

**INVITATION FOR
EXPRESSION OF INTEREST
(EOI)**

**EXPRESSION OF INTEREST FOR PROVIDING TECHNICAL AS WELL AS
BEHAVIOURAL TRAININGS FOR EMPLOYEES OF HLL NOIDA &
MANUFACTURING UNITS**

HLL/NDA/ HR/ TD/ 2013



HLL LIFECARE LIMITED

**HUMAN RESOURCE DEPARTMENT
B-14A, SECTOR-62, NOIDA- 201301**

Notice Inviting Expression Of Interest (Eoi) For Providing Technical As Well As Behavioral Trainings For Employees Of HLL Noida & Manufacturing Unit- Manesar

Expression of Interest is invited from Individual Trainers/ Training Organizations having experience of Minimum 10 years of National/ International repute with proven track record in training with excellent client list for providing Technical as well as Behavioral Trainings for Employees of HLL Noida & Manufacturing Unit-Manesar. The applicant agency/ Individual must have Training experience in PSU.

EOI details are available on our website <http://www.lifecarehll.com> or <http://www.eprocure.gov.in>

Description of Job	Providing Technical As Well As Behavioral Trainings For Employees Of HLL Noida & Manufacturing Unit- Manesar
EOI Documents can be downloaded from 31/07/2013 to 07/08/2013	Our website http://www.lifecarehll.com or http://www.eprocure.gov.in
Last Date of Submission	Up to 07/08/2013 (03.00 PM)
Due Date of Opening, Time and Venue	08/08/2013 at 03.00 PM, HLL Lifecare Limited, Human Resource Department, B-14A, Sector-62, Noida- 201301, Phone: 0120-407150

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1. INTRODUCTION

HLL Lifecare Limited (HLL), is a Mini Ratna Central Public Sector Enterprise, under the administrative control of Ministry of Health & Family Welfare. HLL Lifecare Ltd was incorporated in the year 1966. Today, HLL is a multi - product, multi - division organization with a wide range of healthcare products and services, with its presence in more than 115 countries.

HLL's range of services includes Infrastructure Development, Healthcare Services and Procurement & Consultancy Services. Infrastructure development service offered by Infrastructure Development Division specializes in healthcare infrastructure and facility management while Healthcare Services division offers outsourcing partnerships to partnering institutions in the areas of diagnostic services, pharmacy and other specialist services. Procurement and Consultancy Division which provides procurement and consultancy services is in charge of procuring drugs, chemicals, medical equipment and other health sector goods for its service-users.

Its range of products includes contraceptives, hospital products and diagnostic kits etc. HLL today has eight state-of-the-art manufacturing plants across the country. HLL is positioned as a total healthcare solution provider which caters to the well - being of the society at large.

The company has been making profit consistently for the last three decades and was awarded Mini Ratna Status during 2006-07. With a vision of "Innovating for Healthy Generations" HLL is on a fast growth mode.

2. OBJECTIVE OF THE NOTIFICATION

Main Objective of the document is seeking Expression of Interest from suitable applicants to deliver High Quality and effective Behavioral Trainings as well as Technical Trainings to the Employees in various divisions of HLL, Noida Office like Procurement & Consultancy Division, Infra Structure Development Division, Government Business Development Division and HLL's Manufacturing Unit-Manesar.

3. SCOPE OF WORK

HLL Lifecare Limited invites Expression of Interest (Eoi) from Reputed Trainers/ Training Organizations in Providing Technical as Well as Behavioral Trainings for Employees Of various divisions of

HLL Noida (B 14-A, Sector-62, Noida-UP)

- Infrastructure Development Division
- Procurement & Consultancy Division
- Government Business development Division
- Other Service & Supportive Divisions i.e. HR, Finance, Admin etc.

Manufacturing Unit

- Manufacturing Unit- Manesar (HLL Lifecare Limited, Plot No. 71, Sector 7, IMT, Manesar, Gurgaon, – 122051, Haryana, India)

HLL Lifecare Limited is inviting detailed proposals from the interested parties for providing

3.1 Behavioral Trainings Programmes (under these broad heads)

1. Neuro-linguistic programming (NLP)
2. Behavioral & Motivational Training Programme
3. Personality Development Programmes
4. Soft Skills Development
5. Change Management
6. Psycho Metric workshops
7. Customer Relations Management
8. Counseling Sessions
9. Outbound Training workshops
10. Yoga/ Meditation
11. Others

