

INVITATION OF EXPRESSION OF INTEREST (EoI)

FOR

**COLLABORATION WITH IT INDUSTRY TECHNOLOGY PARTNERS AND DOMAIN
EXPERT COMPANIES/ORGANISATIONS IN CAPACITY BUILDING/TRAINING
BUSINESS IN THE EMERGING TECHNOLOGIES IN IECT**

Price of this EoI Document: Demand Draft(DD) (non-refundable) of Rs. 5000/- in favour of
"NIELIT" payable at "New Delhi"

Document Download Start Date (Through eProcure Portal): 05th July 2016 0900 Hours

Pre-Bid Meeting: 12th July 2016 1100 Hours

Publishing of Pre-Bid Clarifications, if any: 15th July 2016 1530 Hours

Bid Submission Start Date: 15th July 2016 1530 Hours

Closing Date and Time of online submission of EoIs: 29th July 2016 1500 Hours

Opening Date & Time of EoIs: 29th July 2016 1530 Hours



National Institute of Electronics & IT(NIELIT)

Department of Electronics & IT(DeitY)

Ministry of Communications & IT, Govt. of India

Electronics Niketan, 6 CGO Complex,

New Delhi-110003

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1. Invitation for Expression of Interest

1.1 The overall objective of this EoI is to invite the reputed partners with proven capabilities from IT industry and domain experts to collaborate with NIELIT in capacity building/training business in the emerging areas to roll out the courses and enhance the placement opportunities for students, as the design of the courses would be based on the industry requirement and industry would get skilled workforce suited to their requirement from day one of the employment. Hence, NIELIT invites EoIs through e-Tendering process from reputed IT industry technology partners and domain expert companies/organisations (hereafter referred as ‘Agencies’) which are in capacity building/training business in the emerging areas such as IoT, Cloud Computing, Mobile Computing, e-Waste, IPv6, Cyber Security, Big Data Analytics, ITeS-BPO etc. to roll out these courses in collaboration with NIELIT. There may be two modus operandi for implementation of the proposed collaboration with the agencies:

- a) The agencies may undertake Master Training programs for existing staff of NIELIT and may also help NIELIT in designing of courses, vetting of syllabus and revision thereof, infrastructure & lab set up etc. However, subsequently the training will be taken up by NIELIT professionals.
- b) Courses may be jointly planned & rolled out by the NIELIT and the agencies; and the certificate may carry the logo/name of agency alongwith NIELIT .

1.2 In both the above mentioned options, the assessment and certification of the enrolled students shall be taken up by NIELIT only. NIELIT may pay some royalty to the agency so selected on mutually agreed terms and conditions. However, the agency may be required to pay royalty to NIELIT in case it offers the above courses in its own centers/franchises on mutually agreed terms and conditions.

1.3 Collaboration of NIELIT with the agency(ies) is expected to be a balancing act in which everyone has a win-win situation. The benefits could be envisaged as stated below:

- a. It would help in brand creation.
- b. It would help the organizations to register their effective presence in the emerging technologies.
- c. It would facilitate enhanced placement opportunities for students, as the design of the courses would be based on the industry requirement and industry would get skilled workforce suited to their requirement from day one of the employment.

- d. It would assist the industry to contribute towards bridging the gaps of skills and experience vital for workforce in a networked and global economy.
- e. It would facilitate the reach of the latest emerging technologies to wider sections of the Society.
- f. It would be able to reap financial benefits / funding.

Interested agencies fulfilling the pre-qualification criteria as stated in the EoI, may upload their complete details as per this EoI document on or before **29 July 2016 1500 Hours**, at the e-Procurement Portal (<http://eprocure.gov.in/eprocure/app>). The DD of Rs 5000/- (Rs Five Thousand only) towards the cost of EoI should be submitted at the following address on or before **29 July 2016 1500 Hours** along with the covering letter clearly mentioning the e-tender id and bidder's details . The DD must be in favour of "NIELIT" payable at **New Delhi**. The DD submitted towards the cost of EoI is non-refundable in any circumstances. EoI without requisite cost (Rs 5000/-) and mode (DD) will be summarily rejected and no further communication in this regard will be entertained

The Director General,
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi-110 003
Website: <http://www.nielit.gov.in>

