Request for Proposal (RFP)
from
NIELIT Accredited Institute(s)
for
Selecting Training Partner
under
DIT, Government of Jharkhand sponsored
"IT based Skill Development Training Programme for SC/ST Candidates at Districts in Jharkhand"

Ref. No.: NIELIT/Ranchi/ICT/15-16/01   **Date: 24/06/2015**

Place for opening of the bid	National Institute of Electronics and Information Technology (NIELIT), Ranchi RIADA Bhawan, Main Road, Opposite to Church Complex, Ranchi – 834010, Jharkhand, India
Last Date & Time of Receiving of Bid	03/07/2015 12:00 Hrs
Date & Time of Opening Bid	03/07/2015 15:00 Hrs

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT), RANCHI

(An Autonomous Scientific Society of the Department of Electronics & Information Technology, Ministry of Communications & Information Technology, Govt. of India)

RIADA Bhawan, Main Road, Opposite to Church Complex, Ranchi - 834010(Jharkhand)

See website: www.nielit.gov.in / www.doeacckol.in

Disclaimer

This RFP is not an offer by NIELIT Ranchi, but an invitation to receive offer from vendors. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officer of NIELIT Ranchi with the vendor.

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NOTICE INVITING TENDER

NIELIT, Ranchi invites competitive bids in Single Bid system from the interested NIELIT accredited institutes for Selecting Training Partner under DIT, Government of Jharkhand sponsored "IT based Skill Development Training Programme for SC/ST Candidates at Districts in Jharkhand".

The schedule of dates is as under:

The Fact Sheet for the RFP

Bid Reference	NIELIT/Ranchi/ICT/15-16/01 Date: 24/06/2015
Mode of Availability of RFP	ONLY DOWNLOADED FORM IS ALLOWED which is available at websites www.nielit.gov.in / www.doeacckol.in
Earnest Money Deposit (EMD)	Rs. 15,000/- per district, in the form of Demand Draft/ Pay Order in favour of "NIELIT RANCHI", payable at Ranchi.
Opening date of inviting RFP	24/06/2015
Document download start date	24/06/2015
Document download end date	02/07/2015
Address for submission of bid	The Director-in-Charge, NIELIT Ranchi RIADA Bhawan, Main Road, Opposite to Church Complex, Ranchi – 834010 Jharkhand, India
Bid submission start date	25/06/2015
Last date of receiving of bid	03/07/2014; 12:00 Hrs
Date and Time of opening Bid	03/07/2014; 15:00 Hrs at NIELIT Ranchi. Institute are requested to be present in bid opening process.
Bid Validity	**30 days** from the last date of submission.
Contact details	Mr. D. Bhadury, Chief Coordinator, e-Gov / IT for Mass, Mobile: 94330 12052

INFORMATION TO INSTITUTE

1. Application shall be considered in the prescribed Application Form only that is downloadable as mentioned in the fact sheet. No physical sale of Application form will be done.

2. Interested applicants are advised to study the document carefully. Submission of Application shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

3. The Bidder shall bear all costs associated with the preparation and submission of its bid and NIELIT Ranchi will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.

4. **Excuse from Claim**: The Bidder at no point of time can excuse themselves from any claims by NIELIT Ranchi whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation etc. as mentioned in RFP document.

5. **Adherence to Schedule**: The Bidder has to adhere to the time schedule of activities mentioned in the RFP and no request to change the last date or extend period / time for submission shall be entertained by NIELIT Ranchi. However, NIELIT Ranchi reserves the right to extend the date / time for submission of the responses without assigning any reason by notifying in its Website.

6. The Institute would / may be asked to make presentation on technical and operational aspect including the demonstration of the technology submitted in form of the Bid.

7. **Submission of Bid**: The technical and financial bids should be submitted as mentioned in the Section-4. Submission of bids in any other format may result in invalidation of such bids. Any technical or financial bid submitted cannot be modified after the closing date and time for submission of the bids offers unless specifically permitted by NIELIT Ranchi.

8. **Confidentiality of Process**: Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of the Project shall not be disclosed to Institute or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.

9. **Right to Termination / Cancellation**: Notwithstanding anything contained in this document, NIELIT Ranchi reserves the right to cancel / terminate the bid / proposal process without assigning any reason whatsoever, at any time prior to signing the contract and NIELIT Ranchi shall have no liability for above mentioned actions.

10. **Authentication of Bid**: The Bid Document shall be signed by a person or persons duly authorized to bind the organization to the Contract. The person or persons signing the Bid Document shall sign all pages of the Bid Document and each page of the bid document should be properly numbered. Corrections / findings in the bid shall be authenticated by signature of the authorized signatory. All the Institute have to abide by all the terms and conditions mentioned in this RFP.

11. **Enclosing of Bid**: The bids shall be enclosed as mentioned in Section 4.

12. **Address for submission of Bids**: National Institute Of Electronics & Information Technology (NIELIT), Ranchi, RIADA Bhawan, Main Road, Opp. to Church Complex, Ranchi – 834010 (Jharkhand).

Last date, time and address for submission of bids are mentioned in the Fact Sheet.

In addition to the above, all envelopes including the inner envelopes shall indicate the name and address of the Bidder.

