

Notice inviting Expression of Interest (EoI)

National Institute of Electronics & Information Technology (NIELIT) Itanagar is an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India engaged in human resource development in the area of IECT both in formal and non-formal sector. The two extension Centres of NIELIT Itanagar are located at Pasighat & Tezu.

2. Expression of Interest (EoI) is invited from NIELIT Accredited Institutes or NIELIT Facilitation Centres in the State of Arunachal Pradesh for empanelment of Training Partners for joint implementation of sponsored Capacity Building programmes and Skill Development Training in the field of Information Technology and allied fields. Institutes having valid NIELIT Accreditation number or NIELIT Facilitation number for Digital Literacy courses and having experience of conducting IT training may submit Expression of Interest (EoI) in sealed cover addressed to the Director-In-Charge, NIELIT Itanagar, E-Sector, Near Shiv Mandir, Naharlagun-791110. Preference will be given to those Institutes who have already conducted NIELIT Courses. Last date for submission of EoI is **15.07.2025 till 3.00 p.m.** For details, please visit the website of NIELIT Itanagar <https://www.nielit.gov.in/itanagar/index.php>. NIELIT Itanagar will not be responsible for any postal/courier delay.

3. Non-refundable Tender Fee of the EoI is Rs. 1,000/- (Rupees one thousand) only shall be paid in favour of NIELIT Itanagar A/C no: 31513652068, IFSC Code: SBIN0003232 of SBI, Naharlagun

4. EoI document can be downloaded from NIELIT Itanagar website <https://www.nielit.gov.in/itanagar/index.php>. NIELIT Itanagar will not sale hardcopy of EoI Document.

5. The EoI shall be submitted along with proof of payment of tender fee of **Rs. 1,000/-** to NIELIT Itanagar within the timeline prescribed in this EoI document.

Sd/-

**Director-In-Charge
NIELIT Itanagar**

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**Notice inviting Expression of Interest (EOI) for empanelment of Training
Partner of NIELIT Itanagar Centre**

National Institute of Electronics & Information Technology (NIELIT) Itanagar is an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India engaged in human resource development in the area of IECT both in formal and non-formal sector. The two extension Centres of NIELIT Itanagar are located at Pasighat & Tezu. From time to time, the Institute implements various sponsored Capacity Building programmes and Skill Development Training in the field of Information Technology and allied fields with funding support from Ministry of Electronics and Information Technology (MeitY), Govt. of India.

2. NIELIT Itanagar requires empanelment of empanelment of Training Partners for joint implementation of sponsored Capacity Building programmes and Skill Development Training in the field of Information Technology and allied fields.

3. The role of the Training Partner is providing support to NIELIT Itanagar by sharing infrastructure & facilities, faculties and assisting in awareness creation for implementation of sponsored Capacity Building programmes and Skill Development Training in the field of Information Technology & allied fields.

4. The interested Institutes who have already Accredited to NIELIT or have registered as NIELIT Facilitation Centre with proper validity and located in the State of Arunachal Pradesh can apply this EoI. They should have adequate infrastructure & facilities and qualified faculties as mentioned in Section-III of this EoI document. Preference will be given to those Institute who already have experience of conducting IT training in the state of Arunachal Pradesh.

5. The EoI should be addressed to the “**Director-in-Charge, NIELIT Itanagar, E-Sector, Near Shiv Mandir, Naharlagun-791110, Arunachal Pradesh**”, which should reach on or before **15.07.2025 till 3.00 p.m.**

Sd/-
Director-in-Charge
NIELIT Itanagar

SECTION-I

SCOPE OF PARTNERSHIP

1. Introduction

NIELIT Itanagar Centre implements Ministry of Electronics and Information Technology (MeitY), Govt. of India sponsored various Capacity Building programmes and Skill Development Training in the field of Information Technology and allied fields from time to time. The Institute also implements various training programmes sponsored by other ministries of Govt. of India and Govt. of Arunachal Pradesh.

