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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 the state of Gujarat**

From

**AICTE approved institutions, professional bodies and competent training
institutes**

Sponsored by

Ministry of Electronics & Information Technology (MeitY), GOI

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

**Government Polytechnic Campus, Varkund, Daman, UT of DD & DNH
Web: <https://nielit.gov.in/daman/index.php>**

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EXPRESSION OF INTEREST

1. Introduction

NIELIT Daman, 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 Daman has been awarded the project “Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT Training” by MeitY. NIELIT Daman intends to partner with competent firms to impart training through their existing network of training Centres/individual institutions in the state of **Gujarat**.

2. Scope of the Project

The Project aims towards Capacity building/ Skill development of SC/ST, EWS(Women) youth in IT and Electronics Sectors for enhancing their employability& livelihood in five (5) most SC/ST populous districts of Gujarat by imparting training in NSQF aligned courses.

3. 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 courses which are

being conducted through its own 49 Centers/ Extension Centers and 900+ 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.

4. Duration and Target of the Project

A total of 2615 youths from 5 districts in Gujarat are targeted to train on 11 NSQF Aligned skill development courses listed at Para 7 in IECT over a period of 3 years.

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

Category Year	SC candidates	ST candidates	EWS (women) candidates	TOTAL candidates
1st Year	209	209	105	523
2nd Year	418	418	210	1046
3rd Year	418	418	210	1046
Grand Total	1045	1045	525	2615

5. Beneficiary States and Districts

Sr.No.	Name of the State	Name of the district
1	Gujarat	Ahmedabad
2		Dahod
3		Surat
4		Vadodara
5		Valsad

*Applications are invited for the above districts for all the courses mentioned in paragraph 6.

6. List of Skill Development Courses (NSQF aligned courses of NIELIT in the 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 continuous regular 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 continuous regular 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 Developer, 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

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. Electronics Or 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 of Computer	3	300
11	NIELIT Certified Cloud computing and Virtualization Expert	Cloud Engineer, Data Centre Manager, Data Centre Architect	2nd Year B.Tech /BE in Computer science/ Information technology/ Electronics/Electronics and Communication Engg Or 2nd Year MCA Or Final Year students of 3 Year Diploma in Computer science/ Information technology/ Electronics/Electronics and Communication Engineering	4	210

7. 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		

8. 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
<ul style="list-style-type: none"> • Multimedia Projector • Audio Visual Set up • PC etc. 	Open source audio/ video recording and editing software/ Open Source Office	<p>English : 01 [Graduate with English as Major subject with good communication skills]</p> <p>Soft skills: 01 [Mass communication/ MBA/ PG in English with good communication skills]</p> <p>Computer Skills :01 [IT O level of NIELIT or equivalent]</p>

Advance Diploma in Computer Application Accounting and Publishing		
H/W Requirements	S/W Requirements	Faculty Requirements
Minimum 8 PCs with latest configuration & 2GB RAM, Processor-Core 2 or above, Disk space-160GB, Graphics Card, Speaker and Microphone	<p>➤ Microsoft-Office, Tally. ERP 9</p> <p>➤ Concepts of Image Editing & Advertising- Adobe InDesign, Adobe Photoshop</p> <p>➤ Graphics Designing - Corel Draw, Adobe Flash</p> <p>➤ Microsoft-Office, Tally. ERP 9</p> <p>➤ Concepts of Image Editing & Advertising- Adobe InDesign, Adobe Photoshop</p> <p>➤ Graphics Designing - Corel Draw, Adobe Flash</p>	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, Processor-Core 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 configuration & 2GB RAM, Processor-Core 2 or above, Disk space-160GB, Graphics 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 Soundforge	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, Keyboard and other subsystem, Components – Resistors, Capacitors, Inductors, Coils, 05 Nos. Complete Transformers, all types of Diodes, Transistors, UJT's, 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
4. A faculty for teaching personality development and communication skill may also be required as the same is also desired in NSQF courses.

9. Selection of Training Partner (TP):

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 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
		100

10. Selection of Candidates:

A three-member committee comprising of Nodal officer from NIELIT center, head/authorized signatory of training partner and one member 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.

It will be the responsibility of TP to ensure that no student is enrolled multiple times in one course. However, the student can pursue higher NSQF level courses under the project after having been certified in a lower level course. Further, there will be provision also in the portal to check duplicity of student records

11. Implementing 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.

(B) Training & Assessment

The training can be conducted in-person by NIELIT Centres themselves or through TP's, wherever suitable TP's are not available, NIELIT Centre can identify/set-up temporary facilities to complete the training targets and also decide upon revenue sharing financial modalities thereof.

