



# Expression of Interest

*for*

## Engagement of Training Partner for Implementation of

“Employability Enhancement & Livelihood Training Program  
[EELTP] of SC/ST& EWS(Women) Youth through Capacity Building  
and Skill Development in IECT”

**Under**

**National Institute of Electronics and Information Technology, Kolkata**

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

**Unit 1:**           Jadavpur University Campus, Kolkata-700032  
Telephone (EPABX): (033) 2414 - 6054/ 6081  
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**Unit II:**          Salt Lake Campus,  
BF-267, Sector-I, Salt Lake, Kolkata - 700064  
Phone: +91 (033)-46022246/ 46020938

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

The project aims 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)) each of the 9 (Nine) districts of West Bengal over a period of 3-years through an array of NSQF aligned courses. 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 most SC/ST populous districts of States/UT.

## **2. Implementation districts:**

Bardhaman, South Twenty Four Parganas, North Twenty Four Parganas, Jalpaiguri, Paschim Medinipur, Nadia, Hugli, Bankura, Cooch Behar.

## **Course Wise District Wise Training & Cost Estimates:**

Sr. No.	NSQF aligned Course Name	Rate/ Hour	Hours	Total Cost per unit/districts (in Rs.)	Tution Fee	Exam Fee	Total Fee	Total Fee With GST	Candidate /per district
				(Trg + Assessment)					
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English	42	250	1670880	10500	1300	11800	13924	120, i.e., Number of batches = 4
2	Certified Computer Application Accounting and Publishing Assistant	42	360	651360	15120	1300	16420	19376	60, i.e., Number of batches = 2
3	Certified Data Entry and Office Assistant (Upskilling)	42	210	651360	8820	800	9620	11352	60, i.e., Number of batches = 2
4	O level (IT)	42	540	889950	22680	4100	26780	31600	28, i.e., Number of batches = 1

5	NIELIT Certified Web Developer	42	210	651360	8820	800	9620	11352	60, i.e., Number of batches = 2
6	NIELIT Certified Multimedia Developer	42	200	651360	8400	800	9200	10856	60, i.e., Number of batches = 2
7	Internet of Things (IoT) Assistant	49	300	750480	14700	800	15500	18290	30, i.e., Number of batches = 1
8	Internet of Things (IoT) Associate	49	450	750480	22050	800	22850	26963	25, i.e., Number of batches = 1
9	Certified Artificial Intelligence (AI) Associate "Upskilling"	42	240	324240	10080	800	10880	12838	25, i.e., Number of batches = 1
10	Assembly & Maintenance of Personal Computer	42	300	805680	12600	1300	13900	16402	30, i.e., Number of batches = 1
11	NIELIT Certified Cloud Computing and Virtualization Expert	42	210	358260	8820	1300	10120	11942	25, i.e., Number of batches = 1

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files available at <https://nqr.gov.in/>. **Courses may change from time to time subject to the change in NQR portal and as and when informed by project PMU.**

### **3. Eligibility criteria of the courses:**

Sr No	Qualification Name	Eligibility	Duration (In Hrs)
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English	10th +ITI/ 12th with English as one of the subjects	250
2	Certified Computer Application Accounting and Publishing	Intermediate (10th +2)	360

	Assistant		
3	Certified Data Entry and Office Assistant (Upskilling)	10+2 in any stream with Min 50 % Marks OR ITI Certificate (One Year) after class 10th with Min 50 % Marks	210
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.	540
5	NIELIT Certified Web Developer	Basic Computer Knowledge	210
6	NIELIT Certified Multimedia Developer	12 <sup>th</sup> Pass 3rd Year Diploma in Electronics/ Electrical or B.Techin	200
7	Internet of Things (IoT) Assistant	Electrical/Electronics/E EE/ECE/ Computer Science from 2nd year onwards	300
8	Internet of Things (IoT) Associate	Diploma 2nd Year and above in Electrical, Electronic, Electrical and Electronics, Instrumentation and Computer Science Or B.Sc. Electronics	450
9	Certified Artificial Intelligence (AI) Associate "Upskilling"	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)	240
10	Assembly & Maintenance of Personal Computer	10 <sup>th</sup> /12 <sup>th</sup> / ITI/Polytechnic Diploma/Graduation	300
11	NIELIT Certified Cloud Computing and Virtualization Expert	3year diploma/Undergraduate with knowledge of any computer language, Internet Concepts and Network Concepts	210

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files available at <https://nqr.gov.in/>. **Eligibility criteria of the courses may change from time to time subject to the change in NQR portal and as and when informed by project PMU.**

#### **4. Training & Assessment:**

Training Delivery Models:

The training will be conducted in online/blended mode by NIELIT Kolkata in collaboration with training partners.

i) **TP (Training Partners)** –Training will be conducted in-person at the NIELIT Centre /Training partners.

