



Expression of Interest  
for  
Development & Implementation of a Web Based End to End Customized Software Solution  
for NIELIT activities

[Reference No. 60(19)2013/NIELIT .HQ Dated: 9<sup>th</sup> July, 2014]

Place for opening of the EOI	Conference Room National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110 003, India
Last Date & Time of Submission of EOI	Thursday, 31 <sup>st</sup> July, 2014 1500 Hrs

Name of the Bidding Company/ Firm:	
Contact Person:	
Authorized Bid Signatory:	
Correspondence Address:	
Mobile No Telephone Fax	
Website	
Official E-mail Address	

## **Disclaimer**

This EOI is not an offer by NIELIT, but an invitation to receive EOIs from bidders. No contractual obligation whatsoever shall arise from the EOI process unless and until a formal contract is signed and executed by duly authorized Officer of NIELIT with the bidder.



## **1. EXPRESSION OF INTEREST**

NIELIT, an organization with Department of Electronics & Information Technology(DeitY), involved in Capacity Building in IECT, e-Gov, ESDM, GIS, Cloud Computing etc. and conducting Online Examinations invites Expression of Interest (EOI) for “Development & Implementation of a Web based End to End Customized Software Solution for NIELIT Activities” in the prescribed format from Proprietorship Concern/Company registered under Indian Company Act, 1956/ Firm registered under The Partnership Act 1932/ Society registered under Societies Act, 1860/Autonomous bodies or any other venture not covered above which are engaged in providing web enabled end to end integrated Solutions preferably for Educational Institutions. ***The bidder must have its own developed integrated software solution which can be customized as per the requirements of NIELIT. The solution should have been implemented and in use for last two years in at least two Educational Institutions/organizations having its branches/offices/colleges at various locations.***

Interested & Eligible firms may submit Expression of Interest (EOI) in a sealed cover clearly marked “Expression of Interest(EOI) for Development & Implementation of a Web based End to End Customized Software Solution for NIELIT Activities” and addressed to the Managing Director, National Institute of Electronics & Information Technology (NIELIT) , Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110003.

Expression of Interest completed in all respects should reach to the Managing Director, NIELIT on or before 1500HRS on 31<sup>st</sup> July 2014. For details, please visit the website <http://www.nielit.gov.in> , <http://www.deity.gov.in> and CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

NIELIT will not be responsible for any postal/ courier delay.

For any further queries and clarifications, the bidders may contact the Nodal Officer Shri Shameem Khan, Joint Director(Systems) on Telephone No 011-24367715 or on e-mail id: [shameem@nielit.gov.in](mailto:shameem@nielit.gov.in)

## **2. INTRODUCTION TO NIELIT**

NIELIT (erstwhile DOEACC Society) is an Autonomous Scientific Society under the administrative control of Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India. It was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communication Technologies (IECT).

NIELIT has a presence all over India with a network of 29 own Centres besides about 800 Accredited Centres and around 6000 Facilitation Centres. NIELIT own Centres are located at Agartala, Aizawl, Ajmer, Aurangabad, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Gangtok, Gorakhpur, Guwahati, Imphal, Itanagar, Jammu, Jorhat, Kohima, Kolkata, Leh, Lucknow, Lunglei, Patna, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur with its Head quarters at New Delhi.

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

NIELIT Centres are conducting long-term courses at Postgraduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector. Other long term courses conducted by the Centres are Diploma Level courses in Electronics Production & Maintenance, Electronic Engineering, Computer Science & Engineering, Masters in Computer Application, and Bachelor in Computer Applications etc., which are affiliated to respective State Universities/Technical Boards.

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

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

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

- Flexible programs with consistent and timely updating of Course Curricula to conform to industry needs, so that the students graduating from NIELIT should not only find employment but also be sought after by the Industry.
- Industry participation in the formulation and running of programs, particularly for imparting hands-on-experience.

- Latest Technology is used in all operations of the Institution.
- Regular feedback from customers i.e. students and Industry.

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

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

### **Vision**

To develop Excellence and Standards in the areas of Information Technology, Electronics, Communications Technologies and allied verticals by Capacity Building through Skill Development, Accreditation, Examination, Certification, Projects, Consultancy & Services.

### **Mission**

To be a source for generating quality Human Resources through Industry Oriented Courses targeted towards Self-Reliance, Employability and Entrepreneurship.

### **Objectives**

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 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 PhD 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 area of IECT.
- To provide entrepreneurship development program in the area of IECT.
- To develop and promote the culture of market to encourage and nurture industry oriented design and development.
- To provide Consultancy and Services to Government and non-Government Organizations in IECT

### **3. COST OF EOI**

The soft copy of the EOI may be downloaded from the website: [www.nielit.gov.in](http://www.nielit.gov.in). The bidders are required to submit a demand draft of Rs.1000/- in favour of "NIELIT" payable at New Delhi (non-refundable) along with the EOI. EOI document will not be sent by post and no physical sale of EOI will be done by NIELIT.

### **4. CRITICAL INFORMATION**

Applicants are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this EOI shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Applicants are requested to attend a pre-proposal (before submission of EOI) meeting as per details provided below

<b>Sr.</b>	<b>Information</b>	<b>Details</b>
1	EOI No. and Date	Reference No. <u>60(19)2013/NIELIT.HQ</u> Dated: 9 <sup>th</sup> July 2014
2	Last date for submission of written queries for clarifications	18 <sup>th</sup> July 2014 till 01.00 pm to: Shri Shameem Khan Joint Director(Systems) NIELIT Electronics Niketan, Ground Floor, 6 CGO Complex, New Delhi 110003 e-Mail ID: shameem@nielit.gov.in
3	Date of pre-proposal meeting	21 <sup>st</sup> July 2014 at 02.30 pm
4	Release of response to clarifications in pre-proposal meeting on <a href="http://www.nielit.gov.in">www.nielit.gov.in</a>	24 <sup>th</sup> July 2014
5	Last date (deadline) for submission of EOI Proposal	31 <sup>st</sup> July 2014 till 03.00 pm
6	Addressee and Address at which proposal in response to EOI notice is to be submitted:	Managing Director NIELIT Electronics Niketan, Ground Floor, 6 CGO Complex, New Delhi-110003
7	Opening of Responses/EOI	31 <sup>st</sup> July 2014 3:30 p.m
8.	Date of Presentation by eligible bidders	12 <sup>th</sup> Aug 2014 10:00 a.m onwards

## 5. ABOUT THE PROJECT

**5.1 Main objective of this project:** The main objective of the project is automation and integration of all the activities of NIELIT HQ and its Centres through an integrated web based system in order to realize its vision to achieve end-to-end automation of its operations and interfaces with all its stakeholders.

The scope of the Project includes, but not limited to, development, supply, implementation, training, AMC and integration & synchronization of all the existing application with the proposed solution.

NIELIT intends to award work to competent and professional firms engaged in providing end to end Customized Software Solutions. The proposed solution must have strong MIS besides dynamic Reporting & Query system. All the reports shall be drilled down. The Solution available with the bidders shall meet the requirement of NIELIT. In case, it is not meeting the full requirements of NIELIT, the bidder will have to carry out the required changes in its software as per NIELIT requirement.

**5.2 Time Frame:** The maximum time for complete automation of activities of NIELIT and its centres is 01 year from the date of award of contract including testing and implementation of the integrated solution.

**5.3 Existing Module description:** Given below is a brief description of various existing modules that are currently working in NIELIT (both Online as well as in Offline mode)

- 1 Student Enrolment System** – This module caters to the different functionalities of NIELIT like Online registration and Examination system for students and Institutes. Currently, only online submission of application form with online payment facility is available. Proposed solution must have complete student life cycle, right from joining NIELIT till issuance of certificate. It is required to be integrated with placement portal.

*(All existing applications needs to be integrated with Online Services which also includes synchronization of data)*

- 2 Online Accreditation System** – This module take care of the processes relating to the online submission of application for Accreditation of institutions conducting various courses of NIELIT like O/A/B/C accreditation, CCC/BCC Facilitation application etc. Rest of the processing of application is done in offline mode.
- 3 Integrated Application software** – This software caters to the offline activities for Examination, Registration and Accreditation. Data captured from online services of NIELIT gets processed through this application software.
- 4 AIMS (Activity Information Management System):** This module monitors and controls Leave and Tour, Building Projects & Event Management, Finance Monitoring System, Court/Vigilance Cases Monitoring System etc.

### **5.4 Additional modules proposed**

- 1. Civil Projects** – This module takes care of the management of lands, buildings, quarters and structures owned by NIELIT and its centres, Various projects related to this activity should be monitored and managed through this module. It will have sub-modules catering to all the activities namely land Record, Lease & Tenancy, Billing, assessment, proposal , status of

various building projects etc.

## 2. Government Sponsored Projects

This module shall include projects granted by different Govt. Departments such as DeitY, DGE&T etc. in the field of :

- a. Training
- b. Research & Development
- c. Consultancy
- d. Services and facilities
- e. Civil & Building Projects

3. **Personnel and Administration System** : Basic data related to P&A is maintained in-house. An automated interface is required to be designed to cater to the needs of P&A division.
4. **Purchase & Store management System** :- This module needs to be developed to take care of all the activities of material procurement and inventory control of different stores with huge stock and non- stock items. This module has sub-modules for all functionalities of Material Management department.
5. **Financial Accounting System (FAS)** : Currently Tally 9 ERP is being used. Financial Accounting Systems needs to be automated and to ensure uniformity among the NIELIT Centres including online receipts reconciliation and end to end web based solution.

**In summary, the proposed web based end to end integrated software should have but not limited to the following modules -**

- Student Information System (SIS)(Exam and Registration): Complete Student Life Cycle (starting from enquiry of a course, enrolment, examination, issuance of certificate and placement.)This module should also be integrated with “**Online Examination System**”
- Financial Accounting System (FAS)
- Personnel and Administration System
- Store Management System
- Accreditation System
- Expert Empanelment
- Civil Projects
- Library Management System
- Co-ordination with Govt. Departments related to Sponsored Projects
- Training/Courses Management
- Dak Monitoring

Module wise broad scope of work is listed in “**Annexure-IV**”. The proposed solution must have strong Reporting features with all graphs/charts wherever appropriate, MIS outputs alongwith dashboard feature. Anything in terms of Hardware/Software required will have to be provided by the bidder. The license(s) and S/w have to be IPv4 and IPv6 compliant.



## **6. INSTRUCTIONS TO THE BIDDERS**

### **6.1 Completeness of Response**

- 6.1.1 Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- 6.1.2 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.

### **6.2 EOI Proposal Preparation Costs & related issues**

- 6.2.1 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.
- 6.2.2 NIELIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **6.3 Other Terms and Conditions**

- 6.3.1 This EOI does not commit NIELIT to award a contract or to engage in negotiations.
- 6.3.2 Presentation of available existing solution / Software developed by the technically qualified bidder will be reviewed by an evaluation committee of NIELIT and marks will be awarded by the committee based on the parameters mentioned in para 8.
- 6.3.3 All materials submitted by the bidder will become the property of NIELIT and may be returned completely at its sole discretion.

## 6.4 Pre-Bid Meeting

- 6.4.1 NIELIT shall hold a pre-proposal meeting with the prospective bidders on 21<sup>st</sup> July 2014 at 2:30 PM at Conference Hall, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.
- 6.4.2 The Bidders will have to ensure that their queries for Pre-proposal meeting should reach to the nodal officer by post, facsimile or email on or before 18<sup>th</sup> July 2014. **The contact details of the nodal officer are:** Telephone No 011-24367715, Fax No 011-24363335 e-mail [shameem@nielit.gov.in](mailto:shameem@nielit.gov.in).
- 6.4.3 All queries to be raised will relate to the EOI alone and no queries related to detailed analysis of Scope of work, payment terms and mode of selection will be entertained. These issues will be amply clarified at the RFP stage
- 6.4.4 The preferred mode of delivering written questions to the aforementioned contact person would be through e-mail. Telephone calls will not be accepted. In no event will the NIELIT be responsible for ensuring that Applicants' enquiries have been received by NIELIT. The queries by the applicants will be provided in the following format:

S No	Page	Section	Sub Section	Details	Clause of the EOI on which Clarification required	Clarification Required

## **6.5 Responses to Pre-proposal Queries and Issue of Corrigendum**

- 6.5.1 The Nodal Officer notified by the NIELIT will endeavour to provide timely response to all queries.
- 6.5.2 At any time prior to the last date for receipt of EOI, NIELIT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by a corrigendum.
- 6.5.3 The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the <http://www.nielit.gov.in> .
- 6.5.4 Any such corrigendum shall be deemed to have been incorporated into this EOI.
- 6.5.5 In order to provide prospective Bidders reasonable time for taking the corrigendum into account or for any other reason, NIELIT may, at its discretion, extend the last date for the receipt of EOI Proposals.

