Expression of Interest (EoI)

On imparting
Employability Enhancement and Livelihood Training Program [EELTP] of SC/ST& EWS (Women) youth through Capacity Building and Skill Development in IECT in the state of Madhya Pradesh

from

AICTE approved institutions, professional bodies and competent training institutes

EoI DOCUMENT

EoI Enquiry no: NIELIT- /2024/EELTP

National Institute of Electronics and Information Technology (Aurangabad)
Under Ministry of Electronics and Information Technology, Govt. of India.
CEDTI Complex, Dr. B.A. Marathwada University Campus,
Aurangabad - 431004
Web: https://nielit.gov.in/aurangabad/index.php

Contents

EXPRESSION OF INTEREST

1.0 Introduction

NIELIT Aurangabad, is a Centre of NIELIT, an Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Government of India is engaged in education, training and consultancy services in advanced areas of IECT and/or intended to extend quality education to masses through various schemes and programs.

1. NIELIT Aurangabad has been awarded the project "**Employability Enhancement and Livelihood Training Program [EELTP] of SC/ST& EWS (Women) youth through Capacity Building and Skill Development in IECT**" in Madhya Pradesh (Dhar, Bharwani, Chhindwara, Kargone (West Nimar), Jhabua, Betul, Indore, Sagar, Jabalpur districts). NIELIT Aurangabad intends to partner with competent firms to impart training through their existing network of training centres/individual institutions in the state of Madhya Pradesh

2.0 Scope

2. Scope of the project is to train, evaluate and provide placement support to trained candidates in 11 job oriented skill courses in the state of Madhya Pradesh (Dhar, Bharwani, Chhindwara, Kargone(West Nimar), Jhabua, Betul, Indore, Sagar, Jabalpur Districts) over a period of 3 years.

Details of Courses included in the above project are as given below.

3. **List of Skill Development Courses** (NSQF aligned courses of NIELIT inthe area of IECT)

The Theory/ Practical component in Hours will be as mentioned in the Qualification Pack of the course. The following ratio of Theory/Practical hours will be taken if not specifically mentioned in the Qualification File of the course.

Theory: 40%
Practical: 60%

Sr. NO.	Qualification Name	Job Role	Eligibility	NSQF Level	Duration (in Hrs)
1	Certification Course in IT-ITeS BPO, Soft Skill& Communicative English	Cabin crew , Front Desk Call Centre Executives , Sales domain, Trainer, Career Counsellor	ITI/ 12th with English as one of the subjects studied.	4	250
2	Certified Computer Application Accounting and Publishing Assistant	Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant	10th Pass Or 8th Class Pass and pursuing continuousregular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field	3	360
3	Certified Data Entry and Office Assistant (Upskilling)	Data Entry Operator, Office Assistant	10th Pass Or 8th Class Pass and pursuing continuousregular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field	3	210

4	O Level (IT)	User Interface (UI) Designer, Web Designer, Web Publication n Assistant, Office Automation Assistant, IoT Application Integrator	10+2 /ITI Certificate after 10/ 2nd year of a Government recognized polytechnic engineering diploma after 10.	4	520
5	NIELIT Certified Web Developer	Web Devloper, Front end Designer	Final year Polytechnic Diploma in CS/IT after class 10th Or 2year ITI Certificate in IT/ITeS after class 10th Or 12th pass	3	210
6	NIELIT Certified Multimedia Developer	Web Designer, Animation Artist ,3D Graphics Designer, Multimedia Designer	12th pass and above Or 10th pass with pass in NSQF Level 3 IT/ITeS Course in IT/Multimedia discipline	3	200
7	Internet of Things (IoT) Assistant	IOT Developer	Grade 10th Pass, Grade 8th Pass with two year of (NTC/ NAC) after 8th Grade 8 pass and pursuing continuous schooling in regular school with vocational subject,	3	300
8	Internet of Things (IoT) Associate	IOT Developer	12th grade pass , Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma, 10th grade pass plus 2-year NTC,10th grade pass plus 1-year NTC plus 1 year NAC,10th -grade pass and pursuing continuous schooling , Internet of Things (IoT) Assistant NOS from 1-6 will be exempted from Previous NSQF Qualification of Level 3	4	450