1.4 Pre-bid Meeting

NIELIT will host a Pre-Bid meeting of prospective bidders on **12th July 2016 1100 Hours**. The representatives of the interested organizations may attend the pre-bid meeting at their own cost. The purpose of the meeting is to provide bidders with information regarding the EoI document and the proposed requirements. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the EoI document. A maximum of two representatives of each Bidder shall be allowed to participate in the meeting. The venue for the Pre bid meeting is the address provided below:

**Electronics Niketan Building,
6, CGO Complex,
Lodhi Road,
New Delhi - 110003**

Any change in Venue and Time for Pre-Bid Meeting will be displayed on NIELIT website <http://www.nielit.gov.in> and e-Procurement Portal (<http://eprocure.gov.in/eprocure/app>) one day before the schedule of Pre-Bid Meeting.

For any enquiries and clarifications please feel free to contact the following official whose details are given below:

Sh. Shameem Khan,
Joint Director (Systems),
Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi-110003
Email: shameem@nielit.gov.in
Telephone: 011-24367715

- i. All clarifications that are received by email at shameem@nielit.gov.in in the **prescribed format (Annexure-III)** on or before **11th July 2016 1100 Hours** may be addressed by NIELIT in a Pre-bid Meeting. NIELIT shall aggregate and respond to all such clarifications (if any) as per the

schedule of EoI. **This response to clarifications (if any) will be issued as a Corrigendum to the original EoI document on 15th July 2016 1730 Hours.**

- ii. During the course of Pre-Bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration. The NIELIT shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding Process.
- iii. In respect of clarifications received, the following shall apply:
 - a) NIELIT reserves the right not to consider any condition that in the sole discretion of NIELIT, is found unacceptable.
 - b) If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be made available on NIELIT Website (<http://www.nielit.gov.in>) and e-Procurement Portal.
 - c) In respect of suggestions / alterations proposed NIELIT may consider them and the result will be published on NIELIT Website (<http://www.nielit.gov.in>) and e-Procurement Portal.
- iv. If NIELIT deems it appropriate to revise any part of this EoI Document or to issue additional data to clarify an interpretation of the provisions of this EoI Document, it may issue supplements to this EoI Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by putting up on NIELIT Website (<http://www.nielit.gov.in>) and e-Procurement Portal. Any such supplement shall be deemed to be incorporated by this reference into this EoI document.
- v. In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their EoIs, NIELIT, at its discretion, may extend the deadline for the submission of EoI, and the extended date will be displayed on the website <http://www.nielit.gov.in> and e-Procurement Portal.

2. About NIELIT

2.1 The National Institute of Electronics and Information Technology (NIELIT) is the capacity building arm of Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India and is actively engaged in the development of skilled human resources to carry out Human Resource Development and related activities in the areas of IT; Electronics; Communication Technologies; Hardware; Cyber Law; Cyber Security; IPR; GIS; Cloud Computing; e-Governance and related verticals. NIELIT offers courses both in the Formal as well as the Non-Formal sectors and is also one of the National Examination body, which accredit institutes / organizations for the conduct of courses in the Non-Formal Sector in IT and Electronics.

2.2 NIELIT has a presence all over India with a network of 35 own Centres besides a network of 900+ Accredited Centres and 9000+ Facilitation Centres. Centres of NIELIT are located at Agartala, Aizawl, Ajmer, Aurangabad, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Gangtok, Gorakhpur, Guwahati, Imphal, Itanagar, Jammu, Jorhat, Kohima, Kolkata, Kokrajhar, Leh, Lucknow, Lunglei, Pasighat, Patna, Ranchi, Ropar, Senapati, Shillong, Shimla, Silchar, Srinagar, Srikakulam, Tezpur & Tura with its Head Quarters at New Delhi.

2.3 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 quality system of examination and certification that is globally recognised for providing a fair assessment of the competency of students.
- To implement the Scheme for Computer, Electronics and other allied courses in the Non-formal Sector and align NIELIT Courses with NVEQF/NSQF or other such frameworks promulgated by the Government from time to time.