Attendance of candidates will be maintained through Aadhaar Enabled Biometric Attendance System (AEBAS) wherever possible.

### **Role of TP**

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

- ✓ TP will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste certificate etc.
- ✓ TP shall print and distribute the necessary Course material/handouts for the program as per the syllabus/course material mentioned in QF.
- ✓ TP 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.
- ✓ TP shall tie-up with the local industries for providing placement assistance for the candidates.
- ✓ TP shall provide any other reports or information required by NIELIT Kolkata in connection with this training program.
- ✓ TP shall nominate a Co-ordinator/authorized contact person for this project.
- ✓ TP shall not sub-contract the whole or part of the contract or assign the contract or any part thereof to any other third Party.

## **5. Examination & Certification System:**

Examination would be conducted by NIELIT HQ in line with the syllabus prescribed in Qualification files 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.

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

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

**Payment sharing model will be decided by the competent authority of NIELIT and once it has been decided, it will be shared.**

## **7. Selection of TP:**

Those TP's who are already registered with NIELIT for any of the mentioned 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 & available at <http://www.nielit.gov.in/content/nsqf> for affiliation for NIELIT NSQF courses.

A TP selection committee formed at NIELIT Kolkata, will short list the TP for conduction of training.

## **8. Guidelines for submission of EoI application**

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: NIELIT/KOL/2023/EELTP/EOI/1 for providing Training Facility for the project EELTP"
- ii. Canvassing in any form, director in direct, on part of Applicant will render the application liable for exclusion from consideration.
- iii. In-complete or late submission of documents will not be considered. This office will not responsible for any postal delays.

Documents complete in all respects, should be submitted at following address on or before the date & time:

The Executive Director,  
NIELIT Kolkata,  
Jadavpur University,  
Kolkata- 700032

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

## **9. Schedule for submission of documents**

S.No.	Description of the activity	Date
1.	Date of Publishing the invitation on website	20/10/2023
2.	Last date for submission of Sealed Documents	05/11/2023

## ANNEXURE I

### 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"/> Certified Computer Application Accounting and Publishing Assistant	
<input type="checkbox"/> Certified Data Entry and Office Assistant (Upskilling)	
<input type="checkbox"/> O level (IT)	
<input type="checkbox"/> NIELIT Certified Web Developer	
<input type="checkbox"/> NIELIT Certified Multimedia Developer	
<input type="checkbox"/> Internet of Things (IoT) Assistant	
<input type="checkbox"/> Internet of Things (IoT) Associate	
<input type="checkbox"/> Certified Artificial Intelligence (AI) Associate "Upskilling"	
<input type="checkbox"/> Assembly & Maintenance of Personal Computer	
<input type="checkbox"/> NIELIT Certified Cloud Computing and Virtualization Expert	
<b>2. Category of the institute</b> (Tick the applicable) <input type="radio"/> Government Organization <input type="radio"/> Accredited Institutes <input type="radio"/> Others	
<b>3. District(s)</b> (Tick the applicable)	
<b>4. Name of Institute</b>	
<b>5. Complete Communication Address of Institute</b>	
<b>6. Name &amp; Designation of the Authorized person</b>	
<b>7. Contact Number</b>	<div style="display: flex; justify-content: space-between;"> <div>(Landline)</div> <div>(Mobile)</div> </div>
<b>8. Email-id</b>	
<b>10. PAN Number</b>	
<b>11. No. of students registered in any NIELIT NSQF course in the last 2 years at your institute</b>	
<b>Name of the NSQF Course</b>	<div style="display: flex; justify-content: space-between;"> <div><b>No. of Students</b></div> <div><b>No. of Students Placed</b></div> </div>

