

Last date for Submission: 17.00 hrs on 15th April 2021



Expression of Interest (EOI)

Inviting Training Partners for Training in Aspirational Districts of TamilNadu

**On imparting
Skill Training for Empowering SC/ST / EWS(Women)
in TamilNadu**

from

AICTE approved institutions, professional bodies and competent training institutes

Under the Project

“Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability”

Sponsored by

Ministry of Electronics & Information Technology (MeitY)

**National Institute of Electronics and Information Technology, (Chennai)
An Autonomous Scientific Society of Ministry of Electronics and
Information Technology, Government of India**

ISTE Complex, NO. 25, Gandhi Mandapam Rd, Chennai, Tamil Nadu-600025Web:
<http://nielit.gov.in/chennai/>

Contents

Sl. No	Title	Page No.
1	Introduction	3
2	Scope	3
3	Objectives	3
4	Invitation for EoI	3
5	Scope of Work	5
6	Eligibility Criteria	5
7	Criteria for Empanelment	6
8	Procedure for Submission	6
9	Guidelines for Submission of EoI	7
10	Validity of EoI Submitted	7
11	Minimum Hardware, Software and Faculty Requirement's for conducting training programme in the following skill courses:	7
12	Selection of Training Institutes	8
13	Selection of candidates	8
14	Disclaimer	9
ANNEXURE I	Details of the training, type of partnership & roles of partnership	10
ANNEXURE II	Format of Agreement	12
ANNEXURE III	Revenue Sharing Model with Accredited Centres/ Training Partners	18
ANNEXURE IV	Covering Letter Format	19
ANNEXURE V	Application Form	21
ANNEXURE VI	Course Syllabus	24

EXPRESSION OF INTEREST

1.0 Introduction

NIELIT Chennai, 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.

NIELIT Chennai has been awarded the project “Skill Training for Empowering SC/ST/EWS (Women) in TamilNadu” by MeitY. NIELIT Chennai intends to partner with competent firms to impart training through their existing network of training centres/individual institutions in the states of TamilNadu.

2.0 Scope

Scope of the project is to train, evaluate and provide placement support to trained candidates in 2 job-oriented courses in the states of TamilNadu over a period of 1 years.

Details of the course wise and District wise breakup of students to be trained are given in the ANNEXURE I.

3.0 Objectives

The broad objectives/aims are:

- Provide free training, evaluation & certification in job-oriented skill courses to 240 deserving candidates belonging to SC/ST/EWS (Women) category in the state of TamilNadu, 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
- Provide practical skill and knowledge in related areas and increase immediate employment opportunities

4.0 Invitation for EoI

4.1 NIELIT Chennai 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 IT, in the states of TamilNadu and provides facilities as per the requirements of NIELIT Chennai.

4.2 Interested applicants may download the format and other documents related to EoI from the website <http://nielit.gov.in/Chennai>

4.3 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	NIELIT Chennai
2.	Name of the Bank	State Bank of India
3.	Bank Branch (Full address and Telephone Number)	Kottur (Chennai, Tamil Nadu)
4.	Bank Account Number	31185720641
5.	Account type	Savings Bank Account
6.	Mode of Electronic Transfer available in bank/Branch	NEFT/RTGS
7.	IFSC Code of the Bank (under RTGS)	SBIN0001669
8.	MICR Code	600002023
9.	PAN No.	AAATD0315M
10.	TAN No.	CHED07576C

4.4 The Expression of Interest must be delivered to the below address by 17.00 hrs on 15th April 2021

**ISTE Complex, NO. 25, Gandhi
Mandapam Rd, Chennai, Tamil
Nadu-600025**

Contact details:

Email: chennai@nielit.gov.in

Phone: 044 2442 1445.

5.0 Scope of Work

- 5.1 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. The areas of training, type of partnership & roles of partnership related information are given in **ANNEXURE I**.
- 5.2 Provide/create required infrastructure and conduct the training program as per the course requirement & schedule decided.
- 5.3 The selected / empaneled 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 next year.
- 5.4 The training has to be conducted as per the modalities of the broad MoU given under **ANNEXURE II** . All identified Training Institutes/Partners are required to execute the MoU.
- 5.5 The training is proposed to be conducted in two aspirational districts (**Ramanathapuram** and **Virudhunagar**) of Tamil Nadu.
- 5.6 The beneficiary candidates under the scheme are youths of Tamil Nadu belonging to any of the following category-
- SC (Scheduled Caste).
 - ST (Scheduled Tribe).
 - EWS (Economically Weaker Section) Women Candidates.
- The candidates will have to produce a valid certificate for each of the above category in order to be eligible for admission to the training courses under the scheme.

