

English Advertisement

 <p>रा.इ.सू.प्रौ.सं NIELIT</p>	<p>राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, नई दिल्ली National Institute of Electronics and Information Technology (NIELIT), Delhi Centre (An autonomous Scientific Society of Department of Electronics and Information Technology, Ministry of Communications & Information Technology, Govt. of India) 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Delhi -110052. Phone: 011-2364 4149, 4849 Fax: 011-2365 5083 Website: www.nielit.gov.in</p>
<p>Notice for Request for Quotation</p>	
<p>Training in Geographical Information System (GIS)</p>	
<p>NIELIT invites RFQs from reputed Companies/Organisations/Academic Institutions for conducting the Training in Geographical Information System (GIS).</p>	
<p>The Interested agencies may visit our website http://www.nielit.gov.in for more details. Last date for submission in sealed envelopes is January 20, 2014 (Thursday) till 1400 hrs.</p>	
<p style="text-align: right;">Director Incharge</p>	

Hindi Advertisement

 <p>रा.इ.सू.प्रौ.सं NIELIT</p>	<p>राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, (रा.इ.सू.प्रौ.सं.), दिल्ली केन्द्र (इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग की एक स्वायत्त वैज्ञानिक संस्था) संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार द्वितीय तल, पार्श्वनाथ मेट्रो मॉल, इंदरलोक मेट्रो स्टेशन, इंदरलोक, दिल्ली-110 052 दूरभाष / Telephone: 011-23644849, 23644149 फैक्स Fax: 011-23655083</p>
<p>कोटेशन के निवेदन हेतु सूचना</p>	
<p>भौगोलिक सूचना प्रणाली में प्रशिक्षण (जीआईएस) एवं प्रशिक्षण भागीदारी</p>	
<p>नाईलिट, प्रतिष्ठित कंपनियों/संगठनों तथा शैक्षणिक संस्थानों से भौगोलिक सूचना प्रणाली (जीआईएस) में प्रशिक्षण के संचालन हेतु कोटेशन के लिए आमंत्रित करता है।</p>	
<p>संबद्ध एजेंसी अधिक जानकारी हेतु हमारे वेबसाइट http://www.nielit.gov.in पर संपर्क कर सकते हैं। आवेदन (बंद लिफाफे में) जमा करने की अंतिम तिथि है-20 जनवरी 2014 (बीरवार), अपराह्न 2:00 बजे तक।</p>	
<p style="text-align: right;">प्रभारी निदेशक</p>	

**Request for Quotation
(RFQ)
for
Training in Geographical
Information System (GIS)
and
Training Partnership (TP)**

1. Invitation for Request for Quotation(RFQ)

National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society of Department of Electronics & IT (DeitY), Govt. of India, invites Request for Quotation (RFQ) from Institutions of National/International Repute Dealing with Training/Capacity Building in GIS for conducting the **Training in Geographical Information System (GIS) and Training Partnership(TP)**. The training course in GIS is required to be conducted w.e.f **3rd of February 2014** onwards.

Request for Quotation (RFQ) may be submitted as per instructed guidelines and in a **sealed cover** with the superscription "**Request for Quotation (RFQ) for Training of NIELIT Officers in the area of GIS and Training Partnership (TP)**" to reach the under mentioned address by **20th January 2014 by 14:00hrs.**

Contact Address for any information:

Director Incharge,
National Institute of Electronics and Information Technology (NIELIT), Delhi Centre,
2nd Floor, Parsvnath Metro Mall,
Inderlok Metro Station,
Inderlok, Delhi – 110 052, India,
Email : dir-delhi@nielit.gov.in
Tel : +91-11-2364 4849
Fax: +91-11-2365 5083

2. Introduction to the Project

1. About NIELIT:

National Institute of **EL**ectronics and **I**nformation **T**echnology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Department of Electronics & Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). The Society is engaged both in the Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training in the state-of-the-art areas and to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector of IT Education & Training.

The Society has 28 Centres with its presence in all over India & Head quarters at New Delhi. It is well networked throughout India with the presence of its 900 Accredited Institutes. Over the last 2 decades, NIELIT has acquired very good expertise in Capacity Building in IT-ITeS Sector, e-Governance and Electronic Sector.