## **6.6 Right to Terminate the Process**

- 6.6.1 NIELIT may terminate the EOI process at any time without assigning any reason. NIELIT makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 6.6.2 This EOI does not constitute an offer by NIELIT. The bidder's participation in this process may result in short listing the eligible bidders.

## **6.7 Consortium**

**Consortium** of maximum two companies/firms is also allowed. The consortium as a whole shall meet the eligibility criteria as specified in the EOI. The lead company and consortium partner must sign an Agreement and Power of Attorney as per the Proforma at **Annexure-I**. The lead partner will be responsible for successful execution of the project. However, the consortium member will also be severely bound and will be responsible to NIELIT for successful execution of the project as per the details given in proforma Agreement **Annexure-I**.

## **6.8 Submission of Responses**

- 6.8.1 The EOI shall be submitted in a single sealed envelope superscribed with "Expression of Interest for Development & Implementation of a web based end to end Customized Software Solution for NIELIT activities". This envelope should contain EOI proposal along with DD of Rs.1000/- as cost of EOI document and one soft copy of the same in the form of a non-rewriteable CD. CD media must be duly signed using a Permanent pen Marker and should bear the name of the bidder.
- 6.8.2 EOI proposal shall consist of supporting proofs and documents as defined in the Pre-qualification section.
- 6.8.3 Bidder shall submit all the required documents as mentioned in the annexures including various templates (Form 1 to Form 3) and Consortium Agreement & Power of Attorney etc.(if applicable). It should be ensured that various formats mentioned in this EOI should be adhered to and no changes in the format should be done.

- 6.8.4 Envelope should indicate clearly the name, address, telephone number, Email ID and Fax number of the bidder.
- 6.8.5 The EOI proposal submitted by bidder should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be signed by the Authorized Representative of the bidder.
- 6.8.6 Bidder must ensure that the information furnished by him / her in respective CD(s) is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by the NIELIT in the contents of the CD(s) and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.
- 6.8.7 EOI document submitted by the bidder should be concise and contain only relevant information as required.

## **6.9 Bid Submission Format**

- 6.9.1 The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

### **Venue and Deadline for Submission**

Proposals must be received at the address specified below latest by:

**31<sup>st</sup> July 2014 upto 3:00 P.M.**

The Managing Director,

National Institute of Electronics and Information Technology (NIELIT),

Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi -110 003 India

- 6.9.2 Any proposal received by the NIELIT after the above deadline shall be rejected and returned unopened to the Bidder.
- 6.9.3 The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- 6.9.4 NIELIT shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- 6.9.5 NIELIT reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

## **6.10 Short listing Criteria of EOI**

- 6.10.1 NIELIT will shortlist bidders who meet the Pre-Qualification criteria, experience in execution of similar project for Educational Institutions, Govt. organizations and evaluation of demo to be given by the eligible bidders before the evaluation committee of NIELIT.
- 6.10.2 The shortlisted bidders shall be required to submit their financial bids and the details regarding the same will be provided in the RFP.
- 6.10.3 Any attempt by a Bidder to influence the EOI evaluation process may result in the rejection of its EOI Proposal.

## **6.11 Evaluation Process**

6.11.1 NIELIT will constitute an Evaluation Committee to evaluate the responses of the Applicants.

6.11.2 The Evaluation Committee constituted by NIELIT shall evaluate the responses to the EOI and all supporting documents & documentary evidences. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal. The Committee may seek additional documents as it deems necessary.

6.11.3 Each of the responses shall be evaluated to validate compliance of the applicant according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.

6.11.4 The bidder will be required to make presentation before the Proposal Evaluation Committee on technical and operational aspects including the demonstration of their existing integrated solution to evaluate its suitability for the assignment.

6.11.5 The decision of the Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final.

6.11.6 The Evaluation Committee reserves the right to reject any or all proposals.

## **6.12 Notification of Short listed bidders**

- NIELIT shall notify the shortlisted bidders at NIELIT website ([www.nielit.gov.in](http://www.nielit.gov.in) )
- Only Shortlisted bidders will be issued the Request for Proposal (RFP).

## **7. PRE-QUALIFICATION CRITERIA**

7.1	ELIGIBILITY CRITERIA	Documents Required to be Submitted in EoI
1	<p>The Applicant must be a Proprietorship Concern/Company registered under Indian Company Act,1956/Firm registered under the partnership Act 1932/Society registered under Societies Act, 1860/Autonomous bodies or any other venture not covered above.</p> <p><b>Consortium</b> of maximum two companies/firms is allowed, the lead company and consortium partner must sign an Agreement and Power of Attorney as per the Proforma at <b>Annexure-I</b>. The lead partner will be responsible for successful execution of the project. However, the consortium member will also be severely bound and will be responsible to NIELIT for successful execution of the project.</p>	<ul style="list-style-type: none"> <li>• Consortium agreement and Power of Attorney to be provided as per Proforma (if applicable)</li> </ul>
2	<p>The agency should have valid registration 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.</p>	<p>Copy of Certificate Incorporation; and Copy of Service Tax Registration Certificate, PAN etc.</p>
3	<p>The agency should have been in the S/W Development and execution of similar projects as mentioned in EOI at least for last three continuous years and served at least three clients in two different states of India. .</p>	<ul style="list-style-type: none"> <li>• Proof of commencement of business</li> <li>• List of clients and copy of work order</li> </ul>
4	<p>The bidder must have its own developed integrated software solution which can be customized as per the requirements of NIELIT. The solution should have been implemented and in use for last two years in at least two Educational Institutions/organisations having its branches/offices/colleges at various locations where the value of each assignment should be equal or more than 80 Lakh (INR). The assignments from 2 different customers will only be considered.</p>	<p>The completion certificate and documentary proof of project value should be submitted .</p>
5	<p>Reference, information and certificates from the respective clients certifying technical, delivery &amp; execution capability of the bidder should be signed and the contact numbers of all such clients</p>	<ul style="list-style-type: none"> <li>• Details of clients and certificates from them to be provided</li> </ul>
6	<p>The bidder should have annual turnover of at least Rs. 25 Cr (Rupees Twenty Five Crores Only) during each of the last three financial years (2010-11, 2011-12, and 2012-13) from similar services. The Balance Sheet of the company for the last three years should be positive.</p>	<ul style="list-style-type: none"> <li>• Extracts from the audited Balance Sheet and Profit &amp; Loss Statement OR Certificate from the statutory auditor</li> <li>• Proof of positive net worth of the companies/firm (balance sheet of last three years)</li> <li>• Income-Expenditure statement for the year 2013-14.</li> </ul>
7	<p>The Bidder must be SEI CMMi Level 5 for the Software and services.</p>	<p>Copy of certification</p>

8	The agency should possess the essential infrastructure, facilities and technical expertise and should have on its payroll at least 40 Technical employees.	<ul style="list-style-type: none"> <li>• List of technical experts.</li> <li>• The bidder has to give an undertaking on its letter head that it has the necessary infrastructure and expertise to handle this project and shall not outsource this project to a third party.</li> </ul>
9	The firms having black-listed/ debarred in participating in any procurement activities by any State or Central Government or any other govt. organization in India are not allowed to bid.	Undertaking to this effect shall be submitted by the bidder on his letter head that the agency has not been blacklisted / debarred from participating in tender/bids by any State or Central Govt. organization in India. <b>(Annexure-II)</b>

**Note: Apart from the above documents, the bidder is required to submit the Power of Attorney in the name of the Authorized Signatory.**



## **8.EVALUATION CRITERIA**

- 8.1** Eligible bidders would be given an opportunity to present a demo of its product before a panel formed by NIELIT. Based on the live-demo of the presentation, marking would be done by NIELIT panel. Presentation should include the criteria mentioned in the below table.

<b>S. No.</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Minimum Marks needed</b>	<b>Marks obtained</b>
1.	Understanding of Requirements	15	7.5	
2.	Demonstration of developed software solution(currently in use by some clients)	40	20	
3.	Adequacy of proposed approach & methodology for application development, operations / execution, managed services and maintenance	15	7.5	
4.	Work plan (For example Gantt chart for all activities)	10	05	
5.	Number of Similar projects implemented	20	10	
6.	Total Score	100		

Approach and Methodology will be evaluated based on quality of the solution, presentation/discussions with bidder and the solution's ability to meet the requirement.

These marks would not be counted on subsequent stages and the RFP document shall be issued to qualified bidders only.

**8.2** The criteria for qualification

1. Minimum marks in each criterion as per the column four in above table.
2. Bidder fulfilling requirements and compliance as per FORM 3

## **9.BID 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 Bid shall comprise of following forms:

**Form 1: Covering Letter with Correspondence Details**

**Form 2: Details of the Applicant's Operations and Consulting Business**

**Form 3: Compliance Sheet for Pre-Qualification Criteria**

## Form 1

### Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,

**The Managing Director,**  
NIELIT, Electronics Niketan,  
6, CGO Complex, Lodhi Road,  
New Delhi – 110003

**Subject:** EOI for “Development & Implementation of a web based end to end Customized Software Solution for NIELIT activities”.

Dear Sir/Madam,

This is with reference to your advertisement inviting” Eoi for Development & Implementation of a web based end to end Customized Software Solution for NIELIT activities”. 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 Contact Person			
2	Address of the Contact Person			
3	Name, designation and contact, address of the person to whom, all references shall be made regarding this EOI.			
4	Telephone number of the Contact Person.			
5	Mobile number of the Contact Person			
6	Fax number of the Contact Person			
7	Email ID of the Contact Person			
8	Corporate website URL.			
9	Name of the Organization:			
10	Head of the Organization (with designation):			
11	Legal Status (Whether Company, Proprietorship , Partnership, Society/Trust etc.			
12	Address of Head Office:			
13	Number of Offices (including Head Office): India & Abroad			
14	Annual Turnover (in Lakhs): (Last three Years)	2010-11	2011-12	2012-13

	i) Years of Operation (in Years):	
	ii) Date of commencement of Business:	
15	PAN Number	
16	Sales Tax/ VAT Registration Number	
17	Service Tax number	
18	Number of Employees:	
19	Number of Technical Staff(IT)	
20	Number of Non-Technical Staff	
21	List of major similar web based application Projects undertaken and completed with details	1. 2. 3.
22	List five present major clients in integrated solution projects	1. 2. 3. 4. 5.

We are hereby submitting our Expression of Interest in both printed format (2 copies) and as a soft copy in a CD/DVD. We understand that you are not bound to accept any Proposal you receive.