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.

i) Training:

All NIELIT Centres will cover its jurisdiction either by setting up temporary facilities or by enrolling Training Partners (TP's). If training partners are involved, the revenue model will be decided by NIELIT based on the responsibilities extended to Training Partners in running a course.

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/>. In first year efforts will be made by

NIELIT Regional Centers to tie up with the Government institutes with required infrastructure / resource to conduct the training and private institutes will also be mobilized to get accreditation of NIELIT NSQF aligned courses so as training in other districts on these courses can be conducted.

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
- c) Sudden video call by Nodal Officer, RPCU or any NIELIT Official.

ii) Placement Assistance:

NIELIT Centre through TP of concerned TP/District may conduct Job fair at NIELIT Center/tie- up with industry/online remote interview if possible to facilitate certified candidates to get suitable job. NIELIT Centre & TP will be responsible for facilitating placement related activity.

iii) Impact Assessment or Project Implementation Review:

An impact assessment of the project would be carried out through third party like DTU, IIM etc. so that the learnings /mid-course corrections, if any, could be carried out during the balance period of implementation of the project.

If required, NIELIT may also take feedback from beneficiary or other stake holders at regular intervals to review the implementation of project and make necessary changes through due procedure.

First Impact Assessment shall be carried out after 1st year of execution of the project and second Impact Assessment shall be carried out after 3rd year of execution.

12. Coordination & Roles & Responsibilities:

a) NIELIT J&K:

- Chief Investigator
- Co-Chief Investigator -1
- Co-Chief Investigator -2
- Project Coordination Unit (PCU)

Director General, NIELIT would be responsible for overall management of the Project and will be supported by the coordination team at NIELIT HQs and NIELIT J&K.

b) NIELIT Centres:

- One Nodal Officer at each NIELIT Centre has been nominated for this project.

Directors of each Centre would be responsible for the management of the project in the states of their region.

c) Project Coordination Unit (PCU), Nodal Officer at NIELIT Center:

Further, considering the involvement of multiple Centres/ training partners and other stakeholders in the implementation of project and the need for overall aggregation and integration at the national level, it is appropriate to implement project, with well-defined roles & responsibilities of each concerned involved, and to create an appropriate project management structure.

Following table shows the levels and proposed unit responsible for management of the progress of training work force:

Level	Unit Name	No.'s
NIELIT J&K	Project Coordination Unit (PCU)	1
NIELIT Centre Level	Nodal Officer	One at each NIELIT Centre that will be responsible for all trainings in its jurisdiction.

Following teams will work for the coordination of the project.

c-1.Role of Project Coordination Unit (PCU) at NIELIT J&K Level

A Project Coordination Unit (PCU) will be setup to monitor the project of training of 52,300 beneficiaries. PCU & Nodal Officers of the Centres/Centre Heads will meet over Video conferencing (VC) to review the progress of project every month. Representatives from Ministry, NIELIT HQ, NIELIT J&K, Centre Level Nodal Officers, will meet to review through VC or physically and analyze

reports prepared by PCU. The Unit will report to Chief Investigator and Co-Investigator at NIELIT J&K and will play roles for:

- Assist/ support MeitY in coordination/ monitoring/ PRSG etc.
- Develop MIS for monitoring performance/ progress of the project
- 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 discuss the issues raised during review meeting and suggesting the appropriate action.
- To review the status of funds given and their utilization.
- To review the target set and achieved
- Overall coordination of the project.

The responsibilities of this unit are:

- **Awareness and Communication:** As this unit is responsible for implementing the strategy to achieve objective of training 52,300 candidates, therefore it becomes important that information and guidelines in implementing the programme must be made aware to all the concerned centres and branch. The information may be in the form of courses to conduct, add/ de-list any course, technology to be used, objective of the project and target to be achieved in particular year.
- **Assessment of result:** The unit will review the progress of the programme in a meet to be held twice in a year. The unit will also decide on action to be taken in case some issue arises in terms of mismatch of target and achievement.
- **Strategic and Operational Issues:** The committee will resolve the strategic and operational issues encountered during the implementation of programme.
- **Monitoring and Evaluation:** A comprehensive MIS will be developed to keep track and evaluate targets met, financial results i.e. availing and utilizing the funds. These MIS reports would be discussed in the annual meetings of the unit. Some of the MIS reports are listed below.
 - Summary of the target set and achieved during the said period
 - Centre wise, no of candidates trained

- Category wise number of candidates trained
- State wise number of candidates trained
- Statement of expenditure incurred
- Feedback report
- List of issues to be discussed related with strategy, policy and the relevant operational matters.