If the outer envelope is not sealed and marked as required, the bids will be summarily rejected.

13. **Late Bids**: Any Bid received by NIELIT Ranchi after the deadline for submission of Bids prescribed in this document, will be summarily rejected and kept unopened. NIELIT Ranchi shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

14. **Opening of Bids**: NIELIT Ranchi will open the bid as per schedule. The bidder may depute their representative (maximum 2 nos.) for the event. The Bidder's representatives who are present shall sign the attendance roll evidencing their attendance. Even if no representative of the bidder is available, the Bids would be opened as per schedule. In the event of the specified date of Bid opening / presentation being declared a holiday for NIELIT Ranchi, the Bids shall be opened at the appointed time and location on the next working day.

15. **Announcement of Bids**: The Bidder's names, modifications, if any in the Proforma and the presence or absence of requisite fees and such other details will be announced at the opening of Bids.

16. **Bids Not Considered For Evaluation:** Bids which are rejected during any stage of the Bid evaluation process shall not be considered for further evaluation, under any circumstances.

17. **Clarification of Bids**: To assist in the examination, evaluations and comparison of bids, NIELIT Ranchi may, at its sole discretion, ask the Bidder for clarification on the bid submitted. The request for clarification and the response shall be in writing by post or email or by facsimile. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the bid shall be rejected. No representation in this regard would be entertained after rejection of the bid.

18. **Evaluation of Bids**: The Financial Bid will be compared after the technical evaluation. The financial bids will be considered for only technically qualified institutes. The name of Bidder, bid prices, total amount of each Bid, etc. shall be announced by NIELIT Ranchi during opening of financial Bid.

19. **Completeness of Bids**: NIELIT Ranchi will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.

20. **Rectification of Errors**: Institute are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. Any interlineations, erasers, alterations, fluid-marking, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with his / her signature. Arithmetic errors in bids will be corrected as follows:

a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the evaluation committee, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern or whichever is logically correct.

c) Notwithstanding the above the decision of the Evaluation Committee shall be final and binding.

21. **Rejection of Bid**: The Bid shall be submitted in the form of typed document in original. **Bids submitted by fax or email would not be entertained**. Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been black-listed by a Central or any State Government or has indulged in any malpractice/ unethical practice and has not honored contractual obligation elsewhere.

   A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by NIELIT Ranchi and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or Reservation by the Bidder.

22. **Validity of Bid**: Bids shall be valid for acceptance for a period as mentioned in the Fact Sheet from the last date for submission till signing of the agreement or furnishing the Performance Security, whichever is later. The Bid with any lesser validity period is liable to be rejected. The Purchaser may solicit the institute' consent to an extension of Tender validity (but without the modification in their Bid).

SECTION -1 : INTRODUCTION TO NIELIT

NIELIT (erstwhile DOEACC Society) is an Autonomous Scientific Society under the administrative control of Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India. It was set up to carry out Human resource Development and related activities in the area of Information, Electronics & Communication Technologies (IECT). he Society, has its presence at 26 locations i.e. at Agartala, Aizawl, Ajmer, Aurangabad, Calicut, Chandigarh with branch office at Shimla, Chennai, Delhi, Gangtok, Gorakhpur with branch office at Lucknow, Guwahati / Tezpur, Imphal, Itanagar, Kohima / Chuchuyimlang, Kolkata, Churachandpur (Manipur), Lunglei (Mizoram) , Patna, Ranchi, Shillong and Srinagar/Jammu with its Head quarters at New Delhi.

The Society is engaged in carrying out Education & Training Programs - both in the Formal & Non-Formal sectors in the area of IECT. Its mandate includes development of Industry oriented quality education and training programs in the state–of-the-art areas, to establish standards and to be the country's premier institution for Examination and Certification in the field of IECT. It is also a National Examination Body, which accredits institutes/organizations for conducting courses in the non-formal sector Education in the field of IT and related areas.

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 Centers are Diploma Level courses in Electronics Production & Maintenance, Electronic Engineering, Computer Science & Engineering, Masters in Computer Application, and Bachelor in Computer

Applications etc., which are affiliated to respective State Universities/Technical Boards. As for non-formal Sector, the NIELIT Centres are conducting various long term courses viz. NIELIT 'O', 'A', 'B' & 'C' level Courses, Computer Hardware & Maintenance O/A Level and O/A/B level courses in Bio-informatics, Entrepreneurship development, etc. depending upon the demand in respective region. NIELIT also offers Course on Computer Concepts (CCC), Basic Computer Course (BCC), Awareness Computer Course (ACC), which are basically IT Literacy Level Courses for anybody and everybody.

The NIELIT Centres are also imparting training in Short Term Courses in the areas of Information Technology, Electronics Design & Technology, Manufacturing Technology, Maintenance Engineering, ITES-BPO etc. Besides the training activities, NIELIT Centres are offering consultancy services and undertaking software development projects in addition to Govt. sponsored projects in the area of Education & Training, R& D, etc.

