

Phone: 0194-2300502,  
2300805



Website: [www.jk.nielit.in](http://www.jk.nielit.in)

**National Institute of Electronics &  
Information Technology J&K**  
SIDCO Electronics Complex, Rangreth Srinagar

**Notice inviting Expression of Interest (EOI)  
for Capacity Building of Finance & Accounts  
Personnel of Jammu & Kashmir State Govt.  
under NeGP**

NIELIT Srinagar/Jammu intends to pre-qualify training service providers for Capacity Building of Finance & Accounts Personnel of Jammu & Kashmir State Govt. under NeGP (National e-Governance Plan).

The interested training service providers may visit our website: <http://www.jk.nielit.in>, <http://www.nielit.in> for more details. Last date for submission of Expression of Interest (Eoi) in sealed envelopes is 10th May 2013 before 01:00PM at NIELIT Srinagar/Jammu, SIDCO Electronics Complex, Old Airport Road, Rangreth Srinagar-191132.

**A.H.Moon**  
Director

[Advt. No.9/2013-NIELIT(S) Dated: 29-04-2013]

**NATIONAL INSTITUTE OF ELECTRONICS  
AND INFORMATION TECHNOLOGY  
(NIELIT) SRINAGAR/JAMMU**



**INVITATION FOR EXPRESSION OF INTEREST**

---

**Capacity Building of Finance & Accounts Personnel  
of Jammu & Kashmir State Govt.**

**Financial Year 2013-14**

## **FOREWORD**

National Institute of Electronics and Information Technology (NIELIT) Srinagar/Jammu (Formerly DOEACC) is a premier training IT-HRD organization under DeitY, Govt. of India. It is involved in education, training, consultancy and maintenance services in the area of IECT in J&K State.

NIELIT Srinagar/Jammu intends to pre-qualify training service providers (hereinafter referred to as "Training Service Provider") to conduct 3-days training programme (residential) to the Finance & Accounts Personnel of Govt. of J&K State. The initiative is part of Capacity Building Programme under NeGP (National e-Governance Plan).

This document gives general information and basic eligibility requirements of training service providers for provision of training services. Interested training service providers who meet the eligibility requirements are invited to submit Expression of Interest (Eoi)

Eoi must reach the following address by **10<sup>th</sup> May 2013 before 1 PM** on the address given below. Incomplete or late Eois will not be evaluated.

**A.H.Moon**

**Director**

**NIELIT, Srinagar/Jammu**

SIDCO Electronics Complex, Old Airport Road, Rangreth, Srinagar (J&K)-191132.

[dir\\_srinagar@nielit.in](mailto:dir_srinagar@nielit.in)

Ph.No.0194-2300501, 502

Fax : 0194-2300949

## INTRODUCTION

1. NIELIT Srinagar/Jammu wishes to shortlist interested training service providers who will be invited to submit proposals for training services.
2. Training service providers will be responsible for providing in house training as specified in Annexure-A.
3. Training Service Providers will be engaged on Quality and Cost Basis (QCBS) with due consideration of geographic coverage.
4. The purpose of this document is to provide orientation to enable training service providers to evaluate their interest in tendering and conducting training and is not a guarantee of the actual conditions under which the training services will be tendered or executed. Furthermore, it contains forms and list of required documents to be submitted.
5. This Expression of Interest shall be evaluated by a committee with a nominee of Commissioner cum Secretary, Deptt. of IT, Govt of J&K.
6. Only short-listed applicants who meet the eligibility requirements will be invited to submit Request for Proposal.
7. All documents and information received by NIELIT Srinagar/Jammu from applicants will be treated in confidence.
8. The documents submitted to NIELIT Srinagar/Jammu will not be returned.
9. All expenses related to participation in this Expression of Interest shall be borne by the applicants.
10. Documents shall be submitted in hard form in a sealed envelope marked as “EXPRESSION OF INTEREST – Capacity Building Programme for J&K Govt. Employees”.
11. The envelope containing hard copy of Eol shall be received in the NIELIT office at Srinagar.
12. The closing date and time for receipt of Expression of Interest and required documents is 10<sup>th</sup> **May 2013 before 1PM**. NIELIT Srinagar/Jammu reserves the right to request submission of additional information from applicants in order to clarify aspects of Expression of Interest, if required.
13. If a training service provider wishes to form a consortium by engaging one or more organizations, information relating to all consortium partners shall be provided as specified in the Eol-Form.
14. Responsibilities of finally selected Training Service Providers for delivering training will be to:
  - a. Arrange the provision of all the necessary infrastructure along with class room with proper audio visual aids, computer lab, furniture etc., and other physical facilities (e.g. Boarding and Lodging, transportation, power back-up, drinking water etc.) required for conduct of training.
  - b. Engage competent and qualified instructors and support staff for delivering the training.

