the total marks obtained, three institutes will be empanelled for imparting training to the employees of RailTel Corporation.

5.0 Submission of the EOI:

The EOI alongwith all relevant supporting documents should be sent to the Corporate Office of RailTel Corporation of India Ltd at Plot # 143, Institutional Area, Sector 44, Gurgaon-122003, last by 05:00pm of **09th February 2017**.


Manager HR
RailTel