NIELIT Centres are conducting long-term courses at Post-Graduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector. Other long term courses conducted by the Centres are: Diploma Level courses in Electronics Production & Maintenance, Electronics Engineering, Computer Science & Engineering, s in Computer Application, Bachelor in Computer Applications etc., which are affiliated to respective State Universities/Technical Boards. The NIELIT Centres are also imparting training through short term courses in the areas of Information Technology, Electronics Design & Technology, VLSI, Embedded System, Information Security, Manufacturing Technology, Maintenance Engineering etc. Besides the training activities, NIELIT Centres are offering consultancy services and undertaking software development, implementation & maintenance.

In the Non-Formal Sector, the NIELIT is implementing the DOEACC Scheme on computer courses, a joint scheme of the erstwhile Department of Electronics (DoE) now Department of Electronics & Information Technology (DeitY), and AICTE (MHRD) at the National Level by utilizing the facilities and infrastructure available with the institutions/organizations in the non-formal sector. Under the Scheme, 'O' Level (equivalent to Foundation Level), 'A' Level (equivalent to Advanced Diploma), 'B' Level (equivalent to MCA) and 'C' Level (designed to be at M.Tech Level) are being offered. O, A & B level courses are recognized by MHRD for the purpose of employment. Since the inception of the Society, 8.76 lakhs candidates have been registered and about 1.69 lakhs candidates have qualified (theory papers) the various DOEACC Computer Courses at O/A/B & C Levels.

The Computer literacy programme of the NIELIT is an outcome of the recommendation of National Task Force on Information Technology and Software Development. Based on the recommendation, the Society in the year 1999 has launched a programme on computer literacy viz. 'Course on Computer Concepts', now popularly known as 'CCC'. The programme equips a person to use the computers in day-to-day life for professional as well as personal use. It is an 80 hrs. programme, which has got recognition from various state and central Government Departments as basic course for IT/Computer literacy for recruitment and career promotions. Since inception of the CCC course, 787,517 candidates have applied for examination and 512,390 candidates have passed to date.

The Institute is embarking upon training programme to develop entrepreneurs and provide IECT based services to users and is also undertaking government sponsored projects in the field of ICT & related activities.

2. Broad Scope of Work

(I) Conduct of Training of NIELIT Officials: The training would be conducted as per details given below:

- a) To provide training on GIS to NIELIT Officials in a batch of 10-15 participants.
- b) Training to be conducted at the training institute/facility located in NCR and the training centre should have suitably equipped infrastructure for theory and practical sessions.
- c) Instructors should be qualified and experienced. A list of instructors will be forwarded to NIELIT, before commencement of the training to ascertain qualification and experience of the instructors. NIELIT reserves the right to request for change of instructor, if found unsatisfactory.
- d) The BIDDER has to conduct training itself and at its own premises and cannot subcontract the training.
- e) Transport service for the participants (pick-up & drop from NIELIT HQ CGO Complex) is to be provided by the bidder.
- f) Structured course-ware (course material, training manuals, notes, etc) relating to the training and specialized software will be provided by the bidder with due approval from the NIELIT.
- g) The tentative course-content for the training are as below:

Sr. No.	Topics	Duration (In days)
a.	Geo Informatics	5
b.	Remote Sensing & Image Interpretation	5

c.	Applications on RS & GIS Technologies like 1. Forestry/Environment & Related sector 2. Urban planning 3. Soil & Land Use Planning	3
d.	Product Specific like ARCGIS/ERDAS/MAPInfo/Open Source	2
	Site Visit to a Ongoing GIS Project	

- h) Training should be covered in 2 sessions of 3 hour each (preferably from 0945hrs to 1300 hrs and 1400hrs to 1715 hrs with 15 minute two tea-break and 1 hour lunch break) to be conducted on working days.
- i) Lunch, Tea/Coffee & Snacks would be provided by the bidder during tea-and lunch breaks. Drinking water would be made available to the participants.
- j) The training will be provided on the latest versions of software available in the market at the time of start of a particular course. Keeping pace with the changes in technology, the course curriculum / syllabus along with the duration to cover various topics may change from time to time, as mutually decided.
- k) All the training systems should be connected with minimum 2 Mbps internet line.

(II) Training Partnership:

Trained NIELIT professionals along with the trainers of the selected organization shall organize 5-6 batches of GIS orientation programme (10-15 candidates per batch, Duration 3 to 5 Days each) from Government departments.