				4	240
9	NIELIT Certified Artificial Intelligence Associate	ML Associate / AI Associate, Data Analyst, Machine Learning Engineer, AI Engineer	Pursuing final year BE/BTech/MCA in any discipline Or BCA/ B.Sc. IT/ B.Sc. ElectronicsOr 3 Years Diploma after class 10th in Electronics/ IT/ Electrical with 1 Years of Experience in IT Sector	4	240
10	Assembly & Maintenance of Personal Computer	Service Technician	Knowledge ofComputer	3	300
11	NIELIT Certified Cloud computing and Virtualization Expert	Cloud Engineer, DataCentre Manager, Data Centre Architect	2nd Year B.Tech /BE in Computer science/ Information technology/ Electronics/Electronics and Communication EnggOr 2nd Year MCAOr Final Year students of 3 Year Diploma in Computer science/ Information technology/ Electronics/Electronics and Communication Engineering	4	210

4. Course wise Target Per District (No. of Candidates to be certified)

Sr. No.	Qualification Name [A]	Batch Size Per District	No of Batches Per District	No of Candidates Per District
1	Certification Course in IT-ITeS BPO, Soft Skill Communicative English	30	4	120
2	Certified Computer Application Accounting and Publishing Assistant	30	2	60
3	Certified Data Entry and Office Assistant (Upskilling)	30	2	60
4	O Level (IT)	28	1	28
5	NIELIT Certified Web Developer	30	2	60
6	NIELIT Certified Multimedia Developer	30	2	60
7	Internet of Things (IoT) Assistant	30	1	30
8	Internet of Things (IoT) Associate	25	1	25
9	NIELIT Certified Artificial Intelligence Associate	25	1	25
10	Assembly & Maintenance of Personal Computer	30	1	30
11	NIELIT Certified Cloud computing and Virtualization Expert	25	1	25
	Total			523

* The number of candidates and professional charges are indicative and likely to change. The target no of candidates may be split and awarded among the multiple NIELIT Accredited Institute under the sole discretion of The Executive Director, NIELIT Aurangabad

5. Hardware, Software and Faculty Requirements for Skill Development Courses

Certification Course in IT-ITeS BPO, Soft Skill Communicative English		
H/W Requirements	S/W Requirements	Faculty Requirements
• Multimedia Projector • Audio Visual Set up • PC etc	Open source audio/ video recording and editing software/ Open Source Office	English : 01 [Graduate with English as Major subject with good communication skills] Soft skills: 01 [Mass communication/ MBA/ PG in English with good communication skills] Computer Skills :01 [IT O level of NIELIT or equivalent]
Advance Diploma in Computer Application Accounting and Publishing		
H/W Requirements	S/W Requirements	Faculty Requirements
Minimum 8 PCs with latest configuration & 2GB RAM, ProcessorCore 2 or above, Disk space-160GB, Graphics Card, Speaker and Microphone	➢Microsoft-Office, Tally. ERP 9 ➢ Concepts of Image Editing & Advertising-Adobe InDesign, Adobe Photoshop ➢ Graphics Designing - Corel Draw, Adobe Flash ➢Microsoft-Office, Tally. ERP 9 ➢ Concepts of Image Editing & Advertising-Adobe InDesign, Adobe Photoshop ➢ Graphics Designing - Corel Draw, Adobe Flash	At least a Diploma/B.E./B. Tech with minimum 2 year's relevant experience for B.E./B. Tech or Minimum 2 years teaching experience plus 2 years relevant experience for Diploma.
Certified Data Entry and Office Assistant (Upskilling)		