- To undertake such developments, research, consultancy, publications and manpower training programmes as may be necessary to achieve the overall objectives of NIELIT, DeitY and NSDC(for Ph.D purposes).
- To collaborate with Industries, R&D Laboratories, Academic Institutions, Polytechnics etc. so as to advance the development of IT, Electronics, Communication technologies and allied verticals in the country.
- To impart continuing education for up-gradation of knowledge and skills of Industry professionals & academicians considering high obsolescence in the areas of IECT.
- To provide entrepreneurship development program in the areas 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 the areas of IECT.

2.4 The wide repertoire of NIELIT Courses includes:

(a) Courses in the **Formal Sector**, being offered by the NIELIT Centres, in association with State Universities/Technical Boards, such as *M.Tech, B.Tech, MCA, BCA, Diploma etc.*

(b) Courses in the **Non-Formal Sector** in the area of Information Technology (erstwhile DOEACC Scheme), under four levels, viz; ‘O’ Level (equivalent to foundation level), ‘A’ Level (equivalent to Advance Diploma), ‘B’ Level (equivalent to MCA Level), ‘C’ Level (at par with M.Tech level), being offered by NIELIT Centres and other training institutions that have been granted accreditation for the purpose. NIELIT O&A level (IT) and B level (IT) are recognised by Ministry of Human Resource Development, Govt. of India vide Notification (43) and Notification (54) respectively for the purpose of employment to posts and services under the Central Government / employment. Similar level wise courses are also in place in the area of Hardware, Bio-informatics, Multimedia & Animation, etc.

(c) **Standardized Short Terms Skill Oriented Courses** by NIELIT Centres in IT and Electronics based on demographic demands. The skill oriented short term courses (duration of less than 1 year) offered by NIELIT Centres have been standardized and as of now the basket of standardized course comprises of 65 courses under 17 groups, viz. Office Automation and Soft Skills, Internet and Web Design, Desk Top Publishing, Financial Accounting (Tally), Information Security / Cyber Law, Mobile Application Development, Hardware and Networking, .NET Technologies, Programming Courses,

Java and Oracle Courses, Multimedia and Animation, Hardware Repair and Maintenance, Embedded System / VLSI / PCB Design, AutoCad / Industrial Automation, Bio-Informatics, Sys. Admn. in UNIX/ LINUX/ Windows, Cloud Computing.

(d) **ESDM Courses:** In order to create an enabling requirement for ESDM ecosystem, DeitY's Scheme for Skill Development in ESDM Sectors under Phase I and Phase II aims to skill about 4.18 lakh candidates in ESDM over a period of 4 years to address the emerging human resource requirements. The key players in this initiative are ESSCI, TSSC and NIELIT. Under this Scheme, so far, NIELIT has developed 23 courses.

(e) **Training Programs/ Corporate Training programs,** which are tailor made programs, based on specific requirements of Government/ Public Sector departments. Some of the projects implemented by NIELIT Centres are training of 25000 Panchayati Raj functionaries in BCC with the support of M/o Panchayati Raj, Training of about 89400 rural candidates in IT Skills/ITES-BPO/Repair of Electronic Equipments under three projects sponsored by DeitY, training of about 3300 candidates per year in NIELIT O level/Computer Hardware O level sponsored by DGE&T, M/o Labour & Employment, Training of one lakh CSC operators/VLEs in CCC sponsored by DeitY etc.

(f) **Digital Literacy Courses (Awareness in Computer Concepts(ACC), Basic Computer Course (BCC), Course on Computer Concepts (CCC), Course on Computer Concepts Plus(CCC+), Expert Computer Course (ECC),** to equip an individual in acquiring necessary skills and thereby attaining computer literacy to take advantage of 'Digital India' initiatives. These courses have been recently retrofitted with a 1.5 hrs module on Financial Inclusion (*developed by Department of Financial Services, MoF, GoI*). The digital literacy courses of NIELIT, especially, BCC and CCC are accepted by the various State Government / Government departments such as Arunachal Pradesh, Bihar, Chandigarh, Gujarat, Maharashtra, Rajasthan Uttar Pradesh, Sikkim, Daman &Diu, O/o the CGA, DGE&T etc. for recruitment / in-service promotions/ incentives etc.

