

Ref: NC-AG035/4/2024-NC/

Date : 24.06.2024

Last date for Submission: 15<sup>th</sup> July 2024



## **Expression of Interest (EOI)**

### **Inviting Training Partners for Implementation of Project**

**‘Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT Training’ in Tripura.**

#### **From**

**AICTE approved Institutions/NIELIT Accredited Institutes/ Training Institutes of Electronics & IT Sector**

#### **Sponsored by**

**Ministry of Electronics & Information Technology (MeitY),  
GOI**

### **National Institute of Electronics and Information Technology, Agartala**

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

**R.K.Nagar, Bodhjungnagar, West Tripura, Agartala,**

**Tripura - 731010**

**Web: <https://nielit.gov.in/Agartala/index.php>**

## Contents

Sl. No	Title	Page No.
1	Overview of the Project	3
2	Background	3
3	Duration and Target of the Project	4
4	Beneficiary States and Districts	4
5	List of Courses	4
6	Target (No. of Candidates to be certified)	6
7	Selection of Training Partner (TP)	6
8	Implementing Strategy	7
9	Role of TP	8
10	Role of NIELIT	9
11	Post Certification Activities	10
12	Terms of Payment	10
13	Guidelines for submission	10
14	Schedule for submission of documents	11
ANNEXURE I	Format of Agreement	12
ANNEXURE II	Financial Bid Document	18
ANNEXURE III	Covering Letter Format	19
ANNEXURE IV	Application Form	21

## **EXPRESSION OF INTEREST**

### **1. Overview of the Project**

To conduct Skill development training program in the area of Information Electronics and Communications Technology (IECT) for 523 number of youths (SC / ST / EWS (Women)) of 1 (One) district of Tripura over a period of 3-years through an array of NSQF aligned courses. The Project aims towards Capacity building/ Skill development of 523 SC/ ST/ EWS (Women) youth in IT and Electronics Sectors for enhancing their employability & livelihood in most SC/ST populous districts of States/ UT.

### **2. Background**

The objective of Skill Development is to create a workforce empowered with the necessary and continuously upgraded skills, knowledge and recognized qualifications to gain access to decent employment or to make them employable and ensure India's competitiveness in the dynamic global market. It aims at increasing the productivity and employability of workforce (wage and self-employed) both in organized and unorganized sectors. It seeks increased participation of youth, women and other disadvantaged sections to synergize efforts of various sectors and reform the present system with the enhanced capability to adapt to changing technologies and Labour market demands.

Recognizing this need and to develop and connect the youths of these identified Districts with the mainstream development agenda and to facilitate them to contribute to the growing economy, NIELIT has conceptualized several skill development oriented course which are being conducted through its own Centers/ Extension Centers and accredited institutes / training partners. The objective is to develop and enhance individual competencies (skill, knowledge and aptitude), to enrich and enlarge resource pool of ready to deploy candidates for addressing large human resource needs of current and future industry needs in the country for the Government and private sector.

### 3. Duration and Target of the Project

A total of **523 youths from 01 district in Tripura (West Tripura)** are targeted to train on **11 NSQF Aligned** skill development courses listed at Para 7 in the area of IECT over a period of 3 years.

The year wise/Category wise breakup of target for Tripura is tabulated below.

Year/Category Wise Target Distribution				
Category Year	SC [40%]	ST [40%]	EWS-Women [20%]	Total
1st Year [20% of Total]	42	42	21	105
2nd Year [40% of Total]	84	84	41	209
3rd Year [40% of total]	84	84	41	209
Total	210	210	103	523

### 4. Beneficiary States and Districts

Sl No.	Name of the District	No. of Candidates
1	West Tripura	523

\*Applications are invited from the above districts for all the courses mentioned at para6.