- c. Ensure provision of training using the curriculum approved by relevant certification authority and following the agreed parameters.
  - d. Provide all learning aids, teaching materials, consumables and additional facilities, as per demand of curricula.
  - e. Arrange boarding and lodging for the trainees.
  - f. Establish a system for providing reports to NIELIT Srinagar/Jammu about progressing trainings within stipulated time through email or on a web-based data management system.
  - g. Facilitate and provide access to NIELIT Srinagar/Jammu and IT Department, Govt. of J&K monitoring team.
  - h. Display prominently banners / sign boards relating to the training at the training venues.
  - i. Any other obligation agreed in the contract.
  - j. The training service provider will be responsible for certain deliverables as per requirement of the project.
15. Director, NIELIT Srinagar/Jammu reserves the right to verify any information provided by prospective bidders. False information will lead to disqualification.
16. Director, NIELIT Srinagar/Jammu reserves the right to reject any or all EOIs without stating any reason.
17. Director, NIELIT Srinagar/Jammu shall constitute a committee to evaluate the Expressions of Interest and will notify the short-listed Training Service Providers. Request for proposal (RFP) document will be made available only to the short-listed concerns.
18. Any clarification requests must be in writing or through e-mail ([dir\\_srinagar@nielit.in](mailto:dir_srinagar@nielit.in)) and shall be received not later than 6<sup>th</sup> May 2013 before 1 PM.

For the purpose of clarification, the contact person is:

**Sh. A.H.Moon**

**Director**

NIELIT, Srinagar/Jammu

SIDCO Electronics Complex, Old Airport Road, Rangreth, Srinagar (J&K)-191132.

e-mail: [dir\\_srinagar@nielit.in](mailto:dir_srinagar@nielit.in)

Phone: 0194-2300501, 502

Fax : 0194-2300949

**Brief Summary:**

<b>Features</b>	<b>Proposed Parameters</b>
Target Number of Trainees	Around 1000 trainees (NIELIT Srinagar/Jammu may increase / decrease the set targets.)
Location of Trainings	Srinagar (for Kashmir province) Jammu (for Jammu province)
Recommended Duration of Training	3 days to broadly cover topics like General Accounting Principles & Different Accounting aspects, e-Treasury, e-TDS, e>Returns & Soft Skills. The selected firm will design the Training Module to cover all the above topics. The training curricula need to be approved by NIELIT.
Target Group	Sponsored Finance & Accounts Personnel of J&K Govt.
Training Service Providers	<ol style="list-style-type: none"> <li>1. Training Service Providers should be a firm of Chartered Accountants having an office in the State of Jammu &amp; Kashmir – Certificate from ICAI should be attached.</li> <li>2. The firm should have past experience of training to Jammu &amp; Kashmir Govt. employees / public sector undertaking employees. The firm should have trained at least 100 employees of Jammu &amp; Kashmir Govt. / Public Sector undertakings in the past 5 years – appointment letter(s) of the concerned Govt. Deptt. / PSU should be attached.</li> <li>3. The Firm should have minimum experience of 10 years. The firm should have at least 6 Partners (associated with the Firm for at least 3 years) out of which 4 Partners should be FCA – Certificate from ICAI should be attached. Preference shall be given to Firms whose Partner(s) are engaged in Academics and Training of similar nature.</li> <li>4. The Firm should have minimum Turnover of Rs.50.00 lacs. In each of last 3 years (i.e. financial years 2009-10, 2010-11 &amp; 2011-12) – Audited Balance Sheets of Last 3 Years should be attached.</li> <li>5. Must not be blacklisted by any organization.</li> </ol>
Location of Training	Srinagar for Kashmir province and Jammu for Jammu province or any other location to be decided mutually.
Trainees per Class	Training to be imparted in batches. Batch size shall of 30 employees. Two batches can go on concurrently at each location.
Training Fee	<p>The financial bid will be called from short listed training service providers. They shall be asked to quote their training charges inclusive of all taxes, on per batch basis to include charges on account of (indicative list only):</p> <ul style="list-style-type: none"> <li>• Trainers remuneration</li> <li>• Consumables Training Materials.</li> <li>• Transportation.</li> <li>• Infrastructure cost.</li> <li>• Training Manual &amp; Stationery required for training</li> <li>• Management &amp; Reporting costs</li> <li>• Rentals of Machinery and Equipment etc.</li> <li>• Utilities &amp; Miscellaneous items.</li> <li>• “Resident Training Model” i.e. Boarding and lodging (on double occupancy basis) to Trainees in minimum 3 Star Hotel with 3 meals (breakfast, lunch &amp; dinner) &amp; high tea in Jammu &amp; Srinagar respectively for minimum 3 nights and 3 days.</li> </ul>

**EXPRESSION OF INTEREST FORM**

**PART A: INFORMATION ABOUT TRAINING SERVICE PROVIDERS & CONSORTIUM PARTNERS (IF ANY)**

Please provide information about your organization using the following form.

