



**Expression of Interest (EOI)**

**For**

**Empanelment of Training Partners for the implementation of Skill  
Development Scheme in Electronics System Design and Manufacturing  
(ESDM) Sector**

LAST DATE OF SUBMISSION:

**11.03.2015**

**NIELIT Shillong**

(A Body of Department of Electronics and Information Technology, Ministry of  
Communications and Information Technology, Government of India)

2<sup>nd</sup> Floor, Meghalaya State Housing Financing  
Co-operative Society Building,  
Nongrim Hills, Shillong – 793003  
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## 1. Preamble

NIELIT is an autonomous scientific society of Department of Information Technology, Ministry of Communications & Information Technology, Government of India. The NIELIT, Shillong Centre offers courses in areas like Information Security, Networking, CCC and other areas of Information Technology. NIELIT Shillong has also organized various corporate training programmes for Air Force Eastern Air Command and Border Security Force.

This is an Expression of Interest (EOI) for Empanelment of Training Partners in Meghalaya for the implementation of Skill Development Scheme in Electronics System Design and Manufacturing (ESDM) sector funded by Department of Electronics and Information Technology, Govt. of India.

## 2. Schedule:

S. No.	Name of the activity	Date
1.	Advertisement & website display.	19.02.2015
2.	Last date for submission	11.03.2015 at 02:30PM
3.	EOI Opening	11.03.2015 at 3:00PM

## 3. Objectives:

The ESDM scheme aims to enhance the human resource availability in the ESDM sector focusing on students/unemployed youth at 9-10th standard onwards, ITI, Diploma, Non-engineering graduates etc. to increase their employability to work in 'Electronics Manufacturing' and 'Service support' sectors. Major Industry Verticals covered under ESDM are Industrial Electronics, Medical Electronics, Consumer Electronics, Telecom, Office Automation & IT, Industrial Automation, Automotive Electronics etc. Complete details of the scheme along with course details and fees to be paid to the **Participating Institute** is at **Annexure-I**.

#### 4. Invitation for EOI:

- 4.1 NIELIT Shillong invites Expression of Interest (EOI) from organizations/institutions to participate in Empanelment / Identification of training partners to conduct skill development programs as per the requirement of funding agency and NIELIT.
- 4.2 Interested applicants may download the format and other documents related to EOI from the website [www.shillong.nielit.gov.in](http://www.shillong.nielit.gov.in)
- 4.3 Interested applicants at the time of submission of response to the EOI, should submit **non- refundable demand draft of Rs. 2,500/- (Rupees Two Thousand Five Hundred only) in-favor of “NIELIT Shillong” payable at Shillong.** Failure to do so will result in rejection of the EOI.
- 4.4 The Expression of Interest must be delivered to the below address by **14.30** hrs on **11.03.2015**:

<p><b>NIELIT Shillong</b> 2<sup>nd</sup> Floor, Meghalaya State Housing Financing Co-operative Society Building, Behind Bethany Hospital Nongrim Hills, Shillong – 793003</p>
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#### 5. Terms and Conditions:

- I. The selected Training Partner (hereinafter referred as “**Participating Institute**”) shall conduct Training Programs in ESDM Sector as identified.
- II. **Participating Institute** should approach the concerned Electronic industry for placement of candidates for a particular course. A recommendation letter from minimum one electronic industry is necessary before an order is issued to the participating institute for conduct of training. Recommendation letter must include the commitment of placement of successful candidates for a particular batch and particular course. Participating institute can send recommendation letter at the time of submission of EOI or thereafter. NIELIT will issue an order for a batch of trainee maximum up to size of 25 candidates for a particular course **at a time** at one location. Order for further batches will be given only after meeting the performance criterion.
- III. **Participating Institute** shall not start any training without formal order is issued for the same from NIELIT.
- IV. **Participating Institute** shall start training programme within one month of date of issue of order for a particular batch.
- V. The complete infrastructure like classroom, Lab for Training Modules, Projector, Audio/Visual training aids etc. required for training will be provided by Participating

Institute.