Vision

To be the leader in development of industry oriented quality education and training in the state of the art areas, establish standards and be the country's premier institution for examination and certification in the field of Information, Electronics and Communications Technology (IECT)

Objective

The main objectives of NIELIT are

- To generate quality manpower and develop skilled professionals in the area of Information, Electronics & Communications Technology (IECT) and allied fields, by providing world class education & training and accreditation services.
- To provide continuing support to learners and trainers through active design &

development of innovative curricula and content aligned with the dynamically changing IECT scenario as and when required.
- To establish a globally recognized quality system of examination and certification and provide a fair assessment of the competency of students.
- To continue to implement various NIELIT Schemes in the Non- Formal Sector in the IECT area.
- To establish standards in the area of IECT and to develop market oriented courses in the emerging areas as per the need.
- To impart continuing education for up-gradation of knowledge and skills of Industry professionals & academicians considering high obsolescence in the area of IECT.
- To provide entrepreneurship development program in the area of IECT.
- To develop and promote the culture of market to encourage and nurture industry oriented design and development.
- To provide Consultancy and Services to Government and non-Government Organizations in IECT

Activities of the NIELIT (HQ) and its Centres

Core activities of the Society - Education & Training in the area of Information, Electronics and Communication Technology (IECT) are different from other educational programs of similar nature, in scope and quality, in the following aspects:

- Flexible programs with consistent and timely updating of Course Curricula to conform to industry needs, so that the students graduating from the Society should not only find employment but also be sought after by the Industry, Industry participation in the formulation and running of programs, particularly for imparting hands-on-experience.
- Latest Technology is used in all operations of the Society.
- Regular feedback from customers i.e. students and Industry

The above IT Education & Training Programs are categorized as follows:

- IT Education & Training for fresh students;
- Continuing Education (Refresher training/up-gradation) for working professionals through Short-Term/Long-Term Courses; Training of Trainers at various levels; and
- New courses in emerging areas of IECT

The Society is also engaged in Data Processing, Software Development and Consultancy projects in addition to Education & Training Programs.

NIELIT Ranchi

NIELIT Ranchi was inaugurated by the Hon'ble Prime Minister of India on 21st August, 2014 and presently it is operating from RIADA Bhawan, Main Road, Ranchi. NIELIT Ranchi is engaged in implementing various Capacity Building and Skill Development initiatives taken up by the Dept. of Electronics & Information Technology (DeitY), Govt of India and Dept of Information Technology, Govt of Jharkhand.

SECTION – 2 : SCOPE OF WORK

NIELIT, Ranchi is looking for interested training partner (s) for providing following services:

Training: About 600 SC/ST candidates across the State in districts level in three different Courses i.e.

- ➤ **Advance Diploma in Hardware, Networking and Information Security (ADHNS)** with duration of 6 months (600 hrs.). Total 200 Candidates with a batch size of 40.
- ➤ **Computer Hardware, Networking & PC Maintenance Solutions**, Duration – 5 months (500 hrs.). Total 200 Candidates with a batch size of 40.
- ➤ **DTP, Web Page Development and Digital Photography**, Duration – 3 months (300 hrs.), Total 200 Candidates with a batch size of 40.Two Batches/day size will be 40 each during 10 am to 1.30 pm & 2 pm to 5.30 pm (six days week).
- ➤ Selected Training Partner will deliver training as per the prescribed syllabus in **Annexure - II**.

Activities in Detail:

- ➤ Promotion of the Course to attract the students.
- ➤ Support during admission of the students.
- ➤ Conducting Training Program and day to day management of students.
- ➤ Conducting Examination as per practices, norms and guidance of NIELIT.
- ➤ Placement of students in association with NIELIT and placement centre of GoJ (self or wage – Minimum of 40% to be ensured).
- ➤ Any other associated steps to maintain close link with local district administration during conduction of training with the permission of NIELIT.
- ➤ Infrastructural support will be provided by the local district administrator in each district
- ➤ To maintain a database of the student with all details along with Aadhaar number.
- ➤ To conduct Exam/assessment after each module (chapter) internally on regular basis.
- ➤ To ensure 80% pass/success rate under gone through the training.
- ➤ To conduct final exam in line with NIELIT Exam process.
- ➤ To maintain the Lab-set with all the computers during conduction of training.
- ➤ Theory and practical sessions to be conducted separately in batch mode.

SECTION -3 : ELIGIBILITY CRITERIA & PAYMENT TERMS

The Bidder shall fulfill the following minimum technical eligibility and qualification criteria:

1. Bidder should be NIELIT Accredited Institute and preference will be given to the training partner having presence and registered in the State of Jharkhand.

2. The bidder must have minimum number of 3 (three) faculties with the following qualification:

   Graduate with A / B Level / MCA / B.E. / B.Tech / M.Sc in Computer Science/ Ex Teacher of Polytechnic or Engineering College /Diploma on Computer Applications with a minimum of 2 yrs experience on regular IT Training.

3. Three faculties should be engaged in each district level training centre for conduction of training.

4. **The bidder should be a Single Agency. No Consortium bodies are eligible to bid and the bidder should bid for conduction of all 3 (three) courses for one or more districts.**

5. The Bidder (single agency) should not have been blacklisted by the Central, any State / UT Government, or any central or state Government agency as on the date of issue of this Tender Document or during the subsequent bid processing and evaluation.