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, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

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 person >>

Designation:

Signature:

## Form 2

### Details of the Applicant's Operations and Business

	<b>Information Sought</b>	<b>Details to be Furnished</b>
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 registration with appropriate authorities for service tax	
7	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

# FORM 3

### Compliance Sheet for Pre-Qualification Criteria

S.No	Requirement/Compliance			Provide Compliance details (Yes/No) Ref Page No in EOI Other details, if any	Remarks
<b>1</b>	<b>LEGAL</b>				
	A.	1	The Bidder must be a Sole proprietor, individual Company/ Firm/ Society registered under Indian Company Act, 1956/ The Partnership Act 1932/ Society Registration Act, 1860.		
		2	Bidding firm is an individual corporation/ company.		
		3	Bidding firm is a Consortium of maximum two companies/ firms. (Copy of agreement and power of attorney)		
	B	1	The Bidder possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the EOI document.		
		2	The bid is complete in all respects and covers the entire scope of work as stipulated in the document.		
		3	Bidders is meeting the Eligibility Criteria		
	C	1	VAT/ Sales Tax Registration Certificate along with the Sales Tax clearance certificate of the last year		
		2	Service Tax Registration Certificate		
		3	Income Tax Registration/ PAN Number		
	D	1	An attested & valid copy of all the above-mentioned certificates provided		
	E	1	The Bidder should be in operation anywhere in India for at least Three Years as on 31-Mar-2013		
	F	1	Copy of Power of Attorney in the name of the Authorized signatory		
		2	Black Listing : An affidavit on the appropriate stamp paper by the authorised signatory		
<b>2</b>	<b>TECHNICAL</b>				
	A	1	SEI CMM Level 5		
		2	Single Point of Contact Provided		
		3	Executed Similar Projects		

	4	The agency should have been in the S/W Development and execution of similar projects as mentioned in EOI at least for <b>last three continuous years</b> and served <b>at least three clients in two different states</b> of India. (copy of work order to be provided)		
	5	Reference, information and certificates from the respective clients certifying technical, delivery & execution capability of the bidder should be signed and the contact numbers of all such clients		
	6	The bidder must have its own developed integrated software solution which can be customized as per the requirements of NIELIT. The solution should have been implemented and in use for last two years in at least two Educational Institutions/organisations having its branches/offices/colleges at various locations where the value of each assignment should be equal or more than 80 Lakh (INR) The completion certificate should be submitted. The assignments from 2 different customers will only be considered.		
	7	Organization should own the complete source code of the software being used for integrated solution		
	8	Organization should have strong quality management and in-house quality assurance group.		
	9	The bidder should have on its payroll at least 40 Technical employees.		
	10	Self Certified list of manpower engaged along with the designation signed by the authorized signatory		
<b>3</b>	<b>FINANCIAL</b>			
A.	1	Cost of EOI Document (DD of Rs.1000/-)		
	2	The bidder should have annual turnover of at least Rs. 25 Cr (Rupees Twenty Five Crores Only) during each of the last three financial years (2010-11, 2011-12, and 2012-13) from similar services.		
	3	Copies of audited balance sheets/ profit & loss accounts/ annual reports of last three financial years (2010-11, 2011-12, and 2012-13).and CA Certificate should be enclosed.		
	4	Income-Expenditure statement for the year 2013-14.		
	5	Bidder should have a positive net worth during the last three financial years (2010-11, 2011-12, and 2012-13).		



## Format for Consortium Agreement

(On non-judicial stamp paper of appropriate value to be purchased in the name of executants companies or as required by the jurisdiction in which executed)

THIS Consortium Agreement executed on this \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand \_\_\_\_\_

By:

M/s \_\_\_\_\_ a Company/Partnership Firm/Sole Proprietorship Organisation incorporated under the Acts/Laws of \_\_\_\_\_ and having its Registered Head Office at \_\_\_\_\_ (hereinafter called the "Lead Member/First Member" which expression shall include all its officers, successors and assignees);

and

M/s \_\_\_\_\_ a company /Partnership Firm/Sole Proprietorship Organisation incorporated under the Acts/Laws of \_\_\_\_\_ and having its Registered Head Office at \_\_\_\_\_ (hereinafter called the "Second Member" which expression shall include all its officers, successors and assignees).

The Lead Member and the Second partner shall collectively hereinafter be called as the "Consortium Members" for the purpose of submitting the EOI to NIELIT (hereinafter called the "Owner" in response to invitation of EOI for "Development & Implementation of a Web Based End to End Customized Software Solution for NIELIT activities").

WHEREAS EOI document stipulates that maximum two bidders may form a Consortium among themselves and apply against this EOI, provided they fulfil the following eligibility criteria:

1. They should have legally valid Consortium Agreement.
2. Consortium as a whole shall meet the qualifying norms specified in the EOI, they participate.
3. The Consortium member shall authorize the lead partner by submitting a power of Attorney as per the prescribed format duly signed by the authorized signatories. The lead partner shall be authorized to receive instructions for and on behalf of the Consortium Partner and entire execution of the contract.
4. The lead partner and the second member shall be jointly severely responsible and be held liable for the purpose of guaranteed obligation and any other matter as required under the contract.
5. Work order will be placed to lead member of the Consortium.

AND WHEREAS the members of Consortium together shall strictly comply the eligibility criteria of EOI.

AND WHEREAS EOI has been proposed to be submitted to NIELIT by Lead Member based on this consortium agreement between the two signed by both the members.

NOW THEREFORE THIS INDENTURE WITNESSETH AND IT IS AGREED BY AND BETWEEN THE PARTIES AS UNDER:

In consideration of the above premises, in the event of short listing of the Consortium, both the Parties to this Consortium agreement do hereby agree to abide themselves as follows:

1. M/s.----- shall act as Lead Member for and on behalf of Consortium Member. The said Consortium member further declare and confirm that they shall jointly and severally be bound and shall be fully responsible to NIELIT for “Development & Implementation of a Web Based End to End Customized Software Solution for NIELIT activities” as per the scope of work. For successful performance of the work, obligations under the same by the LEAD member are as follows:
2. Despite any breach by the Lead Member or other Member of the Consortium agreement, The Member do hereby agree and undertake to ensure full and effectual and successful performance of the contract with the Owner and to carry out all the obligations and responsibilities under the said contract in accordance with the requirements of the contract.
3. If the owner suffers any loss or damage on account of any breach of the Contract or any shortfall in the performance in meeting the performance guaranteed as per the specification in terms of the contract, the Members of this agreement undertake to promptly make good such loss or damages caused to the Owner, on its demand without any demur. It shall not be necessary or obligatory for the Owner to proceed against Lead Member to this agreement before proceeding against or dealing with the other member. The obligation of each of the member is absolute and not independent of the Consortium or any member.
4. The financial liability of the members of this Consortium agreement to the Owner, with respect to any of the claims arising out of the performance or non-performance of the obligations set forth in the said Consortium agreement, read in conjunction with the relevant conditions of the contract shall, however, not be limited in any way so as to restrict or limit the liabilities of any of the member.
5. It is expressly understood and agreed between the members to this Consortium agreement that the responsibilities inter se amongst the members shall not in any way be a limitation of joint and several responsibilities and liabilities of the Members to the Owner. It is clearly understood that the Lead member shall ensure performance under the agreement and if one or the other Consortium Member fail to perform its respective obligations under the agreement, the same shall be deemed to be a default by both Consortium members. It will be open for the Owner to take any steps, punitive and corrective action including the termination of contract in case of such default also.
6. This Consortium agreement shall be construed and interpreted in accordance with the laws of India and shall be subjected to exclusive jurisdiction within Delhi in all matters arising there under.
7. In case of an award of a contract, both the members to the Consortium agreement do hereby agree that Lead partner shall furnish Performance Bank guarantee for value of 10% of the Contract price and additional 5% by the other Consortium partner in the form of an unconditional irrecoverable Bank guarantee in the prescribed format and as per terms of contract.
8. It is further agreed that the Consortium agreement shall be irrevocable and shall form an integral part of the contract and shall continue to be enforceable till the Owner discharges the same. It shall be effective from the date first mentioned above for.

- In case of any dispute amongst the members of the Consortium, Owner shall not be in any way liable and also the Consortium members shall not be absolved from the contractual obligation in any manner.

IN WITNESS WHEREOF the members to the CONSORTIUM agreement have through their authorized representatives executed this agreement and affixed Common Seals of their companies, on the day ,month and year first mentioned above.

- Common Seal of ← .....-→ For Lead/First Member  
 Has been affixed in my/our presence Pursuant to the Board of Director's resolution dated.....  
 Signature..... Name.....  
 Name..... Designation.....  
 Designation..... Common Seal of the Company .....
- Common Seal of ← .....-→ For Second Member  
 Has been affixed in my/our presence Pursuant to the Board of Director's resolution dated.....  
 Signature..... Name.....  
 Name..... Designation.....  
 Designation..... Common Seal of the Company .....

WITNESS:

- |                     |                     |
|---------------------|---------------------|
| 1. Signature.....   | 2. Signature.....   |
| Name.....           | Name.....           |
| Office Address..... | Office Address..... |

FORM OF POWER OF ATTORNEY FOR CONSORTIUM

(On Non-Judicial Stamp paper of Appropriate Value to be purchased in the name of CONSORTIUM)

KNOW ALL MEN BY THESE PRESENTS THAT the Consortium Members whose details are given hereunder..... have formed CONSORTIUM and having our Registered Office/Head Office at.....(hereinafter called the Consortium' which expression, shall unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) do hereby constitute, nominate and appoint M/s..... a company incorporated under the laws of..... and having its Registered office at..... as our duly constituted lawful Attorney(hereinafter called 'Lead Member") to exercise all or any of the powers for and on behalf of the CONSORTIUM in regard to the EOI document for " Development & Implementation of a Web Based End to End Customized Software Solution for NIELIT activities" for which EOI has been invited by the Owner namely(NIELIT), to undertake the following acts:

- i. To submit proposal, participate and negotiate in respect of the aforesaid Bid-Specification of the Owner on behalf of the Consortium.
- ii. To negotiate with Owner the terms and conditions for award of the contract pursuant to the aforesaid EOI and to sign the contract with the Owner for and on behalf of the Consortium.
- iii. To do any other act or submit any document related to above.
- iv. To receive , accept and execute the contract for and on behalf of the Consortium
- v. To submit the contract performance security in the form of an unconditional irrecoverable Bank guarantee in the prescribed format and as per terms of the contract.

It is clearly understood that the Lead member shall ensure performance of the contract and if one or the other member fails to perform its portion of the contract, the same shall be deemed to be a default by all members.

It is expressly understood that this power of attorney shall remain valid binding and irrevocable till completion of the project or liability period in terms of the contract.

The CONSORTIUM hereby agrees and undertakes to ratify and confirm all the whosoever the said Lead member quotes in the bid, negotiates and signs the contract with the Owner and /or proposes to act on behalf of the Consortium by virtue of this Power Of Attorney and the same shall bind the CONSORTIUM as if done by itself.

IN WITNESS THEREOF the Members Constituting the CONSORTIUM as aforesaid have executed these presents on this .....day of.....under the Common Seal of their Companies.

For and on behalf of the CONSORTIUM Member  
.....  
.....

The Seal of the above CONSORTIUM Member:

The seal has been affixed there unto in the presence of:

WITNESS

1. Signature.....  
Name.....  
Designation.....  
Occupation.....
  
2. Signature.....  
Name.....  
Designation.....  
Occupation.....

**SELF-DECLARATION – NON BLACKLISTING**

(On Non-Judicial Stamp Paper of ₹10/- duly attested by the Notary Public)

To,

The Managing Director  
National Institute of Electronics and Information Technology (NIELIT),  
Electronics Niketan, 6, CGO Complex, Lodhi Road,  
New Delhi - 110 003, India

Sir,

In response to the EOI Ref No. \_\_\_\_\_ Dated \_\_\_\_\_. Development & Implementation of a Web Based End to End Customized Software Solution for NIELIT activities, I/ We hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

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

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

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

**DETAILS OF SIMILAR WORKS EXECUTED**

<b>S No</b>	<b>Name of Work/ Project &amp; Location</b>	<b>Owner of sponsoring organization</b>	<b>Cost of Work</b>	<b>Date of commencement as per contract</b>	<b>Stipulated date of completion</b>	<b>Actual date of completion</b>	<b>Litigation/Arbitration pending in progress with details</b>	<b>Name, Designation and Address/telephone number of officer to whom reference may be made</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

# Annexure -IV

## **Broad Scope of Work**



## 1. ACCREDITATION OF COURSES

**TABLE 1.1 Pre-accreditation (Fresh Cases)**

S.No.	Activity
1.	Receipt of application/file for Provisional Accreditation
2.	Examination of application/file as per SOP Accreditation/check list
3.	Conveying of shortcomings/discrepancies to institute concerned, if any
4.	Receipt of reply from the institute
5.	Re-examination of application/file
6.	If file is in order, constitution of Screening Committee with the approval of Managing Director, else, repeat steps (3 to 5 ).
7.	Issue of letter to Convener/Member(s) of Screening Committee & acknowledgement to institute.
8.	Follow-up with Convenor & receipt of report of Screening Committee
9.	Examine report of Screening Committee, process claims of experts & issue cheques to all concerned
10.	Solicit approval of MD for Provisional Accreditation/Deferment/Rejection
11.	Issue of letter for Provisional Accreditation/Deferment/Rejection to the institute concerned.
12.	In case of Deferment, receipt of re-submission of application/file within six months of date of letter of deferment
13.	Repeat steps (2 to 10 )
14.	Solicit approval of MD for Provisional Accreditation/Rejection
15.	Issue of letter for Provisional Accreditation/Rejection to the institute concerned.