H/W Requirements	S/W Requirements	Faculty Requirements
Minimum 8 PCs with latest configuration & 2GB RAM, ProcessorCore 2 or above, Disk space-160 GB, Graphics Card, Speaker and Microphone	Latest version of MS Office, Tally ERP. Libreoffice, Typing master	MCA/DOEACC B Level/ B.E./B.Tech (Computer Science or Computer Engg. Or Information Technology)/ M.Sc (CS/IT) or Equivalent* or higher from a recognized University with min 1 + years of Experience, BCA/DOEACC IT-A Level /PGDCA or Equivalent* or higher from a recognized University/Institute with min 2 + years of Experience, M.Tech/M.E. in (Computer Science or IT) or equivalent* from a recognized University/Institute

O Level (IT)

H/W Requirements	S/W Requirements	Faculty Requirements
Minimum PCs with latest configuration & 4GB RAM or higher ,Processor-1GHZ or above, Disk space-500 GB, Graphics Card, Speaker and Microphone	Arduino IDE, Python IDE, Any relevant word processing/spreadsheet/ presentation like Libre Office 6.0,	At least a B.E/B.TECH NIELIT IT 'O' Level (Computer Science) or MCA or M.SC(Computer) Minimum 2 years' experience Graduate with Diploma in Computers Minimum-1 yr relevant experience

NIELIT Certified Web Developer

H/W Requirements	S/W Requirements	Faculty Requirements
Minimum 8 PCs with latest figuration & 2GB RAM, Processore 2 or above, Disk space-160GB, phics Card, Speaker and Microphone	MS-Office Software License required. Text editor software (any One): Notepad++/Sublime text/ Visual Studio Code etc. Other Software: WAMP/LAMP/XAMP/ MAMP etc	At least a B.E/B.TECH NIELIT IT 'O' Level (Computer Science) or MCA or M.SC(Computer) Minimum 2 years' experience Graduate with Diploma in Computers Minimum-1 year relevant experience

NIELIT Certified Multimedia Developer

H/W Requirements	S/W Requirements	Faculty Requirements
Computer installed with Multimedia Software Minimum 16 GB RAM or Higher	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity Microsoft Office/ Libre Office Adobe – Photoshop, Premiere Pro, Animate, After Effects, Illustrator, Dreamweaver 3D Max, Corel draw, Sonic Soundforg	Engineer/Diploma in Computer Science/IT/Multimedia with Minimum 5 years hands on experience in a reputed Multimedia training institute or organization as a trainer

Internet of Things (IoT) Assistant

H/W Requirements	S/W Requirements	Faculty Requirements

15 Desktop computers with accessories Installed with Arduino IDE (Open Source), Sensors and actuators (DHT11, ultrasonic sensor, LDR, MQ3, MQ135, water level sensor, soil moisture sensor, Motor driver, Relay, Displays)	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity, Arduino IDE	B-LEVEL / MCA/ B.Tech in CS/IT/EC/EE/ allied areas with an experience of 2 years in training

Internet of Things (IoT) Associate

H/W Requirements	S/W Requirements	Faculty Requirements
15 Desktop computer with accessories Installed with Arduino IDE (Opensource), Sensors and actuators (DHT11, ultrasonic sensor, LDR,MQ3, MQ135, water level sensor, soil moisture sensor, Motor driver, Relay, Displays)	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity, Arduino IDE	B-LEVEL / MCA/ B.Tech in CS/IT/EC/EE/ allied areas with an experience of 2 years in training

NIELIT Certified Artificial Intelligence Associate

H/W Requirements	S/W Requirements	Faculty Requirements
Computer installed with Multimedia Software Minimum 16 GB RAM or Higher	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity,Python	B-LEVEL / MCA/ B.Tech in CS/IT/EC/EE/ allied areas with an experience of 2 years in training

Assembly & Maintenance of Personal Computer

H/W Requirements	S/W Requirements	Faculty Requirements

Personal Computer Trainer or individual Trainers of 01 No. Monitors, SMPS, Key Board and other subsystem, Components – Resistors, Capacitors, Inductors, Coils, 05 Nos. Complete Transformers, all types of Diodes, Transistors, UJTs, Opto Sets Devices, Fuses, Batteries, Connecting wires, Solder metal	NIL	B.Tech in CS/IT allied areas with an experience of 2 years in training

NIELIT Certified Cloud computing and Virtualization Expert

H/W Requirements	S/W Requirements	Faculty Requirements
Computer installed with Multimedia Software Minimum 16 GB RAM or Higher	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity, Python	B-LEVEL / MCA/ B.Tech in CS/IT/EC/EE/ allied areas with an experience of 2 years in training

Note: In addition to the given requirement, the following is also required 1.
Power Backup & internet connectivity with at least 2 mbps line
2. Color Printer & Scanner
3. Multimedia Projector for Teaching
A faculty for teaching personality development and communication skill
may also be required as the same is also desired in NSQF courses.