2.5 Education & Training in the areas of IECT, which is one of the core activities of NIELIT is distinct from other educational programs of similar nature, in terms of the following aspects:

- a. Flexible programs with consistent and timely updating of Course Curricula to conform to industry needs, so that the students graduating from NIELIT should not only find employment but also be sought after by the Industry.

- b. Industry participation in the formulation and running of programs, particularly for imparting hands-on-experience.
- c. Use of Latest Technology in all operations of the Institution.
- d. Regular feedback from customers i.e. students and Industry.

2.6 The above IT Education & Training Programs could be categorized as follows:

- a. IT Education & Training for fresh students;
- b. Continuing Education (Refresher training/up-gradation) for working professionals through Short-Term/Long-Term Courses;
- c. Skill development, by imparting bridge courses.
- d. Formal long term course in collaboration with state universities.
- e. Training of Trainers at various levels; and
- f. New courses in emerging areas of IECT
- g. Provide Accreditation and facilitation centres to conduct various courses of NIELIT in non-formal education sector.

2.7 The cumulative figures indicate that the number of students enrolled for various NIELIT courses has grown to about 45 lakhs till year 2015 and is consistently increasing. As a capacity building agency, NIELIT has embraced latest technologies for effective delivery mechanism and time management viz. issue of digitally signed e-Certificates to the successful candidates, linking of digitally signed e-Certificate with digital locker, anytime anywhere examination model for a few examinations, placement portal, e-Contents, online services (registration, examination, fee submission etc.), high end labs in emerging technologies etc. The programmes offered by NIELIT not only promote IT Education but also equip the students with the necessary skills to make them employable, and thus bridging the gap between demand and supply.

3. Foreword

3.1 In order to keep pace with the existing technological arena, NIELIT in last 3 years has introduced State-of-the-Art technology in various facets of its activities such as introduction of Digitally signed e-Certificates, Aadhaar based examinations, paperless registration process with online issue of Registration ID card, anytime anywhere examination with remote proctoring, linking of e-Certificates with digital locker etc. Recently, NIELIT has also taken up number of new capacity building initiatives in the areas of e-Governance, IoT, Digital Marketing, Cloud Computing, Mobile Computing, Big Data Analytics, GIS, Digital Literacy, ITeS-BPO to name a few. It is also playing a key role in bridging the digital divide. The cumulative number of students enrolled in various NIELIT courses since 1994 has grown from about 14.00 Lakh in 2010 to about 45.00 Lakh in 2015 and is showing steady growth.

3.2 As per the survey and predictions of NASSCOM and other agencies there is a huge requirement of skilled manpower in latest technological areas like IoT, Cloud Computing, Mobile Computing, e-Waste, IPv6, Cyber Security, Big Data Analytics, ITeS-BPO etc. In line with new technological trends, NIELIT is also planning to diversify by offering capacity building & skill development courses in emerging & new technologies which are required for proper implementation of 'Digital India' through collaboration with the Training institutions/organizations that are leaders in the latest emerging technologies.

4. Instructions to the Bidders

4.1 Completeness of Response

- a. Bidders are advised to study all instructions, forms, requirements and other information in the EoI documents carefully. Submission of the EoI shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
- b. The response to this EoI should be full and complete in all respects. Failure to furnish all information required by the EoI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.
- c. The EoI shall be accepted online through e-Procurement Portal only. The detailed instructions for submission of EoIs through e-Procurement Portal are enclosed at **Annexure-II**.

4.2 EoI Proposal Preparation Costs & related issues

- a. EoI should not be treated as a commercial tender document and bidders are advised not to offer any price or include any financial aspect with their responses.
- b. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NIELIT to facilitate the evaluation process.
- c. NIELIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- d. This EoI does not commit NIELIT to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EoI.
- e. All materials submitted by the bidder will become the property of NIELIT and may be returned completely to the bidder at its sole discretion.
- f. The proposal and all correspondence & documents shall be written in English

4.3 Issue of Corrigendum

- a. At any time prior to the last date for receipt of EoI, NIELIT may modify the EoI Document by a corrigendum.
- b. The Corrigendum (if any) will be posted on the <http://www.nielit.gov.in>, <http://eprocure.gov.in>, <http://deity.gov.in>

- c. Any such corrigendum shall be deemed to be incorporated into this EoI.
- d. In order to provide reasonable time for taking the corrigendum into account, NIELIT may, at its discretion, extend the last date for the receipt of EoI Proposals.