3. Eligibility Criteria

The bidders must meet the following minimum eligibility criteria

- a) Should have minimum of 3 years experience in the GIS Training
- b) Should have executed minimum 5 GIS Trainings in the last 3 years as on last date of submission of proposal
- c) Should have minimum average turnover of Rs.10 crore each in the last three financial years (2010-11, 2011-12 & 2012-13).
- d) Training facility to be available in Delhi NCR only.

4. Earnest Money Deposit:

The technical offer should be accompanied with Earnest Money Deposit (EMD) in the form of DD/Bankers Cheque for an amount of Rs 1,00,000/- (Rupees One Lac

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only) in favour of **NIELIT NEW DELHI CENTRE payable at Delhi**, and valid up to three months from the date of issue of RFP. BIDDER is required to write the following details at the back of the DD/Bankers Cheque

- a) Name of Agency
- b) Contact No.

Offer without EMD shall be summarily rejected. EMD will be encashed by NIELIT on failure of the bidder to execute the project by due date after issue of order.

5. Important Information

S. NO.	Information	Details
1.	Name of the purchaser	National Institute of Electronics and Information Technology, Delhi Centre
2.	Date of Issue of RFQ Document	9 th January 2014
	Date of Pre Bid meeting	16 th January 2014 from 1500 hrs to 1600 hrs
3.	Last date for Bid submission	20 th January 2014 till 1400hrs
4.	Date for opening of Technical Bids	20 th January 2014 at 1430hrs
5	Date for opening of Financial Bids	To be intimated later
6.	Address at which bids in response to RFQ Invitation are to be submitted	The Director (In-Charge), National Institute of Electronics and Information Technology(NIELIT), Delhi Centre 2 nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi – 110 052. Email: dir-delhi@nielit.gov.in

6. Instructions to the Bidders

1. The application form for Request for Quotation (RFQ) is given in Annexure – A. Interested parties can submit the duly filled in application form along with all relevant supporting documents.
2. The Last date for receipt of Request for Quotation (RFQ) is **20th January 2014 till 1400hrs**
3. At any time before the submission of Request for Quotation (RFQ), NIELIT without assigning any reason, whether at its own initiative or in response to a clarification requested by the service provider can carry out amendment(s) to this Request for Quotation (RFQ) document. The amendment will be made available in our website

(<http://nielit.gov.in>) and will be binding on them. NIELIT may at its discretion extend the deadline for the submission of proposals.

4. The Technical bid to be submitted as per format given in **Annexure B**.
5. The Financial bid to be submitted as per format given in **Annexure C**.
6. The BIDDERS are required to send two separate envelopes as described below:-
 - a) Envelope1 – Technical Bid as per Annexure B alongwith Earnest Money other documents as per this RFQ document.
 - b) Envelope 2–Financial bid as prescribed in the Annexure-C showing rates, financial terms and conditions etc.
7. Both the envelopes should be sealed and superscribed in bold letters:
 - a) TECHNICAL BID FOR “**Training in Geographical Information System (GIS) and Training Partnership (TP)**”.
 - b) FINANCIAL BID FOR “**Training in Geographical Information System (GIS) and Training Partnership (TP)**”.
8. The sealed envelopes containing Technical and Financial bids should then be put in one bigger **sealed envelope** and submitted to NIELIT not later than the specified date and time.
9. Each page of the Bid document must be numbered, signed and stamped by the authorized signatory of the bidder, who has the Power of Attorney (PoA) to commit the responding firm to contractual obligations.
10. In case of a discrepancy between the items on the above checklist and the actual documents/material submitted, NIELIT reserves the right to declare the bid invalid and disqualify the bidder.
11. Also, in case the documents/material submitted are not as per the formats specified in this RFQ document, NIELIT reserves the right to declare the bid invalid and disqualify the bidder.
12. Bid may be rejected at any stage of the evaluation, if it is found that the bidder has provided misleading information or has been black listed by a central or state government or agency thereof or has indulged in any malpractice/unethical practice and has not honored contractual obligation elsewhere.
13. The bids submitted in response to this RFQ, and all associated correspondence shall be written in English. Any interlineations, erasures or over writings shall be valid only if they are countered signed by the authorized person signing the bid.
14. NIELIT reserves the right to reject all or any bid without assigning any reason thereof.
15. The currency(ies) of the Bid offer and the payments shall be in Indian Rupees (INR).
16. Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be

liable for rejection and no further correspondence will be entertained with such bidders.

17. Canvassing in any form would disqualify the applicant.

18. NIELIT would select the suitable party for the execution of work.

The selected Bidder is expected to commence the Assignment on the specified date i.e. 3rd February 2014 onwards.