6. Objectives

The broad objectives/aims are:

- Provide free training, evaluation & certification in job oriented skill courses to 4707 deserving candidates belonging to SC/ST/EWS(Women) youth in the state of Madhya Pradesh, in the selected districts, so as to increase their entrepreneurship potential as well as employability.

- To generate quality manpower in-line with the Digital India, Make India and Skill India Programs of Govt. of India.

- Capacity building/ Skill development youth in IT and Electronics Sectors for enhancing their employability & livelihood in most SC/ST populous districts of State of Madhya Pradesh.

7. Invitation for EoI

3. 7.1 NIELIT Aurangabad invites Expression of Interest (EoI) from AICTE approved institutions, professional bodies and training institutes with proven track record capable of conducting skill development courses in the area of Electronics and IT, in the state of Madhya Pradesh (Dhar, Bharwani, Chhindwara, Kargone(West Nimar), Jhabua, Betul, Indore, Sagar, Jabalpur) Districts and provide facilities as per the requirements of NIELIT Aurangabad.

7.2 Interested applicants may download the format and other documents related to EoI from the website

7.3 Interested applicants at the time of submission of response to the EoI, should make online payment of **non- refundable fee of Rs. 1,000/- (Rupees one thousand only) as per the details given below.** Failure to do so will result in rejection of the EoI. **(Institutions run by the Government (State & Central) are exempted from the above fee)**

On line payment details

1.	Name of the payee as in bank account	National Institute of Electronics and Information Technology (NIELIT)
2.	Name of the Bank	Bank of Maharashtra
3.	Bank Branch (Full address and Telephone Number)	Dr Babasaheb Ambedkar Marathwada University Campus, Aurangabad, Maharashtra 431004 Telephone: 912402401233
4.	Bank Account Number	20060526862
5.	Account type	Savings Account
6.	Mode of Electronic Transfer available in bank/Branch	RGTS, NEFT
7.	IFSC Code of the Bank (under RTGS)	MAHB0000152
8.	MICR Code	431014010
9.	PAN No.	AAATD0315M
10.	TAN No.	NSKD01790F

7.4 The expression of interest must be delivered to the below address by 17.00 hrs. on 11-03-2024

The Executive Director
NIELIT Aurangabad
CEDTI Complex

Contact details:
 Email: lakshman@nielit.gov.in
 Phone: 9404402245

8.0   Scope of Work

8.1 The applicant would be required to study the objectives of the proposed training programs and its deliverables. The broad areas of scope of work includes, identification of trainees, registration, imparting training and career guidance and placement support.

8.2 Provide / create required infrastructure and conduct the training program as per the course requirement & schedule decided.

8.3 Provide quality training and placement support adhering to the time schedule.

8.4 The selected / empanelled Training partners shall be considered for the conduct of the training initially for one year which may be extended depending on performance/requirement for the second year.

8.5 The training has to be conducted as per the modalities of the Agreement given under **ANNEXURE II.** All identified Training Institutes/Partners are required to execute the Agreement.