6.0 Eligibility Criteria

- 6.1 AICTE approved institutions, professional bodies and training institutes with proven track record in the IT domain in **Ramanathapuram** or **Virudhunagar** districts of Tamil Nadu which are meeting the specified infrastructure requirement to impart the said training programs are eligible to apply.
- 6.2 Training Partners (TP's) who are already registered with NIELIT for any of the two NSQF courses under the project need not take affiliation for that course. However, if an institute which is not registered for NSQF aligned course with NIELIT want to start the project should take affiliation from NIELIT for the course as per procedure already defined at '*Handbook for NIELIT's NSQF Aligned Courses*' and same is available at <http://www.nielit.gov.in/content/nsqf> for affiliation for NIELIT NSQF courses.

7.0 Criteria for Empanelment

- 7.1 Interested institutions should submit a letter of interest along with their infrastructure details for conducting the courses mentioned in section 2.0, in the specified format as given in **ANNEXURE-IV & V**.
- 7.2 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.
- 7.3 The selection/empanelment will be in accordance with the criteria set in the section 12.
- 7.4 The short-listed/empaneled institutions will be communicated and on agreeing the terms shall be invited to become an accredited Training partner of NIELIT Chennai by signing the MoU.
- 7.5 Interested institutions should have well connected & easy access to public transport, flexible working hours, and adequate infrastructure including competent faculties in their rolls or associated with experience as mentioned in section 11.
- 7.6 Institutions having prior experience in implementing similar training programs will be given preference.
- 7.7 NIELIT Chennai 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.
- 7.8 NIELIT Chennai will have the right to finalize the number of training centers per partner per districts, number of students etc.

8.0 Procedure for submission

- 8.1 Download the detailed information along with application format available in our website <http://nielit.gov.in/Chennai>
- 8.2 Covering letter along with information of contact person should be made strictly as per the format given in **ANNEXURE IV**
- 8.3 Provide information on infrastructure and other relevant information only in the format provided as **ANNEXURE V**. Information submitted in other formats / incomplete applications will be rejected.
- 8.4 Attach documentary proof where ever required in support of your claim.
- 8.5 Add as attachment additional information, if any.

8.6 Attach demand draft for Rs.1000/- drawn in-favor of 'Director NIELIT Chennai' payable at Chennai.

9.0 Guidelines for submission of EoI

9.1 Agency must enclose a covering letter on Agency's Letter Head while sending the application-
ANNEXURE IV

9.2 The EoIs must be sent in sealed cover so as to reach NIELIT Chennai 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.

9.3 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.

9.4 In case desired documents/proofs are not enclosed, the EoI shall be rejected and no clarification/enquiry will be sought/ made.

9.5 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. The EOIs should be physically received in this office at NIELIT Chennai Centre.

9.6 The envelopes should be super scribed with "EoI to Impart skill Training "

10.0 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 Chennai may solicit the applicants' consent to an extension of EoI validity (but without the modification in their EoI).

11.0 Minimum Hardware, Software and Faculty Requirement's for conducting training programme in the following skill courses:

Certification Course in Data Entry and Office Automation*		
H/W Requirements	S/W Requirements	Faculty Requirement
Minimum 8 PCs with latest configuration & 4GB RAM, Graphics Card, Speaker and Microphone	MS Office, Typing Master	Faculty Qualification: B.Tech/ BCA/ BSc (IT/ CS)/ NIELIT A level /NIELIT B Level Supporting Faculty

		Qualification: BSc(IT/CS)/ NIELIT A level
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Advance Diploma in Computer Application Accounting and publishing*		
H/W Requirements	S/W Requirements	Faculty Requirement
Minimum 8 PCs with latest configuration & 4GB RAM, Graphics Card, Speaker and Microphone	Latest version of MS Office, Tally ERP. Adobe Photoshop, Page Maker and Coral Draw	Faculty Qualification: MCA/Graduate with NIELIT A level/ PGDCA (Knowledge of DTP) Supporting Faculty Qualification: B.Com with NIELIT O level and knowledge of Tally

* Course syllabus is attached in the **Annexure VI**; NSQF qualification files of the courses are available in the attached SoP

12.0 Selection of Training Institutes:

TP's who are already registered with NIELIT for any of the two NSQF courses under the project need not take affiliation for that course. However, if an institute which is not registered for NSQF aligned course with NIELIT want to start the project may take affiliation from NIELIT for the course as per procedure already defined at 'Handbook for NIELIT's NSQF Aligned Courses' and same is available at <http://www.nielit.gov.in/content/nsqf> for NIELIT NSQF courses

- a) **Shortlisting of TP** :A three member committee Chaired by Center Head or his representative, consisting of Nodal Officer and Investigator/Co-investigator/PCU member from NIELIT HQ will short list the TP based on the criteria below :

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

A copy of the agreement to be signed with the selected institute is placed at **ANNEXURE -II**.