- VI. Participating Institute** will ensure admission of the candidates through proper counseling of the candidates. The target given in the order has to be met by the Participating Institute. It is responsibility of the Participating Institute that target is achieved in terms of successful candidates passing the examination conducted by **NIELIT**.
- VII. Participating Institute** will tie up with relevant Industries for providing employment opportunities to the trainees.
- VIII.** A database of the trainees will be maintained by **Participating Institute** along with UID (Aadhaar Number). Aadhaar Number is necessary for registration of the candidate. This information will be passed to NIELIT, Shillong from time to time.
- IX.** The Training Program shall be conducted as per syllabus designed and developed by **NIELIT** and approved by DeitY.
- X. NIELIT reserves** its right to update the training program by adding new courses or modifying existing courses.
- XI.** Fees as prescribed at Annexure-I will be collected from General candidates by the **Participating Institute** and provide a copy of receipt of the same to NIELIT.
- XII. Participating Institute** shall take the attendance of trainees on physical register and Biometric machine both. 80% attendance is mandatory for candidates to appear in examination. Month wise report has to be sent by Participating Institute.
- XIII. Participating Institute** shall make a time-table for a particular batch. Copy of the same has to be sent to **NIELIT**.
- XIV.** **NIELIT** shall be entitled to evaluate the performance of the students and facilities available at the **Participating Institute** from time to time and shall also have the right to demand correction/upgradation if any degradation of standard norms prescribed are noticed during such evaluation.
- XV.** Examination will be conducted by **NIELIT**. Schedule of the Examination will be intimated by **NIELIT** to the **Participating Institute**.
- XVI.** **NIELIT** shall award certificates to all candidates successfully completing the course.
- XVII. Participating Institute** will try to ensure placement of 70% of successful candidates. This will be treated as major performance criterion for payment release and allotment of future batches.

**XVIII. Responsibilities:****a. Responsibilities of NIELIT:**

- i. Overall coordination for project implementation.
- ii. Regular Monitoring, Administrative and Technical support to **Participating Institute** for smooth conduct of training.
- iii. Shall provide the required syllabus for each course.
- iv. Shall organize evaluation of trainees and issue certificates to the successful candidates.

**b. Responsibilities of Participating Institute:**

- i. The Participating Institute and NIELIT will put in joint efforts to invite students for the ESDM skill development courses. Participating Institute shall select the list of candidates to be trained from the applicants as per the reservation guidelines set for the same by NIELIT.
- ii. Shall provide space for training facility.
- iii. Shall provide lab facility including required equipments for training for the courses in which interest has been shown through this EOI.
- iv. Shall provide classroom to accommodate at least 25 Trainees with required infrastructure
- v. Shall provide required trained faculty as per the requirement of the course
- vi. Shall make an endeavour to ensure placement of minimum 70% of the successful candidates.
- vii. Shall ensure one placement officer to be nominated for coordinating with Industry
- viii. Shall also provide required space for office room, Faculty room/ Library, Purified drinking water and wash rooms for use of faculty members and Trainees.
- ix. Supporting Staff, Sweeper/ Cleaners/ peons and Local Management services shall be provided.
- x. Standby power arrangement shall be provided for smooth conduct of training.
- xi. Internet Facility to be provided.

- XIX.** An Agreement will be signed with Participating Institute for the implementation of training and certification scheme in Electronics System Design and Manufacturing (ESDM) sector funded by Department of Electronics and Information Technology, Govt. of India. Terms of the Agreement will be as per details given in this EOI. However NIELIT may alter/modify the terms and conditions as per requirement of successful & timely completion of work.
- XX.** The Director, NIELIT Shillong **reserves** the right to accept/reject any or all EOI without assigning any reason and also will not be responsible for postal delays.

## **6. Evaluation of Proposals**

All offers received in response to this EOI will be thoroughly scrutinized based on the information and documents provided by concerned agency. An expert committee constituted for this purpose will review proposals and the following criteria will be used for evaluation:

- The extent to which the Participating Institute demonstrates prior understanding of and experience in providing training in the ESDM Sector
- The extent to which Participating Institute demonstrates its ability for successful placement of the candidates
- Performance Criteria depends upon experience of course conducted and placement of the candidates.

## **7. Payment Terms:**

- I. 80% Payment will be given on successful completion of a batch upon submission of Bill on the basis of no of candidates successfully passed the examination after adjustment of the fees collected by the **Participating Institute** for General Candidates. Bill should be forwarded by concerned Participating Institute along with attendance of candidates and trainers, Result sheet and Placement details.
- II. 20% Payment will be given after 2 months of the placement of candidates.
- III. Payment will be made subject to deduction of all taxes such as service tax etc. as per Govt. norms.