4.4 Right to Terminate the Process

- a. NIELIT may terminate the EoI process at any time and without assigning any reason. NIELIT makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This EoI does not constitute and will not be deemed to constitute any commitment or confirmation or an offer by NIELIT. The bidder's participation in this process may result in short listing the bidders.

4.5 Submission of Responses

- a. The EoIs shall be submitted online on the e-Procurement Portal of Govt. of India at <http://eprocure.gov.in/eprocure/app>. EoIs shall consist of supporting proofs and documents as defined in the Pre-qualification section. The EoIs submitted in any other mode than the online on the e-Procurement Portal of Govt. of India shall not be considered. No correspondence will be entertained on this matter.
- b. Bidder shall submit all the required documents as mentioned in the Annexure-I including templates (Form 1 to Form 4) online. It should be ensured that the formats mentioned in this EoI should be adhered to and no changes in the format should be done.
- c. The DD of Rs 5000/- (Rs Five Thousand only) towards the cost of EoI should be submitted at the NIELIT. The DD must be in favour of "NIELIT" payable at **New Delhi**. EoI without requisite cost (Rs 5000/-) and mode (DD) will be summarily rejected. NIELIT shall not be responsible for any postal delay or non-receipt/ non-delivery of the above said DD. No further correspondence on the subject will be entertained.
- d. EoI document submitted by the bidder should be concise and contain only relevant information as required.
- e. NIELIT reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

4.6 EoI Submission Format

The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest (EoI) and any deviation may result in the rejection of its EoI proposal.

4.7 Evaluation Process

- a. NIELIT will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b. The Proposal Evaluation Committee constituted by the NIELIT shall evaluate the responses to the EoI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence by a bidder, may lead to rejection of its EoI Proposal.
- c. Each of the responses shall be evaluated to validate compliance of the bidders according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.
- d. The shortlisted agencies shall be called for a presentation / technical demo also for which date and venue will be intimated separately.
- e. The decision of the Proposal Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final and binding to all. No correspondence will be entertained outside the evaluation process of the Committee.
- f. The Proposal Evaluation Committee reserves the right to reject any or all proposals without assigning any reasons thereof,.
- g. Any attempt by a Bidder to influence the EoI evaluation process may result in the rejection of its EoI Proposal.

5. Pre-Qualification Criteria

Following will be the minimum pre-qualification criteria. All Agencies must satisfy all the criteria listed below. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl No.	Eligibility Criteria	Documents Required
1	The Agency should be ISO certified for training activities.	Relevant ISO Certificate.
2	The Agency should be registered with appropriate statutory authorities as required under law. A copy of all such registrations such as Incorporation Certificate, MOA, PAN and Service Tax, etc. must be enclosed.	Copy of Certificate Incorporation; and Copy of Service Tax Registration Certificate.
3	The Agency should have been in the training business in IECT during last 4 years as on 31-03-2016.	Proof of commencement of training business in IECT
4	The Agency should also provide details of Reputed Clients presently the Agency is working with.	List of clients
5	The Average annual turnover of the Agency during last 3 years should be Rs. 2.00 Cr and separately from training activities should be Rs. 50.00 lakh each year during last four years. (It should be shown separately /certified by the company's auditor). (Last four Years: 2012-13, 2013-14, 2014-15 & 2015-16)	Certificate from the statutory auditor mentioned the overall annual turnover and separately annual turnover from training activities
6	The Agency should have experience in providing training on emerging areas such as IoT, Cloud Computing, Mobile Computing, e-Waste, IPv6, Cyber Security, Big Data Analytics, ITeS-BPO etc.	Supporting documents for providing training on the latest technologies in IECT to be enclosed.
7	The Agency should possess the essential infrastructure & manpower facilities, which are required to carry out the activities.	Course wise list of faculty and infrastructure available with the agency.
8	The Agency should have proven track record of placement.	Course wise list of candidates along with the details of employment.
9	The Agency having black-listed/ debarred in participating in any procurement activities by any State or Central Government in India are not allowed to participate in the EoI process.	Non blacklisting certificate to be submitted on stamp paper duly certified by Notary. (As per Form 3).

