

Expression of Interest
for
Training in Aspirational Districts of Assam
as Lab Training Partner (LTP)
Under the Project
**“Skill Development of youths in Aspirational Districts in area of IECT leading to
enhancement in Employability”**

Sponsored by
Ministry of Electronics & Information Technology (MeitY)
Govt of India

(Last Date of submission: 16th May '2022)

Implementing Agency



Address: NIELIT Guwahati, 1st & 2nd Floor, Vittiya Bhavan, AFC Building, Md. Shah Road, Paltan Bazar,
Guwahati - 781008, ASSAM, Phone:- 0361-2730269

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1. About NIELIT

National Institute of Electronics & Information Technology (NIELIT),(erstwhile DOEACC Society), an Autonomous Scientific Society under the Ministry of Electronics and Information Technology(MeitY), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavored 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. NIELIT has forty three (43) centers located at Agartala, Aizawl, Ajmer, Alawalpur, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, **Dibrugarh**, Gangtok, Gorakhpur, **Guwahati**, Haridwar, Imphal, Itanagar, Jammu, **Jorhat**, Kohima, Kolkata, **Kokrajhar**, Kurukshetra, Lakhanpur, Leh, Lucknow, Lunglei, **Majuli**, Mandi, Pasighat, Patna, Pali, Ranchi, Senapati, Shillong, Shimla, **Silchar**, Srinagar, **Tezpur**, Tura and Tezu with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 700 + institutes.

Over the last two decades, NIELIT has acquired very good expertise in IT training, through its wide repertoire of causes, ranging from 'O' Level (Foundation), 'A' Level (Advance Diploma), 'B' Level (MCA equivalent), 'C' Level (M-Tech level), IT literacy courses such as CCC (Course on Computer Concept), BCC (Basic Computer Course) and other such long term and short term course in the non formal sector like courses on Information Security, ITes-BPO(Customer Care/Banking), Computer Hardware Maintenance (CHM-O/A level), Bioinformatics(BI-O/A/B level), ESDM etc, besides, high end courses offered by NIELIT Centres at Postgraduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector, in association with the respective state Universities. (For further information our website www.nielit.gov.in may be visited)

2. Invitation for EOI

2.1 NIELIT Guwahati Centre invites Expression of interest (EOI) from Govt registered organizations for empanelment of suitable Lab Training Partner (LTP) to provide training infrastructure and mobilize candidates to conduct different NSQF courses under the project "Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability" sponsored by Ministry of Electronics & Information Govt of India.The training is for SC/ ST and EWS (Women) Candidates in the Aspirational Districts of Assam monitored by NIELIT Guwahati in Baksa, Barpeta, Darrang, Dhubri, Goalpara, Hailakandi and Udalguri.

The detailed infrastructure requirement for conducting the training of NSQF courses is given in Annexure – I.

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

2.3 Interested applicants may download the format given in Annexure-II and Annexure-III and the Expression of Interest must be Posted /delivered to the below address on or before 16th May'2022 by 17:00 Hrs. An advance copy may also be sent through email at dir-guwahati@nielit.gov.in.

The Director
NIELIT Guwahati,
1st & 2nd Floor, Vittiya Bhavan, AFC Building,
Md. Shah Road, Paltan Bazar,
Guwahati - 781008, ASSAM,
Phone:- 0361-2730269

3. Scope of Work

3.1 The applicant institution desiring to be an LTP would be required to study the objective of the proposed training program and its deliverables. The broad areas of scope of work includes mobilization of trainees, registration, providing infrastructure and qualified faculty for imparting training. The areas of training, curriculum, duration and related information are given in Annexure-I

3.2 The training is proposed to be conducted in seven aspirational districts of Assam. The list of aspirational districts in Assam are Baksa, Barpeta, Darrang, Dhubri, Goalpara, Hailakandi and Udalguri.

3.3 The beneficiary candidates under the scheme are youths of Assam belonging to SC (Scheduled Caste), ST (Scheduled Tribe) EWS (Economically Weaker Section) Women(only) Candidates as per need basis. The candidates will have to produce a valid certificate for each of the above category in order to be eligible for admission to the training courses under the scheme.