**8. Guidelines for submission:**

The following conditions should be observed while submitting the quotation:

- i. The EOI should be submitted as per Annexure-II (Covering Letter) & Annexure-III (Application Performa). The agency should seal the EOI Documents in envelop duly superscribed and sealed. Envelop should also be duly superscribed: **“EOI for Empanelment of Training Institutes in ESDM Sector”**.
- ii. Canvassing in any form, direct or indirect, on part of agency will render the tender liable for exclusion from consideration.
- iii. Incomplete or late EOI will not be considered. NIELIT Shillong will not be responsible for any postal delays.
- iv. EOI complete in all respects, should be submitted at following address before last date & time: **THE DIRECTOR, NIELIT, Shillong, 2<sup>nd</sup> Floor, Meghalaya State Housing Financing Co-operative Society Ltd. Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003.**



**ANNEXURE-I****Details of Training to be provided under ESDM Scheme**

1. Under ESDM Scheme following courses has been approved by DeitY, Govt of India at this stage. Out of these courses, Participating institute can choose any number of courses which can be run and placement of the candidates can be provided:

<b>Sl. No.</b>	<b>Course Name</b>	<b>Level</b>	<b>Duration</b>	<b>Eligibility Criteria</b>
<b>1.</b>	Installation & Maintenance of Photocopier and Printer	L1	250 HRS	8 <sup>th</sup> Pass
<b>2.</b>	DTH Set-top-box Installer and Service Technician	L2	120 HRS	8 <sup>th</sup> Pass
<b>3.</b>	DAS Set-top-box Installer and Service Technician	L2	120 HRS	8 <sup>th</sup> Pass
<b>4.</b>	Installation Technician - Computing and Peripherals	L3	120 HRS	10 <sup>th</sup> Standard
<b>5.</b>	Certificate Course in Electronic Product Testing	L3	360 HRS	10 <sup>th</sup> /12 <sup>th</sup> Pass with Science
<b>6.</b>	Repair and Maintenance of Power Supply, Inverter & UPS	L3	350 HRS	10 <sup>th</sup> Pass/ITI
<b>7.</b>	Repair & Maintenance of Dental Equipment	L3	350 HRS	10 <sup>th</sup> Standard
<b>8.</b>	Repair & Maintenance of ECG and ICCU Equipment	L3	350 HRS	10 <sup>th</sup> Standard
<b>9.</b>	Repair & Maintenance of Imaging Equipment (X-Ray & Ultrasound Machine)	L3	350 HRS	10 <sup>th</sup> Standard
<b>10.</b>	Optical Fiber Splicer	L3	120 HRS	8 <sup>th</sup> Pass
<b>11.</b>	Optical Fiber Technician	L4	120 HRS	12 <sup>th</sup> Standard
<b>12.</b>	Field Engineer - RACW	L4	120 HRS	8 <sup>th</sup> Standard

13.	Field Technician - Computing and Peripherals	L4	120 HRS	12 <sup>th</sup> Standard
14.	Solar Panel Installation Technician	L4	120 HRS	12 <sup>th</sup> Standard
15.	Pick and Place Assembly Operator	L4	120 HRS	12 <sup>th</sup> Standard
16.	Tower Technician	L4	180 HRS	10+2 and/or ITI Diploma in Electrical/Mechanical
17.	Diploma in Installation & Repair of Consumer Electronics Products	L4	350 HRS	ITI or 12 <sup>th</sup> pass
18.	Handset repair Engineer (Level II)	L4	120 HRS	10+2 / ITI
19.	Field Technician - Networking and Storage1	L5	120 HRS	B.Sc. / ITI / Diploma
20.	Post Diploma in Repair & Maintenance of Hospital Equipment	L5	400 HRS	B.Sc. / Diploma

2. Fees Distribution and share of NIELIT and Participating Institute for each Level of the Course is given as under:

Level	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master Technician (L5)
<b>Course fee</b>	Rs 5000/-	Rs 10,000/-	Rs 12,000/-	Rs 15,000/-
<b>Course Fee - Share of the Participating Institute</b>	Rs 4000/-	Rs 8000/-	Rs 9600/-	Rs 12000/-
<b>Course Fee-Share of NIELIT</b>	Rs. 1000/-	Rs. 2000/-	Rs. 2400/-	Rs. 3000/-

**3. Reservation Criteria:**

Scheme mandates training for **60% General** and **40% Reserved** category candidates (**15% SC, 7.5% ST, 17.5% EWS**).

Criterion for EWS under SC, ST and other categories including general is that the annual family income should not be more than 2 Lakhs.