Note: Please supply documents which directly indicate above parameters, do not attach documents from where the information needs to be interpreted/inferred.

6. Evaluation Criteria

Basic Requirement	Specific Requirement	Marks Allocated	Evaluation Criteria
Understanding of bidders	Approach & Methodology (A&M)	20	Minimum of 15 marks based on approach/methodology/modus operandi/ business model suggested for collaboration
	Bidder's Experience in "Similar" Projects (for which Work Order / Completion Certificates are being provided)	60	Minimum of 45 marks based on Qualitative Assessment on: 1) Learning on Issues (Experience in skill training and placement) 2) Challenges 3) Solution proposed 4) Client Recommendations/Completion Certificates 5) Certifications and/or Affiliations 6) Track record in sustainable placement 7) Institutional Tie-ups with industry(ies)/ acceptability of course(s) in the industry(ies). 8) Details of training in major sectors in emerging technologies including government partnership. 9) Presence and readiness for conduct of training of courses 10) Infrastructure
	Bidder's Competence	20	Minimum of 15 marks based on Qualitative Assessment on: 1) Previous experience in designing of course and capacity building projects. 2) Training Needs Analysis for effective skill development and placement 3) Centers of Excellence 4) Assets in the given project's domain.

Note:

1. The Agencies who secure minimum marks as tabulated above shall be shortlisted.
2. Decision of Proposal Evaluation Committee in ascertaining "similar nature" and "similar project" will be final.

7. EoI Submission Forms

The bidders are expected to respond to the EoI using the forms given in this section and all documents supporting Pre-Qualification / EoI Criteria.

Proposal / Pre-Qualification EoI shall comprise of following forms:

Form 1: Covering Letter with Correspondence Details

Form 2: Details of the Agency's Operations and Training Business

Form 3: No Blacklisting

Form 4: Compliance Sheet for Pre-Qualification Criteria

Form 1: Covering Letter with Correspondence Details

<Location, Date>

To,

The Director General,

NIELIT, Electronics Niketan,

6, CGO Complex, Lodhi Road,

New Delhi – 110003

Subject: Expression of Interest (EoI) for Collaboration with Agencies in Capacity Building/Training Business in the Emerging Technologies in IECT”

Dear Sir,

This is with reference to your advertisement inviting EoI for inviting Expression of Interest (EoI) for “Collaboration with Agencies in Capacity Building/Training Business in the Emerging Technologies in IECT”. I/We, the undersigned, offer to provide the services for the same, please find below the details of our agency for your consideration:

S. No.	Information	Details
1.	Name of the Organization	
2.	Head of the Organization (with designation and contact number)	
3.	Legal Status	
4.	Address of Head Office	
5.	Number of Offices (including Head Office): India & Abroad	
6.	Name, designation and contact address of the person to whom, all references shall be made, regarding this EoI.	

7.	Telephone number of the Contact Person.	
8.	Mobile number of the Contact Person	
9.	Fax number of the Contact Person	
10.	Email ID of the Contact Person	
11.	Corporate website URL.	
12.	Annual Turnover (in Lakhs): (Last four Years: 2012-13, 2013-14, 2014-15, 2015-16)	
13.	Years of Operation (in Years):	
14.	PAN Number	
15.	Sales Tax/ VAT Registration Number	
16.	Service Tax number	
17.	Number of Employees:	
18.	Number of Technical Staff(IECT)	
19.	Number of Non-Technical Staff	
20.	List of major trainings provided on latest technologies	1. 2. 3. 4. 5.
21.	List of emerging technology(ies) for which the collaboration is proposed with NIELIT.	1. 2. 3. 4.

22.	List five present major clients for providing training on latest technologies in IECT.	1. 2. 3. 4. 5.
23.	List five major placement partners and placement done during last two years in each job role	1. 2. 3. 4. 5.
24.	Details of infrastructure and list of training centres PAN India	

I/We understand you are not bound to accept any Proposal you receive.

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

I/We agree to abide by the conditions set forth in this EoI.