3.4 The list of NSQF courses under the scheme for imparting training to the candidates in the aspirational districts is mentioned at Annexure-I. The batch size will be minimum 20 for each course per location.

3.5 Depending upon the geographical area of coverage and for the transport convenience of the trainees identified, more than one training institute may be identified and training target shall be split and awarded as per NIELIT decision.

3.6 The applicant institution will be paid remuneration for the successful conducting of training (based on passed out examination) . Total course fee per candidate will depend on the duration (in Hrs) of the NSQF course. Reimbursement will be made to LTP @75 % of per hour rate for the duration of practical component of the course only . Theory component of training will be conducted by RC. entire remuneration for theory component will be kept by RC. The remuneration will include everything including the cost of Infrastructure, manpower, study material to candidates etc.

3.7 Selected training partners under LTP mode may apply for the course accreditation under NSQF Training Partner scheme of NIELIT.

4. Selection criteria of candidates

4.1 A three-member committee comprising of Nodal officer from NIELIT Guwahati , head/authorized signatory of training partner and one member from Dept. of Social Welfare / Dept. of SC/ST development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange may select the candidates fulfilling minimum eligibility criteria for admission as per eligibility qualification of the course and on merit basis. Candidates with higher qualifications may be preferred.

4.2 The LTP may get the names/list or data of candidates provided/uploaded by Dept. of Social Welfare / Dept. of SC/ST Development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange etc.

4.3 A candidate can take benefit under this project only once, i.e. one candidate can enroll for only one course only during the entire project duration. This will be the responsibility of LTP to ensure that no student is enrolled multiple times in one course or in multiple courses under the project. LTP will thoroughly check and upload caste certificate, education qualification certificate, ID Proof and other documents on the online portal of every student in a batch while admitting a candidate. In case it is found at a later stage after admission of a candidate that the candidate document uploaded on the portal is fake, the LTP will not get any reimbursement for training and certification of such beneficiary will not be done by NIELIT Guwahati.

5. Method of Program Implementation

5.1 Training will be delivered in 7 (seven) Aspirational districts through LTPs to be monitored by NIELIT Guwahati Centre. The LTPs will be finalized by NIELIT Guwahati based on the following criteria and after inspection of the institute premises.

Sr. No.	Criteria	Max. Marks
1	No. of students admitted in any NIELIT NSQF course in last 2 years	40
2	Distance from Municipal body (Nagar Palika/Municipal board/Parishad etc.)	20
3	Date of Operations in Education field (particularly in IT & Electronics courses)	10
4	Tie-up with industry and previous placement records	20
5	Training Facility available	10
Total		100

5.2 The selected / empanelled organisation (LTP) shall be considered for providing infrastructure for conducting the training for the duration of the project period or completion of the training for an allotted course whichever is early.

6. Criteria for Empanelment

6.1 Interested institutes should submit a **letter of expression of interest** along with their infrastructure details in the specified format as given in Annexure II and III for providing training of NSQF courses under the aspirational districts training programme.

6.2 The information provided should be sufficient such that the infrastructure and other requirements are fulfilled as per the requirement of the selected NSQF course to carry out the training.

6.3 The selection/ empanelment of Lab Training Partner(LTP) will be in accordance with the criteria set by NIELIT and based on the evaluation by the committee constituted for the purpose.

6.4 The short-listed/ empanelled institution will be communicated and on agreeing to the terms and conditions shall be invited to enter into an agreement with NIELIT Guwahati Centre as given in Annexure IV.

6.5 Provisionally selected LTP will be assigned work order only after inspection of their premises.

6.6 NIELIT Guwahati Centre will have the right to reject any or all EoIs received in response to this invitation without assigning any reason thereof, and its decision in this regard shall be final and binding.

6.7 Previous experience of carrying out similar work involving Government/Non-Government programmes would be given due weightage.

6.8 Preference would be given to institutions which have well connected & easy access to public transport, flexible working hours, and adequate infrastructure including competent faculties in their rolls or associated with experience in similar activities.

6.9 The selected institutes are required to enter into an agreement with NIELIT Guwahati Centre. The selected training institute shall claim the agreed training/ infrastructure fee on successful completion of training and submission of attendance sheet/ Report on monthly basis. However payment shall be made on instalment basis out of total remuneration eligible for the institute.