General Information:

Feedback Mechanism:
Training providers would collect feedback report from beneficiaries after completion of the training and would send to NIELIT Ranchi.

Attendance Registrar:
A proper attendance register of each batch should be maintained by training providers and the % of attendance should be reported regularly as and when asked for and also after each month.

Examination:

Internal Assessment: Regular internal theory & practical assessment should be taken by training providers. The weightage of internal marks will be added to the final grade. Training providers will facilitate the final examination conducted by NIELIT Kolkata at training center.

Employment:
After completion of each batch Training, accredited Centre needs to organize placement-workshop inviting various departments of District Administration, Small Scale Units, IT companies towards scope of employability and placement. Respective cost for organizing the workshop will be borne by the Bidder and minimum of 40% placement has to be ensured by the Institute.

Certification:
After the final examination, NIELIT will issue the certificate to the successful candidates.

Selection Process of Accredited Centre / Bidder:
Selection should be done though a internal Committee of NIELIT. Committee members may select the Accredited Centre through eligibility criteria and on merit basis.

Other Terms & Conditions:

❖ The Training Provider cannot back out or withdraw from the project in between, causing sufferings for students. In case the Institute wants to exit at any point, all liabilities and commitments are to be cleared so that any stake holder is not affected in between.
❖ In case any dispute arises in this regard, decision of NIELIT will be full and final and binding to all.
❖ IT based infrastructural support will be provided by Govt of Jharkhand
❖ Necessary photography equipments will be taken care of by the selected vender during conduction of Digital Photography Training.
❖ The Class timing, Planning etc. will be made by NIELIT Ranchi and the Institute will adhere to this. NIELIT will not be responsible if some commitment is made without consent of NIELIT. Also any wrong Commitment on the part of the Institute will disqualify the Institute in future.

- ❖ NIELIT will provide standard Course Materials/Books. However class notes will be provided by the vendor.
- ❖ Start date will be decided once the admission of students is completed. End date will vary accordingly.
- ❖ All pages are to be signed, stamped and to be filled up (wherever applicable).

- ❖ Only those Institute who meet the technical eligibility and qualification criteria specified above will be eligible to respond to this Tender Document. The Bidder's bid shall contain the relevant information and supporting documents (as specified) to substantiate the eligibility of the Bidder vis-à-vis the pre-qualification criteria.

- ❖ The Bidder / Agency shall not outsource the work to any other Associate / Franchisee / Third Party under any circumstances without the prior written approval of the purchaser.

- ❖ The Bidder / Agency will be responsible for the security, safe-custody and confidentiality of the documents as also of the data during the period they remain in their custody or during transportation.

- ❖ NIELIT Ranchi reserves the right to (i) reject any one or all Tenders and (ii) cancel the Tender without assigning any reason(s) thereof. NIELIT, Ranchi also reserves the right to award the job to one or more vendors.

- ❖ Earnest Money Deposit (EMD) as mentioned in the Fact Sheet has to be furnished with the bid document.

- ❖ Facility should be provided for inspection as and when considered necessary by representatives of NIELIT Ranchi for sample checking regarding quality of work. The agency found deviating /deficient in faithful execution of any of the terms and conditions or failing to maintain quality of work, the work order assigned to them shall be liable for termination without any notice at the risk and cost of the bidder.

Payment Terms:

The payment to the Training Provider will be released in the following manner after submission of attendance record and valid bills:

1. 25% (centre-wise) payment will be released after 2 months from the start of the training.
2. Another 25% (centre-wise) payment will be released after 3 months from the start of the training.
3. Another 25% (centre-wise) payment will be released after successful completion of the training courses.
4. After placement of 40% students, balance 25% will be released.
5. No advance payment will be made.
6. All payments will be made by bank transfer (NEFT/RTGS) and applicable tax will be deducted.

SECTION - 4 : BID RESPONSE FORMAT

The bidder should submit the following:

1. Covering letter and Application Form as per **Annexure-I**, Checklist of Submissions Documents supporting eligibility Criteria.
2. Copy of valid PAN
3. Copy of Service Tax Registration number
4. Copy of Income Tax Return
5. **DD / Pay Order of EMD as mentioned in the Fact Sheet.**
6. Self Declaration Form as per **Annexure-III**.
7. Sign in every page of RFP by Authorised Signatory as a matter of acceptance of the terms and conditions.
8. 1 (one) hard copy of the Financial Bid as per format in **Annexure-IV**.
9. NIELIT Accredited Registration Document

SECTION - 5 : BID EVALUATION

The Evaluation Committee constituted by NIELIT shall evaluate the technical and financial bids. The Committee(s) may choose to conduct negotiation or discussion with Institute as per the procedures of NIELIT. The decisions of the Evaluation Committee(s) in the evaluation of Technical and Financial bids shall be final and binding. No correspondence will be entertained outside the process of negotiation / discussion with the Committee(s). Bid Opening and Evaluation methodology described below facilitates the objective evaluation of technical and financial bid submitted by the institute.

