



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

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

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

**In**

NCT of Delhi  
(Except North West Delhi)

**From**

NIELIT Accredited Institutes

**Sponsored by**

Ministry of Electronics & Information Technology (MeitY), GOI

**Through**

National Institute of Electronics and Information Technology,  
Delhi Centre

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

**Website:** <https://nielit.gov.in/delhi/index.php>

## Contents

Sl. No	Title	Page No.
1	Introduction	3
2	Scope of the Project	3
3	Background	3
4	Duration and Target of the Project	5
5	Beneficiary States and Districts	6
6	List of Skill Development Courses	7
7	Course wise Target Per District (No. of Candidates to be certified)	8
8	Hardware and Software requirements for Skill Development Courses	9
9	Selection of Training Partner (TP)	10
10	Selection of Candidates	12
11	Implementing Strategy	13
12	Roles & Responsibilities:	16
13	Examination & Certification System:	17
14	Post Certification Activities	18
15	Grievance Handling	19
16	Guidelines for submission	20
17	Schedule for submission of documents	21
ANNEXURE I	Format of Agreement	22
ANNEXURE II	Financial Bid Document	28
ANNEXURE III	Covering Letter Format	29
ANNEXURE IV	Application Form	31

## EXPRESSION OF INTEREST

### 1. Introduction

NIELIT, Delhi Centre is 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 Delhi 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 Delhi intends to partner with NIELIT Accredited Institutes of Electronics and IT Sectors in the **NCT of Delhi** (Except North West Delhi).

### 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 most SC/ST populous districts of India (**except NIELIT own Centres and District covered under Aspirational Districts project of MeitY**) 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 Centres/ Extension Centres 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.

#### 4. Duration and Target of the Project

A total of 523 youths from districts in NCT of Delhi (Central Delhi, New Delhi, North Delhi, North East Delhi, Shahdara, South Delhi, South East Delhi, West Delhi) 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 NCT of Delhi is tabulated below.

Category	SC Candidates	ST Candidates	EWS (Women Candidates)	Total Candidates
<i>Year</i>	<b>40%</b>	<b>40%</b>	<b>20%</b>	<b>100%</b>
<i>1st Year (20%)</i>	42	42	21	105
<i>2nd Year (40%)</i>	83	84	42	209
<i>3rd Year (40%)</i>	84	83	42	209
<b>Grand Total</b>	209	209	105	523

**5. Beneficiary Districts**

<b>S. No.</b>	<b>Name of the State</b>	<b>Name of the district</b>
1	NCT of Delhi	Central Delhi
2		New Delhi
3		North Delhi
4		North East Delhi
5		Shahdara
6		South Delhi
7		South East Delhi
8		West Delhi

\*Applications are invited from the Accredited Institutes of the above districts for all the courses mentioned at para 6.

**6. List of Skill Development Courses (NSQF aligned courses of NIELIT in the area of IECT)**

The Job Role, Eligibility Criteria, 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%**

<b>S. No.</b>	<b>Qualification Name</b>	<b>NSQF Level</b>	<b>Duration (in Hrs)</b>
1	Certified Multimedia Developer	4	200
2	Certificate Course in ITES BPO, Soft Skills & Communicative English	4	250
3	Certified Web Developer	3	210
4	Certified Artificial Intelligence (AI) Associate “Upskilling”	4	240
5	Assembly & Maintenance of Personal Computer	3	300
6	Certified Cloud Computing and Virtualization Expert	4	210
7	Certified Data Entry and Office Assistant (Upskilling)	3	210
8	Certified Computer Application Accounting and Publishing Assistant	3	360
9	Internet of Things (IoT) Assistant	3	300
10	Internet of Things (IoT) Associate	4	450
11	O-Level (IT)	4	540

**7. Course wise Target (No. of Candidates to be certified)**

<b>S. No.</b>	<b>Qualification Name [A]</b>	<b>Batch Size</b>	<b>No of Batches</b>	<b>No of Candidates</b>
1	Certified Multimedia Developer	30	2	60
2	Certificate Course in ITES BPO, Soft Skills & Communicative English	30	4	120
3	Certified Web Developer	30	2	60
4	Certified Artificial Intelligence (AI) Associate “Upskilling”	25	1	25
5	Assembly & Maintenance of Personal Computer	30	1	30
6	Certified Cloud Computing and Virtualization Expert	25	1	25
7	Certified Data Entry and Office Assistant (Upskilling)	30	2	60
8	Certified Computer Application Accounting and Publishing Assistant	30	2	60
9	Internet of Things (IoT) Assistant	30	1	30
10	Internet of Things (IoT) Associate	25	1	25
11	O-Level (IT)	28	1	28
<b>Total</b>		<b>523</b>		