**TABLE 1.2 Post-accreditation (Already Provisionally Accredited Courses)**

S.No.	Activity
1.	Performance Report Evaluation on quarterly/half yearly basis
2.	Issue of Eligibility Letters to the institutes concerned with the approval of Managing Director, if Performance Criteria is met;
3.	Issue of Notices of Withdrawal to the institutes concerned with the approval of Managing Director, if Performance Criteria is not met;
4.	Follow-up and receipt of requisite fee/documents from eligible institutes for Extension of Provisional Accreditation OR Full Accreditation
5.	Follow-up and receipt of replies from institutes not eligible for Extension of Provisional Accreditation OR Full Accreditation
6.	Examination of documents and replies as per SOP Accreditation/check list
7.	Conveying of shortcomings/discrepancies to institute concerned, if any
8.	Receipt of reply & recommending for grant of Extension of Provisional Accreditation/Full Accreditation or withdrawal of provisional accreditation with the approval of Managing Director; else, repeat steps (4 to 7)
9.	Solicit approval of MD for grant of Extension of Provisional Accreditation/Full Accreditation or withdrawal of provisional accreditation
10.	Issue of letter for Extension of Provisional Accreditation/Full Accreditation or withdrawal of provisional accreditation to the institute concerned.

**TABLE 1.3 Post-accreditation (Already Full Accredited Courses)**

S.No.	Activity
1.	Performance Report Evaluation on quarterly/half yearly basis
2.	Issue of Eligibility Letters to the institutes concerned with the approval of Managing Director if Performance Criteria is met;
3.	Issue of Notices of Withdrawal to the institutes concerned with the approval of Managing Director if Performance Criteria is not met;
4.	Follow-up and receipt of requisite fee/documents from eligible institutes for Extension of Full Accreditation
5.	Follow-up and receipt of replies from institutes not eligible for Extension of Full Accreditation
6.	Examination of documents and replies as per SOP Accreditation/check list
7.	Conveying of shortcomings/discrepancies to institute concerned, if any
8.	Receipt of reply & constitution of Monitoring Committee for grant of Extension of Full Accreditation or withdrawal of Full Accreditation with the approval of MD; else, repeat steps (5 to 7)
9.	Issue of letter to Convener/Member of Monitoring Committee & acknowledgement to institute.
10.	Follow-up with Convenor & receipt of report of Monitoring Committee
11.	Examine report of Monitoring Committee, process claims of experts & issue cheques to all concerned
12.	Solicit approval of MD for grant of Extension of Full Accreditation or withdrawal of full accreditation
13.	Issue of letter for Extension of Full Accreditation or withdrawal of full accreditation to the institute concerned.
14.	Follow-up with Full Accredited Courses towards submission of Tri-ennial Renewal Fee & Report/Documents
15.	Examination of Tri-ennial Renewal & Report/Documents as per SOP Accreditation/check list
16.	Conveying of shortcomings/discrepancies to institute concerned, if any
17.	Issue of letter for Continuation of Full Accreditation to the institute concerned.

**TABLE 1.4 Post-accreditation (Already Provisional/Full Accredited Courses) for Change of Name/Address/Management/Dropping of Franchisor/Licensor etc.**

S.No.	Activity
1.	Receipt of request for Change of Name/Address/Management/Dropping of Franchisor/Licensor
2.	Examination of documents as per SOP Accreditation/check list
3.	Conveying of shortcomings/discrepancies to institute concerned, if any
4.	Receipt of reply & constitution of Monitoring Committee for Change of Name/Address/Management/Dropping of Franchisor/Licensor with the approval of MD; else, repeat steps (1 & 2)
5.	Issue of letter to Convener/Member of Monitoring Committee & acknowledgement to institute.
6.	Follow-up with Convenor & receipt of report of Monitoring Committee
7.	Examine report of Monitoring Committee, process claims of experts & issue cheques to all concerned
8.	Solicit approval of MD for Change of Name/Address/Management/Dropping of Franchisor/Licensor
9.	Issue of letter of approval for Change of Name/Address/Management/Dropping of Franchisor/Licensor to the institute concerned.

**TABLE 1.5 Post-accreditation (Already Provisional/Full Accredited Courses) for voluntarily withdrawal of accreditation**

<b>S.No.</b>	<b>Activity</b>
1.	Receipt of request for Withdrawal of Accreditation voluntarily from an institute
2.	Examination of documents as per original documents submitted by an institute at the time of grant of Provisional Accreditation & for outstanding dues
3.	Solicit approval of MD for voluntary withdrawal of Provisional/Full Accreditation
4.	Issue of Withdrawal Letter to the institute concerned.

**TABLE 1.6 Handling of complaints/grievances against accredited & non-accredited courses/institutions**

<b>S.No.</b>	<b>Activity</b>
1.	Receipt of complaints/grievances from an individual/institute
2.	Forwarding of complaints/grievances or issuance of "Show Cause Notice" to institute concerned seeking comments/reply & follow-up
3.	Examination of reply/documents
4.	Make recommendations for either forwarding the case to local police/state administration and/or withdrawal of Provisional/Full Accreditation with the approval of MD
5.	Issue of Withdrawal Letter to the institute concerned.

*All existing applications needs to be integrated with Online Services which also includes synchronization of data .*

**Additional requirement:**

Powerful MIS report Interface to generate various reports based on above activities.

Auto updation of status of institutes on website.

Maintain Parent and child relationship among institutes applied for various accreditation.

Provision for discount on Accreditation fee depending upon no. of branches.

## 2. APPROVAL OF FACILITATION CENTRES

**TABLE 2.1: Fresh application process for facilitation Centre under different category (Govt category, ITI/ITC, NCPUL, CSC/CPV, Private Institute, Accredited Institute (S/w & H/w)) for CCC/BCC courses**

S.No.	Activity
1.	Receipt of application/file along with fee for facilitation Centre under different category <ol style="list-style-type: none"> <li>i. Fresh application is directly coming to NIELIT HQ under private institute and accredited institute.</li> <li>ii. Fresh application are coming to NIELIT HQ through regional centre under govt. categories</li> <li>iii. Fresh application are coming to NIELIT HQ through NIELIT, Chandigarh centre under NCPUL categories</li> <li>iv. Fresh application are coming to NIELIT HQ through CSC HQ under CSC categories</li> <li>v. Fresh application is directly coming to NIELIT HQ for BCC courses under ITI/ITC categories (no fees).</li> </ol> <p style="color: red; margin-left: 20px;">Note: option for subsidized fee/no fee has to be kept as under some project, the fee may vary.</p>
2	Submission of fees to Finance if paid through DD for a range of date
3	Examination of application/file as per SOP of facilitation centre/check list
4	Conveying of shortcomings/discrepancies to institute concerned, if any through auto e-mail
5	Receipt of reply from the institute
6	Re-examination of application/file as per SOP of facilitation centre/check list
7	If file is in order, Solicit approval of committee of Accreditation issues for facilitation centre under different categories or Deferment/Rejection to the institute concerned.
8	E-provisional number generation and automatic print of letter for institute for signature of competent authority.
9	Issue of letter with E-Provisional number for facilitation centre under different categories or Deferment/Rejection to the institute concerned.
10	In case of Deferment/ rejection, fees are forfeited and auto e-mail sends to institute.

**TABLE 2.2: Renewal Process under different category (Govt category, ITI/ITC, NCPUL, CSC/CPV, Private Institute, Accredited Institute (S/w & H/w)) for CCC/BCC**

S.No.	Activity
	The renewal process will be initiated after expiry of the validity of an institutes
1	Issue of renewal of permission will be sent to the institutes concerned with the approval of committee of Accreditation issues, if Performance Criteria is met on the parameters as laid out in SoP
2	Issue of Notices of Withdrawal to the institutes concerned with the approval of committee of Accreditation issues, if Performance Criteria is not met;
3	Follow-up and receipt of requisite fee/documents from eligible institutes for renewal of permission for facilitation centre under different categories.
4	Follow-up and receipt of replies from institutes not eligible for renewal of permission for facilitation centre under different categories
5	Examination of documents and replies as per SOP of facilitation centre /check list
6	Conveying of shortcomings/discrepancies to institute concerned, if any by auto e-mail
7	Receipt of reply & recommending for grant of renewal of permission or withdrawal for facilitation centre under different categories with the approval committee of Accreditation issues; else, repeat steps (4 to 7)
8	Solicit approval of committee of Accreditation issues for grant of renewal of permission or withdrawal for facilitation centres under different or Deferment/Rejection to the institute concerned.
9	Automatic generation of letter and issuance of letter for Extension of Provisional Accreditation/Full Accreditation or withdrawal of provisional accreditation to the institute concerned.

**TABLE 2.3: Post-facilitation centre (Already registered under different categories) for Change of Name/Address/Management/Dropping of Franchisor/Licensor etc.**

S.No.	Activity
1	Receipt of request for Change of Name/e-mail/phone number of contact person etc
2	Receipt of request from accredited institute for change of premises/ management / or any kind of change on the basis of accreditation granted by NIELIT for other higher level of courses.
3	Examination of documents as per SOP facilitation centre/check list
4	Conveying of shortcomings/discrepancies to institute concerned, if any
5	Receipt of reply
6	Solicit approval of MD for Change of Name/Address/Management or any kind of change.
7	Automatic generation/print of letter for approval of Change of Name/Address/Management/Dropping of Franchisor/Licensor to the institute concerned.
8	Issuance of letter of approval for Change of Name/Address/Management/ or any kind of change to the institute concerned

**TABLE 2.4: Post-facilitation centre (Already registered for facilitation centre under different categories) for voluntarily withdrawal of accreditation**

S.No.	Activity
1	Receipt of request for Withdrawal of facilitation centre under different categories voluntarily from an institute
2	Receipt of request for withdrawal of facilitation centre under ITI/ITC category and subsequent fresh request for facilitation centre under other category.
3	Examination of documents as per original documents submitted by an institute at the time of grant of facilitation centre under different categories and outstanding dues
4	Solicit approval of MD for voluntary withdrawal of facilitation centre and for grant of permission of facilitation centre under other category.
5.	Automatic print of Withdrawal Letter/ permission letter to the institute concerned.
6.	Issue of Withdrawal Letter/ permission letter to the institute concerned

**TABLE 2.5: handling of complaints/grievances against accredited & non-accredited courses/institutions**

S.No.	Activity
1	Receipt of complaints/grievances from an individual/institute
2	Forwarding of complaints/grievances or issuance of "Show Cause Notice" to institute concerned seeking comments/reply & follow-up
3	Examination of reply/documents
4	Make recommendations for either forwarding the case to local police/state administration and/or withdrawal of facilitation centre under different category with the approval of MD
5	Issue of Withdrawal Letter to the institute concerned.
6	Solving query of the institutes by using reference number, e-provisional number, institute name, DD number, etc.

**TABLE 2.6: MIS report**

S.No.	Activity
1.	Total valid institutes from ..... <date> to .....<date> category .....(ITI conduction or Fielding/facl/gov/csc/ncpul etc) wise
2.	List of institutes whose validity has expired during from <date>.....to<date>
3.	State wise and city-wise & category wise (facl/gov/csc/ncpul etc) list of institutes
4.	List of approved/ pending applications during .....(from date) .....( to date) by e-prov. No./ reference number.
5.	List of multiple institutes based on random e-provision no. <by setting temporary tag>
6.	List of applications whose hardcopy not received within 15 days from form filling date.
7.	List of approved/ pending applications date to date basis.
8.	List of institutes based on e-provisional number, statewide, centre wise, category wise etc.