The participating institute need to comply with the eligibility criteria as mentioned in "Section 3 - Eligibility Criteria" for this project in terms of organizational, financial and technical experience etc. Supporting documents needs to be provided for each criterion. The bid will be rejected, in case the supporting documents do not meet the eligibility criteria. The evaluation of the bids will be carried out in following stages:

Bid Evaluation:

The initial technical evaluation shall be completed by the designated Evaluation Committee(s) as early as possible. After the technical evaluation is completed, Financial Bids of the technically acceptable Institute will be evaluated for the bidders who have quoted as per the eligibility criteria mentioned in "Section-3". The financial evaluation will take into account the information supplied by the Institute in their financial bid. The Bidder shall furnish detailed break up of costs. Financial bids shall be evaluated for only those Institute who meet the terms and conditions of NIELIT, Ranchi and have technically qualified for this bid.

The bidder will be evaluated based on the Total Cost for the proposed solution on turnkey basis. The prices, once offered, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity of the bid and subsequent contract, if any subject to change in the laws by the Govt. Authorities.

Based on the price quoted by a bidder, the work will be allocated. All bids shall be ranked as L1, L2, L3 based on the total cost quoted per district as per Annexure-IV and work may not be necessarily awarded to L1 (the lowest quote).

SECTION - 6 : GENERAL TERMS AND CONDITIONS

1) Earnest Money Deposit (EMD)

a) The Institute will be required to submit the EMD along with the technical bid.

b) Forfeiture of EMD: The EMD will be forfeited:

   i. If the bidder withdraws the bid after quoting and submission / acceptance

   ii. If the bidder withdraws the bid before the expiry of the validity period of the bid or within the time frame of extension given by NIELIT in special case communicated before the expiry for the bid

   iii. If the bidder fails to comply with any of the provisions of the terms and conditions of the bid specification

   iv. If the selected bidder fails to execute agreement in prescribed format and furnish the Performance Security

c) Refund of EMD:

   i.   EMD of unsuccessful bidder will be refunded, without any interest, after the tender finalization or expiry of the tender validity, whichever is earlier, by bank transfer after intimating them about the rejection of their bid.

   ii. EMD of successful bidder will be refunded after 2 months from the start date of training.

   iii. No interest will be payable on the amount of EMD.

For & on behalf of Director-in-Charge,
NIELIT Ranchi

Sd/-
Joint Director (Finance & Admin)

NIELIT Ranchi

APPLICATION PROFORMA FOR REQUEST FOR PROPOSAL (RFP)

Project Name: DIT, Government of Jharkhand sponsored "IT based Skill Development Training Programme for SC/ST Candidates at Districts in Jharkhand"

PART - A

1. **NAME OF THE INSTITUTION**

   (empty boxes)

2. **ADDRESS OF THE INSTITUTION**

   ADDRESS:

   CITY: **PIN CODE**

   STATE: **STD CODE**

3. **CONTACT NUMBERS**

PHONE +9 1	/ +9 1
MOBILE1	**MOBILE2**
FAX	
e-Mail	

4. **STATUS OF THE INSTITUTE (KINDLY MARK ✔ IN APPROPRIATE COLUMN):**

   ☐ NIELIT O/A/B Level Accreditation

   ☐ NIELIT CHM-O Level Accreditation

5. **DETAILS: ACCR NO.** ……………………………………………… **DATED:** ……………………………..
   VALIDITY: ……………………………

6. **EXPERIENCES IN CAPACITY BUILDING TRAINING IN GOVT. & SEMI GOVT. ORGANIZATION:**
   (Along with Photocopy of Relevant Documents)

Name of the Training Project	Funded By / Collaboration With	Training States	Duration	Number of Trained Candidates

NIELIT Ranchi

7. **EXECUTED TRAINING PROJECTS IN FOLLOWING STATES**

   ☐ Jharkhand

   ☐ Other States

8. **DETAILS OF CONTACT PERSON (IN CAPITAL LETTER):**

NAME:																							
PHONE:								MOBILE															
e-MAIL:																							

9. **DETAILS OF THE DIRECTOR/HEAD OF THE INSTITUTION**

NAME:																							
ADDRESS:																							
CITY:											PIN CODE											
STATE:											STD CODE											
PHONE:																							
e-MAIL:																							

PART – B

10. **FACULTY DETAILS: NO. OF FACULTY DEPLOYED: _____**
    PLEASE FURNISH DETAILS AS PER FOLLOWING STATEMENT.

    (KINDLY ATTACH SEPARATE SHEET IF THE SPACE PROVIDED IN THE TABLE IS FOUND INADEQUATE)

Name of the Faculty	Academic Qualification(s)		Professional Qualification(s)		Duration of the Course (in months)
	Examination Passed & year of passing	Name of the Board/ University/ Institution	Examination Passed & year of passing	Name of the Board / University / Institution	

NIELIT Ranchi

11. **DECLARATION:**

(i)   I,…………...son / daughter / wife of ....have read and understood the GUIDELINES/ INSTRUCTIONS FOR CONDUCTING THE COURSE and agree to abide by the same.

(ii)   I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by .... to furnish the above information and to undertake the above stated commitment on behalf of the organization referred to in col.1 above.

(iii)   I am aware that in case any information given by me is found false or misleading, my organization would be debarred from the conduction of the course besides being subjected to any other action that may be deemed fit by NIELIT, Kolkata.

