



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Ref. No.SVSU/CMT/53/03

Dated: 16/02/2024

Notice Inviting Quotation

On behalf of Shri Vishwakarma Skill University, the sealed quotations are invited for Content writing to develop curriculum material for Training Programme, for Engineers of Panchayat Raj Deptt from reputed Agency/Firm/ Vendor/authors in civil engineering, for the subjects as mentioned below:

Sr. No.	Subject Heading	Rate	GST	Total Rs. GST	Total Amount in Rs.(Including GST)
1	Auto Cad, Microsoft Excel and Microsoft Project				
2	Project Management including Planning, organizing and Prioritizing'				
3	Survey, Estimation of Cost, Tender Process and Bidding				
4	Monitoring and Overseeing the works in construction phase.				
5	Construction Material, Equipment, Labour and Accounts Management				
6	Liaison and Co-ordination with stake holders				
7	Good leadership skills, Communication Effectiveness and Adaptability				
8	Contracting License, Labour Laws and Insurance Rules, GST				
9	Quality Control and IS codes				
10	Measurements and billing.				

- The complete quotation should be sent by post/by hand in a sealed envelope in the name of Prof.Ashok Kumar Watal (Professor of practice), Construction Skill Academy, Shri Vishwakarma Skill University, VPO Dudhola – Palwal - 121102. latest by .06.03.2024 up to 05:00 pm.
- Subject of quotation for the **Curriculum material for Training Programme** for Engineers of Panchayat Raj' and address of firm/vendor/agency/author should be written on the sealed envelope while submitting.
- The vendor/agency/firm must have mentioned the Ref. no (if any), Date, GST number (if any) &HSN code along with the Stamp and signed on quotation or Computer Generated in which it is clearly mentioned "*This is computer generated Quotation and need not signature*".
- The quotation received after due date and time or incomplete quotation shall be rejected.
- The rate must be quoted properly in figures and words and all quotations must be valid for a period of **three months** from the date of opening of the quotation.



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6. The rates shall be FOR Dudhola.
7. Delivery period within 15 days, once the P.O. issued and Payment may be made within 15 working days after receiving the invoice.
8. Charges not mentioned in the quotation, shall not paid.
9. University authority has the right to accept or reject any quotation in whole or in part without assigning any reason. In case of dispute between the parties the matter may be referred to Registrar SVSU.
10. Terms and conditions printed on Quotation of the firm, if any: shall not be binding on the University, except those mentioned specifically on the supply order and your acceptance of the order.
11. The author(s) should be at least graduate in civil engineering, having worked in state PWD/CPWD/Central or state PSU's, local bodies, MES or construction firms of repute not below the rank of Assistant Engineer(Civil)/ SDO (Civil) or a Senior Executive, with an experience of not less than 10 years.
12. The details of NOS's and the curriculum of the scheme is annexed as **Annexure-I**.
13. The curriculum material submitted by the Q1 bidder shall be subject to review by an Expert Committee and decision of the said committee/Authority shall be final and binding on the bidder.
14. The copy right of the submitted and approved curriculum/course material shall vest with SVSU.


Prof. A K Watal
(Chairperson)

Construction Management
And Technology Department
And I/C Construction Skill Academy



Annexure-I

National occupational standards for the Training of civil engineers to make them Contractors

1. NOS:1 Prepare Dimensional Civil Drawings Using different software's i.e. Primavera, CANDY, Milestone Professionals, Auto CAD, MS- Excel & MS-Project.
2. NOS:2 Manage the Project Including Planning, Organizing & Prioritizing.
3. NOS:3 Prepare the Survey, Estimation of Cost, Tender Process and Bidding
4. NOS:4 Monitoring & Overseeing the works in Construction Phase
5. NOS:5 Manage the Construction Material, Equipment Labour & accounts management
6. NOS:6 Liaison & Co-ordination with Stake Holders
7. NOS:7 Good Leadership Skills, Communication Effectiveness & Adaptability
8. NOS:8 Contracting License, Labour Laws & Insurance Rules, GST
9. NOS:9 Quality Control & IS-Codes
10. NOS:10 Measurement & Billing

Performance Criteria for the Training of civil engineers to make them Contractors

NOS 1:-Performance Criteria

- PC1: Brief Introduction to different software's i.e. Primavera, CANDY, Milestone Professionals etc.
 PC2: Introduction to CAD, MS- Excel & MS-Project.
 PC3: Practice Exercises of various commands & tools of CAD, MS- Excel & MS-Project.
 PC4: Drawings of plans of buildings & various sections and Elevations of Engineering structures on CAD.
 PC5: To make a spread sheet on MS- Excel to format, organize & calculate data of any construction project.
 PC6: To develop a schedule, assigning resources to tasks, tracking process, managing the budget & analysing workloads on MS-Project.