Desirable Feature: This accreditation/approval of facilitation application must work in distributed environment based on selection of course type .

### **3. EXPERT EMPANELMENT MODULE**

*For Confidential Work Like Paper Setting , Examination / Evaluation etc. and Integration With Various Modules.*

NIELIT requires expertise of professionals for following activities :

- Conduct of NIELIT Examination
- Observing NIELIT Examinations
- Accreditation of Institutes
- Setting Question Papers of NIELIT
- Evaluation of Answer Sheets
- Evaluation of Projects

Based on various selection parameters , these experts get registered with NIELIT and offer their services on paid basis. Their services need to be integrated with relevant department and online payment shall be made to these experts after online submission of their report . MIS reports based on the activity , assignment allotted etc.

## 4. FINANCE MODULE

### 4.1 Accounts (Accrual Basis):

The accounts of the Institute is prepared as per the standard format . The **Master Chart of Heads** of Account has to be prepared to facilitate correct classification of transactions and preparation of Actuals against the Budgeted. The budget heads are to be linked with the Master chart of heads of accounts. A model flowchart/ process of accounting is as shown below:

- i) Preparation of Budgets as per DeitY allocation
- ii) Process of financial concurrence
- iii) Data Entry (Receipt, Payment and Journal vouchers)
- iv) Generating Ledgers (Cash Book/ Bank Book and other ledgers)
- v) Generating registers like Bill Register, Cheque Issue Register, Payment Advice/NEFT/RTGS Register
- vi) Trail Balance
- vii) Financial Statements:
  - a) Receipts & payments Account
  - b) Income & Expenditure Account
  - c) Balance Sheet
  - d) Schedules forming part of the accounts
- viii) Cash/FUNDS Flow Statement
- ix) Bank Reconciliation Statement
- x) Preparation of Revenue Statements like daily receipt, student wise ledger etc.

Separate Income & Expenditure Account and Balance Sheet should be drawn for CPF/EPF accounts as the fund belong to the employees . A separate set of financial statements should be drawn for funds received from the DeitY for NIELIT Centres and other projects..

### 4.2 Major Packages:

- i) Consolidated Accounts
- ii) Budgeting
- iii) Payroll/salary
- iv) CPF/EPF
- v) Pension {including New Pension Scheme (NPS)}
- vi) House Building Advance (HBA)
- vii) Income Tax, **(TDS & Service tax)**
- viii) Revenue Management
- ix) Detail of Expert Payment
- x) Vendor Payment
- xi) ACF/VAF Compilation
- xii) Scholarship to SC/ST Candidates
- xiii) GIA Management

### 4.3 Levels of Authority for the accounting system:

For the purpose of safety and security of the system, the following levels of entry and authorization of bills/receipts etc. are to be clearly demarcated:

- i) Voucher level entry - Dealing Clerk : Level 1 – Password
- ii) Authorisation of bills - Section Officer : Level 2 – password
- iii) Authorisation of bills - Asst. Reg./DDO: Level 3 – password
- iv) Preparation of cheque/Payment order - Cashier/Paying Clerk : Level 4 – Password



- v) Final authorisation of the bills - Asst. Reg./DDO : Level 5 – Password
- vi) Controlling Officer (FO): Admin/Master password for modification and updating of the system.

#### **4.4 Reports (real time) to be generated from the Account System:**

The following, among others, should be able to be generated from the accounts system whenever required:

- i) Asset Register
- ii) Schedule of Asset (with depreciation)
- iii) Stock/Store Register
- iv) Revenue Register – with facilities for generating Daily Students Receipt, Studentwise statement, Examination Receipt, security deposits/EMD, Miscl. Receipt etc.
- v) Investment Register
- vi) Outstanding Advance Register
- vii) Grants Register
- viii) Sponsored Projects Register
- ix) Other Sub-Ledgers

Also other reports should be generated from the other packages as under:

- i) Acquittance roll
- ii) Pay slip
- iii) Pension Payment Order/schedule
- iv) CPF/EPF Statement
- v) NPS Statement
- vi) HBA Statement
- vii) Tax Statements (Income Tax Statement (F-16), WCT/VAT etc. including quarterly return and annual return)
- viii) Form Sixteen generation
- ix) Voucher Management
- x) Utilization Certificate

#### **4.5. Integration with Existing Tally ERP 9.0**

#### **4.6. Other Issues:**

- i) Provisions for retirement benefits viz., Pension, Gratuity and leave Encashment etc. will be incorporated in the accounts as per the report of the Actuarial valuation at the end of each year.
- ii) Exhibition of book overdrafts, accrued interests on advances to employees, prior period income and expenditure etc.
- iii) Disclosures of overdue statutory liabilities.
- iv) Centralized server based software for passing of vouchers for payments/receipts and preparing reports is required.
- v) Online depositing of fees for all courses is needed.
- vi) Online Payroll system is required for payment of salary and remuneration to regular employees, Guest faculties, project associates and contractual staff

#### **4.7 Accounts Management System for NIELIT Headquarters**

##### **SCOPE:**

- • Maintenance of Account Groups with their types
- • Maintenance of Accounting Heads falling under above groups
- • Mapping of Account Heads with Budget heads as per the layout
- • Maintenance of yearly opening/closing balances of A/c. heads.
- • Capturing Fixed Assets details on commencement of computerization

- • Capturing Fixed Deposit details on commencement of computerization
- • Maintenance of Class/Year wise Students Fees Structure
- Maintenance of ACF/VAF details
- Scholarship to SC/ST Students and ECS or online transfer to their accounts.
- • Maintenance of all sorts of daily cash/bank receipts as per heads.
- • Maintenance of all sorts of daily cash/bank payments as per heads
- • Maintenance of Contra Transactions - Bank deposits/withdrawals
- • Maintenance of Non cash transactions (TE/JE)
- • Maintenance of Student Receipts
- • Maintenance of Bank wise Cheque Series
- • Maintenance of Financial Concurrences/Budget Clearance
- • Passing of bills in 2 levels & preparation of payment vouchers thereof
- • Preparation & maintenance of Budget/Funds
- • Procurement of Fixed Assets
- • Disposal of Fixed Assets
- • Addition of Capital Work-in-Progress
- • Transfer from Capital Work-in Progress
- • Making new Deposits/Investment
- • Renewal/Encashment of Deposits
- • Capturing Bank Statements
- • Maintenance of Sponsored Project Sub-Heads & their budgets
- • Maintenance of Earmarked Fund
- • Maintenance of Grant-in-Aid Project wise
- • Maintenance of Project Sub-Heads wise Receipts, Payments & Advances
- • Maintenance of Employees' Medical Reimbursement
- • Maintenance of Department wise transactions
- • Automatic Calculation of Annual Depreciation, etc
- • Maintenance of user related information.

**OUTPUTS:**

- • Generation of Receipts & Payment Vouchers
- • Generation of Daily summary of Cash Transactions
- • Generation of Monthly summary of all Accounting heads for University
- • Generation of General Ledger Book periodically
- • Generation of Cash/Bank Book periodically
- • Generation of IEBR Report (consolidate)
- • Generation of stock of different Publication/Syllabus/Prospectus
- • Generation of Money Receipts against each receipt whether DD/NEFT/RTGS/Cash/Online
- • Reconcile the online fees receipts.
- • Generation of Journal Book periodically
- • Generation of Trial Balance on any given date
- • Generation of Receipt & Payment A/c. on any given date
- • Generation of Income & Expenditure A/c. on any given date

- • Generation of Balance Sheet on any given date
- • Generation of Account Schedules, viz. schedule of Fixed Assets
- • Generation of Financial Concurrence Register
- • Generation of statement showing Bills pending on any given date
- • Generation of Bill Register & Advance Bill Book
- • Cheque Printing
- • Generation of Cheque Issue Register
- • Generation of Bank Reconciliation Statement
- • Generation of Expenditure Statements as per format
- • Generation of Head wise Budget position statement on any given date
- • Generation of Head wise Fund position statement on any given date
- • Generation of Statement of Student fees (Class/Day/Department wise)
- • Generation of Fixed Assets Register
- • Capital Work-in-Progress Register
- • Generation of Deposit/Investment Register
- • Generation of List of Accrued Interest for Term Deposits
- • Generation of Sponsored Project Register indicating Capital Expenditures
- • Generation of Employee wise Medical Reimbursement Ledger
- • Generation of Employee wise Medical Reimbursement Broadsheet
- • Generation of Other MIS Reports

**SALIENT FEATURES:**

- Maintenance of both Financial Accounts and Financial Statements as per standard format simultaneously
- Multi Level Processing of Payment Bills
- Fully Network Compatible
- Supports Accrual Basis of Accounting
- Follows Double Entry System
- Books of Accounts & Financial Statements are instantly updated while making Receipt/Payment entries.
- Provides Strong Data Security & safety
- Provides easy record searching & modification facility
- Provides easy Data Backup & Restore facility
- Unlimited data/record storage capability with Centralized Database maintenance
- Operational Manual for users is provided
- Fully customizable as per the user's requirement
- Supports Web-based platforms & browsers
- Tight Security with Password Privileges for operators & data locking system

**Accounts Management module for Compilation & Consolidation of Accounts for HeadQuarters/NIELIT CENTRES**

This module would be integrated additionally to the Accounts Management software of the Headquarter to support multiple unit based accounts compilation and consolidation.

### **Option 1 - Using Centralised database**

This option can be exercised through online data processing when all computers in the remote units engaged are connected through a fast and efficient network viz. LAN/MAN/WAN/Internet. Direct data posting (from sub units) to the centralized server will enable the administration to consolidate the accounts effortlessly without executing data import/export process and as a result all reports can be generated online with up-to-date data at any point of time.

### **Option 2 – Using Decentralised Database**

On non-availability of efficient network with sub/constituent unit(s) an import based consolidation process can be carried out on receiving the periodical data from the software component installed in remote unit(s). In this case, before the periodical consolidation at head office, a batch process is to be run to incorporate unit wise accounts data received in external media like CD, DVD, Flash Drives or through email.

## **4.8 GPF/NPS Fund Accounts Management System**

### **SCOPE:**

- Maintenance of yearly opening/closing balances of A/c. heads.
- Capturing Fixed Deposit details on commencement of computerization
- Maintenance of all sorts of daily cash/bank receipts as per heads.
- Maintenance of all sorts of daily cash/bank payments as per heads
- Maintenance of Contra Transactions - Bank deposits/withdrawals
- Maintenance of Non cash transactions (TE/JE)
- Making new Deposits/Investment
- Renewal/Encashment of Deposits
- Capturing Bank Statements
- Maintenance of user related information.