(iv)   The details furnished with regard to faculty and infrastructure is correct to the best of my knowledge and belief and we will ensure availability of these facilities on a continued basis till we continue to offer candidates the courses applied for.

(v)   I agree to abide by the decisions of the NIELIT or its designated agencies in respect of my application for permission to offer candidates for the courses   conducted by NIELIT.

Signature of the Witness: Signature of the Authorized Signatory:

Name: Name:

Designation: Designation:

Date: Date:

Address: Address:

Seal of the organization   Seal of the organization

COURSE SYLLABUS

1. **Course Name: Advance Diploma in Hardware, Networking and Information Security (ADHNS)**

1. **Electronics Components and PC Hardware (Paper 1)**

Outline of the Course

Sl. No.	Topic	Minimum No. of Hours
	THEORY	
1.	Introduction to Computer	04
2.	Electronic Components: Active and Passive Components	16
3.	Circuit Analysis	04
4.	Connectors, Relays, Switches and Panel Components	04
5.	Digital and Integrated Circuits	10
6.	Semiconductor Memories	02
7.	Power Supplies	08
8.	Tools and Aids for Maintenance	06
9.	Types of PCB's and Soldering Techniques	04
10.	Do's and Don'ts of PC Maintenance	02
	Total Lectures	**60 Hrs.**
	PRACTICAL	
1.	Identification of resistances by color coding and wattage rating	02
2.	Measurement of voltage, current and resistance using digital multimeter	02
3.	Study of different Logic families	02
4.	Study of series and parallel connections of resistor	02
5.	Study of active and passive components	02
6.	Study of half wave rectifier with filter.	02
7.	Study of full wave rectifier with centre tap transformer.	02
8.	Study of full wave bridge rectifier circuit.	02
9.	Study of types of PCB.	02
10.	Soldering and de-soldering practices.	02
11.	Study of a bipolar junction transistor (BJT) as switch.	02
12.	Study of SMPS circuit.	02
13.	Study of Oscilloscope and measurements using (CRO).	02
14.	Study of inverting & non-inverting circuits of op-amp.	02
15.	Study of three terminal voltage regulators.	02
16.	Study of RC, RL, LC & RLC filters.	02
17.	Study of logic gates.	02
18.	Study of flip flops.	02
19.	Study of different types of UPS	02
20.	Study of tri-state devices.	02
	Total Practical	**40Hrs**
	Total (Lecture + Practical)	**100 Hrs**

2. PC Architecture (Paper 2)

Outline of the Course

Sl. No.	Topic	Minimum No. of Hours
	THEORY	
1.	Introduction to Microprocessors/ Microcomputers	10
2.	Pentium class of Processors	06
3.	PC/AT Motherboards	18
4.	Buses and Ports	06
5.	Display Cards and Monitors	08
6.	Drive Systems	10
7.	Introduction to Preventive & Breakdown Maintenance	02
	Total Lectures	**60 Hrs.**
	PRACTICAL	
1.	Study of different types of motherboards	02
2.	Study of jumper settings on Pentium mother boards.	02
3.	Installation of memory modules.	02
4.	Study of Various adapter cards and their functioning and installation.	02
5.	Study of different buses and the number of pins in the different slots corresponding to different buses.	02
6.	Opening the PC and identification and study of its different blocks, assembling and disassembling	02
7.	Study of various types of display cards and dismantling & assembling of Monochrome & Color monitors	02
8.	Study of operation of floppy drive	02
9.	Opening of an old floppy drive, study of its different parts, connection of two floppy drives to the motherboard. Distinction between floppy drive A & B in relation to twist in cable connections.	02
10	Installation of CD drive.	02
11.	Study of faults diagnosis based on different beeps	02
12.	Configure CMOS setup	02
13.	Installation of hard disk	02
14.	Installation of hard disk in master and slave mode.	02
15.	How to access the configured space of ISA slot	02
16.	Study of PC specification	02
17.	Study of preventive maintenance of PC.	02
18.	Examining various error codes and their causes	02
19.	Creating batch files	02
20.	Study of Windows registry	02
	Total Practical	**40Hrs**
	Total(Lecture + Practical)	**100 Hrs**