8.6 Districts selected in Madhya Pradesh are as follows

4. Madhya Pradesh - (Dhar, Bharwani, Chhindwara, Kargone(West Nimar), Jhabua, Betul, Indore, Sagar, Jabalpur) Districts

The target no of candidates may be split and awarded among the multiple NIELIT Accredited Institute under the sole discretion of The Executive Director, NIELIT Aurangabad

8A Implementation Strategy

(A) Mobilization & Selection of candidates:

i) Mobilization of Candidates: Applications of interested candidates shall be invited through online portal/also along with other physical modes with a transparent process of publicity in regional or local dailies/ web-site/ direct counseling at educational institutions or names/list or data of candidates may be provided by Dept. of Social Welfare / Dept. of SC/ST Development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange etc. All these activities will be looked by Nodal Officer of respective NIELIT Center.

ii) Selection of candidates : A three-member committee comprising of Nodal officer from NIELIT center, head/authorized signatory of training partner and one member preferably from Dept. of Social Welfare / Dept. of SC/ST development of the concerned State Government / Local employment exchange or any other Officer nominated by District Authority may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis.

iii) Registration Process: Preliminary Registration for admission in any course will be done in online by candidates and TP will assist candidates in Registration. Admission in any course will be granted to registered students after due process of short listing / scrutiny by the three-member committee mentioned in Selection Criteria. Opening of registration in any course will be notified on website /portal of NIELIT well in advance and also TP and NIELIT RC will publicize the same.

- While admitting a candidate training partner will thoroughly check caste/EWS certificate, educational qualification certificate, ID Proof and other necessary documents in person of every student in a batch. In case in later stage after admission of a candidate, document of beneficiary is found fake, then TP will not get any reimbursement of such beneficiary.
- Attendance of candidates will be maintained through Aadhaar Enabled Biometric Attendance System (AEBAS) wherever possible.

iii) Assessment:

- After completion of training assessment will be carried out by Exam Wing NIELIT HQ as per the defined guidelines/norms of NIELIT.

Training Partner (TP) will maintain records of Student preliminary registration, shortlisted Student (for training by committee) records and attendance and provide to NIELIT Official for inspection. Promotion of project, Study material and Library will be provided to students by Training partner and no additional cost will be claimed by TP for these purposes (Training fee includes

all these expenditure). Training will be conducted as per course details mentioned in qualification files of these course.

Monitoring Mechanism –

a) TP may be asked to submit the CCTV footage of classroom on random basis.
   Or
b) Flying squad surprise visit.
   Or

Sudden video call by Nodal Officer, RPCU or any NIELIT Official

Role of TP

The TP registered by NIELIT Center after due process to implement the project in a respective district will have following roles:

- To promote the project/program at District Level.
- Will play active role in selection of beneficiary/candidate to be certified.
- To conduct training of candidates as per Qualification File of courses and support in conduction of examinations.
- To guide students and help them in training & certification related matters.
- To submit invoices in proper format along with all requisite documents to NIELIT Center.
- Any other activity not covered above as felt in future by NIELIT Center/PCU/NIELITHQ.

9.0 Eligibility Criteria

9.1 AICTE approved institutions, professional bodies and training institutes with proven track record in the Electronics and IT domain in Madhya Pradesh and which are meeting the specified infrastructure requirement to impart the listed training programs are eligible to apply

10.0 Criteria for Empanelment

10.1 Interested institutions should submit a letter of interest along with their infrastructure details for conducting the courses mentioned in session 2.0, in the specified format as given in **ANNEXURE III & IV.**

10.2   The information provided should be sufficient to verify that the infrastructure and other requirements are fulfilled as per the requirements to carry out the training.

10.3   The selection/empanelment will be in accordance with the criteria set by NIELIT Aurangabad as given below and based on the evaluation by the committee constituted for the purpose.

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

10.4   The short-listed/empaneled institutions will be communicated and on agreeing the terms shall be invited to become a Training partner of NIELIT Aurangabad by signing the MoU.

10.5   Institutions having prior experience in implementing similar training programs will be given preference.

10.6   NIELIT Aurangabad will have the right to reject any or all EoIs, received in response to this invitation and its decision in this regard shall be final and binding.

10.7   NIELIT Aurangabad will have the right to finalize the districts where trainings are to be imparted and also the number of training centers per districts, as well as the number of students etc.