## 8. Hardware, Software for Skill Development Courses

The hardware and software requirement shall be strictly as per the Qualification File of the respective course as published for each course respectively on the website <https://nqr.gov.in/>

**Note: In addition to the given requirement, the following is also required irrespective of the requirements in the Qualification File**

1. Power Backup & internet connectivity with at least 2 mbps line
2. Biometric Attendance System for the candidates
3. Complete CCTV coverage for the Classes and LAB
4. Colour Printer & Scanner
5. Multimedia Projector for Teaching
6. Eligibility of Faculty should be as per the criteria of respective job roles as mention in the qualification file.

(For qualification file please visit the link <https://www.nqr.gov.in/>)

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

Only O/A/B/C Level Accredited Institutes are eligible to apply in the EOI. An Accredited Institute which is not registered for NSQF aligned course other than NIELIT “O” Level want to start the project shall have to take affiliation from NIELIT for the required courses 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 Centre Head or his nominee will short list the TP based on the criteria below:

S. No.	Criteria	Marks Distribution	Max. Marks
1	No. of students trained during the last 3 years in NIELIT ‘O’/‘A’/‘B’/‘C’ Level Courses	0-49 = 2 50-99 = 4 100-249 = 8 250-299 = 12 300-499 = 17 500 & above = 20	20
2	No. of training centres in Districts/States accredited with NIELIT ‘O’/‘A’/‘B’/‘C’	1 centre = 1 2 centres = 3 More than 2 centres = 5	5
3	No. of years existence in education field with NIELIT ‘O’/‘A’/‘B’/‘C’ Level Courses (particularly in IT & Electronics courses)	0-3 years = 2 3-5 years = 3 5 years and above = 5	5
4	Placement of trained candidates of NIELIT ‘O’/‘A’/‘B’/‘C’ Level Courses	Less than 25% placed = 2 25% to 50% = 6 Above 50% = 10	10
5	Experience in implementation of IECT and skill Development program funded by Government	Same District (more than 2 years’ experience) = 10 Other parts of India (more than 2 years’ experience) = 5 Any other (1-2 years) = 3	10
	<b>Total</b>		<b>50</b>

**Tie-Breaker:** In case of tie in Technical criteria, the bidder among tie bidders shall be selected based on the lowest quote in the Financial bid course wise followed by Number of candidates trained in NIELIT 'O'/'A'/'B'/'C' Level Courses.

**Example:**

Let's assume there are three bidders: Bidder A, Bidder B, and Bidder C. All three bidders have tied in the technical criteria evaluation.

**Financial Bids for a course on "X.":**

- **Bidder A:** Rs. 35 per hour
- **Bidder B:** Rs. 37 per hour
- **Bidder C:** Rs. 33 per hour

Since all three bidders have tied in the technical criteria, the selection will be based on the financial bid. In this case, Bidder C, with the lowest quote of Rs. 33 per hour, will be selected for the course on "X."

In case of a tie in the financial bid as well, preference shall be given to the institute with the longest association with NIELIT, followed by the maximum number of candidates registered in the 'O'/'A'/'B'/'C' Level Courses combined in the past five years.

This example illustrates that when technical criteria are tied, the bidder with the lowest financial quote per course will be selected and further in case of tie in financial bid too, criteria to be followed for tie breaker.

**10. Selection of Candidates:**

A three-member committee comprising of Nodal officer from NIELIT centre, 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 & Registration 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 counselling 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.
- ii) **Selection of candidates:** A three-member committee comprising of Nodal officer from NIELIT Delhi Centre, 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**

### **i) Training:**

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/>. The training will be conducted in-person at Training Partner location as per the criteria of NSQF qualification guidelines and guidelines issued by NIELIT.

