



श्री विश्वकर्मा कौशल विश्वविद्यालय

(हरियाणा सरकार, एक्ट संख्या 25, 2016 के तहत)

Expression of Interest (EOI)

Inviting Subject Matter Experts (SMEs) for Development of
Participant Handbook (PH)
Facilitator Guide (FG) &
Question Bank

EOI Reference No.: SVSU/NSQF/SME/2026/001

Dated: 17.03.2026

Issued By: Shri Vishwakarma Skill University, Dudhola, Palwal



SHRI VISHWAKARMA SKILL UNIVERSITY

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

1. Introduction

SVSU is India's First Skill University established by the Govt. of Haryana by a legislative Act in 2016. The objective of SVSU is to facilitate & promote skill, entrepreneurship development, skill-based education and to upgrade skill level in various emerging sectors. Our Mission is to design, develop and deliver need-based, outstanding skill development training for individuals that fosters their personal and professional growth and empowers them with relevant skills and practical experience required to excel in the ever-evolving global landscape of jobs. Shri Vishwakarma Skill University (SVSU) invites **Expression of Interest (EOI)** from experienced and domain-qualified **Subject Matter Experts (SMEs)** for the development of:

- **Participant Handbook (PH)**
- **Facilitator Guide (FG)**
- **Question Bank – Bilingual**

The Registrar / Competent Authority is authorised to issue this Expression of Interest. This invitation is exclusively for **individual Subject Matter Experts** with proven experience in the relevant sector and NSQF-aligned skilling frameworks.

2. List of Qualifications

S. No.	Qualification Name	Sector	NSQF Level	Training Hours
1	Online Advertisement Specialist	Media & Entertainment	5.5	540
2	Smart Electrician	Electrical → Construction	4	510
3	Welding Robot Operator	Capital Goods	4.5	540
4	Indian Traditional Food Maker	Tourism & Hospitality	4	630
5	Mechatronics Senior Technician	Electronics	4.5	510
6	Corporate Training Manager	Management	6	750
7	Industrial Automation Operator	Electronics	4	540



SMEs may apply for **one or more qualifications** based on their expertise.

1. Scope of Work

The selected Subject Matter Experts shall be responsible for:

3.1 Development of Participant Handbook (PH)

The Participant Handbook shall:

- Be structured in alignment with **NSQF level descriptors**.
- Be developed as per the **NOS-based modular structure**.
- Include:
 - Industry overview and job role introduction
 - Learning outcomes
 - Module-wise theory content
 - Practical activities and exercises
 - Case studies and examples
 - Illustrations, diagrams, tools & equipment references
 - Assessment questions bank (knowledge & practical)
 - Glossary and key terminology
- Be written in learner-friendly language.
- Be suitable for the specified training hours.
- Be submitted in editable (Word) and print-ready PDF formats.

3.2 Development of Facilitator Guide (FG)

The Facilitator Guide shall:

- Provide session-wise training plans.
- Include:
 - Training objectives per session
 - Detailed lesson plans
 - Time allocation
 - Suggested pedagogy (lecture, demonstration, simulation, practical, discussion)



- Trainer notes
 - Assessment methodology
 - Practical demonstration guidelines
 - Required tools and equipment list
 - Evaluation rubrics
- Clearly map with the Participant Handbook modules.
 - Be aligned with industry best practices.

3.3 Preparation of the Question Bank (QB)

1. The preparation of Question Banks consists of theory, practical and viva components.
2. The Question Bank consists of 100 questions bank.
3. Bilingual form.

4. Deliverables

For each qualification, the SME must submit:

1. Draft Participant Handbook
2. Draft Facilitator Guide
3. Revised PH & FG after feedback
4. Final Print-ready PH & FG
5. Editable soft copies
6. Declaration of originality and copyright transfer to SVSU
7. Question Bank

5. Eligibility Criteria for Subject Matter Experts

Interested SMEs must:

- Possess relevant educational qualifications in the respective sector.
- Have a minimum of 5 years of industry and/or training experience.
- Have experience in curriculum development / NSQF-aligned content (preferred).
- Provide evidence of prior work (if available).
- Be available for review meetings (online/offline).



6. Submission Format (Mandatory)

All SMEs must submit their EOI strictly in the following format:

6.1 SME Profile Format

S. No.	Particulars	Details to be Filled
1	Name of SME	
2	Qualification Applied For	
3	Educational Qualification	
4	Years of Industry Experience	
5	Years of Training/Teaching Experience	
6	Contact Details	
7	Availability Timeline	

6.2 Financial Quote Format (Per Qualification)

S. No.	Qualification Name	Fee for PH (INR)	Fee for FG (INR)	Total Fee (INR)	Timeline (Days)
1	[Qualification Name]				

6.3 Financial Quote Format (Question Bank Per Qualification)

S. No.	Qualification Name	Per Question Rate in Biligual Theory (INR)	Per Question Rate in Bilingual Practical (INR)	Per Question Rate in Bilingual Viva (INR)	Total Cost 100 Questions Bank (INR)	Timeline (Days)
1	[Qualification Name]					



Note:

- Quotes to be mentioned if it is exclusive/inclusive of all applicable taxes.
- Incomplete or non-standard submissions will be rejected.
- Decision of SVSU will be final and binding

7. Last Date for Submission: 31.03.2026

8. Terms & Conditions

- The Intellectual Property Rights (IPR) of all developed content shall vest with Sri Vishwakarma University.
- SMEs must maintain the confidentiality of all materials.
- SVU reserves the right to accept or reject any application without assigning reasons.
- Payment shall be milestone-based as per mutually agreed terms.
- This EOI is not a tender or Contract, submission of EOI does not confirm any right of selection or appointment. Further, SVSU reserves the right to shortlist, negotiate or cancel the process at any stage.

9. Dispute Resolution & Jurisdiction Clause

The dispute resolution mechanism would be as follows: In case of Dispute or difference arising between SVSU and the applicant relating to any matter arising out of or connected with this EOI, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Vice Chancellor, Shri Vishwakarma Skill University and if he is unable or unwilling to act, the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. The venue of the arbitration and **the place of jurisdiction would be Palwal Haryana.**

10. Submission Details

- a) Interested SMEs are requested to submit their proposals along with the necessary documents. The bidding documents for EOI may be downloaded free of cost from the website: www.svsu.ac.in from -17.03.2026 onwards.
- b) Application will be accepted in Hard copy only.



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- c) Proposal received after the deadline/ Last date shall not be entertained under any circumstances

The duly filled proposal in proper format in a sealed envelope should be submitted in person at the following address on or before **31.03.2026 by 5:00 PM**

To,

The Dean of Academics

**Shri Vishwakarma Skill University
Ground floor, Takshila Bhawan,
Dudhola, Dist. Palwal, Haryana 121102**

Superscribe the envelope carrying proposal as:

“Proposal for association as Subject Matter Expert (SMEs) for the development of the Participant Handbook, Facilitator Guide & Question Bank”

S/d-

Registrar