11.0   Procedure for submission

11.1	Download the detailed information along with application format available in our website https://nielit.gov.in/aurangabad/index.php
11.2	Covering letter along with information of contact person should be made strictly as per the format given in **ANNEXURE III**
11.3	Provide information on infrastructure and other relevant information only in the format provided as **ANNEXURE IV** Information submitted in other formats / incomplete applications will be rejected
11.4	Attach documentary proof wherever required in support of your claim
11.5	Add as attachment additional information, if any
11.6	Attach transaction details of online payment made for Rs.1000/- (non refundable) as given in 7.3.

12.0 Guidelines for submission of EoI

12.1	Agency must enclose a covering letter on Agency's Letter Head while sending the application- **ANNEXURE III**
12.2	The EoIs must be sent in sealed cover so as to reach NIELIT Aurangabad within the stipulated date and time. The EoIs will be evaluated strictly as per the laid down criteria. Therefore, before sending the EoI, the bidder agency must ensure that they fulfill all the eligibility criteria. The related proof of experience, details of office set-up etc., as asked for, must be enclosed/detailed out for evaluating the EoIs.
12.3	The details must be furnished as per formats enclosed in this document and strictly as per serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/requirement of EoI under various heads and is self-explanatory.
12.4	In case desired documents/proofs are not enclosed, the EoI shall be rejected and no clarification/enquiry will be sought/made.

12.5 The last date of receiving the EOIs shall be adhered strictly. EoIs received after the last date and time will not be considered and no further action will be taken on such EOIs. However, if the last date is declared as holiday, the next working day on which office is open will be treated as the last date of receiving the EOIs. The EOIs should be physically received in this office at NIELIT Aurangabad Center. It is also advised to forward a scanned copy of applications with all relevant documents and payment details through email in advance.

12.6 The envelopes should be super scribed with "**EoI from AICTE approved institutions /Professional bodies/ Training institutes to Impart EELTP Courses Training**"

13.0 Validity of EoI submitted

The EoI submitted by the applicant shall remain valid for a period of 60 days after the closing date (deadline) for submission of EoI prescribed in this document. EoI valid for shorter period may be rejected as non-responsive. NIELIT Aurangabad may solicit the applicants' consent to an extension of EoI validity (but without the modification in their EoI).

14.0 Disclaimer

14.1 The information submitted in response to this EoI may be subject to public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.

14.2 This invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the NIELIT to contract for services. Please be advised that NIELIT Aurangabad will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any EoI submission.

14.3 This EoI does not entail any commitment on the part of NIELIT Aurangabad, either financial or otherwise.

14.4 NIELIT Aurangabad reserves the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant/s of the reasons.

14.5 NIELIT Aurangabad empanelment as Training Institute does not create any obligation on the part of NIELIT Aurangabad in terms of providing business or in any other area.

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

ANNEXURE I

Payment terms:

Total course fee per candidate will depend on the duration (in Hrs) of the NSQF course.

As per Project proposal, per hour rate is Rs.42 for courses mentioned at sl no.1to 6 and 9 to 11 of para 3 and it is Rs.49 for course mentioned at sl no.7 to 8 of para 3.

The approved institute shall be paid cost per candidate per student on successful completion of the training certification and placement as per the criteria of funding agency.

Cost per candidate will be 75% of the training course fees.

Cost per candidate includes

- Mobilization of students as per eligibility and income criteria
- Registration & Admission
- Conduct of course
- Facility for conducting the exam (theory and practical)
  Examination registration of students in the NIELIT student portal
- Placement assistance, career guidance, soft skill
- Course material
- GST and other applicable taxes

ANNEXURE II

Format of Agreement

This agreement entered into on this…………day of ……………… between NIELIT CENTRE name (a unit of NIELIT Society, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India),
<........ADDRESS OF NIELIT CENTRE.......> (hereinafter referred to as First Party which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the ONE PART:

AND

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

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

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

AND WHEREAS SECOND PARTY has a security deposit in favor of FIRST PARTY

for the due fulfillment of his obligation under this deed – Deposit amount of `XXXX/- being 5 percent of the training fee for batch of 30 candidates for the course <Course Name> (in the form of DD or Bank

Guarantee No. _____ Dated   )

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

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

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

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

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

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

2. OBLIGATION OF SECOND PARTY:

<Project title> for the <District name> for the course <Course name>,

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

If the training is not carried out to the satisfaction of FIRST PARTY/end user and if the behavior or character or conduct of the personnel engaged by the SECOND PARTY are found to be unsatisfactory at any time during the period of operation of the contract, FIRST PARTY reserves the right to terminate the contract with one month's notice and if the contract is so terminated the SECOND PARTY shall not have any claim whatsoever for compensation for the remaining period of contract. The security deposit of the SECOND PARTY shall be forfeited in such cases.