Training Partner (TP) will maintain records of Student preliminary registration, shortlisted Student (for training by committee) records and attendance. Attendance of candidates will be maintained through Biometric Attendance System (BAS). All the records thus maintained at TP location shall be needed to be provided to NIELIT Officials and/or Third-Party Auditors for inspection.

Access to the Study material/resources 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).

### **Monitoring Mechanism –**

a) TP may be asked to submit the CCTV footage of classroom on random basis.

And/Or,

b) Flying squad surprise visit.

And/Or,

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

### **ii) Assessment:**

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

**iii) Placement Assistance:**

TP of concerned District may conduct Job fair in tie-up with industry or online remote interview if possible to facilitate certified candidates to get suitable job. TP will be responsible for facilitating placement related activity.

**iv) 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. Roles & Responsibilities:**

The TP registered by NIELIT, Delhi Centre 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/NIELIT HQ.
- To submit the MIS Report as and when required.



### **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 Delhi Centre.

## **15. Grievance Handling**

All grievances of training partner and students will be addressed by the concerned at NIELIT, Delhi Centre. Training Partner will be solely responsible for smooth conduction of training in the concerned district.

**16. Guidelines for submission:**

The duly signed and stamped copy of the EOI this document with completely filled in Annexure-II, Annexure-III, and Annexure-IV along with all supporting documents and the payment details shall be sent to NIELIT, Delhi Centre. Each and every page is to be signed and stamped in original by the authorised person of the Bidder without exception.

NIELIT, Delhi bank account details are as below for depositing EOI Application fee

1.	Name of the payee as in bank account	<b>NIELIT Delhi</b>
2.	Name of the Bank	<b>Punjab National Bank</b>
3.	Bank Branch	<b>Shastri Nagar</b>
4.	Bank Code	<b>139800</b>
3.	Bank Account Number	<b>0176002100250666</b>
4.	Account type	<b>Current Bank Account</b>
5.	Mode of Electronic Transfer available in bank/Branch	<b>NEFT/RTGS/UPI</b>
6.	IFSC Code of the Bank (under RTGS)	<b>PUNB0139800</b>
7.	MICR Code	<b>11002403</b>
7.	PAN No.	<b>AAATD0315M</b>
8.	GSTIN	<b>07AAATD0315M1ZZ</b>

The Expression of Interest must be delivered to the below address by 17:00 hrs on 27<sup>th</sup> June, 2024

**Contact details:**

**Anurag Shah, Addl Dir/OIC**  
**East Delhi Office,**  
**NIELIT, Delhi Centre**  
**30-X, FC-18, Institutional Area**  
**Karkardooma, East Delhi**  
**Delhi, India – 110092**  
**Email [eastdelhi@nielit.gov.in](mailto:eastdelhi@nielit.gov.in)**  
**Phone 011 – 20824140**  
**Website <https://nielit.gov.in/delhi/index.php>**

**17. Schedule for submission of documents**

<b>S. No.</b>	<b>Name of the activity</b>	<b>Date</b>
1.	Date of Publishing the invitation on website	21/06/2024
2.	Last date for submission of Sealed Documents	12/07/2024 05:00 PM

**Annexure - I**  
**Format of Agreement**

(on Rs.100/-stamp paper)

This agreement entered into on this.....day of.....between **NIELIT Delhi Centre** (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.....> (here in after 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 SECONDP ARTY, after due process of short listing the training partner.

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 here to 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.

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 behaviour 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.

**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/>, **NIELITNSQF** 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 Biometric Attendance as given below.

(a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; StudentID Number; Date of Admission; Course Name, Course Code & Duration; BatchCode, 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) **Biometric Attendance Report:** Shall be submitted by TP with the sign and stamp of authorized signatory on monthly basis.

(d) **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** 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 contractor assign the contractor 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**.

4. **Payment terms:** Payment shall be made on completion of the courses and further certification of candidates based on the actual number of certified candidates on receipt of invoice along with relevant documents.

5. **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.

- 6. 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 one Month, the aggrieved party may treat this agreement as repudiated by the other party and forth with 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 one 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 deposits 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.

- 7. Termination of contract:** If the **SECOND PARTY**(a) abandons the contractor 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 **FIRSTPARTY** for losses incurred by it in such cases.
- 8. 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** >
- 9. 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.

- 10. 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.
  