**Sd/-
(Rita Arora)
Director Incharge
NIELIT New Delhi**

NOTE: BIDS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.

7. Bid Submission Format

The entire bid shall be strictly as per the format specified in this Invitation for Request for Quotation (RFQ) and any deviation may result in the rejection of the Request for Quotation (RFQ) bid.

8. Venue and Deadline for Submission

Bids must be received at the address specified below latest by **20th January 2014 till 1400hrs**

**Director Incharge,
National Institute of Electronics and Information Technology
(NIELIT), Delhi Centre,
2nd Floor, Parsvnath Metro Mall,
Inderlok Metro Station
Inderlok, Delhi – 110 052**

Any proposal received by NIELIT after the above deadline shall be rejected and returned unopened to the Bidder.

- a. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- b. NIELIT shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. NIELIT reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

9. Short listing Criteria

A two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to financial bids being opened. The technical bids will be evaluated using the following criteria:

(a) Threshold

Threshold for short listing bidders for technical evaluation will be 60 marks (sixty marks). CDC shall short list all the Agencies who secure the minimum cut off of 60 % (Sixty Percent).

(b) Evaluation as per Combined Quality cum Cost Based System (CQCCBS)

- i. The financial bids of only technically shortlisted consultants will be opened and will be ranked in terms of their total evaluated cost.
- ii. Based on the criteria and the total score, the Technical Scores will have a weightage of 60%. The Financial bids will be allotted a weightage of 40%.
- iii. The bid with the lowest cost shall be given a financial score of 100 and other bids given financial scores that are inversely proportional to their prices. The total score shall be obtained by weighing the quality and cost scores and adding them up.
- iv. On the basis of combined weighted score for quality and cost, the agency shall be ranked in terms of total score obtained. The bid obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The firm securing the highest combined marks will be considered for award of the contract.

Consolidated score = Technical score * 0.60 + Financial score * 0.40

Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its Request for Quotation (RFQ).

10. Force Majeure

- a. Force majeure clause shall mean and be limited to the following in the execution of the contract placed by the Purchaser:
 - War / hostilities
 - Riot or Civil commotion
 - Earth quake, flood, tempest, lightening or other natural physical disaster
 - Restriction imposed by the Government or other statutory bodies, which is beyond the control of the BIDDER, which prevents or delay the execution of the order by the BIDDER.
- b. Labour/manpower/financial/commercial/infrastructural/industrial/power/material/equipment shortage/ problems/ shortages/ difficulties/ breakdowns /accidents

etc. shall not be considered/treated as force majeure events. The BIDDER shall advise the Purchaser in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the Purchaser reserves the right to cancel the contract without any obligation to compensate the BIDDER in any manner for what so ever reason, subject to the provision of clause mentioned.

11. Evaluation Process

- a. NIELIT will constitute a **Technical Evaluation Committee** to evaluate the responses of the bidders
- b. The Technical Evaluation Committee constituted by the NIELIT shall evaluate the responses to the Request for Quotation (RFQ) and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the Request for Quotation (RFQ) Proposal.
- c. Each of the bid responses shall be evaluated to validate compliance of the bidders according to the evaluation criteria, Forms and the supporting documents specified in this document.
- d. The decision of the Technical Evaluation Committee in the evaluation of responses to the Request for Quotation (RFQ) shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
- e. The Technical Evaluation Committee may ask for Documents/ Presentation / Meetings with the bidders to evaluate its suitability for the assignment.
- f. The Technical Evaluation Committee may visit the location/venue offered for Inspection
- g. The Technical Evaluation Committee reserves the right to reject any or all bids.

12. Evaluation Criteria

Sr. No.	Details	Marks
1.	Overall Training Capacity for GIS (1:1 System User Ratio)	10 Marks
1.1	No. of GIS Training Systems (a) Above 15 and upto 20 (b) Above 20 and upto 25 (a) Above 25	6 8 10
2.	Past experience in terms of no. of General Training programs for Govt. Officers with minimum batch size of 10 in past 3 years (2011, 2012 and 2013)	15 Marks