### **OUTPUTS:**

- ✓ Generation of Receipts & Payment Vouchers
- ✓ Generation of Daily summary of Cash Transactions
- ✓ Generation of Monthly summary of all Accounting heads
- ✓ Generation of General Ledger Book periodically
- ✓ Generation of Cash/Bank Book periodically
- ✓ Generation of Journal Book periodically
- ✓ Generation of Trial Balance on any given date
- ✓ Generation of Receipt & Payment A/c. on any given date
- ✓ Generation of Income & Expenditure A/c. on any given date
- ✓ Generation of Balance Sheet on any given date
- ✓ Generation of Cheque Issue Register
- ✓ Generation of Bank Reconciliation Statement
- ✓ Generation of Deposit/Investment Register
- ✓ Generation of List of Accrued Interest for Term Deposits

## **4.9 Payroll Management Software**

### Modules

- Payroll Management Module
- GPF/NPS Management Module
- Loans & Advance Management Module
- Employee Income Tax Calculation Module
- Pension Management Module

### **SALIENT FEATURES:**

- Allowance Master maintenance with provision of periodical changes
  - Monthly Salary Bill, Acquaintance Roll & Pay slip Generation
  - DA Arrear & Promotional Arrear Calculation
  - Bonus Payment
  - Bank Salary Account & ECS Payment System
  - Proper Maintenance of GPF /New Pension Scheme (NPS) along with Broadsheet
  - Proper Maintenance of Long Term Advances (e.g. HBA etc.) along with Broadsheet
  - Maintenance of Festival Advance
  - Employees' Income Tax Calculation & quarterly auto eTDS Return Generation
  - Pension Calculation System
-

## 4.10 Payroll Management System

Integrated with [6th Pay Commission calculation system ]

Processing		Outputs
Master Entry	Monthly Entry	
<ul style="list-style-type: none"> <li>▪ D.A, H.R.A Allowance details</li> <li>▪ Department, Designation details</li> <li>▪ Employee Details</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attendance Entry of Classified Staffs &amp; Industrial Staff</li> <li>▪ Over Time Hrs. Entry</li> </ul>	<ul style="list-style-type: none"> <li>▪ Allowance Details report</li> <li>▪ Employee Master report</li> <li>▪ List of Departments &amp; Designations</li> <li>▪ Salary Scale details</li> <li>▪ Retirement details</li> <li>▪ MIS Reports</li>   <li>▪ Department wise Acquaintance Roll</li> <li>▪ Department wise Abstract Report</li> <li>▪ Abstract Report</li> <li>▪ Schedules of all Deductions</li> <li>▪ Paybill Register</li> <li>▪ Payslip Generation</li> </ul>
<p>While Entering Details In Payroll Management System:</p> <ol style="list-style-type: none"> <li>1. GPF,NPS Details will be captured automatically from PF Management System.</li> <li>2. Calculation for NPS will be done automatically while entering Payroll Details.</li> <li>3. HBA, Festival Advance Details will be captured automatically from respective LOAN Files.</li> <li>4. Modified/actual deduction for Loans will be updated automatically in respective Loan Modules.</li> <li>5. Auto-Posting Option Integration in Salary Module</li> </ol>		

## 4.11 GPF/ NPS Management System

Processing		Outputs
Master Entry	Monthly Entry	
<ul style="list-style-type: none"> <li>➤ A/c wise Opening Bal. entry</li> <li>➤ Employee Nomination Details</li> <li>➤ Previous Advance Details GPF</li> <li>➤ Adv/Withdrawal Rules Detail</li> <li>➤ Interest Rates</li> <li>➤ DLIS Slab Details</li> <li>➤ Monthly Subscription Fixation</li> </ul>	<ul style="list-style-type: none"> <li>➤ New Advance Entry</li> <li>➤ New Withdrawal Entry</li> <li>➤ Auto-posting of Monthly Subscription</li> <li>➤ Transfer In-Out Entry</li> <li>➤ Advance-Withdrawal Conversion</li> <li>➤ Cash refund against Advance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Interest report</li> <li>➤ DLIS Slab report</li> <li>➤ Rules report</li> <li>➤ Nomination Details</li>   <li>✓ PF Ledger</li> <li>✓ Sanction form Generation For Advance &amp; Withdrawal</li>   <li>✓ Bill of Advance &amp; Withdrawal</li> <li>✓ Any time Interest Calculation</li> <li>✓ Calculation for Retirement Final Payment</li>   <li>✓ DLIS Sanction Form</li> <li>✓ Final Payment DLIS</li> <li>✓ BROAD SHEET</li> <li>✓ PASS BOOK Print</li> <li>✓ Automatic Interest calculation for all employees in single click</li> </ul>
<p>While Entering Details In GPF/CPF/NPS Management System:</p> <ol style="list-style-type: none"> <li>1. GPF/NPS Details will be automatically forwarded to Payroll Management System.</li> <li>2. Modified/actual deduction from Payroll will be automatically updated to GPF/NPS Management System</li> </ol>		

## 4.12 Income Tax Management System

Processing		Outputs
Master Entry	Monthly/Yearly Entry	
Income Tax Slab Details NSC Details Master Details D.A. percentage Details	Bonus Payment Arrear Payment Tuition Fee Declaration Details	<ul style="list-style-type: none"> <li>➤ Income Tax Slab Report</li> <li>➤ NSC Details</li> <li>➤ Master Details Report</li> <li>➤ MIS Report</li>   <li>✓ Bonus Details</li> <li>✓ Arrear Details</li> <li>✓ Tuition Fee Details</li>   <li><b>Department Wise/ Individual</b></li> <li><i>a. Considering Entry in Payroll</i></li> <li><i>b. Financial Year</i></li> <li>✓ Details of I.Tax Calculation</li> <li>✓ Only Tax Calculation</li> <li>✓ Only Taxable Employees</li> <li>✓ Form 16</li>   <li>✓ <b>Automatic ETDS Preparation</b> [ Considering 4 Qtrs. ]</li> </ul>

While Entering Details In I.TAX Management System:

1. I.TAX calculation will be done automatically at any time during the Financial Year.



## **5. Personnel and Administration Module**

### **5.1 Online Recruitment (DeitY as well as NIELIT)**

1. Vacancy Notification
2. Candidate Application for Post
3. Online payment of application Fee.
4. Validation of application stream wise eligibility criteria
5. Generation of Post-wise Roll No for the candidate.
6. Complaint registration and reply for online enquiry.
7. Exam Centre Identification
8. Allocation of Examination Centre to Candidate depending upon preference given by candidate.
9. Observer Management
10. Exam Center Supervisor Management
11. Online Examination
12. Result Preparation stream wise , category wise(reservation)
13. Result Uploading and publishing
14. Generation of Interview Call Letter
15. Result generation (stream wise, category wise)
16. Allocation of candidates to different organizations.
17. Final Result Uploading and publishing (stream wise, category wise)
18. Medical Examination Details Entry
19. Character & Antecedents Verification Details Entry
20. Generation of offer letter/Appointment Letter
21. Follow-up after issue of offer letter
22. Pre-recruitment formalities

### **5.2 Personnel Information**

1. Employee Details Entry
2. Personal Details
3. Academic Details (Multiple)
4. Automatic calculation of Leave Credit Details as per joining of Employee (as per Central Govt. Leave Rules)
5. Upload Photo of the employee
6. Posting Details
7. Home Town Address Details
8. Application for change in home town
9. Family Details (For Medical)
10. Family Details (For LTC/HTC)
11. Application for change in details of family members
12. Spouse Details
13. Children Details
14. Death/ Retirement Benefit Details
15. Death/ Gratuity Nominee Details
16. Family Pension

### 5.3 NOC Management

1. Passport
2. Visit to Foreign Country
3. Forwarding of application / Issue of NOC for outside employment
4. Proof of address (certificates)

### 5.4 Leave Management

- a. Integration of Organisation Holidays Calendar (Annual)
- b. Online Leave Apply with appropriate checks on Leave Balance
- c. Moving of application through approval channel
- d. Alerts to approving authority for new application submission
- e. Approval/ Rejection of Leave
- f. SMS and Email Approval/ Rejection Details to Applicant
- g. Cancellation of Approved Leave
- h. Recalling from Leave
- i. Automatic Deduction/ Addition of Leave as per Approval/ Recalling/ Cancellation
- j. Management of Leave Balances
- k. Online Joining submission on Return from Leave (as per Central Govt. Rules)
- l. Joining Time Management

### 5.5 Promotion Management

1. Review Promotion (as per applicable Promotion Policy in NIELIT)
2. Listing of Employees eligible for promotion ; GP-wise based on
3. Seniority
4. Residency Period
5. Qualifying Service
6. Constitution of screening/Selection committee
7. Screening Committee Reports
8. Screening of eligible Employees as per FCS, PoP and others scheme.
9. Selecting of Successfully screened employees
10. Entry of group-wise Promotion Interview date and time
11. Generation of Promotion Interview Letters to Employees
12. Preparation of Merit List
13. Approval of Merit List (through designated approval channel)
14. Order for Promotion
15. Updating of Employee Data

### 5.6 Increments Management

1. Updating of Increment Date based on
2. Leave Details
3. Qualifying Service Details

### 5.7 Transfer & Posting Management

1. Transfer Details Entry
2. Employee
3. New Posting
4. Effective Date etc

5. Submission of Relieving from current posting
6. Date of joining on new posting
7. Transfer grants

#### 5.8 Applying for jobs in other organization

1. Receive Application
2. Forward Application

#### 5.9 Deputation Management

1. Deputation From NIELIT
2. Employee
3. Organization to which deputed
4. Period of Deputation
5. Designation and GP Details etc
6. Deputation to NIELIT
7. Employee Details
8. Organization from which deputed
9. Period of Deputation
10. Designation and GP Details etc

#### 5.10 LTC/ HTC Management

1. Apply for LTC/ HTC
2. Type of Travel Concession sought
3. Block Year
4. Check on eligibility of employee for the selected block (As per Central Govt. Rules)
5. Automatic display of Family Details
6. Selection of Members in the journey
7. Period of LTC/ HTC
8. Mode of Travel
9. Leave Encashment sought (if any – as per Central Govt. Rules inclusive of appropriate checks)
10. Advance for LTC/ HTC sought (if any – as per Central Govt. Rules)
11. Automatic Moving of application through designated approval channel
12. Alerts for new application to approving authority
13. Approval/ Rejection of LTC/HTC Application
14. SMS/ Email status of LTC/HTC Application
15. Current Status of LTC/ HTC Application in corresponding Employee Login
16. Status of LTC/ HTC Applications etc

## 5.11 Qualifying Service & Dies non Management

1. Entry of Details
2. Employee Name
3. Type of Break
4. Dies non
5. Break in Service
6. Period of Break
7. Order No.
8. Ordering Authority etc

## 5.12 Disciplinary Action Management

### 5.12.1 Entry of Disciplinary Action Case

1. Employee Name
2. Type of Case
3. Details of Case
4. Suspension Details (wherever applicable) etc

### 5.12.2 Updating of Disciplinary Action Case

1. Hearing Details Entry
2. Date of Next Hearing etc

### 5.12.3 Issue of Charge-sheet (wherever applicable)

### 5.12.4 Penalty Details

### 5.12.5 Demotion etc

### 5.12.6 Closure of Case

### 5.12.7 Status of Disciplinary Action Case

Type-wise

Employee-wise

Case wise etc

## 5.13 Vigilance Case Management

### Entry of Vigilance Case

- Employee Name
- Type of Case
- Details of Case etc

### Updating of Vigilance Case

- Hearing Details Entry
- Date of Next Hearing etc

### Issue of Charge-sheet (wherever applicable)

- Penalty Details
- Dismissal etc

### Closure of Case

### Status of Vigilance Case

- Type-wise
- Employee-wise
- Case wise etc

- 5.14 Resignation Management
  - 1. Entry of Resignation Details
  - 2. Calculation of Terminal Benefits based on service details (as per applicable Rules)
  
- 5.15 Retirement on Superannuation Management
  - Payment of Terminal Benefits
  - Calculation of Benefits based on service details (as per applicable Rules)
  
- 5.16 Facilities to Employee Management  
Telephone etc (as applicable in NIELIT)
- 5.17 Vehicle Management (Movement Register Management)
  - Request for Vehicle by Employee
  - Booking of Vehicle
  - Assign Vehicle to the employee
  - SMS details of booking to employee
  
- 5.18 Contractual Services Management
  - Technical Staff
  - MTS Staff
  - Trainee
  
- 5.19 Online Attendance Management System and Integration with Leave Module
- 5.20 Integration with e-Office application
- 5.21 RTI Management System
- 5.22 Court Cases Management System
- 5.23 Public & Staff Grievances Management System
- 5.24 Hostel Management
- 5.26 Facility Management**
  - a. Client Registration.
  - b. Empanelment of Candidate
    - i. Notification of Requirement
    - ii. Online apply for Exam / Interview for recruitment
    - iii. Result processing & Finalization of Empanelment
  - c. Receive Request for Jobs
    - i. Online Receive/Entry of Jobs
    - ii. Send Candidate list to Department
    - iii. Receive Work Order
    - iv. Generate Bi-Lingual offer Letter
    - v. Joining of Contractual Staff
  - d. Attendance Management
    - i. Receive Attendance
    - ii. Status of Attendance Received
    - iii. Generation of alerts in case of delay.
    - iv. Enter Attendance

- e. Bill generation
  - i. Generation of Bills
- f. Salary Management
  - i. Generate Salary
  - ii. Complete In
- g. Resignation/Termination of Contractual employee
- h. Generating experience letters
- i. Processing and release of Security
- j. Integration with accounts
- k. Reporting