Currently, the following Digital Literacy and NIELIT NSQF aligned courses are offered by NIELIT Itanagar in the state of Arunachal Pradesh

Sl. No.	Course Name	Duration in Hours	NSQF Level
1	Course on Computer Concepts	90	2
2	Certified Computer Application, Accounting and Publishing Assistant	360	3
3	Computer Application Associate	450	4
4	Office Automation, Accounting and Publishing Assistant	690	3
5	ITES BPO Executive – Voice	330	3
6	Assistant Computer Technician	330	3
7	Certified Data Entry and Office Assistant	210	3
8	Foundation of Artificial Intelligence Technology	90	3.5
9	Fundamentals of Data Annotation using Python	120	3.5
10	Fundamentals of Data Curation using Python	120	3.5
11	Foundation of Data Science and Analytics	120	3.5

The minimum qualification requirement for all the courses mentioned in the above table is available at <https://www.nielit.gov.in>.

2. Start of empanelment of Training Partner and validity

Based on the evaluation result of this EoI, a list of Training Partners will be prepared in order of merit/priority. This empanelment shall be valid for a period of one year from date of publication of an office memorandum regarding empanelment of Training Partner. This empanelment may be extended by another one year based on the satisfactory performance of the Training Partner.

3. Allotment of Training/Other activities to the Training Partners

Based on the availability of sponsored projects/schemes, NIELIT Itanagar will invite the Training Partners to seek the willingness of their participation by providing detailed terms & conditions including role of the training partner & revenue sharing model. On receipt of acceptance of the same from Training Partner, NIELIT Itanagar will place a work order to the Training Partner. NIELIT Itanagar will decide such invitation will send to how many training partners based on the volume/capacity of the sponsored project or scheme. Preference shall be given to the Training Partners in order of merit in the empanelment as well as expertise of the Training Partner.

Getting allotment of Training/Other activities by the empaneled Training partner is not a right of empaneled Training partner. Allotment of Training/Other activities to the empaneled Training partner will be solely depends on the availability or volume of sponsored project/scheme being/to be implemented by NIELIT Itanagar.

4. Sharing of Revenue

Revenue sharing model shall be different from one project/scheme to another project/scheme. The revenue sharing model shall be incorporated while inviting to the empaneled training partner which will happen from time to time.

5. Termination of Empanelment:

NIELIT Itanagar has the right to terminate the empanelment without assigning any reason.

6. Arbitration:

All dispute between NIELIT Itanagar and Empaneled Training Partner in connection with these scope of partnership shall be referred to the sole Arbitrator to be appointed Director-in-Charge, NIELIT Itanagar. The decision of the sole Arbitrator shall be final and binding on the parties.

Sd/-
Director-in-Charge
NIELIT Itanagar

SECTION-II

INFORMATION AND INSTRUCTIONS TO APPLICANTS

Note: Applicants are requested to note that, noncompliance of the following instructions is liable to be debarred from tendering.

1. GENERAL:

- 1.1 Applicants should put their **endorsement (signature and seal) on each page of the submitted documents.**
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in a separate document, reference to the same should be given against respective columns. If information is 'NIL' it should also be mentioned as 'NIL' or 'No Such Case'. If any particular query is not applicable in case of the applicant, it should be stated as 'Not Applicable'. However, the applicants are cautioned that not giving complete required information called for in the application form, not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
- 1.3 Applicants shall provide documentary evidence of their past by enclosing copies of previous work orders.
- 1.4 Preference will be given to those Institutes who have already conducted NIELIT Courses.
- 1.5 Applicants shall submit all supporting documents in favour of information submitted in the tender.
- 1.6 The EoI document in prescribed form, duly completed and signed should be submitted in a sealed cover on or before **15.07.2025 till 3.00 p.m.** at *NIELIT Itanagar, E-Sector, Near Shiv Mandir, Naharlagun-791110, Arunachal Pradesh*. The sealed cover shall be super scribed **"EoI document for empanelment of Training Partner of NIELIT Itanagar Centre"**. Documents submitted in connection with the EoI will be treated as confidential and will not be returned.
- 1.7 Prospective Applicants may request clarification of the project requirements and empanelment documents from NIELIT Itanagar.