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

SECOND PARTY shall ensure that the persons employed for training possess the minimum essential qualification(s)

and maintain a trainee: PC/lab practical training instruments ratio of 2:1 to ensure quality of the program

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

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

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

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

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

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

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

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

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

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

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

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

3. OBLIGATION OF FIRST PARTY:

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

Payment terms: Payment shall be made on completion of the courses and further certification of minimum 80% candidates based on the actual number of candidates certified on receipt of invoice along with relevant documents to SECOND PARTY.

4. Tenure /Renewal of the Agreement

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

5. Breach of Terms of this Agreement

If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of 1 Month, the aggrieved party

may treat this agreement as repudiated by the other party and forthwith serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination of the agreement. The agreement will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause. In the event of breach of any of the terms and conditions of the agreement signed by the SECOND PARTY, the security deposit will also be forfeited.

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

6. Termination of contract

The contract is liable to be terminated by either side on one month's notice. Abrupt termination or breach of the contract by the SECOND PARTY for reasons attributable to the SECOND PARTY will entail forfeiture of the Security Deposit of the SECOND PARTY.

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

7. Jurisdiction

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

8. Arbitration or Mediation

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

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

9. Modifications

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

10. IPR

All Intellectual Property, including, but not limited to, copyrights, software and database rights, patents, trade secrets, trademarks, rights in designs and all other Intellectual Property or other proprietary rights ("Intellectual Property") owned by one Party prior to the date of this MOU will continue to be owned by that party. All Intellectual Property rights made available by one Party to the other Party in connection with this MOU, or otherwise, will remain the sole property of, and vest in, the first Party or its licensors. Neither Party will gain, by virtue of this MOU, any rights in or to any Intellectual Property rights owned by the other Party. Any Intellectual Property rights created by one Party without use of or reference to the Intellectual Property rights or Confidential Information of the other Party will be and will remain the sole and exclusive property of the first Party.

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

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

AGREED:

For (FIRST PARTY)   For (SECOND PARTY)

(Institute Head signature &stamp)   (Institute Head signature & stamp)

(Name in Block Letters)   (Name in Block Letters)

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

Witness 1:   Witness2:

Signature……   Signature………………………..

Name ……………   Name ……………………………………

Address……………………   Address……………………………

ContactNo. …   ContactNo. ……………………………

Annexure II A

List of documents to be collected from the candidates and to be verified against originals as applicable, at the time of admission.

1. Duly filled application form
2. Caste certificate /EWS certificate in original as per central government format *(only SC/ST/Women(EWS) candidates are eligible)*
3. Educational qualification certificate
4. Aadhaar Card
5. Passport size photograph – 1 no. (in application form)
6. Self-declaration in the format given below

Any other certificate as demanded by the funding agency.

Self-Declaration

I,_____,   S/o/D/o

_____, resident of

_____

_____hereby solemnly affirm that

I understand that I will not discontinue the coaching in between. In case I do, I will be liable to refund the amount spent on coaching to the Government as per rules.

All the information provided by me along with the application are true to the best of my knowledge and if any of them are found to be false or incorrect, I shall be liable to such action as the Institute may deem proper.