### 5. List of Courses

The list of Courses for which EoI has been sought with Eligibility Criteria, NSQF Level and Duration of the course are given below:

Sr.No	Qualification Name*	Eligibility	NSQF Level	Duration (In Hrs)#
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English	10th +ITI/ 12th with English as one of the subjects	4	250
2	Advance Diploma in Computer Application Accounting and Publishing	Intermediate (10th +2)	4	200

3	Certification Course in Data Entry and Office Automation	10+2 in any stream with Min 50 % Marks OR ITI Certificate (One Year) after class 10th with Min 50 % Marks	4	200
4	O level (IT)	Students from Institutes conducting accredited courses: 10+2 or ITI Certificate (One Year) after class 10 followed, in each case, by a NIELIT accredited 'O' Level course.	5	520
5	NIELIT Certified Web Developer	Basic Computer Knowledge	4	200
6	NIELIT Certified Multimedia Developer	12 <sup>th</sup> Pass 3rd Year Diploma in Electronics/ Electrical or B. Tech in	5	200
7	NIELIT Certified IoT Engineer	Electrical/Electronics/E EE/ECE/ Computer Science from 2nd year onwards	4	200
8	NIELIT Certified IoT Technical Associate	Diploma 2nd Year and above in Electrical, Electronic, Electrical and Electronics, Instrumentation and Computer Science Or B.Sc. Electronics	4	90
9	NIELIT Certified Artificial Intelligence Associate	Pursuing NIELIT A level (IT) or NSQF Aligned L5 (AI/ML/ Data Science/ Data Analytics) or Final Year Polytechnic Diploma in Computer Science/ IT or 3rd semester onward B.E/B. Tech in any discipline or PGDCA or 3rd semester onward MCA/MSC( CS/IT)	5	90
10	Assembly & Maintenance of Personal Computer	10 <sup>th</sup> /12 <sup>th</sup> / ITI/Polytechnic Diploma/Graduation	3	240
11	NIELIT Certified Cloud Computing and Virtualization Expert	3year diploma/Undergraduate with knowledge of any computer language, Internet Concepts and Network Concepts	6	210

\*,#: Courses, Duration may change according to the current scenario at per with NSQF.

**6. Target (No. of Candidates to be certified)**

Following is the target of candidates to be certified in the courses for which the EoI is invited:

S.N.	Qualification Name	No of Batches per District	No of Candidates per District
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English	4	120
2	Advance Diploma in Computer Application Accounting and Publishing	2	60
3	Certification Course in Data Entry and Office Automation	2	60
4	O level (IT)	1	28
5	NIELIT Certified Web Developer	2	60
6	NIELIT Certified Multimedia Developer	2	60
7	NIELIT Certified IoT Engineer	1	30
8	NIELIT Certified IoT Technical Associate	1	25
9	NIELIT Certified Artificial Intelligence Associate	1	25
10	Assembly & Maintenance of Personal Computer	1	30
11	NIELIT Certified Cloud Computing and Virtualization Expert	1	25
Total no. Of Candidates to be Certified			523

**7. Selection of Training Partner (TP):**

Those TP's who are already accredited by NIELIT for any of the 11 NSQF courses under the project need not take accreditation for that course. However, other institute which interested to implement the project have to take accreditation from NIELIT for the course as per procedure already defined & available at <http://www.nielit.gov.in/content/nsqf> for the concerned NIELIT NSQF courses.

- a) **Shortlisting of TP:** A three-member committee Chaired by Center Head or his nominee will short list the TP based on the criteria below:

No.	Criteria	Max marks
1	No. of students admitted in any NIELIT NSQF course in last 2 years	20

2	Distance from Municipal body (Nagar Palika/ Parishad etc.)	20
3	Date of Operations in Education field (particularly in IT and Electronic Courses)	20
4	Tie-up with industry and previous placement records	20
5	Training Facility availability	20
	<b>TOTAL</b>	<b>100</b>

Interested training partners may submit the application form placed at Annexure-IV.

A copy of the agreement to be signed with the selected TP is placed at Annexure -I.

Hardware, Software and Faculty Requirements for these Courses are as prescribed in the syllabus of the respective course & available at <http://www.nielit.gov.in/content/nsqf> for the concerned NIELIT NSQF courses.

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
4. Faculty for teaching soft skills is desired

## **8. Implementing Strategy**

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files of the 11 courses available at <https://nqr.gov.in>.

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.

### **(A) 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.

## **(B) Training & Assessment**

The training will be conducted in physical mode at Training Partner location as per the criteria of NSQF qualification guidelines and guidelines issued by NIELIT. Attendance of candidates will be maintained through Aadhaar Enabled Biometric Attendance System (AEBAS) wherever possible.

### **Assessment:**

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

### **Certification:**

All the successful participants would be issued Digital Certificate as in case of NIELIT NSQF courses.