- 11.** The application, submitted documents by **FIRST PARTY to SECOND PARTY** and the record of the negotiation meeting held between **FIRST PARTY** and **SECONDPARTY** also form part and parcel of this agreement.
  
- 12. IPR:** All Intellectual Property, including, but not limited to, copyrights, software and database rights, patents, trade secrets, trademarks, rights in designs and all other Intellectual Property or other proprietary rights (“Intellectual Property”) owned by one Party prior to the date of this MOU will continue to be owned by that party. All Intellectual Property rights made available by one Party to the other Party in connection with this MOU, or otherwise, will remain the sole property of, and vest in, the first Party or its licensors. Neither Party will gain, by virtue of this MOU, any rights in or to any Intellectual Property rights owned by the other Party. Any Intellectual Property rights created by one Party without use of or reference to the Intellectual Property rights or Confidential Information of the other Party will be and will remain the sole and exclusive property of the first Party.

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

AGREED:

For (**FIRST PARTY**)  
(Institute Head signature & stamp)

For (**SECOND PARTY**)  
(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

Witness1:

Witness2:

Signature.....

Signature.....

Name (in Block Capital Letters)

Name (in Block Capital letters)

.....

.....

Address.....

Address.....

.....

.....

.....

.....

Contact No.....

Contact No.....

**ANNEXURE II**  
**Financial Bid document**  
***(To be submitted in separate sealed envelope)***

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 08 and 11 of para 6 (List of Skill Development Courses) and it is Rs.49 for course mentioned at S. No. 09 to 10 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)	Bid Rate (in Rupees)

The approved institute shall be paid on a per-candidate basis upon the successful completion of the training certification and adherence to all SOP norms.

Bidders are not allowed to quote more than 75% of the course fee per hour rate (i.e., 75% of Rs. 42 for courses listed under S. No. 01 to 08 and 11, and 75% of Rs. 49 for courses listed under S. No. 09 to 10). Any bidder quoting more than 75% of the applicable course fee will not be considered eligible to participate in that particular course.

Bidders will be selected based selection criteria mentioned in para 9 **Selection of Training Partner (TP)**.

**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 Executive Director**  
**NIELIT, Delhi Centre**  
30-X, FC-18, Institutional Area  
Karkardooma, East Delhi  
Delhi - 110092

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 NCT of Delhi - \_\_\_\_\_ (please write 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, Delhi Centre is not bound to short-list / accept any proposal received in response to this EoI.
6. We understand that Empanelment with NIELIT, Delhi Centre 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

<b>Application Performa for Expression of Interest for Empanelment of Training Institutes for the conduct of Skill Training for Empowering SC/ST/EWS (women) (Separate application to be submitted for each Training Centre)</b>		<i>Page No (s) of EOI at which Proof of the claim as mentioned in previous column is available</i>
1	NAME OF THE INSTITUTE	
2	FULL ADDRESS WITH PHONE//E.MAIL	
4	EOI SUBMITTED FOR COURSE(S) MENTIONED AT DELHI NCT except NORTH-WEST DELHI	Mention name of the courses that you wish to run. 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.		
23	NIELIT O/A/B/C Level Accreditation Number		
24	NIELIT 'O'/'A'/'B'/'C' Level Accreditation Validity (From/To)		
25	NO. OF STUDENTS TRAINED IN NIELIT 'O'/'A'/'B'/'C' LEVEL DURING THE LAST 3 YEARS		
26	NO. OF TRAINING CENTRES WITH NIELIT 'O'/'A'/'B'/'C' LEVEL ACCREDITATION IN DISTRICTS/STATES		
27	NO. OF YEARS EXISTENCE IN EDUCATION FIELD WITH NIELIT 'O'/'A'/'B'/'C' LEVEL (PARTICULARLY IN IT & ELECTRONICS COURSES)		
28	PLACEMENT OF NIELIT 'O'/'A'/'B'/'C' LEVEL TRAINED CANDIDATES IN %		
29	EXPERIENCE IN IMPLEMENTATION OF IECT AND SKILL DEVELOPMENT		



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

**19. Details of registration fee paid**

Amount*	Online Transaction Details	Date of Payment
Rs 5,000/-		

\*Only Rs 5,000/- 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/daughter 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 Delhi.

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