NOS 2: -Performance Criteria

- PC1: **Planning:** Types of project plans including Time Plan, Manpower Plan, Material Plan, Equipment Plan & Financial Plan.
 PC2: **Organizing:-**Organizing the project by Work-Breakdown-Structure in Events & Activities. Fixing the time of events, Duration of Activity Network, Bar Charts, Program Evaluation & Review Techniques.
 PC3: **Prioritizing:** -Prioritizing the project by scheduling i.e. preparing invoice schedule, schedule of plants & equipment's, staff, labour, materials, specialized agencies, direct cost & overheads

NOS 3: -Performance Criteria

- PC1: Preparation of Tender Documents, Study of tender documents, drawings, preparation of tender summary, Activities on GEM and E-Tender Portal, arrange for site visits & investigations,
 PC2: Rate Analysis, computing bid price, Use of Schedules of Rates, submission of bid, post submission activities,
 PC3: Study of various bidding models like Game theory model, Cash-Flow based models etc. Study of earnest money, security money & tender notice etc. Rate negotiation skills

NOS 4:-Performance Criteria

- PC1: Monitoring the works by documentation over various construction phases. process control by project meetings, consulting site meetings/visits during construction goes on, budgetary control, claims, penalties & extension of time, Review after construction ends.



NOS 5: -Performance Criteria

PC1: Material Management: -Procurement of materials, custody (receiving, storage & issuing), material accounting, codification, vendor development, transportation of materials, introduction to inventory management (related to cost & various inventory policies).

PC2: Equipment Management: -Classification of construction equipment's, factors for selection of equipment's, plant & equipment Acquisition & Depreciation. Introduction of various equipment's used on construction sites.

PC3: Labour Management: -Arrangement for unskilled, semi-skilled and skilled labour. Their hutments, water supply and electricity at site. First Aid and Emergency health arrangements. Child welfare, Wage cards and other day to day records.

PC4: Construction account Management: -Accounting process, construction contract status report, balance sheet, liabilities, assets, profit & loss accounts, determination of working capitals, funds flow statements.

NOS 6: -Performance Criteria

PC1: Study the organisational structure of various Government & private organisations, Liaison techniques at various levels.

PC2: Coordination with stock holders, vendors, clients & sub- contractors etc.

PC3: Study on Public Private Partnership (PPP).

NOS 7: -Performance Criteria

PC1: Strategies for enhancing the performance of a project Coordinator, team building skills, contract implementation skills, project organization skills.

PC2: Factors behind the success of a project, effective communication & adaptability according to project. Construction of various management levels.

NOS 8: -Performance Criteria

PC1: Contracting License:-Introduction to various Government organisations, brief discussion on various types of contracts, eligibility for contractor ship & process to apply for contractor's license.

PC2: Labour Laws:-Introduction to various labour laws in Indian constitution, brief introduction to minimum wages Act 1948, factories Act 1948, & maternity benefit Act 2017(Amendment) etc.

PC3: Insurance Rules: -Fundamental principles of insurance, various insurance policies for organization & project, fire policies, plant & machinery insurance & liquidity damage insurance etc. risk analysis & evaluation process.

PC4: GST:-Introduction to Goods & services Tax(GST).

NOS 9: -Performance Criteria

PC1: Quality Control:-Definition & evaluation of quality, Total Quality management & Quality Assurance, principles of quality management systems. Documentation and process control for quality assurance like site visits during construction goes on, project meetings, programs & arrangements by contractor etc.

PC2: IS-Codes:-Introduction to IS-codes. List of mandatory tests & IS-Codes for quality assurance.

NOS 10: -Performance Criteria

PC1: Various methods for calculation of measurement, entry in measurement book, preparation of bills, checking of measurements, standard measurement book, introduction to financial hand book, account code, book of forms, pay bills etc.

PC2: Brief introduction to various types of estimates i.e. road estimates, culverts, bridges, wells, sanitary & water supply works, & irrigation works etc

PC3: Introduction to various schedule of rates like Haryana schedule of rates (HSR), Mort&H etc.



Curriculum of Scheme

Subject :- Auto CAD, MS- Excel, MS-Project

Hours	Marks
10	50

Syllabus:-

- 1) Brief Introduction to different software's i.e. Primavera, CANDY, Milestone Professionals etc
- 2) Introduction to CAD, MS- Excel & MS-Project.
- 3) Practice Exercises of various commands & tools of CAD, MS- Excel & MS-Project.
- 4) Drawings of plans of buildings & various sections and Elevations of Engineering structures on CAD.
- 5) To make a spread sheet on MS- Excel to format, organise & calculate data of any construction project.
- 6) To develop a schedule, assigning resources to tasks, tracking process, managing the budget & analysing workloads on MS-Project.