## **6. PURCHASE & INVENTORY MODULE**

### **6.1 Procurement Management**

1. Requirement of Items
  - a. Collect Requirements from Departments
  - b. Categorize Items Required
2. Tender Management
  - a. Publishing of Tender
  - b. Tender Processing
  - c. Selection of Vendor
  - d. e-Tendering
3. Vendor Management
4. Purchase management
  - a. Generation & Placing of Purchase Orders
  - b. Receiving of ordered Materials
  - c. Verification of Received Materials
  - d. Invoice Processing
5. Updating of Stock

### **6.2 Inventory Management**

- Raising of Indent
- Apply for Items
- Approval of Indent through designated channel
- EOQ, Lead Time
- Issue of Items
- Updating of Stock
- Alerts on reaching Re-order Level
- Items Entry together with invoice details
- Items issue Details
- Related Reports

Other relevant scope of work related to **Inventory management** are given below:

1. Facility to record all capital items such as equipment, furniture, fixtures, etc.
2. Records maintained separately on financial year basis.
3. Maintenance of fixed asset & consumable register based on the procurement date during the current financial year
4. Warranty/AMC Management
5. Calculation of depreciation of items
  - a. Computation of asset value
  - b. Accounting of the items written-off as well as disposed-off
  - c. All the above modules shall have an extensive reporting facility integrated within them.
  - d. Search facility for as and when needed.
  - e. Stores Inventory
    - i. Item receipt
    - ii. Physical verification & issue for testing
    - iii. Generation of Good Receipts note
    - iv. Stock entry ( with unique stock Accession Number)/printing on assets
    - v. Stock entry information to Accounts for bill payment
    - vi. Issue of items against issue slips
    - vii. Maintenance of minimum stock level

- viii. Inventory control for consumables
- ix. Accounting items written off- obsolete and disposed off
- x. Reports for Physical Stock Verification
- xi. Management reports
- xii. Approval process
- xiii. Budget tracking
- xiv. Online administrative approval for tendering process to avoid paper based noting approval
- xv. Annual Physical items stock Verification system
- xvi. Form 39 (Road permit) Generation system,
- xvii. Gate Pass for items
- xviii. RFID tag based equipment and furniture location status as well as quantity status

Following points/issues may also be given due consideration:

- e-indent raising by indenter through Wing Head
- consolidated requirement/ e-indent from Wing Head
- consolidated requirement/ e-indent for NIELIT HQ & NIELIT as whole through Central Purchase committee
- e-tender
- Technical Evaluation
- Financial Evaluation
- Delivery Chalaan
- Items classification under A, B C System
- Inspection Note
- Lead Time
- EOQ
- Fixed Asset Register
- Consumables Register

### **6.3 Reports viz.:**

- Items quantity/volume/cost under A, B C System procured during a specific period;
- Number of transactions under A, B C System during a specific period;
- Number of Purchase Orders issued under A, B C System during a specific period;
- Number of Purchase Orders not executed under A, B C System during a specific period along-with reasons;
- Number of Purchase Orders cancelled/rejected under A, B C System during a specific period along-with reasons;
- Standardization of inventories used by different wings of NIELIT & NIELIT Centres;
- Vendor listing, ranking (based upon quantity/volume/cost/delivery schedules met) under A, B C System during a specific period along-with reasons.



## 7. STUDENT REGISTRATION, EXAM & CERIFICATION MODULE

### 7.1 Online Registration

#### I. Online form filling for registration in various courses

- based on distinct stream/courses
- distinct administrator for each stream and based on type of course, the forms shall be automatically
- monitored and processed by particular centre.
- well defined role based on activity

#### Type of registration

- long term courses : registration form only
- short tern course: registration cum examination form

#### II. Online payment mandatory

#### III. Batch Processing

#### IV. Pre-Registration Process

- Data validation at the time of registration must be done through system only.
- Eligibility criteria is distinct for each course and shall be verified through system only.
- Provide Interface to the centres to configure eligibility criteria
- Data verification in distributed environment based on course registration type.
- New Registration (Aadhaar of the applicant shall be captured and will be used appropriately)
- Re-registration
- Transfer cases
- Special approved extension
- registration cancellation with remarks
- Auto updation/ Publication of successful registration on website.
- After successful registration of candidates, details of candidates will be directed to various centres based on selection of their course . further details of course and students will be handled in Training module.
- A number should be allotted to the candidate during the registration process, which may be treated as the permanent registration number in future and which should require only activation at the part of the NIELIT official after physical verification of the support documents.
- All physical support documents should be digitized and linked to the registration number of the candidate.
- Candidate may be issued a digitally signed online downloadable registration ID card.

#### V. Post Registration Process :

- Auto exemption on papers.
- name correction
- auto up gradation
- credit transfer

#### MIS Reports:

- A powerful MIS report interface needs to be created to generate various report in distributed environment (centres/students/institutes/HQ etc)

## 7.2 Training Module

### 7.2.1 Student Registration system

- Course Inquiry (both web based and IVRS),
- Student Registration - Class wise / Batch Wise,
- Provision for Registration of Students ,
- Live registration status,
- Accordingly related information like Admission status, Registration Status should be displayed through SMS ,E-mail.
- Auto transfer of Students Details from Registration form to Admission Form.

### 7.2.2 Student Admission system

- Selected Candidates report ,
- Class wise Students allocation report,
- Students Search using multi-option like
- Students Name,
- Father's, Mother's and Guardian's Name,
- Subject Groups,
- Admission Status,
- Student Withdrawals,
- Students Certificates,
- Provisional certificate,
- Character certificate,
- Roll No allotment,
- Bonafide Certificate Letter Generation ,
- Student photograph ,
- Batch Allocation & Generation and Issue of I Card

### 7.2.3 Course management System

#### Reports Generation

- New Admissions - Course wise / Class Section wise / Subject Group wise,
- Student Information - Detailed / Consolidated (User defined fields) /Class Wise,
- Students Strength - Class wise / Class Section wise / All Classes with Boys / Girls Strength, Category Wise ,Year Wise
- Standard format for various courses through Centralized portal for courses running under NIELIT both for short term as well as long term, The contents of courses should includes syllabus, course starting date, duration, contact person, mobile, e-mail address ,fee details as well as name of the centre where the particular courses are running.

### 7.2.4 Student Attendance System

- Registered Candidates Info Class wise – Detailed / Consolidated,
- Daily Attendance Register, Class – Section wise/ Subject Group wise,
- Student Attendance, Attendance Status – Month wise / Term wise,
- Access Control System for student Attendance,
- Smart Card Plug-in for Student Attendance

#### Reports:

- Daily Attendance ,
- Class – Section wise/ Subject Group wise,
- Student Attendance,
- Attendance Status – Month wise /term wise

### 7.2.5 Fee Collection and Fee Receipt Generation system

- Online printing of Registration and Fees Receipt,
- Daily Collection Report for registration fees.
- Online Payment facility for short term and long term as well as customized course

#### **7.2.6 Time-Table Scheduling**

- Period Settings Class wise including break period
- Faculty wise Maximum and Minimum period
- Faculty wise / Subject wise period preferences
- Faculty wise free period preferences
- Class-wise Time Table – Weekly / Monthly / Yearly
- Faculty-wise Time Table – Weekly / Monthly / Yearly
- Lecture wise Time Table
- Automatic Time Table arrangement
- Guest Lecture management
- Reports generation for Class Faculty List, Subject wise Faculty list
- Class wise Faculty list, Faculty wise Time Table
- Class wise Time Table
- Web Based Online Monitoring system through CCTV for Classroom, Laboratory and Examination Room

#### **7.2.7 Internal Assessment**

- Exam Scheduling
  - Internal Exam
  - Final Exam
- Entry of Marks
- Result Compilation
- Issue of provisional certificate
- Online exam

#### **7.2.8 e-content**

- Facility for Web-casting of Lectures & Recording.
- Facility so that faculties can put up/modify their notes as when required to facilitate e-content development as it is necessary component for e-learning.
- Facility of Online Resource Sharing among different NIELIT Centres

## **7.3 EXAMINATION MODULE**

### **7.3.1 Theory Examination (O/A/B/C and formal courses)**

#### **I. Pre-examination activity**

1. Capturing of Online Examination Application Form data along with payment details.
2. Processing of Examination Application Form
3. Rejection of Examination Application Form on various ground
4. Identification & Finalization of Examination centre
5. Allotment of Roll number and Generation of Admit card, attendance Sheet
6. Examination centre management
7. Printing and dispatch of Answer books
8. Management of Question paper
9. Payment of advance to examination centre (ES)

#### **II. Post-examination activity**

1. Management of evaluation process
2. Management of Answer script from the examination centre
3. Updation of Absentees
4. Result processing
5. Data preparation for certificate verification
6. Settlement of claims from the examination centre
7. Processing of Re-totaling request from the candidate
8. Management of Disclosure of answer script through RTI

### **7.3.2 Practical Examination**

- Porting of Examination Application Form data pertaining to Practical modules
- Rejection/ Exemption of Practical modules
- Identification & Finalization of Examination centre
- Generation of Admit card and Attendance Sheet
- Examination centre management
- Management of Question paper
- Processing of Award list
- Result processing
- Settlement of payment to Examiners and Examination centre

### **7.3.3 Project**

- I. Management of Project completion certificates
- II. Processing of Project fee & Performa received from candidates.
- III. Management of in-house project scrutiny and project approval/ rejected status
- IV. Selection of Zonal coordinators/ Convener
- V. Management of project Evaluation
- VI. Management of viva-voce of candidate.
- VII. Publication of Project result

#### **7.4 Certificate**

1. Printing of Certificates & Certificate Detail Register
2. Forwarding of certificate for verification and signatures
3. Dispatch of certificate

#### **7.5 In Multilingual Examination System**

- i. Facility for OFF-LINE and online Examination Management System should be provided.
- ii. Certificate Standardization of all Short/Long Term courses being run/ proposed by NIELIT Centres.

#### **Reports :**

1. Online generation of result sheet and completion certificates .
2. Online education verification.

**7.6 IT LITERACY AND ONLINE EXAMINATION** ( This examination shall be conducted by third part using their own software, and modality of integration with this application shall be worked out later. )

## 8. Civil Projects Module

### 8.1 Building Projects

Currently there are numerous building projects concurrently under execution and in various stages of activities across India. The major categories of projects are as follows:

- i. Development of North-East Region
- ii. Setting-up of Kolkata Centre
- iii. Setting-up of Ajmer Centre
- iv. Setting-up of Agartala Centre
- v. Setting-up of Kohima Centre
- vi. Setting up of Patna Centre
- vii. Setting up of Ropar Centre

Some of these major categories of building projects are divided into sub-projects. For e.g Development of North-East Region is further sub-divided into the following

- a. Centre Upgradation project for 6 Centres
- b. Extension Centre Upgradation for 2 Extension Centres
- c. New Extension Centre Setup in 10 locations.

Every project goes through the following process from initiation to completion.

- i. **Administrative Approval**
  - a. Project initiation approval
  - b. Fund Allocation Approval
  - c. Project Duration Fixing
- ii. **Release of Funds**
  - a. Head-wise Release of funds
  - b. Target Expenditure
- iii. **Start of Activities**
  - a. Project Milestone setting
  - b. Activity-wise Target Fixing
- iv. **Tracking of Funds Utilization**
  - a. Head-wise/ Activity-wise funds received
  - b. Head-wise/ Activity-wise funds utilized
  - c. Head-wise/ Activity-wise funds committed
  - d. Head-wise/ Activity-wise funds unutilized and returned
- v. **Tracking of Project Status**
  - a. Activity-wise actual start date
  - b. Activity-wise expected end date
  - c. Milestone Analysis
  - d. Reasons for delay (if any)
- vi. **Closing of Project**

NIELIT HQ has to track the status of the funds released for building projects as well as the physical status of the construction in progress under the respective NIELIT Centres. The status is then required to be submitted to DeitY and higher offices in required formats.