**4. Financial Assistance and Fees to be paid by candidate:****A) For SC/ST/EWS Candidates:**

Level	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master Technician (L5)
<b>Course fee</b>	Rs 5000/-	Rs 10,000/-	Rs 12,000/-	Rs 15,000/-
<b>Financial Assistance by Government- in Percentage</b>	100%	100%	100%	100%
<b>Course Fees to be paid by Candidate</b>	Nil	Nil	Nil	Nil
<b>Registration-cum-Certification fee</b>	Rs. 500/-	Rs. 1000/-	Rs. 1500/-	Rs. 2000/-

**B) For General Candidates:**

Level	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master Technician (L5)
<b>Course fee</b>	Rs 5000/-	Rs 10,000/-	Rs 12,000/-	Rs 15,000/-
<b>Financial Assistance by Government- in Percentage</b>	75%	75%	75%	75%
<b>Course Fees to be paid by Candidate</b>	Rs. 1250/-	Rs. 2500/-	Rs. 3000/-	Rs. 3750/-
<b>Registration-cum-Certification fee</b>	Rs. 500/-	Rs. 1000/-	Rs. 1500/-	Rs. 2000/-

**5. Examination and Certification:** NIELIT will conduct the examination and Certificate will be issued to successful candidates.

**ANNEXURE-II****Covering Letter Format**

Format for covering letter (To be submitted on the Letter head of the Participating Institute)

To,

**The Director In-charge**

2<sup>nd</sup> Floor, Meghalaya State Housing Financing Co-operative Society Ltd. Building,  
Nongrim Hills, Shillong-793003.

**Sub: EOI for Empanelment of Participating Institutes in ESDM Sector Training and Placement**

Dear Sir,

1. I/We having examined the EOI document, we, the undersigned herewith submit our response to your EOI for Empanelment of Training Institutes in ESDM Sector training and placement.
2. I/We have read the provisions of the EOI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EOI shall not be given effect to.
3. I/We would like to declare that we are not involved in any litigation with any Government (Central/State) in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. I/We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation or hiding of facts in any form contained in it may lead to our disqualification.
5. I/We understand that NIELIT Shillong is not bound to short-list / accept any proposal received in response to this EOI.
6. I/We understand that Empanelment with NIELIT Shillong does not guarantee that every /any of the applicants invited to EOI for, will be awarded any order under ESDM Project.

Our correspondence details / authorized person to deal with regard to this EOI is:

S. No.	Information	Details
1.	Name of the Contact Person	
2.	Designation and contact address of the person to whom all references shall be made regarding this EOI	
3.	Telephone , FAX number	
4.	Mobile number & e mail of the Contact Person	

We hereby undertake that we accept all terms and conditions of the EOI unconditionally.

Place:

Signature of Authorized Signatory with Seal

Date:

(Name and Designation)

**ANNEXURE-III****Application Performa for Expression of Interest for Empanelment of Training Institutes for ESDM Scheme**

**(Instructions: This is Format of Application Performa. Use separate sheet wherever required. Please attach documentary evidence of the information being provided.)**

**A) General Information:**

S. No.	Information	Details
(1)	Name of The Institute	
(2)	Full Address With Phone/Fax/E-Mail	
(3)	Date / Year of Establishment	
(4)	Legal Status / Registered Under: (Attach Documentary Proof)	
(5)	Details of Registration fees Paid	Amount: Rs.2500/- DD No: Date: Bank Name:
(6)	Service Tax No: (Attach Documentary Proof)	
(7)	PAN No: (Attach Documentary Proof)	

**B) List of Offices/Centres along with the interest of the courses for which participation is sought etc. as per below given format:**

S. No.	District Name	Name of contact person, Institute Local Address, Mobile, Email Address	No. of staff available/deputed including field staff*	Infrastructural facilities available ( in brief)*	Name of the Courses in which participation is sought (Complete List is given at Annexure-I)
1.					
2.					
3.					
4.					

**\*Attach separate sheet wherever required**

**C) Financial Strength & Turnover for the previous three years (Attach Documentary proof certified by CA):**

S. No.	Financial Year	Total Income/Turnover (Rs.) *
1.	2011- 2012	
2.	2012- 2013	
3.	2013- 2014	

\*Attach separate sheet wherever required

**D) Details of Available Trainer/ Instructor\***

S. No.	Name of the Trainer/ Instructor	Educational Qualification	Brief Experience

\*Attach separate sheet wherever required

**E) Tie-Up With Industry for Placement\*:**

S. No.	Name of the Industry	Course for which placement may be provided to successful candidates	No of Candidates which may be placed	Location where candidates may be placed	Recommendation Letter from Industry received(Yes/No)

\*Attach separate sheet wherever required

**F) Placement History\*:**

S. No.	Name of the Industry	Course for which placement has been provided	No of Candidates which has been placed

\*Attach separate sheet wherever required

Signature of Authorized Signatory with Seal

Place:

Date:

(Name and Designation)