6.10 If more than one training institute are identified as a L1, target may be based on candidate availability/preference to LTP location.

7. Guidelines for Sending Eoi

7.1 Download the detailed information along with the application format available on this page.

7.2 Agency must enclose a covering letter with information of contact person as per the format provided in Annexure-II on Agency's Letterhead while submitting the application. The EoIs must be sent in sealed cover within the stipulated time period as advertised. Before submitting the EoIs, the participating agency must satisfy that they fulfil all the eligibility criteria. The related proof of experience, details of office set-up etc., as asked for, must be enclosed/ detailed out for evaluating the EoIs.

7.3 The details must be furnished as per formats enclosed in this document and strictly as per serial order. The agency should provide infrastructure details and other relevant information as per the format in Annexure- III. Information submitted in other formats and incomplete applications will be summarily rejected.

7.4 If the desired documents/proof is not enclosed/not in proper order, the EoI shall be rejected and no clarification/enquiry will be sought/ made.

7.5 The last date of receiving the EoIs shall be adhered to strictly. EoIs received after the last date will not be considered and no further action will be taken on such EoIs. However, if the last date is declared as holiday, the next working day on which the office is opened will be treated as the last date of receiving the EoIs. The EoIs should be physically received in this office at NIELIT Guwahati Centre for its consideration.

7.6 The applicant submitting their EoI would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their EoI, NIELIT Guwahati shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

8. DISCLAIMER

8.1 The information submitted in response to this EoI may be subject to public release (as per RTI norms).

8.2 NIELIT reserves the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant(s) of the reasons. Also reserves the right to cancel the EoI without assigning any reason thereof.

8.3 NIELIT empanelment as an LTP (Training Institute) does not create any obligation on the part of NIELIT in terms of providing business or in any other area in future.

8.4 At any time prior to the deadline for submission of EoIs, NIELIT may, for any reason, modify the EoI document. The amended document shall be notified through NIELIT Guwahati website and such amendments shall be binding on them.

Annexure-I

Details of Training Programs and Infrastructure Requirement

A. Objective & Training Programs Details: The objective of this program is to impart training on NSQF courses to SC/ST and EWS (Women only) candidates in the 7 Aspirational Districts of Assam.

The list of courses tabulated below are the NSQF aligned courses of NIELIT in the area of IECT. Possibility is however there to add / de-list the courses meeting the demand of industry and subject to approval of competent authority.

Sr. No.	Qualification Name	Job Role	Eligibility	NSQF Level	Duration theory section by NIELIT (in hrs)	Duration practical section by LTP (in hrs)	Batch Size
1	Certification Course in Data Entry and Office Automation	Data Entry Operator, Computer Operator	10+2 in any stream with min 50% marks or ITI Certificate(One Year) after class 10th with min 50%marks in ITI	4	54	81	30
2	Diploma in Installation & Repair of Consumer Electronics Products	Support Technician	ITI / 12th Pass	4	140	210	30
3	Advance Diploma in Computer Application Accounting and Publishing	Office Assistant	10+2 with knowledge of Basic computer and Internet Concepts	4	80	120	30
4	Solar-LED Lighting Product (Design and Manufacturing)	Designer: of low cost LED products for common use like Lanterns, table lamps, etc. Technician / Service Engineer for Installation, Assemble and Maintenance of Solar Panel	10th/ITI	4	140	210	30

NB: Course name and No. of students admitted in a course will be decided by NIELIT Guwahati

B. Faculty Requirement:

Faculty should have minimum qualification as per NIELIT accreditation given below :