3. Computer Peripherals and Networking (Paper 3)

Outline of the Course

SI No	Topic	Minimum no of Hours
	THEORY	
1.	Scanners and Video cam	04
2.	Printers, Plotters and their Troubleshooting	14
3.	Multimedia and Other Components	06
4.	Networking	04
5.	Introduction to NAS & SAN	02
6.	Transmission media & networking connectivity hardware, CAT 5 & 6 structured cabling, crimping	20
7.	General troubleshooting & Maintenance	10
	Total Lectures	**60 Hrs.**
	PRACTICAL	
1.	Study the functioning of Scanner and interfacing with PC.	
2.	Installation of Video camera to PC	02
3.	Configuring multimedia components	02
4.	Installation of scanners on USB port & configuration	02
5.	Study of dismantling and assembling of Dot matrix, Inkjet and Laser Printers and their Troubleshooting	04
6.	Study of troubleshooting of the PC systems & Peripherals using flow -charting methods	02
7.	Study of installation of network card in a system and connecting PCs in a LAN using network connectivity Hardware	02
8.	Installation of sound card and its driver. Connection of speakers and mike. Testing with sound recording and reproduction. Adjustment of volume and other parameters	02
9.	Study of various hardware connectivity devices and transmission media. Practice on connecting RJ-45 connectors to UTP cables using the crimping tool	02
10.	Study of an old hard disk and identification of its various subassemblies and parts including heads, head moving mechanism and recording media.	02
11.	Installing and configuring the drives for Plotters (Windows/ Linux).	02
12.	Troubleshooting of Printer	02
13.	Study of different signaling scheme in printers	02
14.	Study the properties of different cabling systems.	02
15.	Troubleshooting of SMPS.	02
16.	Study of different types of UPS and its blocks	02
17.	Study of SAN & NAS	04
18.	Handling crimping tool and connecterisation	02
	Total Practical	**40Hrs**
	Total(Lecture + Practical)	**100 Hrs**

4. System Software, Diagnostic & Debugging Tools (Paper 4)

Outline of the Course

Sl. No.	Topic	Minimum No. of Hours
	THEORY	
1.	Basics of Operating Systems	12
2.	Installation and Administration of WINDOWS 2003 and LINUX	14
3.	Taking Care of System Health & Debugging	08
4.	Back-up Procedure & Disaster Prevention	04
5.	Installation in a Client Server Model	15
6.	Introduction in Internet, Connectivity and Peripheral Configuration	04
7.	Various Antivirus Software and their Installation	02
8.	Introduction to scripting languages like ASP,JSP, PERL etc	01
	Total Lectures	**60 Hrs.**
	PRACTICAL	
1.	Running of various diagnostic software (e.g., PCTOOLS, Norton Utilities) to check the working of various parts of the system	02
2.	Installation of Windows 2003/ XP/ Linux and practice of using the same in details like adding of new hardware, and software, installation of new devices to a Windows 2003 / Linux system and the troubleshooting of related problems	04
3.	Running of Anti-virus program (e.g. Norton Anti-virus) to detect and remove virus from the system	01
4.	Practicals on taking the backup of directories, files & complete hard disk on a available but reliable media and then restoring from the media back to the hard disk.	01
5.	Installation of Windows NT Server /Linux and clients and practice of using the network	04
6.	Creating and administration of User accounts using a User Manger for Domains	02
7.	Running of Scan disk and Disk defragmenter as part of preventive maintenance	01
8.	Copying of files from one folder to other using Windows explorer	01
9.	Use of different commands of Windows 2003/ XP in command prompt	02
10.	Configuring of system for Internet	01
11.	Patches in Linux/ service pack in Windows and its update in both	01
12.	Installation of Multiple operating Systems using grup/ lilo	04
13.	Study of TCP/IP configuration	01
14.	Configuring System as server	02
15.	Creating a backup files on floppy/ CD/ DVD etc	01
16.	Study of different features of Operating System, Control Panel and Settings.	01
17.	Accessing the system BIOS and configuration under LINUX	01
18.	Usage of basic file management commands in LINUX	02
19.	Installing boot manager and design hard disk layout in LINUX	01
20.	Installation and setup of new hardware devices.	01
21.	Usage of display manager and X – windows system in LINUX	01
22.	Booting system, login and shut down procedure in LINUX	01
23.	Using text editor and performs file management commands.	02
24.	Creating partition and file system in Windows/ Linux, Adding and removing user accounts	02
	Total Practical	**40Hrs**
	Total(Lecture + Practical)	**100 Hrs**

5. Linux Administration (Paper 5)

Outline of the Course

Sl. No.	Topic	Minimum No. of Hours
	THEORY	
1.	Hardware & Architecture	05
2.	Linux Installation & Package Management	04
3.	GNU & Linux Commands	04
4.	Devices, Linux File systems, File system Hierarchy Standard	05
5.	The X Window System	04
6.	Kernel	04
7.	Boot, Initialization, Shutdown and Run levels	05
8.	Printing	04
9.	Documentation	03
10.	Shells, Scripting, Programming and Compiling	03
11.	Scripting with PERL	04
12.	Administrative Task	06
13.	Networking Fundamentals	05
14.	Security	04
	Total Lectures	**60 Hrs.**
	PRACTICAL	
1.	Write a cron script to backup all files which have been modified in the past 24 hours. It should be executed every day at 5:00 P.M.	02
2.	Configure and install postfix and sendmail mail server.	04
3.	Create a backup user of Root with exactly same privilege.	02
4.	Configure a samba share for / samba and enable write access only to users who belong to group 'winusers', the share should not be visible to others and should be accessible only to local network.	04
5.	Install a Printer (Local and Network) making Printer Server.	04
6.	Describe the method to modify the user account using YAST.	02
7.	Study the networking using TCP/IP in Linux and connect the node to server.	04
8.	Study firewall and install in Linux environment.	04
9.	Setting up a user level security.	02
10.	Kernel management at run time.	04
11.	Simple program in shell on Arithmetic Operation.	04
12.	Manage user and group related accounts.	04
	Total Practical	**40Hrs**
	Total(Lecture + Practical)	**100 Hrs**