Subject:-Project Management Including Planning, Organizing & Prioritizing.

Hours	Marks
10	50

Syllabus:-

Planning:-

Types of project plans including Time Plan, Manpower Plan, Material Plan, Equipment Plan & Financial Plan.

Organizing:-

Organizing the project by Work-Breakdown-Structure in Events & Activities. Fixing the time of events, Duration of Activity Network, Bar Charts, Program Evaluation & Review Techniques.

Prioritizing:-

Prioritizing the project by scheduling i.e. preparing invoice schedule, schedule of plants & equipment's, staff, labour, materials, specialized agencies, direct cost & overheads.

Subject:- Survey ,Estimation of Cost , Tender Process and Bidding

Hours	Marks
10	50

Syllabus:-

Land / Site Survey/Site Plan

Preparation of Tender Documents ,Study of tender documents, drawings, preparation of tender summary, Activities on GEM and E-Tender Portal, arrange for site visits & investigations, Rate Analysis, computing bid price, Use of Schedules of Rates, submission of bid, post submission activities, Study of various bidding models like Game theory model, Cash-Flow based models etc. Study of earnest money, security money & tender notice etc. Rate negotiation skills

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Subject :-Monitoring & Overseeing the works in Construction Phase

Hours	Marks
10	50

Syllabus:-

Monitoring the works by documentation over various construction phases, process control by project meetings, consulting site meetings/visits during construction goes on, budgetary control, claims, penalties & extension of time, Review after construction ends.

Subject :-Construction Material, Equipment Labour& accounts Management

Hours	Marks
10	50

Syllabus:-

Material Management:-

Procurement of materials, custody (receiving, storage & issuing), material accounting, codification, vendor development, transportation of materials, introduction to inventory management(related to cost & various inventory policies).

Equipment Management:-

Classification of construction equipment's, factors for selection of equipment's, plant & equipment Acquisition & Depreciation. Introduction of various equipment's used on construction sites.

LabourManagement:-

Arrangement for unskilled, semi-skilled and skilled labour .Their hutments , water supply and electricity at site. First Aid and Emergency health arrangements. Child welfare , Wage cards and other day to day records.

Construction account Management:-

Accounting process, construction contract status report, balance sheet, liabilities, assets, profit & loss accounts, determination of working capitals, funds flow statements.

Subject:-Liaison & Co-ordination with Stake Holders

Hours	Marks
10	50

Syllabus:-

Study the organisational structure of various Government & private organisations, Liaison techniques at various levels, Coordination with stack holders, vendors, clients & sub- contractors etc. Study on Public Private Partnership (PPP).

Subject :-Good Leadership Skills, Communication Effectiveness & Adaptability

Hours	Marks
10	50

Syllabus:-

Strategies for enhancing the performance of a project Coordinator, team building skills, contract implementation skills, project organization skills.

Factors behind the success of a project, effective communication & adaptability according to project.

Construction of various management levels.

Subject :-Contracting License, Labour Laws & Insurance Rules, GST

Hours	Marks
10	50

Syllabus:-

Contracting License:-

Introduction to various Government organisations, brief discussion on various types of contracts, eligibility for contractor ship & process to apply for contractor's license.

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Labour Laws:-

Introduction to various labour laws in Indian constitution, brief introduction to minimum wages Act 1948, factories Act 1948, & maternity benefit Act 2017 (Amendment) etc.

Insurance Rules:-

Fundamental principles of insurance, various insurance policies for organization & project, fire policies, plant & machinery insurance & liquidity damage insurance etc. risk analysis & evaluation process.

GST:-

Introduction to Goods & services Tax (GST).

Subject :- Quality Control & IS-Codes

Hours	Marks
10	50

Syllabus:-

Quality Control:-

Definition & evaluation of quality, Total Quality management & Quality Assurance, principles of quality management systems. Documentation and process control for quality assurance like site visits during construction goes on, project meetings, programs & arrangements by contractor etc.

IS-Codes:-

Introduction to IS-codes. List of mandatory tests & IS-Codes for quality assurance.

Subject:- Measurement & Billing

Hours	Marks
10	50

Syllabus:-

Various methods for calculation of measurement, entry in measurement book, preparation of bills, checking of measurements, standard measurement book, introduction to financial hand book, account code, book of forms, pay bills etc.

Brief introduction to various types of estimates i.e. road estimates, culverts, bridges, wells, sanitary & water supply works, & irrigation works etc

Introduction to various schedule of rates like Haryana schedule of rates (HSR), Mort & H etc.

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