2. DEFINITIONS

In this document the following words and expressions have the meaning hereby assigned to them.

- 2.1. **APPLICANT:** Applicant means Institutes who have already Accredited to NIELIT or have registered as NIELIT Facilitation Centre with proper validity and located in the State of Arunachal Pradesh

3. METHOD OF APPLICATION

The application form in the prescribed format attached as Form "A" shall be used for participating to this EoI. Application must be signed by an authorized person of the Institute.

4. FINAL DECISION MAKING AUTHORITY

NIELIT Itanagar shall be under no obligation to accept any application. Further the Director-in-Charge, NIELIT Itanagar reserves the right to accept or reject any application and to annul the EoI process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

5. INITIAL CRITERIA FOR ELIGIBILITY FOR EoI

- (i) The Institute should have accredited to NIELIT or have registered as NIELIT Facilitation Centre with proper validity.
- (ii) The Institute should be located in the State of Arunachal Pradesh
- (iii) The Institute should register to the Govt. of Arunachal Pradesh or Govt. of India.

7. ORGANISATION INFORMATION

Applicant is required to submit the following information in respect of the Institute participating to this EoI as per Form “B”, “C”, “D”, “E” & “F”.

8. MISCELLANEOUS

- (i) This document is not any offer of any partnership but, is a mere expression of interest as the title of the document suggests.
- (ii) This document does not create any right in favour of the applicants.
- (iii) This document is to be read as a whole.

9. PARTNERSHIP AWARD CRITERIA

- (i) Capabilities in terms of manpower, Infrastructure & Facilities.
- (ii) Past experience of training in the field of Information Technology.

9.1 NIELIT Itanagar reserves the right, without being liable for any damages or obligation to inform the applicant to:

- (i) Amend the scope of the partnership.
- (ii) Reject any or all of the applications without assigning any reason.

9.2 Any effort on the part of the applicant or its agent to exercise influence or to pressurize NIELIT Itanagar would result in rejection of his application. Canvassing of any kind is prohibited.

Sd/-
Director-in-Charge
NIELIT Itanagar

SECTION-III

PRE-QUALIFICATION & SELECTION CRITERIA

1. Pre-Qualification:

- (i) The Institute should have accredited to NIELIT or have registered as NIELIT Facilitation Centre with proper validity.
- (ii) The Institute should be located in the State of Arunachal Pradesh
- (iii) The Institute should register to the Govt. of Arunachal Pradesh or Govt. of India.

2. Selection Criteria:

- (i) Fulfilling the Pre-Qualified Criteria.
- (ii) Availability of adequate Infrastructure & Facilities
- (iii) Availability of qualified faculties & Staff.
- (iv) Location of the Institute

Sd/-
Director-in-Charge
NIELIT Itanagar

Form "A"
Letter of Application
(To be provided in the Institute's Letter Head)

Date:

To,

The Director In-Charge
NIELIT Itanagar,
E-Sector, Naharlagun-791110, Arunachal Pradesh

Sub: **Submission of Expression of Interest – regarding.**

Ref: Expression of Interest document for empanelment of Training Partner of NIELIT Itanagar Centre

Sir,

1. Being duly authorized to represent and act on behalf of..... (*name of the Institute*), and having reviewed and fully understood all of the pre-qualification requirements and information provided, the undersigned hereby applies for Scope of Partnership mentioned at **Section I**.

2. This application is made in the full understanding and Agreement of the terms & conditions contained in 'Instructions & Information to the Applicant' and other terms & conditions supplied to us by NIELIT Itanagar.

a) Applications by pre-qualified Applicants will be subject to verification of all information submitted for Pre-qualification at the time of applying.

b) Your organization reserves the right to:

- Amend the scope of work under the panel, in which event, proposals will be invited only from those Applicants who meet the resulting amended Pre-qualification requirements; and
- Reject or accept any application, cancel the pre-qualification process, and reject all applications;

c) Your Organization shall not be liable for any such actions under **Section-II** i.e. 'Information and Instructions to Applicant'.

3. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signature:

Name:

Designation:

For and on behalf of (*name of Institute*)

FORM “B”
Detailed Information about the Institute
(To be provided in the Institute’s Letter Head)

Sl.	Particulars	Information
1	Name of the Institute	
2	Registration No & Date	
3	Registered to	
4	Validity of registration	
5	Full address of the Institute	
6	Contact No.	
7	Email ID	
8	Website (if any)	
9	NIELIT Accreditation/ Felicitation number	
10	Validity of NIELIT Accreditation/Felicitation	
11	Any other information	

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Institution/Organization

FORM “C”
Detailed of Availability of Infrastructure and facilities
(To be provided in the Institute’s Letter Head)

Sl. No.	Particulars	Response	Remarks
A	Details of Infrastructure:		
1	Institution Premises (own / rented)		
2	Size of the premises (in sq. ft)		
3	No. of Class Rooms		
4	No. of Computer Labs		
5	No. of Computers		
6	Configuration of Computers		
7	Details of Installed Computer Software		
8	Details of Attached Computer Hardware		
9	No. of Fans installed in each Class Room / Computer Labs		
10	No. of ACs installed in each Class Room / Computer Labs		
11	Projector installed in each Class Room / Computer Labs		
12	No. of Fire Extinguisher		
B	Details of Facilities:		
1	Internet Connectivity (if yes, please provide details)		
2	Drinking water (Yes / No)		
3	Washroom for Male & Female (Yes / No)		
4	CCTV (Yes / No)		
5	Power Backup (if yes, please provide details)		
6	Generator (if yes, please provide details)		

Note: supporting documents is attached.

Declaration:

I certify that the information provided above is accurate and based on records. I understand that, this EOI is for exploratory purposes and does not constitute a binding agreement.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Institution/Organization

FORM “D”
Details of Availability of Faculties
(To be provided in the Institute’s Letter Head)

Sl. No.	Particulars	Response	Remarks
1	No. of Faculties (IT)		
2	No. of Faculties (Electronics)		

Note: *Bio-Data of the faculties along with relevant documents shall be submitted as supporting documents.*

Declaration:

I certify that the information provided above is accurate and based on records. I understand that this EOI is for exploratory purposes and does not constitute a binding agreement.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Institution/Organization

FORM “E”
Details of Availability of other Staff
(To be provided in the Institute’s Letter Head)

Sl. No.	Particulars	Response	Remarks
1	No. of Other Staffs		
2	Category (Technical / Non-Technical)		
3	Educational Qualification		
4	Details of Experience		
5	Computer Knowledge		

Note: Bio-Data of the faculties along with relevant documents shall be submitted as supporting documents.

Declaration:

I certify that the information provided above is accurate and based on records. I understand that this EOI is for exploratory purposes and does not constitute a binding agreement.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Institution/Organization

FORM “F”
Details of courses/activities at present
(To be provided in the Institute’s Letter Head)

1. Details of Courses/Activities at Present

Sl. No.	Name of Course / Activity	Duration	Target Group	Mode (Online/ Offline/ Hybrid)	Affiliation/Certification Body
1					
2					
3					
4					
5					

2. Brief Description of the Courses/Activities:

3. Previous Experience in Similar Training/Projects (if any):

Declaration:

I hereby declare that the above information is true to the best of my knowledge and belief. I understand that submission of this EOI does not guarantee selection.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Institution/Organization

FORM 'G'
Past Experience with facts & figures
(To be provided in the Institute's Letter Head)

1. Past Experience (with Facts & Figures)

Sl. No.	Name of Project/Training/ Course	Year(s) Conducted	Target Group	No. of Participants	Funding/Partner Agency
1					
2					
3					
4					
5					

2. Brief Description of Key Projects/Activities Implemented (Max 300 words):

Highlight measurable outcomes such as employment rate, certifications issued, community impact, etc.

3. Any Recognitions/Awards/Certifications Received:

Declaration:

I certify that the information provided above is accurate and based on records. I understand that this EOI is for exploratory purposes and does not constitute a binding agreement.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Institution/Organization