NSQF COURSE	COMPETENT FACULTY		SUPPORTING FACULTY	
	QUALIFICATION	EXPERIENCE	QUALIFICATION	EXPERIENCE
Certification Course in Data Entry and Office Automation	B.E/B.TECH (Computer Science)/ MCA/ M.Sc(CS)/ NIELIT 'B' level/ A Level or equivalent.	Minimum one year teaching experience in the relevant course.	Graduate with NSQF course qualification certificate or NIELIT O-Level.	Minimum one year teaching experience in the relevant course.
Diploma in Installation & Repair of Consumer Electronics Products	B.E/B.TECH (Electrical/ Electronics)/ M.Sc(Electronics) or equivalent.	Minimum one year teaching experience in the relevant course.	Graduate with NSQF course qualification certificate.	Minimum one year teaching experience in the relevant course.
Advance Diploma in Computer Application Accounting and Publishing	B.E/B.TECH (Computer Science)/ MCA/ M.Sc(CS)/ NIELIT 'B' level/ ALevel or equivalent.	Minimum one year teaching experience in the relevant course.	Graduate with NSQF course qualification certificate or NIELIT O-Level.	Minimum one year teaching experience in the relevant course.
Solar-LED Lighting Product Design and Manufacturing)	B.E/B.TECH (Electrical/ Electronics)/ M.Sc(Electronics/ Physics) or equivalent.	Minimum one year teaching experience in the relevant course.	Graduate with NSQF course qualification certificate.	Minimum one year teaching experience in the relevant course.

Note:

1. Institute applying for LTP must have at least three permanent incumbents associated with it for not less than six months.
2. Support faculty to assist in Electronics/ Computer/ Laboratory work, use of application packages and demonstrations.

3. Faculty with the higher than the minimum qualification specified for each level with one year experience shall also be considered as an eligible competent faculty.

Internal assessment tests shall be conducted periodically on a monthly basis. The final examination shall be conducted by NIELIT. The details of the courses are also available at <http://nielit.gov.in/content/nsqf>

C. Eligibility Criteria of LTP

- Institute having requisite lab facility as per qualification file for respective course for which the institute is interested to collaborate with NIELIT.
- Must have qualified lab faculty for conducting lab sessions. Also, it must have IP based camera facility in labs through which NIELIT Guwahati will be able to monitor the practical classes conducted by the training partner. Lab should be spacious and suitable for class conduction.
- Applicants aspiring to conduct hardware related courses other than in IECT such as course in Solar have to have the requisite hardware lab.

LTP will be selected by RC after ensuring that the training institutes have qualified lab faculty and have requisite lab facility and infrastructure for conducting the practical for particular course for which it is applying for tie-up with NIELIT. The RC will do an agreement with institute interested to affiliate as LTP under the project. Further, RC will also submit an undertaking to NIELIT HQ that it has verified all details of institute regarding faculty and infrastructure availability at institutes which are affiliated as LTP. RC will be solely responsible for any issue/grievance related to LTP encountered any time.

Roles of LTP:

Roles of LTP :

- i) LTP will nominate a Coordinator who will be contact person and in-charge for all activities that are to be performed by LTP under the project.
- ii) LTP will be responsible for selection and admission of student in its district as per candidate selection criteria mentioned in existing SoP. LTP will provide full assistance to Nodal Officer of concerned RC. LTP will do the preliminary registration of interested students through online forms under the supervision of Nodal officer from NIELIT Center.
- iii) LTP will conduct practical for the courses in line with Qualification File of the corresponding course. LTP must have faculty & lab instructor who can conduct practical classes as per course requirement.
- iv) LTP will maintain requisite monitoring provisions in its labs like IP based camera etc. through which NIELIT Center/Nodal Officer can monitor the ongoing practical classes live and also students can ask queries if any from the NIELIT Faculty.
- v) LTP will maintain recording of all practical classes date-wise which can be asked by NIELIT/MeitY any time for verification.

Activities to be performed by LTP:

Sr. No.	Activity	Model
1.	Accreditation process	By NIELIT Guwahati
2.	Candidate Enrolment	By LTP
3.	Theory Lecture Delivery	By NIELIT Guwahati Centre in online mode; students will attend from his/her home through mobile/laptop /computer etc.
4.	Lab Session Delivery	By LTP
5.	Assessment of Students/Exam	By NIELIT HQ

D. Course material / mode of training

The concerned Lab Training Partner will provide course material to the candidates after approval from NIELIT Guwahati. The candidates will be provided a training kit comprising of –

- Course material book/ printed notes.
- Plastic folder to carry the study material.
- Writing pad of at least 200 pages.
- 1 set of Pen, Pencil and Eraser.