I/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,

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Name of Contact>>

Signature: <<Insert Signature>>

Form 2: Details of the Agency's Operations and Training Business

SI No.	Information Sought	Details Furnished
1.	Name and address of the bidding Agency	
2.	Incorporation status of the Agency	
3.	Year of Establishment	
4.	Date of registration	
5.	ROC Reference No.	
6.	Details of agency registration	
7.	Details of registration with appropriate authorities for service tax	
8.	ISO certification for training activities.	
9.	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

Form 3: No Blacklisting

(On Non-Judicial Stamp Paper of Rs 100/- duly attested by the Notary Public)

In response to the EoI e-Tender Id _____ Dated _____ for “COLLABORATION WITH IT INDUSTRY TECHNOLOGY PARTNERS AND DOMAIN EXPERT COMPANIES/ ORGANISATIONS IN CAPACITY BUILDING/TRAINING BUSINESS IN THE EMERGING TECHNOLOGIES IN IECT”, 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.

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

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our EoI to the extent accepted(if any) may be cancelled.

Deponent

Notary

Form 4: Compliance Sheet for Pre-Qualification Criteria

SI No.	Basic Requirement	Documents Required	Provided	Reference & Page Number
1.	Certifications	Copy of the Certification	Yes / No	
2.	Institute/Organisation	Copy of Registration/Accreditation	Yes / No	
3.	Annual Turnover of the Agency	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes / No	
4.	Technical Capability	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client.	Yes / No	
5.	Affiliations, Institutional Tie-ups, placement, details of training courses	Self-Certification by the authorized signatory	Yes / No	
6.	Power of Attorney	Copy of Power of Attorney in the name of the Authorized signatory	Yes / No	
7.	Legal Entity	Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate	Yes / No	
8.	Manpower Strength	Self-Certification by the authorized signatory	Yes / No	
9.	Available infrastructure/Equipments/Machineries for conduct of the training	Self-Certification by the authorized signatory	Yes / No	
10.	Non Blacklisting certificate	Non blacklisting certificate to be submitted on stamp paper duly certified by Notary.	Yes / No	

8. Instructions for Online EoI Submission

As per the directives of Department of Expenditure, this EoI document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their EoIs electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their EoI in accordance with the requirements and submitting their EoIs online on the CPP Portal.

More information useful for submitting online EoIs on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

8.1 REGISTRATION

- i. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

8.2 SEARCHING FOR TENDER DOCUMENTS

- i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

8.3 PREPARATION OF EoIs

- i. Bidder should take into account any corrigendum published on the tender document before submitting their EoIs.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the EoI. Please note the number of covers in which the EoI documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the EoIs.
- iii. Bidder, in advance, should get ready the EoI documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. EoI documents may be scanned with 100 dpi with black and white option.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every EoI, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a EoI, and need not be uploaded again and again. This will lead to a reduction in the time required for EoI submission process.

8.4 SUBMISSION OF EoIs

- i. Bidder should log into the site well in advance for EoI submission so that he/she upload the EoI in time i.e. on or before the EoI submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required EoI documents one by one as indicated in the tender document.

- iii. Bidder has to select the payment option as “offline” to pay the tender document fee as applicable and enter details of the instrument.
- iv. Bidder should prepare the Tender Document fee as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of EoI submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during EoI submission time. Otherwise the uploaded EoI will be rejected.
- v. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the EoIs by the bidders, opening of EoI etc. The bidders should follow this time during EoI submission.
- vi. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of EoI opening. The confidentiality of the EoIs is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- vii. The uploaded tender documents become readable only after the tender opening by the authorized EoI openers.
- viii. Upon the successful and timely submission of EoIs, the portal will give a successful EoI submission message & a EoI summary will be displayed with the EoI no. and the date & time of submission of the EoI with all other relevant details.
- ix. The EoI summary has to be printed and kept as an acknowledgement of the submission of the EoI. This acknowledgement may be used as an entry pass for any EoI opening meetings.

8.5 ASSISTANCE TO BIDDERS

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online EoI submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

9. Pre-Bid Queries Format

Name of the Company/Firm:

Address of the Company/Firm:

Name of Person(s) Representing the Company/ Firm:

Name of Contact Person(s)	Designation	Email-ID(s)	Tel. Nos., Mobile Number & Fax Nos.

Query / Clarification Sought:

S.No.	Eol Page No.	Query/ Suggestion/Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the authority.