Code	Required Information	Response
A.1	Legal Name of Training Service Provider	
A.2	Name of your consortium partners (if any)	
A.3	National Tax Number or Free Tax Number (Attach Proof)	
A.4	Identify your Primary Organisation Type: <ul style="list-style-type: none"> <li>▪ Registered Training Institute For-Profit</li> <li>▪ Registered Training Institute Not-for-Profit</li> <li>▪ Unregistered Training Institute For-Profit</li> <li>▪ Unregistered Training Institute Not-for-Profit</li> <li>▪ Public Sector Training Institute</li> <li>▪ HEC Recognized University</li> <li>▪ Private Firm</li> <li>▪ Non-Governmental Organization</li> <li>▪ Guarantee Limited Company under section 42 of Companies Ordinance 1984</li> <li>▪ Public Sector Entity</li> <li>▪ Other (Please specify)</li> </ul>	
A.5	What is the total number of permanent employees in your organization?  Please enclose CVs of maximum 5 core staff members. Maximum size of each CV will be 2 pages. <b>MARKS WILL BE DEDUCTED IF ANY CV IS MORE THAN TWO PAGES. FONT SIZE OF CVs SHOULD NOT BE LESS THAN 10.</b>	

A.6	Name of Head of Training Service Provider?	
	Designation	
	Email	
	Mobile	
A.7	Postal address of Training Service Providers	
	Phone	
	Email	
	Fax	
	Website	
A.8	Name of contact person*	
	Designation	
	Phone	
	Email	
	Fax	
	Mobile	

\* Only Head of Training Service Provider or nominated contact person will be authorized to communicate with NIELIT Srinagar/Jammu.



**PART B: PREVIOUS EXPERIENCE**

**B-1: Using the format below, please provide information on maximum four major reference assignments in which your organization (or your consortium partner) was engaged to conduct training in the last two academic years from April 2011 to March 2013. Please do not provide more than four assignments**

Required Information	Response	Response	Response	Response
Name of Training Programme				
Training Implemented By (Mention name of Training Service Providers or consortium partner who conducted this training)				
Number of Enrolled Trainees (Academic Year 2011-13)				
Number of Enrolled Trainees (Academic Year 2011-12)				
Duration of Training (In weeks)				
Location of Training				
Testing/Certifying Agency				

**B-II: Please provide information about any other relevant experience for which your organization or any of consortium partner has been involved in the past. Your response should not be more than 250 words. Please note that only the first page of your response will be evaluated.**

**PART C: ELIGIBILITY REQUIREMENTS**

Please provide information about the eligibility of your organization, as per criteria defined by PSDF, using the following form. Attach relevant document where required.

Code	Requirements	Response	
C.1	Please mention the name of Registration/Affiliation Authority/Authorities and provide Proof of Registration with any government authority of your organization.	Name of Organization	Name of Registration Authority
		In case of consortium partners please also provide name of Registration/Affiliation Authority/Authorities and provide copy/copies of registration or Certificate/ Proof of Registration with any government authority of each partner, if available.	
C.2	Does your organization have valid National Tax Number (NTN) or Free Tax Number (FTN)? Attach Proof.	<input type="checkbox"/> Have NTN in the name of Organization <input type="checkbox"/> Have FTN in the name of Organization <input type="checkbox"/> Have applied for NTN or FTN. <input type="checkbox"/> Do not have NTN or FTN	
C.3	Please check the appropriate box. Attach copy of audited financial statement of last year.	<input type="checkbox"/> Accounts audited in last financial year <input type="checkbox"/> Not audited but Income Tax Statement is available. <input type="checkbox"/> Neither Audited nor any income tax statement is available.	
C.4	Is your organization or any member of consortium has ever been black listed by any organization?	<input type="checkbox"/> We solemnly declare that our organization or any member of consortium has never been blacklisted. <input type="checkbox"/> Our organization or any member of consortium has been blacklisted once or more than once.	
C.5	Please provide address/es of training premises, where the training will be conducted for this assignment.		
C.7	Please provide address/es of the accommodation (at least 3 Star hotel) where the trainees would be lodged both in Srinagar and Jammu.		

## APPLICANT DECLARATION

I, **(Please click here and type Name)**, hereby certify that:

- The information provided in this document is factually correct in all material respects
- I am duly authorized by the Governing Body / Board of organization to submit this application on behalf of "**[Click here and type the name of organization]**"

Name:	
Designation:	
Signature:	
Date and Place:	
Phone:	
Mobile:	
E-Mail:	

**APPLICATION CHECKLIST**

<b>Sr. No</b>	<b>Required Documents</b>	<b>Checkbox</b>
1	CVs of Maximum Five Core Staff Members	<input type="checkbox"/>
2	Copy/Copies of Registration(s)/Affiliation	<input type="checkbox"/>
3	National Tax Number Certificates	<input type="checkbox"/>
4	Audited Financial Statements/Other Relevant Financial Documents of Last One year.	<input type="checkbox"/>
5	Letter of Association/Consortium, if applicable.	<input type="checkbox"/>
6	Declaration by authorized person to submit the EoI.	<input type="checkbox"/>
7	Any other document attached, please specify.	<input type="checkbox"/>