Signature of the Candidate

ANNEXURE III

Covering Letter Format

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

Ref: _____

Date._____

To

        The Executive Director
        NIELIT Aurangabad
        CEDTI Complex
        Dr.BAMU Campus
        Aurangabad – 431 004   Maharashtra

Dear Sir,

Subject: EoI for conduct of "Employability Enhancement & Livelihood Training Program (EELTP) OF SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT" in Madhya Pradesh

1. Having examined the EoI document, we, the undersigned herewith submit our response to your EoI for Imparting Skill Training for Empowering SC/ST&EWS(Women) Youth in the state of Madhya Pradesh (Dhar, Bharwani, Chhindwara, Kargone(West Nimar), Jhabua, Betul, Indore, Sagar, Jabalpur) (Districts (strike off whichever is not applicable).

2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.

3. We would like to declare that we are not involved in any litigation with any State/Central Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

4. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.

5. We understand that NIELIT Aurangabad is not bound to short-list / accept any proposal received in response to this EoI.

6. We understand that Empanelment with NIELIT Aurangabad does not guarantee that every /any of the applicants be awarded a project /assignment.

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

	Information	Details
1	Name of the Contact Person	
2	Designation and contact address of the person to whom all references shall be made regarding this EoI	
3	Telephone, Mob: number	
4	Mobile number &email id of the Contact Person	
5	Corporate website URL	

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

Sincerely,

Signature:
[Authorized person)

Name, title with seal

Encl: Duly filled Application form.

ANNEXURE IV

	Application Proforma for Expression of Interest for Empanelment of Training Institutes for the conduct of EELTP Training for Empowering SC/ST/Women(EWS) *(Separate application to be submitted for each Training Centre)*	
1	NAME OF THE INSTITUTE	
2	FULL ADDRESS WITH PHONE//E-MAIL	
3	EOI SUBMITTED FOR (state)	
4	EOI SUBMITTED FOR COURSE(S)	Attach separate sheet if required
5	DATE / YEAR OF ESTABLISHMENT	
6	LEGAL STATUS / REGISTERED UNDER	
7	AFFILIATION (AICTE/UGC/NSDC/Any other Govt. bodies)	
8	NATURE OF ACTIVITY	
9	COURSES OFFERED AT PRESENT	
10	INFRASTRUCTURE DETAILS (HARDWARE-IT)	

11	INFRASTRUCTURE DETAILS (SOFTWARE)	
12	NO. OF COMPUTER LABORATORIES & DETAILS OF INTERNET CONNECTIVITY	
13	PROXIMITY / NEAR BY TOWNS, HQ, DISTRICT HQ	
14	DETAILS OF ELECTRONICS EQUIPMENT & LABORATORIES	
15	DETAILS OF POWER BACKUP	
16	DETAILS OF SIMILAR PROGRAMS CONDUCTED& GOVT. SCHEMES IF ANY	
17	DETAILS OF MEMBERS OF FACULTY IN THE AREA OF ELECTRONICS & IT WHO CAN BE SPARED FOR THIS PROGRAM	
18	NUMBER OF CLASS ROOMS AVAILABLE	
19	DETAILS OF LIBRARY AND BOOKS AVAILABLE IN THE RELEVANT FIELDS	
20	CONTACT PERSON	
21	DATE FROM WHICH THE PROGRAMS CAN BE LAUNCHED.	
22	IS IT POSSIBLE TO CONDUCT THE TRAINING ON HOLIDAYS & EVENINGS.	
Attach additional sheet, if the space is not sufficient and mark as **ANNEXURE ---** **(with Sr. No)**		
Attach documentary proof wherever necessary		

Details of registration fee paid

Amount*	Online Transaction Details	Date of Payment
Rs 1000/-		

*Only Rs 1000/- is to be paid by the Training institute even if applying for multiple training centers

Signature of Authorized person with Name & Date

Declaration

(i)   I, _____
son of _____ have read and understood the RULES / GUIDELINES for Empanelment of Training Institutes for the implementation of Capacity Building Skill Development in IECT Programs.

(ii)   I certify that, I am the competent authority, by virtue of the administrative and financial powers vested in me
by_____
to furnish the above information and to undertake the above stated commitment on behalf of my /our institution.

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

(iv)   I agree to abide by the decisions of the NIELIT Aurangabad in respect of my application for permission to empanel our Institute for the implementation of Skill development Programs.

Signature:

Name:

Designation:

Seal of the organization