3.2 Technical Training Programmes

1. Quality Certification Programmes (6 Sigma, GMP, ISO etc.)
2. National/ International Procurement, Inventory Management, Logistics, Export- Import, Contract Management, International Trade/ Supply Chain Management etc.
3. RTI/ Legal Aspects of Business for PSU's, E- governance, Information Security Management, Business Intelligence, Knowledge Management, ERP Systems etc.
4. Contract Labour, Project Management, Green Buildings, Specific Trainings for construction Industry, Public Private Partnerships (PPPs) in Infrastructure etc.
5. Labour Laws, strategic HRM, CSR, Performance Management, Core Competencies, Certification Programme on Training for Trainers etc.
6. Finance Management, Advanced Excel, Strategic Cost Management, Corporate Finance, Taxation etc.
7. Others

3.3 Points to be noted:

1. Minimum of 2-3 Trainings (Behavioral/ functional) should be conducted by the Trainer/ Training Organization on a monthly basis.
2. The Programme should be meant for both Executives/ Non Executives
3. Language using should be Hindi/ English/Both as required
4. Minimum number of participants per training session will be 20.
5. MDP/ EDP/ Trainers Training programmes/ Certification Programmes should also mention in the document.
6. Audio/ Visual Methodology to be use in the programme

4. ELIGIBILITY CRITERIA

The interested parties must have a minimum 10 year's experience of National/ International repute with proven track record. Their response must contain the documentary evidence of all details mentioned in Section 3, 4 & 5. Those Trainers/ Training Organizations does not have 10 year's experience, but having excellent track record shall also be considered for selection (However a minimum of 5 Year's experience is mandatory for all the cases). In any case, experience in PSU is a must.

BEHAVIORAL TRAINING PROGRAMME DETAILS	REQUIRED EDUCATIONAL QUALIFICATION & EXPERIENCE OF TRAINER
<ol style="list-style-type: none"> 1. Neuro-linguistic programming (NLP) 2. Behavioral & Motivational Training Programme 3. Personality Development Programmes 4. Soft Skills Development 5. Change Management 6. Psycho Metric workshops 7. Customer Relations Management 8. Counseling Sessions 9. Outbound Training workshops 10. Yoga/ Meditation 11. Others 	<p><u>EDUCATIONAL QUALIFICATIONS</u></p> <p>Essential: Post Graduation/ Concerned Professional Course Desirable: MBA & Professional Training Certifications</p> <p><u>EXPERIENCE REQUIRED</u></p> <p>Essential: 1. Minimum 5 years of Training experience in various Industries. 2. Training Experience in PSU's</p>

FUNCTIONAL TRAINING PROGRAMME DETAILS	REQUIRED EDUCATIONAL QUALIFICATION & EXPERIENCE OF TRAINER
<ol style="list-style-type: none"> 1. Quality Certification Programmes (6 Sigma, GMP, ISO etc.) 2. National/ International Procurement, Inventory Management, Logistics, Export- Import, Contract Management, International Trade/ Supply Chain Management etc. 3. RTI/ Legal Aspects of Business for PSU's, E-governance, Information Security Management, Business Intelligence, Knowledge Management, ERP Systems etc. 4. Contract Labour, Project Management, Green Buildings, Specific Trainings for construction Industry, Public Private Partnerships (PPPs) in Infrastructure etc. 5. Labour Laws, strategic HRM, CSR, Performance Management, Core Competencies, Certification Programme on Training for Trainers etc. 6. Finance Management, Advanced Excel, Strategic Cost Management, Corporate Finance etc. 7. Others 	<p><u>EDUCATIONAL QUALIFICATIONS</u></p> <p>Essential:</p> <ol style="list-style-type: none"> 1. BTech/ MTech with MBA/ LLB/ Concerned Professional Course with relevant work experience (For Point 2, 3 & 4) 2. CA/ ICWA/ Equivalent (For Point 6) 3. Post Graduation with MBA or equivalent in HR/IR/LR (For Point 5) <p><u>EXPERIENCE REQUIRED</u></p> <p>Essential: 1. Minimum 5 years of Relevant Training experience. 2. Training Experience in PSU's</p>

5. DOCUMENTS TO BE SUBMITTED

1. Detailed Profile of Trainers/ Training Organization
2. Training Planner for the year 2013-14
3. Training Brochures (All Programmes)
4. Detailed Client List with Testimonials (The applicant must attach a minimum of 5 different client testimonials)
5. Organizational Details (Certificate of Incorporation, Pan Number for Organizations or Pan Number for Individuals)
6. Price Bid (Considering the Details mentioned in Section 3.3)
7. Other Credentials, if any

6. 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 Mock 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 Trainer/ Organization during the Presentation (Communication Skills, Presentation Skills, Visual Graphic representation, Concept Clarity etc.)
- The eligibility mentioned in the Section 4 and 5.

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**]).

HLL Lifecare Limited 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 on or before 07th August 2013 to:

Manager (HR)

**Human Resource Department
B-14A, Sector-62, Noida- 201301**

Phone: 0120-4071500

URL : www.lifecarehl.com

Email: hrnoida@lifecarehl.com