The major reports are as follows:

**1. Physical Status Report**

- a. It contains the project-wise physical progress collected from respective dealing NIELIT Centres.
- b. It has a pre-defined format provided by DeitY.
- c. It is a monthly report.
- d. It contains the following details:
  - i. List of Activities/ Milestones achieved till previous month
  - ii. Progress/ Activities carried out in the current month
  - iii. Remarks of NIELIT HQ
  - iv. Remarks of concerned DeitY official

**2. Financial Status Report**

- a. It is collected from respective dealing NIELIT Centres and contains the project-wise financial status.
- b. It has a pre-defined format provided by DeitY.
- c. It is a monthly report.
- d. It contains the following major details:
  - i. Head-wise GIA released.
  - ii. Head-wise funds utilized.
  - iii. Head-wise balance funds in-hand.
  - iv. Head-wise funds committed.
  - v. Head-wise funds returned.

**3. Milestone Analysis Report**

- a. It is collected from respective dealing NIELIT Centres and contains the project-wise financial status.
- b. It contains the following major details
  - i. Milestone
  - ii. Status (Not Started/ In-process/ Complete)
  - iii. Date of Completion (if applicable)

**4. Construction Progress Report**

- a. It is collected from respective dealing NIELIT Centres and contains the project-wise financial status.
- b. It contains the following major details
  - i. Project Name
  - ii. Particulars/ Description of Work
  - iii. Area (if applicable)
  - iv. Specification
  - v. Progress (%)
  - vi. Remarks (if any)

**5. Incremental Progress Report of all Building Projects**

- a. It is compiled at NIELIT HQ based on data collected from the respective dealing NIELIT Centres.
  - b. It is a monthly report.
  - c. It contains the following major details
    - i. Project Name
    - ii. Current Status (stage reached as per milestone)
    - iii. Progress made in last month
    - iv. Remarks
- 6. Project Summary Report**
- a. It is a summary of project-wise activities carried out during the current month.
  - b. It is submitted as a write-up of one page to DeitY.
  - c. It is based on the physical report submitted by respective NIELIT Centres.
  - d. It is a monthly report
- 7. Progress Report based on Construction Pictures**
- a. Images would be uploaded from Various Centres during different phases of Construction
  - b. Images to be segregated based on Centres
- 8. Photo Library (Generic)**

#### **Maintenance & House Keeping Services**

- 1. AMC Services**
- a) Vendor Details to be Maintained
  - b) Contract Period along with the Agreement Details to be maintained
  - c) Request for the AMC Person to visit the Site (Request by AMC In-charge)
  - d) Log to be maintained for the visiting persons of AMC Vendor
  - e) If issue is resolved then the status of the issue would be changed
- 2. Maintenance Complaint Monitoring System**
- a) Online Submission of Complaints by users
  - b) Complaint to be resolved in a certain period of time, failing of which the matter would be escalated to the senior official in the hierarchy.
  - c) Once the issue is resolved the status would be changed.
- 3. Need Based Maintenance or Urgent Maintenance – raised by user and the process is same as above.**
- 4. Addition/Alteration Work (Miscellaneous Work)**
- a) Requirement to be raised by user
  - b) Request to be approved by the Competent Authority
  - c) Work to be Performed in time bound fashion
  - d) Work to be done in a certain period of time, failing of which the matter would be escalated to the senior official in the hierarchy.
  - e) Once the Work is done the status of the Requested work is to be changed
- 5. Preventive Maintenance (Periodical Maintenance) System for the following categories –**
- a) Anti-termite
  - b) Rodent Control
  - c) Fire Control

## **9. Library Information System (LIS)**

### **9.1 Master**



- a) **Book Purchase Master:** for bibliographic data entry of books with auto accession number generation facility.
- b) **Magazine Master:** for magazine records.

## 9.2 Transaction

For keeping records of issue and returns of students as well as Employees and contractual employees.

### Reports & Searching

- a) Purchase of Books
- b) Issuing of Books to Students/Employees
- c) Return of Books from Students/Employees
- d) Status of Book Information
- e) Student/Employee wise Book Ledger
- f) Almirah /Author/Title/Edition/Accession No. wise Book Searching

## 9.3 Proposed System:

1. Acquisition: To give orders, book receiving, record keeping, vendor's details, budget details, updated exchange rates. This feature is required with Purchase and Store.
2. Cataloguing: Cataloguing with retro-conversion facility is required. The facility is required to compatible with all Library standards like MARC21, UNIMARC. Facility to download catalogue records from Internet and Z39.50 Client search Built-in is required. Data entry should be UNICODE compliant;
3. Facility to support data entry in local language (Hindi, Bengali) is also required.
4. Facility to add Authority Files for Authors, Publishers, and Subject etc. is required.
5. Facility to export records in Text File/ MARC 21/ EXCEL format is required.
6. Digital Library integration with uploading/downloading of PDF/html documents is required.
7. Micro documents manager for Article/ Chapter indexing and News Clippings Service built- in is required.
8. Web based OPAC interface is required. Online reservation facility is also required.
9. Bar code scanning and printing facility is required. RFID facility is also required.
10. Serial Control facility for managing records of Printed and Online Journals and magazines is required.
11. A facility to send automated overdue notices either by e-mail or by SMS is required. A facility to send issue and return slips through e-mail &/or sms instead of printing them at the point of circulation is required.
12. Facility to generate and print of Library Statistics report and Accession register is required.
13. Any more features that are available in standard Library System may be included.

## **10.Co-ordination with Other Government departments**

### **10.1 Project Monitoring**

#### **Training & Related Projects**

Currently there are numerous projects related to Training, R&D, Consultancy, Services etc concurrently under execution in various NIELIT Centres across India. Majority of the projects are funded by DeitY and various other ministries. The funds may be released in part-payments or as a single release by the sponsoring agency to HQ from where they are transferred to the corresponding NIELIT Centres proportionately. Other than funded projects, NIELIT also conducts courses under own resources through its Centres. The major categories of projects are as follows:

1. Training
2. Research & Development
3. Consultancy
4. Services & Facilities

Every project goes through the following process from initiation to completion.

- i. Project Approval & Initiation
  - a. Project approval no. and date
  - b. Total Outlay Fixing
  - c. GIA Approved
  - d. Start Date (Date of release of 1<sup>st</sup> GIA)
  - e. Project Duration Fixing
  - f. Expected End Date
  - g. Implementing Centre(s)
  - h. Courses covered under the project. (Training Project)
  - i. Centre-wise/ Course-wise Target fixation. (Training Project)
- ii. Release of Funds (part-wise)
  - a. Receipt of GIA from funding agency by HQ
  - b. Disbursal of GIA to implementing Centres from HQ
- iii. Utilization Certificate from Centres (yearly)
  - a. GIA amount received & date of receipt
  - b. GIA utilized
  - c. GIA unutilized and returned
  - d. GIA Balance
- iv. Tracking of Project Status
  - a. Actual start date
  - b. Expected end date
  - c. Total candidates trained. (Breakup of Women, SC, ST, Minority and Differently-able)
  - d. Total candidates undergoing training (Breakup of Women, SC, ST, Minority and Differently-able)
  - e. Reasons for lagging (if any)

v. Closing of Project and subsequently submission of Project Completion Report along with UCs, Audited statement of Accounts etc.

## 10.2 Training

The training courses conducted by NIELIT Centres can be broadly classified into the following:

- i. Formal Training (Any AICTE approved/ University affiliated/ State Technical Board approved Courses e.g M.Tech, MCA, BCA etc)
- ii. Non-Formal Long Term Courses (Any course with duration of 1 year & above like O Level, A Level etc)
- iii. Other Short Term Courses (Any course with less than 1 yr duration) including Corporate Training
- iv. IT Mass Literacy Programme (E.g. CCC, BCC etc)
- v. Non-formal short-term courses of duration less than 1 month

Among the above mentioned courses, the following non-formal long term courses are run under NIELIT Scheme-

- i. At NIELIT HQ
  - BCC
  - CCC
  - O Level
  - A Level
  - B Level
  - C Level
- ii. At Nodal NIELIT Centre
  - Hardware Courses (Aurangabad)
  - ITES/ BPO (Aurangabad)
  - Bio-informatics (Kolkata)
  - Information Security (Gorakhpur)
  - Multimedia & Animation (Kolkata)
  - PG Diploma in VLSI Design (Calicut)

Any of the NIELIT courses may also be conducted at the NIELIT Centre premises or through accredited institutes or other premises. Accordingly, they are classified as Internal Capacity or External capacity respectively.

For the NIELIT Scheme courses, details regarding the Accreditation of Institutes for these courses, Registration of candidates (through NIELIT Centres or Accredited Institutes or Direct Candidates), Examination and Certification are required from the respective Nodal Centres at HQ.

In addition, any of the courses can be part of Sponsored Projects by any third party. For e.g there are special schemes like SCSP, TSP for SC and ST candidates respectively undergoing training from NIELIT Centres. Under some sponsored projects, the training may be conducted through Accredited Institutes as well as other non-accredited private institutes by the Implementing NIELIT Centre. The implementing centres then collect information regarding students from such institutes also and submit them to HQ.

At times, the Nodal Centre conducts their activities in a de-centralized mode. NIELIT Centres are designated as Regional Centres with the coverage of State(s) defined for carrying out the activities related to training. In such cases, the activities related to registration and/ or examination may be carried out by the Regional Centre for the corresponding State(s).

### **10.3 Research & Development (R&D)**

Many R&D projects are being executed by various NIELIT Centres across India. All R&D projects are funded by agencies. The approval and funding details of R&D projects that are being executed at the Centres are collected and compiled at HQ on a periodic basis. The following details are collected:

- a. Project Name
- b. Funding Agency
- c. Administrative Approval No.
- d. Date of Start
- e. Duration
- f. Expected Date of Completion
- g. Objective/ Expected Outcome
- h. Project Cost
- i. Amount Received
- j. Current Status/ Achievements

### **10.4 Consultancy**

NIELIT Centres are also involved in numerous other activities other than training and R&D. Few activities considered under the category of Consultancy is as below:

- a. Software Development
- b. Hardware Consultancy
- c. Networking
- d. Examination
- e. Agriculture Census etc

The following details regarding the Consultancy Projects are collected from the respective NIELIT Centres by HQ.

- a. Project Name
- b. Client Name
- c. Start Date
- d. Duration
- e. Expected End Date

- f. Project Cost
- g. Amount Received
- h. Current Status
- i. Achievements

#### **10.5 Services & Facilities**

NIELIT Centres are also involved in providing of services and facilities like manpower deployment to departments, Repair and maintenance of Hardware to other departments etc in addition to training and consultancy projects. Details of such services and facilities are also collected and compiled at HQ from the concerned Centres. The details that are required are:

- a. Service/ Facility Provided
- b. Client Name
- c. Amount Received
- d. Outcome/ Status

#### **10.6 Others**

Details regarding Symposium, Workshop and Conferences conducted at the NIELIT Centres during a specific period are also collected and compiled at NIELIT HQ as specified below

- a. Title of Symposium/ Workshop/ Conference
- b. Date of Event
- c. Duration
- d. Funding Agency
- e. No. of Participants
- f. Expenditure
- g. Revenue
- h. Outcome

Details regarding papers published by Staff across NIELIT are also recorded for the following:

- a. Author Name
- b. Journal Name
- c. Paper Name
- d. Details of Paper published
- e. Impact Factor

#### **10.7 Reports**

NIELIT HQ has to track the status of the funds released for various projects as well as the progress on the projects under the respective NIELIT Centres. The status is then required to be submitted to DeitY and corresponding funding agencies.

The major reports are as follows:

1. Centre-wise/ Course-wise achievements of Training Programmes for
  - a. Formal Long Term Courses (AICTE approved/ University affiliated/ State Technical Board Approved)
  - b. Non-formal courses with duration of 1 year or more
  - c. Short-term courses with duration of more than 1 month but less than 1 year.
  - d. Courses with duration of less than 1 month

2. Centre-wise/ Project-wise achievements of Sponsored Training Projects
3. Centre-wise achievements of R&D projects
4. Centre-wise Consultancy projects undertaken
5. Centre-wise Services/ Facilities provided.
6. Nodal Centre-wise achievements of NIELIT Scheme courses.
  - a. Accreditation
  - b. Registration
  - c. Examination
  - d. Certification
  - e. Reimbursement (HQ)
7. Centre-wise symposiums/ conferences/ workshops organized
8. Centre-wise Papers published (by staff as well as students)