E. Infrastructure required to conduct NSQF Courses in Aspirational Districts of Assam for a batch of 30 Candidates.

Minimum of 90 Sq. meters carpet areas with library, reading halls and toilets (separate for males and females), drinking water and all basic amenities. The institute should provide a class room with a minimum of 30 seating capacity for Theory and Lab. The hardware and software resources required will be as per the requirements of the course mentioned in the Qualification Pack of the courses

Minimum Computer Hardware Requirement:

Sr. No.	Particulars	
1)	Processor	1 GHz or higher
2)	RAM	2GB or higher
3)	HDD	500 GB or higher
4)	Monitor	SVGA
5)	Mouse	Windows compatible
6)	Keyboard	Standard
7)	NIC	Standard
8)	Optical Drive	Standard
9)	Speaker, Mic, Webcam	Standard
10)	CD/DVD Writer	Standard
11)	Laser printer / Inkjet Printer	Standard
12)	Dot matrix printer	Standard
13)	OHP /LCD Projector	Standard
14)	Internet Connection	Broadband or any other connection with static IP Address.
15)	SCANNER	Standard
16)	RJ-45 Connector	Standard
17)	Crimping Tools	Standard
18)	UTP/STP/Coaxial Fiber Optic Cables and their connectors	Standard
19)	8/16 port Hub/Switch	Standard
20)	Wi-Fi Router	Standard
21)	LAN	Standard Wired LAN

Software Requirement:

Sr. No.	Particulars	
1)	Operating system	Linux / Windows / 2000/XP/7/8/10
2)	OS	Linux / Unix / Windows
3)	SW Packages	Application software(s) related to the NSQF course, Star Office / MS Office, Internet Explorer, Internet Explorer / Web Publishing Tool, Standard Multimedia.
4)	Compilers	C & C++ Compiler
5)	Antivirus package	Standard

Annexure -II

Format for covering letter (To be submitted on the Letter head of the applicant institution)

Ref: NIELIT/20-21/EOI/01

To
The Director
NIELIT Guwahati,
1st & 2nd Floor, VittiyaBhavan,
Assam Financial Corporation (AFC) Building,
Md Shah Road, Paltanbazar, Guwahati- 781008, Assam
Ph. No. : 0361-2730269

Subject: EoI for Empanelment of Lab Training Partner (LTP) for conducting NSQF courses of NIELIT.

Dear Sir,

1. Having examined the EoI document, we, the undersigned, herewith submit our response to your EoI for Empanelment of Training Institutes for conducting training of NSQF aligned courses of NIELIT being implemented by NIELIT Guwahati Centre in full conformity with the said EoI document as Lab Training Partner (LTP).
2. 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. We would like to declare that we are not involved in any litigation with any Government of India organization and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understood that NIELIT Guwahati Centre is not bound to short-list / accept any proposal received in response to this EoI.
6. We understand that Empanelment with NIELIT Guwahati Centre does not guarantee that every /any of the applicants shall be invited under EoI, or be awarded a project /assignment. Our correspondence details / authorized person to deal with regard to this EoI is:

Our correspondence details / authorised person to deal with regard to this EoI is:

Sl. 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	
4.	Mobile number of the Contact Person	
5.	Email	
6.	Corporate website URL	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Signature:

[Authorized person]
Name & Title with seal
Encl: Duly filled Application form

Annexure –III

NIELIT Guwahati Centre, 1st & 2nd Floor, VittiyaBhavan, Assam Financial Corporation (AFC) Building, Md Shah Road, Paltanbazar, Guwahati- 781008, Assam, Ph. No. : 0361-2730269