1.		
2		
3.		
4.		
<b>12. Distance in Km. from Municipal body</b> (Nagar Palika/ Parishad etc)		
<b>13. Date of Operations in Education field :</b> (particularly in IT & Electronics courses) (attach the documentary proof) IT: _____/_____/_____ Electronics : _____/_____/_____		
<b>14. Tie-up with Industry and Previous Placement records</b>		Attach documentary proof
<b>15. Availability of Hardware, Software and Faculty</b> (as per the NSQF Guidelines for the courses interest shown in) (attach relevant support documents)		
(i).	Whether applicable Hardware available	<input type="radio"/> No <input type="radio"/> Yes
(ii).	Whether applicable Software available	<input type="radio"/> No <input type="radio"/> Yes
(iii).	Whether qualified Faculty available	<input type="radio"/> No <input type="radio"/> Yes
(iv).	Whether reliable Supporting staff available	<input type="radio"/> No <input type="radio"/> Yes
<b>16. Training Facility Availability</b> (attach clear GPS-photographic evidence with Date, Time, latitude and longitude)		
(i).	Availability of Safe Drinking water	<input type="radio"/> No <input type="radio"/> Yes
(ii).	Availability of Separate Washroom for Men and Women	<input type="radio"/> No <input type="radio"/> Yes
(iii).	Availability of Parking Facility	<input type="radio"/> No <input type="radio"/> Yes
(iv).	Availability of reliable Internet	<input type="radio"/> No <input type="radio"/> Yes
(v).	Availability of Printer & Scanner	<input type="radio"/> No <input type="radio"/> Yes
(vi).	Availability of Waiting Area/Room	<input type="radio"/> No <input type="radio"/> Yes
(vii).	Availability of Library and Reading Space	<input type="radio"/> No <input type="radio"/> Yes
(viii).	Availability of CCTV	<input type="radio"/> No <input type="radio"/> Yes
(ix).	Availability of Power backup	<input type="radio"/> No <input type="radio"/> Yes

Date:

Signature of the Authorized Person

Seal of the institute



## DECLARATION:

- i. I,.....son/daughter/wife of..... have read and understood the GUIDELINES / INSTRUCTIONS FOR CONDUCTING THE COURSE and agree to abide by the same.
- 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 the organization referred to in col.1 above.
- iii. I am aware that in case any information given by me is found false or misleading my organization would be debarred from the conduction of the course besides being subjected to any other action that may be deemed fit by NIELIT, Kolkata.
- iv. The details furnished with regard to faculty and infrastructure is correct to the best of my knowledge and belief and we will ensure availability of these facilities on a continued basis till we continue to offer candidates the courses applied for.
- v. I agree to abide by the decisions of the NIELIT, Kolkata or its designated agencies in respect of my application for permission to offer candidates for the courses conducted by NIELIT, Kolkata
- vi. I agree to all terms & conditions mentioned in the EOI Ref no: **NIELIT/KOL/2023/EELTP/EOI/1**

Signature of the Witness:

Name:

Designation:

Date:

Address:

Seal of the organization

Signature of the

Authorized Signatory:

Name:

Designation:

Date:

Address:

Seal of the organization

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

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

AND

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

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

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

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

for the due fulfillment of his obligation under this deed – Deposit amount of `XXXX/- being 5 percent of the training fee for batch of 30 candidates for the course <Course Name> (in the form of DD or Bank Guarantee No. \_\_\_\_\_  
Dated \_\_\_\_\_ )

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

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

1. SCOPE: SECOND PARTY will conduct training program in <Project title>through its centre in

<District & State name>for the course <Course Name>

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

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

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

## 2. OBLIGATION OF SECOND PARTY:

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

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

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

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

**SECOND PARTY** shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 2:1 to ensure quality of the program

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

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

- (a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number;Dateof Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details
- (b) **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test paper/Model Exam Nos. & marks/Grades awarded.
- (c) **Attendance Register:** with signatures of the candidates for each of the day's attendance

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

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

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

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

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

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

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

3. OBLIGATION OF FIRST PARTY:

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

**Payment terms:** Payment shall be made on completion of the courses and further certification of 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:**

**Witness 2:**

Signature.....

Signature.....

Name (in Block Capital Letters)

Name (in Block Capital Letters)....

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

Contact No. .... Contact No. ....