13.0 Selection of Candidates:

A three-member committee comprising of Nodal officer from NIELIT center, head/authorized signatory of training partner and one members from Dept. of Social Welfare / Dept. of SC/ST

development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis. Candidates with higher qualifications may be preferred. A student can take benefit under this project only once, i.e. one student can enroll for one course only during the entire project and only once. This will be the responsibility of TP to ensure that no student is enrolled multiple times in one course or in multiple courses under the project. Further, there will be provision also in the portal to check duplicity of student records.

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 Chennai 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 Chennai, either financial or otherwise.

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

14.6 At any time prior to deadline for submission of EoIs, NIELIT Chennai 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

Details of the training, type of partnership & roles of partnership

A. Course Details

Sl. No	Course name	Duration	NSQF Level	Eligibility	No. of Batches of 30 candidates	Total number to be trained	
						Ramanathapuram	Virudhunagar
1	Certification Course in Data Entry and Office Automation	135 Hrs.	4	10+2 in any stream with min 50% marks OR ITI Certificate (One Year) after class 10th with min.50% marks in ITI	4	60	60
2	Advance Diploma in Computer Application Accounting and publishing	200 Hrs	4	10+2 with knowledge of basic computer & internet concepts	4	60	60
<i>Total number (in a year)</i>					8	120	120

Year wise and District wise breakup of students to be trained

Sl.No	Year	Total candidates to be trained		Total
		Skill Training		
		Ramanathapuram	Virudhunagar	
1	Year -1	120	120	240

Activity includes

- i. Mobilization of students as per eligibility and income criteria
- ii. Registration & Admission
- iii. Conduct of course
- iv. Registration of students in the examination portal
- v. Facility for conducting the exam(online theory and practical)
- vi. Placement assistance, career guidance, soft skill training
- vii. Course material

Payment terms: After completion of training and certification of a batch, invoice will be generated from online portal by the TP. TP will verify the invoice online, upload attendance of students and other necessary documents in that batch after due attestation and forward it to Nodal Officer of the NIELIT Chennai. Nodal Officer will further verify these details, take approval of Director and payment will be done to TP by the NIELIT Chennai.

Activities to be performed by TP:

Sr. No	Activity	Model
		NSQF TP Model
1	Accreditation process	By RC
2	Candidate Enrolment	By TP
3	Theory Lecture Delivery	By TP
4	Lab Session Delivery	By TP
5	Assessment of students	By NIELIT HQ
6	Payment Model	Reimbursement will be made to TP @75% payment for total Course fee as per NSQF rates. RC will keep 25% for conducting FDP for Faculty & Lab Instructors of TP and meeting various expenditures towards implementation of the project. For eg. Refer Annexure -III .

C. Course material / mode of training

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

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

ANNEXURE -II
Format of Agreement
(on Rs. 100/- stamp paper)

This agreement entered into on this.....day of between **NIELIT Chennai** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), ISTE Complex, NO. 25, Gandhi Mandapam Road, Chennai – 600025 (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>.

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

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

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

2. **OBLIGATION OF SECOND PARTY:**

2.1.

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

- 211. 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.
- 212.** Shall appoint a Coordinator for this activity.
- 213.** Shall mobilise students and select the students for the courses as per the eligibility criteria for respective courses and batch size and complete the admission procedure as per the instructions provided by funding agency and NIELIT Chennai
- 214.** 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.
- 215. 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.
- 216. 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
- 217. SECOND PARTYS** Training charges for the Courses (includes GST and other applicable overhead charges)as per NSQF training fee rates per candidate which covers cost of publicity & study material also.
- 218. SECOND PARTY** shall maintain a Student Registration Register, a Student Record Register and Student Attendance Register as given below.
- (a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details
- (b) **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/ Test paper/Model Exam Nos. & marks/Grades awarded.

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

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

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

2110SECOND 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.