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2.1	<p>No. of Training programs conducted</p> <p>(a) Equal to 10</p> <p>(b) Above 10 and upto 15</p> <p>(c) Above 15</p> <p>(Marks will be awarded based on work order of assignments enclosed along with the Technical proposal)</p>	5 10 15
3.	Basic infrastructure requirement	
3.1	Location of Training institute (Radial Distance from CGO Complex, NIELIT HQ)	10 Marks
3.1.1	<p>Approximate distance in kms</p> <p>(a) Within 10 km</p> <p>(b) 11 to 25 km</p> <p>(c) 25 to 40 km</p> <p>(d) Above 40</p>	10 8 6 2
3.2	No. of Certifications National / International for Training	5 Marks
3.2.1	<p>No. of Certifications</p> <p>(a) No. of Certification = 1</p> <p>(b) No. of Certification = 2</p> <p>(c) No. of Certification = 3 and above</p> <p>(Marks will be awarded based on Self attested copies of the certificates)</p>	3 4 5
4.	Past experience in terms of no. of GIS Training programs for Govt. Officers with minimum batch size of 10 in past 3 years (2011, 2012 and 2013)	20 Marks
4.1	<p>No. of GIS Training program conducted</p> <p>(a) Equal to 5</p> <p>(b) Above 5 and upto 10</p> <p>(c) Above 10</p> <p>(Marks will be awarded based on work order of assignments enclosed along with the Technical proposal)</p>	10 15 20
5.	Average Turnover of the Agency in last three financial years each (in Rs.) (2010-11,2011-12 and 2012-13)	10 Marks
5.1	<p>Turnover</p> <p>(a) Above 10 Crore and below 15 Crore</p> <p>(b) Above 15 Crore and below 20 Crore</p> <p>(c) 20 Crores and above</p> <p>(Marks will be awarded based on attached certified balance sheets)</p>	5 7 10

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6.	Training imparted in the relevant field to no. of Govt. Departments based on the list attached (State Govt. / Central Govt departments)	10 Marks														
6.1	No. of Departments (a) Above 1 and below 3 (b) Above and equal to 3 and below 7 (c) Equal and above 7 (Marks will be awarded based on work order of assignments)	5 7 10														
7.	Qualification of Regular Training faculties in the relevant field	20 Marks														
7.1	<p>Details of Regular Faculty: Agency will give the details of regular faculty for GIS along with undertaking on their organization letterhead with seal / signature of authorized signatory.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: center;">S.No.</th> <th style="text-align: center;">Qualification of Faculty</th> <th style="text-align: center;">Marks</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Doctorate in relevant discipline</td> <td style="text-align: center;">6</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">Marks will be calculated subject to max 20 marks</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">M.Tech in relevant discipline</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">B.Tech in relevant discipline</td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <p>eg: An agency with 2 Doctorate, 2 M.Tech and 1 B.Tech Faculty will be given marking as below: $2 \times 6 + 2 \times 4 + 1 \times 2 = 12 + 8 + 2 = 22$ Marks given = 20</p> <p>eg: An agency with 1 Doctorate, 1 M.Tech and 4 B.Tech Faculty will be given marking as below: $1 \times 6 + 1 \times 4 + 2 \times 4 = 6 + 4 + 8 = 18$ Marks given = 18</p>	S.No.	Qualification of Faculty	Marks	Remarks	1	Doctorate in relevant discipline	6	Marks will be calculated subject to max 20 marks	2	M.Tech in relevant discipline	4	3	B.Tech in relevant discipline	2	
S.No.	Qualification of Faculty	Marks	Remarks													
1	Doctorate in relevant discipline	6	Marks will be calculated subject to max 20 marks													
2	M.Tech in relevant discipline	4														
3	B.Tech in relevant discipline	2														
Total Marks		100 Marks														

13. Arbitration Clause-

The parties to the Agreement hereby agree and consent that all disputes, claims etc. arising out of and touching upon clause of the Agreement and their interpretation shall be submitted to the arbitrator(s) appointed in the following manner:

- a. If a dispute arises out of or in connection with the contract or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the ICDAR Arbitration Rules, 1996.
- b. The Authority to appoint arbitrator(s) shall be the International Centre for Alternative Dispute Resolution.

- c. The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with ICADR Arbitration Rules, 1996.

The decision of the arbitrator shall be final and binding upon the parties.

14. Validity of Bid submitted

The bids submitted shall remain valid for a period of 45 days after the closing date (deadline) for submission of bids prescribed in this document. A bid valid for shorter period may be rejected as non-responsive. NIELIT may solicit the bidders' consent to an extension of RFQ validity (but without the modification in their Bid).