6. Information Security (Paper 6)

Outline of the Course

Sl. No.	Topic	Minimum No. of Hours
	THEORY	
1.	Introduction to Information Security	04
2.	Identification & Authentication	07
3.	Access Control	06
4.	Security Policy Design	08
5.	Cryptography & Coding	10
6.	Public Key Infrastructure & Message Authentication	06
7.	Web Security & Application Security	06
8.	Firewalls & Intrusion Detection Systems	08
9.	Law & Investigation	05
	Total Lectures	**60 Hrs.**
	PRACTICAL	
1.	Explain the detail approach on how to detect and remove Trojan Horse Virus.	04
2.	Draft a lab antivirus policy for the organization in which you are studying.	04
3.	Draft a password protection policy for a bank of your interest.	04
4.	Installation of personal firewalls and study policies in desktop computers.	04
5.	Compare various authentication techniques like NIS,LDAP,KERBORDS, SAMBA etc.	04
6.	Do the full backup of the system allocated to you on a suitable Backup medium	02
7.	Restore the above backup on some other system allocated to you by Lab In-charge.	02
8.	Install and configure a particular system to act as web server.	04
9.	Install any browser on your system and configure the security features available with the web browser .List down what security features you have configured.	04
10.	Configure a particular system available to you to act as a proxy server. How can a proxy server be configured to act as a firewall.	04
11.	Consider the following cipher text produced by a columnar transportation cipher ELCN HHLA TTUT SUTI HBOU ROOX HEMI TGFD OONE OURX. For readability the cipher text is presented in clusters of four letters each although the actual cipher text is a single string that is obtained by removing spaces between clusters. Break this cipher and devise the original plain text. What do you need to uncover about the key. Does breaking the cipher depend on uncovering the original decipherment key explain?	04
	Total Practical	**40Hrs**
	Total(Lecture + Practical)	**100 Hrs**

2. Course Name: Computer Hardware, Networking & PC Maintenance Solutions

All the papers of course 1 except paper 6

3. Course Name: DTP, Web Page Development and Digital Photography

Sl. No.	Topic	Min. Hours
1	Introduction to Computers	10
2	Operating System - MS DOS	5
3	Introduction to Windows 2007	10
4	Introduction to MS Office 2007	40
5	PageMaker 6.5	20
6	Corel Draw – 8	20
7	Photoshop CS5	40
8	Basics of Web Page Development, HTML, Internet etc.	20
9	Front Page 2000	20
10	PhotoDraw 2000	20
11	Introduction to digital camera and peripherals	10
12	Photography Technique	20
13	Handling of Digital Camera and allied equipments	30
14	Techniques of Digital Photography with hands-on training	25
15	Digital Document Preparation	10
	Total	**300 Hours**

SELF-DECLARATION – NO BLACKLISTING

To

The Director-in-Charge
National Institute of Electronics and Information Technology (NIELIT), Ranchi
RIADA Bhawan, Main Road, Opposite to Church Complex,
Ranchi - 834010(Jharkhand), India

Subject: **RFP for selection of Training Partner under DIT, Government of Jharkhand sponsored "IT based Skill Development Training Programme for SC/ST Candidates at Districts in Jharkhand"**

Sir,

In response to this RFP document cited above, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ _____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the award of work contract if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

<div align="right">**Annexure - IV**</div>

Financial Bid

(RFP for selection of Training Partner under DIT, Government of Jharkhand sponsored "IT based Skill Development Training Programme for SC/ST Candidates at Districts in Jharkhand")

Name of the Bidder: _____

Address for Correspondence: _____

Rate to be quoted by the bidder in the following format per District basis:

Initially training will be conducted in 5 (five) districts (i.e. Gumla, Lohardaga, Dumka, Ramgarh and Saraikela-Kharsawan). Training may be extended to another 5 (five) districts (i.e. Simdega, Latehar, Chhatra, Pakur and Jamtara).

Sl. No.	Name of the Course	Duration (Hours/Months)	Cost (Rs.) per Student for a batch-size of 20 - 50 students for the entire duration as mentioned
1	Advance Diploma in Hardware, Networking and Information Security (ADHNS) as per Annexure - II	600 hrs / 6 mths	
2	Computer Hardware, Networking & PC Maintenance Solutions as per Annexure-II	500 hrs / 5 mths	
3	DTP, Web page Development and Digital Photography as per Annexure-II	300 hrs / 3 mths	
Total Cost (1+2+3) in figure:			
Total Cost (1+2+3) in words:			

Note:
1. The rate quoted will be valid for the period of contract / completion of training and placement of students.
2. The rate quoted will be inclusive of all taxes and incidental expenses.
3. The period can be extended with mutual agreement based on the training performance of the bidder.
4. No condition will be entertained and conditional Bid will be liable to be rejected.
5. All details should be clearly mentioned without any cut / marks and should be legible preferably in bold black ink. In case the figures do not match with the amount in words or the sum total do not tally, the bid is liable to be rejected.
6. Districts may be changed as per directive of Govt of Jharkhand.

<div align="right">**Signature and Seal of Bidder**</div>

<div align="center">Name: _____</div>