APPLICATION PROFORMA FOR CONDUCTION OF NSQF ALIGNED COURSES OF NIELIT as LTP		
Sr.No	Details Required	Details
1)	NAME OF THE INSTITUTE [where the training will be imparted]	
2)	COURSES APPLIED FOR PROVIDING TRAINING	
3)	FULL ADDRESS WITH LANDLINE/ MOBILE/ EMAIL [Training location address]	
4)	NIELIT ACCREDITATION NUMBER AND VALIDITY DETAILS IF APPLICABLE [copy of accreditation letter should be enclosed]	
5)	TOTAL NUMBER OF CANDIDATES TRAINED FROM THE INCEPTION OF YOUR INSTITUTE	
6)	OVERALL PASS PERCENTAGE OF THE CANDIDATES IN DIFFERENT COURSES	
7)	NATURE OF ACTIVITY	
8)	COURSES OFFERED AT PRESENT	
9)	INFRASTRUCTURE DETAILS (Separate sheet may be enclosed)	
10)	PROXIMITY / NEARBY TOWNS , TALUK HQ, DISTRICT HQ	
11)	NO OF COMPUTER LABORATORIES, COMPUTERS & DETAILS OF INTERNET CONNECTIVITY	
12)	DETAILS OF SIMILAR PROGRAMS CONDUCTED & GOVT. SCHEMES IF ANY	
13)	AVAILABILITY OF BIO-METRIC ATTENDANCE SYSTEM	
14)	FACULTY DETAILS (RESUME)	
15)	CONTACT PERSON WITH DESIGNATION	
16)	DATE FROM WHICH THE PROGRAM CAN BE LAUNCHED.	
17)	IS IT POSSIBLE TO CONDUCT THE TRAINING ON HOLIDAYS & EVENINGS?	
18)	CURRENTLY SCHEDULED TRAININGS , PROPOSED TRAINING AND MAPPING OF YOUR RESOURCES LIKE COMPUTER AND FACULTY	
Attach additional sheet, if the space is not sufficient and mark as Annexure --- (with Sr. No) Seal and sign this document.		

Attach documentary proof wherever necessary.

19). Specimen signature of the authorized signatory with Name:

20. DECLARATION:

(i) I, _____ son/daughter of _____ have read and understood the RULES / GUIDELINES for Conduction of NIELIT NSQF aligned courses Training for SC/ST/EWS (Women) candidates as LTP in the aspirational districts of Assam 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 my /our institution.

(iii) I am aware that in case any information given by me is false or misleading, the Institute would be debarred from the conduct of training programs and / or debarred besides being subjected to any other action that may be deemed fit by NIELIT Guwahati.

(iv) I agree to abide by the decisions of the NIELIT Guwahati or its designated agencies in respect of my application for permission to conduct NIELIT NSQF aligned training for SC/ST/EWS (Women) candidates under the above scheme.

Signature :

Name :

Designation : Seal of the organization, if any

LIST OF ENCLOSURE:

SLNO	ANNEXURE NO	CONTENT

Annexure-IV

Format of Agreement

(on Rs. 100/- stamp paper)

This agreement entered into on this.....day of between NIELIT GUWAHATI centre (a unit of NIELIT Society, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), 1st & 2nd Floor, VittiyaBhavan, Assam Financial Corporation (AFC) Building, Md Shah Road, Paltanbazar, Guwahati-781008, Assam, Ph. No. : 0361-2730269 (hereinafter referred to as First Party which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the ONE PART:

AND

The <..... Lab Training Partner.....> (hereinafter referred to as SECOND PARTY which expression shall include its successors and assignees) and represented by authorized signatory Mr XXXXXX, Head /Director on the OTHER PART:

WHEREAS First Party invited applications for providing training for with assistance of MeitY, Govt. of India and whereas the SECOND PARTY tendered to provide the same

AND WHEREAS FIRST PARTY awarded the contract for the said training to SECOND PARTY, after due process of shortlisting the training partner.

WHEREAS FIRST PARTY and SECOND PARTY desire to mutually associate with each other to commence the training program in through its training centres in the said district of said state.

Now it is hereby agreed by and between the two parties hereto as follows:

1. **SCOPE:** SECOND PARTY will conduct training program in <Project title> through its centre in <District & State name> for the course <Course Name>.

1.1. Training program: <Project title> as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

1.2. SECOND PARTY through its respective district coordinators will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre.

1.3. The maximum number of candidates to be trained in the district of <District State name> for the course <Course Name> is 30 per batch.

2. OBLIGATION OF SECOND PARTY:

2.1. <Project title> for the <District name> for the course <Course name>.

2.1.1. SECOND PARTY proposing to conduct the training program shall furnish an undertaking that it fulfils all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc for conducting the training programs and shall allow the FIRST PARTY personnel or its representatives for inspections of the training centre if they so desire.