### **Monitoring Mechanism –**

- a) TP may be asked to submit the CCTV footage of classroom on random basis.  
Or,
- b) Flying squad surprise visit.  
Or,
- c) Sudden video call by Nodal Officer, RPCU or any NIELIT Official.

## **9. 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/ RPCU/ PCU/ NIELIT HQ.
- TP have to maintain requisite provisions to enable monitoring of the ongoing training. TP have to entertain video call by concerned authorities, surprise visit by flying squad, feedback from beneficiary and submission of CCTV footage of classroom and labs as needed.
- TP will be responsible for facilitating placement related activity. It will tie-up with industry to facilitate certified candidates to get suitable job.
- To submit the MIS report as and when asked.
- Any other activity not covered above as felt in future by NIELIT Center/RPCU/PCU/NIELIT HQ.

#### **10. ROLE OF NIELIT**

- Advice on Implementation Models
- Guidance in Capacity Building
- Strategic Control
- Support in Project Monitoring and advice
- To review the target achieved during the said period.
- To review the target set and achieved
- Overall coordination of the project.
- Awareness and Communication
- Assessment of result
- Strategic and Operational Issues
- Monitoring and Evaluation
- Affiliation of Training Partners.
- Allocation of targets to affiliated training partners.

## **11. Post Certification Activities**

### **Raising invoice by Training Partner (TP):**

After completion of training and certification of a batch, invoice will be prepared by the TP along with attendance of students and other necessary documents in that batch after due attestation and forward it to he NIELIT Agartala.

## **12. Terms of payment**

- i. The approved institute shall be paid cost per candidate wise on successful completion of the training certification and satisfying all the norms of SOP.
- ii. The approved institute (TP) will be paid at the rate of 65% of course fee per hour rate (i.e. Rs. 42.0 for courses mentioned at S.No. 01 to 06, 09 to 11 and Rs. 49 for courses mentioned at S.No. 07 to 08).
- iii. 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

## **13. Guidelines for submission:**

The following conditions should be noted while submitting the application:

- i. The Sealed application should be duly super scribed with “Application against EoI Ref. No. **NC-AG035/4/2024-NC/** for providing Training Facility for the project EELTP”
- ii. Canvassing in any form, direct or indirect, on part of Applicant will render the application liable for exclusion from consideration.
- iii. Incomplete or late submission of documents will not be considered. This office will not responsible for any postal delays.

The EOI complete in all respects along with Annexure-II, Annexure-III, and Annexure-IV should be submitted at following address on or before the last date & time:

The Director In-Charge,  
NIELIT Agartala,  
R.K.Nagar, Bodhjungnagar  
Agartala, West Tripura – 799008

For any query or concern, send email to [kumar.amitabh@nielit.gov.in](mailto:kumar.amitabh@nielit.gov.in)

**14. Schedule for submission of documents**

<b>S. No.</b>	<b>Description of the activity</b>	<b>Date</b>
1.	Date of Publishing the invitation of Expression of Interest	24.06.2024
2.	Last date for submission of Sealed Documents	15.07.2024

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

This agreement entered into on this.....day of ..... between **NIELIT Agartala** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), NIELIT Agartala R.K. Nagar (opposite to NEEPCO), Khayerpur, Agartala, West Tripura, P.S - Bodhjungnagar, Pin - 799008 (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 T P ' s training fee for batch of 30 (wherever applicable) 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 (wherever applicable).

2. **OBLIGATION OF SECONDPARTY:**

2.1. <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.

Shall appoint a Coordinator for this activity.

Shall mobilize 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 Agartala

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 rates per 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; 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.

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

**2.1.2. 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.

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

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

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

**2.1.6. 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:**

**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 <b>FIRST PARTY</b>	Name of <b>SECOND PARTY</b>
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness 1:  
Signature.....

Name .....  
(in Capital Letters)

Address .....  
.....  
.....

Contact No. ....

Witness 2:  
Signature.....

Name .....  
(in Capital Letters)

Address .....  
.....  
.....

Contact No.....

## ANNEXURE II

### Financial Bid document

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 S.No.01 to 06 and 09 to 11 of para 6(List of Skill Development Courses) and it is Rs.49 for course mentioned at S.No. 07 to 08 of para6(List of Skill Development Courses).

#### **Course wise Quote by Training Partner(TP) to be given below:**

Sl. No.	Name of the course	Bid Rate(in Percentage)

The approved institute shall be paid cost per candidate wise on successful completion of the training certification and satisfying all the norms of SOP.