Role of Centre level Nodal Officer

Each of the NIELIT centers will have a Nodal Officer to oversee the implementation of the project at the centre level.

The responsibilities of this unit are:

- Affiliation of Training Partners.
- Allocation of targets to affiliated training partners.
- Collaboration with Social Welfare Department of respective State / Employment Exchanges and other organizations for getting list of eligible list of candidates.
- Placement and counselling support to the successful candidates.
- Will be responsible for all financial matters of the project, will explain and clarify various financial aspects of the project to finance wing of concerned NIELIT Center.
- Responsible for timely preparation of Utilization Certificates and submission to NIELIT HQ through NIELIT J&K as and when required.

✓ **Monthly Report:**

Monthly progress report will be submitted by NIELIT Centres to PCU at NIELIT J&K for onward submission to HRD division of MeitY through NIELIT Headquarters.

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.

13. Examination & Certification System:

Examination would be conducted by NIELIT HQ in line with the syllabus prescribed in Qualification file of the course.

Examination:

Examination would be conducted through online mode by Examination Section NIELIT HQ, at the end of the course for assessing the overall knowledge of the participants along with NSQF Course Exams.

Certificate:

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

14. 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 Nodal Officer of the NIELIT Center in the corresponding state. Nodal Officer will further verify these details, take approval of Director and payment will be done to TP by Center.

15. Grievance Handling

All grievances of training partner and students will be addressed by concerned NIELIT Center. Head of NIELIT Center will be solely responsible for smooth conduction of training in districts under the jurisdiction of concerned NIELIT Center.

Matters related to changes in policy/implementation strategy of the project will be dealt by NIELIT HQ.

16. Guidelines for submission:

Filled Annexure-III, Annexure-IV (along with all supporting documents), Annexure-II along with payment details shall be sent to NIELIT Daman.

NIELIT Daman account details are as below for depositing Application fee

1.	Name of the payee as in bank account	
2.	Name of the Bank	
3.	Bank Branch (Full address and Telephone Number)	
4.	Bank Account Number	
5.	Account type	

6.	Mode of Electronic Transfer available in bank/Branch	
7.	IFSC Code of the Bank (under RTGS)	
8.	MICR Code	
9.	PAN No.	
10.	TAN No.	

The Expression of Interest must be delivered to the below address by POST

**The Director,
NIELIT Daman Centre
Government Polytechnic Campus,
Varkund, Daman, DD & DNH
Pin Code: 396210**

17. Schedule for submission of documents

S. No.	Name of the activity	Date
1.	Date of Publishing the invitation on website	16 th Jan 2024
2.	Last date for submission of Sealed Documents	30 th Jan 2024

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

This agreement entered into on this.....day of between **NIELIT Daman** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), Government Polytechnic Campus, Daman, (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 asper 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 SECOND PARTY:**

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 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 Daman

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 PARTY's 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.

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

21.2. 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.

213. **SECOND PARTY** shall tie-up with the local industries for providing placement assistance for the candidates.
214. **SECOND PARTY** shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.
215. **SECOND PARTY** shall nominate a **Co-Ordinator/ authorized contact person** for this project.
216. **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 FIRST PARTY	Name of SECOND PARTY
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness 1:

Signature.....

Witness 2:

Signature.....

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

Address

.....

.....

.....

Name (in Block Capital letters) ...

Address

..... Contact No.

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 sl no.1to 6 and 9 to 11 of para6 and it is Rs.49 for course mentioned at sl no.7 to 8 of para6.**

Course wise Quote by TP to be given below

Sl No.	Name of the course	Cost per candidate (Incl GST)

The approved institute shall be paid cost per candidate per student on successful completion of the training certification and placement as per the payment terms

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

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
NIELIT Daman
Government Polytechnic Campus, Varkund,
Nani Daman, Daman, DD & DNH
Pin Code-396210

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 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 Gujarat- Ahmedabad, Dahod, Surat, Vadodara and Valsad(please select district name)
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 Daman is not bound to short-list / accept any proposal received in response to this EoI.
6. We understand that Empanelment with NIELIT Daman 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:

Name:

Designation:

Seal of the organization

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

ANNEXURE IV

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 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	
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 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.	
<i>Attach additional sheet, if the space is not sufficient and mark as ANNEXURE --- (with Sr. No).</i>		
<i>Attach documentary proof wherever necessary</i>		

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 courses

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 Daman.

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