CHECK LIST FOR SUBMISSION OF REQUEST FOR QUOTATION (RFQ)

Applicants should ensure that the following documents are submitted with documentary evidences, while submitting the completed application form:-

SI No.	Basic Requirement	Provided	Reference / Page Number
1.	Letter of submission of Request for Quotation (RFQ)	Yes / No	
2.	Details as per application format Annexure A, Annexure B & Annexure C	Yes / No	
3.	Copy of the Registration certificate	Yes / No	
4.	Copy of the PAN Card.	Yes / No	
5.	List of Activities of the Company/Organisation (Details Attached)	Yes / No	
6.	List of Clients (List of Department to whom training imparted in last three years)	Yes / No	
7.	Last 3 years certified balance sheets	Yes / No	
8.	Last 3 year income tax returns	Yes / No	
9.	Brief Bio Data of Regular training faculty	Yes / No	
10.	Details of similar projects (Refer point 16 in Annexure "B")	Yes / No	
11.	Copies of Certifications of National/International for training	Yes / No	
12.	EMD attached	Yes / No	

Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,

Director Incharge,
NIELIT Delhi Centre,
2ndFloor, Parsvnath Metro Mall,
Inderlok Metro Station,
Delhi – 110052

Subject: Request for Quotation (RFQ) for Training in Geographical Information System (GIS) and Training Partnership(TP).

Sir/Madam,

This is with reference to your advertisement inviting Request for Quotation (RFP) for Training in Geographical Information System (GIS) and Training Partnership(TP). , We, the undersigned, offer to provide the services for the same.

We are hereby submitting our Request for Quotation (RFP). We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the Request for Quotation (RFP) selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this Request for Quotation (RFP).

We hereby declare that our proposal submitted in response to this Request for Quotation (RFP) is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Name of Contact>>

Signature: <<Insert Signature>>

FORMAT FOR TECHNICAL BID

S.No.	Particulars	
1.	Name of the Organization Address (Reg. Office) : email : Telephone No. & Fax: Website:	
2.	Name of the contact person: Telephone: Email ID :	
3.	Type of the Organization (Public Sector/Limited/Private limited/Partnership, Proprietary/Society/Any other):	
4.	CEO of the Organization: email ID: Telephone:	
5.	Registration details: (enclose certificates): Company Registration	
6.	PAN No (enclose certificate):	
7.	Activities of the Company/Organisation: (List the activities)	
8.	Turnover of the Company for the last 3 years: (Enclose certificate from the Chartered Accountant)	Year: Turnover
9.	Details of Earnest Money Deposit a) Bank Name b) Draft No. c) Amount d) Date e) Valid upto	
10.	Overall Training Capacity for GIS (1:1 System User Ratio)	
11.	Experience in years of conduct of training in GIS for Govt. Officers with min batch size of 10	
12.	Detailed Contents to be covered for Topics mentioned at sr no. (a-d) (Attach Annexures) (Kindly refer page 4 point 2- (l)- (g))	
13.	Total No. of Employees: • Technical Staff ○ Regular ○ Contractual • Non-Technical Staff	

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	(enclose Brief Bio- data of Regular Training Faculty mentioning experience and Qualification in the desired field)	
14.	List of Organisations to whom Training imparted in the relevant field with minimum batch size 10 (State Govt. / Central Govt departments)	
15.	No. of Certifications National / International for Training	
16.	<p>List of similar projects handled (provide the details in the format) during the last 3 years:</p> <ul style="list-style-type: none"> a) Name of the client, b) Contact person c) Address and telephone no. d) Title of the project e) Cost of the project f) Duration of the project g) Contents Delivered h) Brief statement about how their requirements are similar to those in this proposal i) Date of completion j) Outcome of the project k) Project Completion certificates from the customers for at least three trainings similar to those being requested in this proposal (Enclose certificates) l) Any other information the applicant wants to furnish 	

Declaration

I hereby declare that the above information is true to the best of my knowledge.

Signature with Name & Seal
Place
Date

ANNEXURE C

FORMAT FOR FINANCIAL BID

Sr. No.	Description	Amount (In figures) (exclusive of all taxes)*	Amount (In Words) (exclusive of all taxes)*
1	Training Cost per participant per day **		

Note: Amount in words will be applicable.

***- Service tax as well as any other taxes levied by Central/State Govt from time to time will be extra**

**** - Before entering the amount kindly refer page no. 4 point 2(l)**

**Signature with Name & Seal
Place
Date**