The bidders are not allowed to quote above 65% of course fee per hour rate (i.e. Rs. 42.0 for courses mentioned at S.No. 01 to 06, 09 to 11 and Rs. 49 for courses mentioned at S.No. 07 to 08). If any bidder quotes more than 65% of course fee his bid will not be considered as eligible to participate.

The bidder will be selected based on the minimum quoted rates out of the entire bidder for a particular job role/course in a particular district.

#### **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)
- Placement assistance, career guidance, soft skill
- Course material
- GST and other applicable taxes etc.

Signature:

Name:

Designation:

Seal of the organization

## ANNEXURE III

### Covering Letter Format

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

Ref: \_\_\_\_\_.

Date.

To

The Director In - Charge  
NIELIT, Agartala Deoria  
R.K. Nagar (opposite to NEEPCO),  
Khayerpur, Agartala, West Tripura,  
P.S - Bodhjungnagar, Pin - 799008

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 Training

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 Tripura- West Tripura District
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 Agartala is not bound to short-list / accept any proposal received in response to this EoI.
6. We understand that Empanelment with NIELIT Agartala 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:

	<b>Information</b>	<b>Details</b>
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:

Name:

Designation:

Seal of the organization

Encl: Duly filled Application form **along with full supporting documents**

## ANNEXURE IV

### Application Form

1. Course(s) interested for under this Project (Tick the applicable)	NSQF Accreditation No
<input type="checkbox"/> Certificate course in IT-ITeS BPO, Soft Skills & Communicative English	
<input type="checkbox"/> Advance Diploma in Computer Application Accounting and Publishing	
<input type="checkbox"/> Certification Course in Data Entry and Office Automation	
<input type="checkbox"/> O level (IT)	
<input type="checkbox"/> NIELIT Certified Web Developer	
<input type="checkbox"/> NIELIT Certified Multimedia Developer	
<input type="checkbox"/> NIELIT Certified IoT Engineer	
<input type="checkbox"/> NIELIT Certified IoT Technical Associate	
<input type="checkbox"/> NIELIT Certified Artificial Intelligence Associate	
<input type="checkbox"/> Assembly & Maintenance of Personal Computer	
<input type="checkbox"/> NIELIT Certified Cloud Computing and Virtualization Expert	
2. Category of the institute (Tick the applicable) <input type="checkbox"/> Government Organization <input type="checkbox"/> Accredited Institutes <input type="checkbox"/> Others	
3. District (Tick the applicable)	<input type="checkbox"/> West Tripura
4. Name of Institute	
5. Complete Communication Address of Institute	
6. Name & Designation of the Authorized person	
7. Contact Number	(Landline)                      (Mobile)

8. Email-id			
10. PAN Number			
11. No. of students registered in any NIELIT NSQF course in the last 2 years at your institute			
Name of the NSQF Course		No. of Students	No. of Students Placed
1.			
2.			
3.			
4.			
12. Distance in Km. from Municipal body (Nagar Palika/ Parishad etc.)			
13. Date of Operations in Education field : (particularly in IT & Electronics courses) IT: (attach the documentary proof)		____/____/____	
Electronics :		____/____/____	
14. Tie-up with Industry and Previous Placement records		Attach documentary proof	
15. Availability of Hardware, Software and Faculty (as per the NSQF Guidelines for the courses interest shown in) (attach relevant support documents wherever possible)			
(i).	Whether applicable Hardware available	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(ii).	Whether applicable Software available	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(iii).	Whether qualified Faculty available	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(iv).	Whether eligible Supporting staff available	<input type="checkbox"/> No	<input type="checkbox"/> Yes
16. Training Facility Availability (attach clear GPS-photographic evidence with Date, Time, latitude and longitude)			
(i).	Availability of Safe Drinking water	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(ii).	Availability of Separate Washroom for Male and Female	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(iii).	Availability of Parking Facility	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(iv).	Availability of reliable Internet	<input type="checkbox"/> No	<input type="checkbox"/> Yes

(v).	Availability of Printer & Scanner	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(vi).	Availability of Waiting Area/Room	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(vii).	Availability of Library and Reading Space	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(viii).	Availability of CCTV	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(ix).	Availability of Power backup	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Date:

Signature of the Authorized Person

Seal of the institute

### 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 Agartala.

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