2111SECOND PARTY shall tie-up with the local industries for providing placement assistance for the candidates.

2112. SECOND PARTY shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.

2113. SECOND PARTY shall nominate a **Co-ordinator/ authorized contact person** for this project.

2114. SECOND PARTY shall not sub-contract the whole or part of the contractor assign the contract or any part thereof to any other third Party

3. OBLIGATION OF FIRST PARTY:

3.1. FIRST PARTY shall coordinate the selection of the candidates based on the applications received.

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

4. Tenure /Renewal of the Agreement

This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of **One Year** from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, **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 **SECOND PARTY** >

8. **Arbitration or Mediation**

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

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

9. **Modifications**

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

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

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

AGREED:

For (**FIRST PARTY**)

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:

Witness 2:

Signature.....

Signature.....

Name ...(in Block Capital Letters)...

Name (in Block Capital letters) ...

Address

Address

.....

.....

.....

.....

Contact No.

Contact No.

ANNEXURE III

Revenue Sharing Model with Accredited Centres/ Training Partners

The per hour NSQF charges will be as per NSQF Norms.

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

The revenue sharing as an example will be as follows:

Activity	Model
	NSQF TP Model
Revenue sharing/ Payment Model	Reimbursement will be made to TP @75% payment for total Course fee & RC will keep remaining 25%. In above case, TP will be given 75% of total course fee of Rs. 4000/-, i.e. Rs. 3000/- and RC will keep remaining 25% i.e. Rs. 1000/-.

Fee Structure:

- i. The approved institute shall be paid fee per student on successful completion of the training certification and placement as per the payment terms

Fee mentioned includes

- Mobilization of students as per eligibility and income criteria
- Registration & Admission
- Conduct of course
- Registration of students in the examination portal
- Facility for conducting the exam(online theory and practical)
- Placement assistance, career guidance, soft skill
- Course material

Includes GST and other applicable taxes

ANNEXURE IV

Covering Letter Format

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

Ref: _____.

Date.

To

The Director
NIELIT Chennai
ISTE Complex, NO. 25,
Gandhi Mandapam Rd,
Chennai, Tamil Nadu-600025.

Dear Sir,

Subject: EoI for conduct of Skill Training for Empowering SC/ST/EWS (women) in TamilNadu.

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) in the state of Tamil Nadu – **Ramanathapuram/ Virudhunagar** (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 Chennai is not bound to short-list / accept any proposal received in response to this EoI.
6. We understand that Empanelment with NIELIT Chennai 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, FAX 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 V

Application Form

Application Performa for Expression of Interest for Empanelment of Training Institutes for the conduct of Skill Training for Empowering SC/ST/EWS(women) <i>(Separate application to be submitted for each Training Centre)</i>		
1	NAME OF THE INSTITUTE	
2	FULL ADDRESS WITH PHONE//E.MAIL	
3	EOI SUBMITTED FOR (state)	
4	EOI SUBMITTED FOR (list of courses)	1. 2.
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	
15	DETAILS OF POWER BACKUP	
16	DETAILS OF SIMILAR PROGRAMS CONDUCTED& GOVT. SCHEMES IF ANY	
17	DETAILS OF FACULTIES IN THE AREA OF IT WHO CAN	

	BESPARED 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		

19. 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 centres

20. Signature of Authorized person with Name

21. Declaration

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

(iv) I agree to abide by the decisions of the NIELIT Chennai 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

ANNEXURE VI

Course Syllabus

1. Data Entry and Office Automation

Duration: 135 hrs.

NSQF level: 4

Eligibility: 10+2 in any stream with min 50% marks OR ITI Certificate (One Year) after class 10th with min.50% marks in ITI

Job role: Data Entry Operator, Computer Operator

Course Structure

Title of Unit	Estimated Learning Hours
Introduction to computer	5
Introduction to GUI Based Operating System	5
Elements of Word Processing	15
Spreadsheets	15
Introduction to Internet, WWW and web browsers	15
Communication and Collaboration	5
Application of presentations	15
Application of Digital Financial Services	5
Soft Skills	10
Data Entry / Typing Test.	45

2. Advance Diploma in computer application accounting and publishing

Duration: 200 hrs.

NSQF Level : 4

Eligibility: 10th /ITI

Job roles: Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant

Course Structure

Title of Unit	Estimated Learning Hours
Understanding Computer fundamental and office automation software	50
Introduction To Financial Accounting	50

Preparation of Account Books Using Accounting Packages	50
Working with Desktop Publishing Software's	50