2.1.2. If the training is not carried out to the satisfaction of FIRST PARTY/end user and if the behavior or character or conduct of the personnel engaged by the SECOND PARTY are found to be unsatisfactory at any time during the period of operation of the contract, FIRST PARTY reserves the right to terminate the contract with one month's notice and if the contract is so terminated the SECOND PARTY shall not have any

claim whatsoever for compensation for the remaining period of contract. The security deposit of the SECOND PARTY shall be forfeited in such cases.

2.1.3. SECOND PARTY or its district office shall monitor and coordinate the training programs conducted through its training centre and ensure that the training programs are conducted as per the criteria mentioned in Qualification File (QF) of the courses available at National Qualification Register <https://nqr.gov.in> NIELIT NSQF norms, and project implementation SoP/norms.

2.1.4. SECOND PARTY shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 1:1 to ensure quality of the program

2.1.5. SECOND PARTY's Training charges for the Courses (includes GST and other applicable overhead charges) as per NSQF training fee rates per candidate which covers cost of publicity & study material also.

2.1.6. SECOND PARTY shall maintain a Student Registration Register, a Student Record Register and Student Attendance Register as given below.

(a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details

(b) **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test paper/Model Exam Nos. & marks/Grades awarded.

(c) **Attendance Register:** with signatures of the candidates for each of the day's attendance.

SECOND PARTY will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste certificate etc.

2.1.7. SECOND PARTY shall print and distribute the necessary Course material/handouts for the program as per the syllabus/course material mentioned in QF.

2.1.8. SECOND PARTY will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.

2.1.9. SECOND PARTY shall tie-up with the local industries for providing placement assistance for the candidates.

2.1.10. SECOND PARTY shall provide any other reports or information required by FIRST PARTY in connection with this training program.

2.1.11. SECOND PARTY shall nominate a Co-ordinator/authorized contact person for this project.

2.1.12. SECOND PARTY shall not sub-contract the whole or part of the contract or assign the contract or any part thereof to any other third Party

3. OBLIGATION OF FIRST PARTY

3.1. FIRST PARTY shall coordinate the selection of the candidates based on the applications received and the candidates will be allocated to the nearest training centre of the SECOND PARTY.

3.2. Payment terms: Payment shall be made on completion of the courses and further certification of candidates based on the actual number of candidates certified on receipt of invoice along with relevant documents online through portal to SECOND PARTY.

4. Tenure /Renewal of the Agreement

This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of One Year from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, the SECOND PARTY shall be entitled to stop conducting the training program for the candidates in this project. Before such action, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued. This agreement shall not be terminated until successful completion of any pending Course.

5. Breach of Terms of this Agreement

If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of 1 Month, the aggrieved party may treat this agreement as repudiated by the other party and forthwith serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination of the agreement. The agreement will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause.

In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started.

6. Termination of contract

The contract is liable to be terminated by either side on one month's notice. If the SECOND PARTY (a) abandons the contract or has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow (b) has failed to execute the work in accordance with the terms and conditions of the contract, (c) is persistently or frequently neglecting to carry out their obligation under the contract, then FIRST PARTY shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the SECOND PARTY is liable to compensate FIRST PARTY for losses incurred by it in such cases.

7. Jurisdiction

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in <District of Office of SECOND PARTY >

8. Arbitration or Mediation

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

In case of termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

9. Modifications

The modifications in the Agreement can be done with the mutual consent of both the parties but strictly in line with the project guidelines.

The application, submitted documents by FIRST PARTY to SECOND PARTY and the record of the negotiation meeting held between FIRST PARTY and SECOND PARTY also form part and parcel of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in duplicate on the day and the year first above written

AGREED:

For (FIRST PARTY)

(Institute Head signature & stamp)

(Name in Block Letters)

For (SECOND PARTY)

(Institute Head signature & stamp)

(Name in Block Letters)

Name of FIRST PARTY	Name of SECOND PARTY
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness 1:

Witness 2:

Signature.....

Signature.....

Name ... (in Block Capital Letters)

Name... (in Block Capital letters)

Address

Address

.....

.....

.....

.....

Contact No.

Contact No.