



## **Expression of Interest (EoI)**

# **Inviting Online Lab Training Partners (OLTP) in all Districts of Uttarakhand**

**for providing**

**Infrastructure and Lab support to the students**

**(EoI version 2, w.e.f. 25/11/2022)**

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

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

2<sup>nd</sup> Floor, Government Polytechnic Building,  
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# EXPRESSION OF INTEREST (EOI)

## 1.0 Introduction

National Institute of Electronics and Information Technology (NIELIT) is an autonomous society of Ministry of Electronics & Information Technology, Government of India and with its PAN India presence through 47 own Centres, 800+ Accredited Centres and about 6500+ Facilitation Centres, NIELIT is conducting various courses in the areas of IECT for Capacity Building & Skill Development of the youth of the country.

## 2.0 Objectives

The broad objectives/aims of the project are:

- Provide Infrastructure and Lab support for job-oriented skill courses of NIELIT Haridwar to deserving candidates belonging to the Uttarakhand state to increase their entrepreneurship potential as well as employability.
- To generate quality manpower in-line with the Digital India, Make in India and Skill India Programs of Govt. of India.
- Provide practical skill and knowledge in related areas and increase immediate employment opportunities.
- Provide theoretical component by NIELIT Haridwar in online mode and practical component by the concerned training partner on their premises.

## 3.0 Invitation for EoI

- 3.1 NIELIT Haridwar invites Expression of Interest (EoI) from Institute accredited with NIELIT in different schemes; Institutions recognized by Central Govt. Departments such as AICTE / State Govt. Schools / Colleges / ITIs / Polytechnics / Engineering Colleges / Institutions recognized by any University or such computer institutes which were formerly recognized by the Government of India or have conducted training programs sponsored by the State Government/Central Government. Interested applicants may download the format and other documents related to EoI from the website <https://nielit.gov.in/haridwar/tender>.
- 3.2 Interested applicants at the time of submission of response to the EoI, should make online payment or Demand Draft in favour of NIELIT Haridwar, payable at Haridwar against non-refundable application processing fee of Rs.11,800/- ( Rs. 10,000/- + GST @18%).

### Online payment details

S. No	Details of the payee as in bank account	Particulars
01	Name of the Bank	Punjab National Bank
02	Bank Branch (Full address )	SIDCUL Haridwar (Uttarakhand)
03	Bank Account Number	12922122001331
04	Mode of Electronic Transfer available in Bank/Branch	NEFT
05	IFSC Code of the Bank (under RTGS)	PUNB0129210

- 3.3 In general, the application form (duly completed in all respect) received till last working day of the month may be scrutinized in the next month, if there is requirement of OLTP in a particular city/district.
- 3.4 The Sealed application duly superscribed: “Application against EoI to become Online Lab Training Partner for Skill Development” may be delivered to the following address.

**Nodal Officer (OLTP Project)**  
**NIELIT Haridwar**  
2<sup>nd</sup> Floor, Government Polytechnic Building,  
Plot No- 6C, Sector -11, Near Pentagon Mall,  
SIDCUL, Haridwar, Uttarakhand- 249403  
Office Nos: 01334-235617, 01334-235054  
Mobile: +91-9368349990  
Email: haridwar@nielit.gov.in

#### **4.0 Scope of Work**

- 4.1 The applicant would be required to study the objectives of the training programs and its deliverables. The broad areas of scope of work includes, identification of courses and Activities distribution and Payment Model are given in **Annexure I**.
- 4.2 Provide/build the required infrastructure as per the course requirement & schedule decided.
- 4.3 The selected/empaneled Online Lab Training Partners (OLTPs) shall be considered for providing the training support.
- 4.4 The training has to be conducted as per the modalities of the EoI at **Annexure II**.
- 4.5 The training as proposed may be conducted in all districts of Uttarakhand.

#### **5.0 Eligibility Criteria**

- 5.1 Institute accredited with NIELIT in different scheme, Institutions recognized by Central Govt. Departments such as AICTE / State Govt. Schools / Colleges / ITIs / Polytechnics / Engineering Colleges / Institutions recognized by any University or such computer institutes which were formerly recognized by the Government of India or have conducted training programs sponsored by the State Government/Central Government may apply for the partner.
- 5.2 Must have PCs, required Software and IP based CCTV facility in labs through which NIELIT Haridwar will be able to monitor the practical classes being conducted by the Training Partner. Lab should be sufficiently spacious so that social distancing norms may be ensured.
- 5.3 Lab Training partner must have classroom with proper technical facility (including high speed internet, display screen, speaker, mic etc.) through which the students can attend online classes conducted by NIELIT Haridwar remotely.

5.4 NIELIT will have right to reject the application(s), if sufficient number of OLTPs are already identified in a particular city/district. In such cases, application may be refunded to the institute. It will be sole right of NIELIT Haridwar to decide the number of OLTPs in a particular city / district.

## **6.0 Criteria for Empanelment**

- 6.1 Interested institutions should submit a Letter of Interest along with their infrastructure details in the specified format as given in *Annexure III & IV*.
- 6.2 The information provided should be sufficient to verify that the infrastructure and other requirements are fulfilled as per the requirements to carry out the training.
- 6.3 The selection/empanelment will be in accordance with the criteria set in the EoI. Interested institute may please note that separate application form (along with fee) is required if any centre wants to apply for more than one locations.
- 6.4 Interested institutions should have well connected & easy access to public transport, flexible working hours, and adequate infrastructure as mentioned in EoI.
- 6.5 Institutions having prior experience in implementing similar training programs will be given preference.
- 6.6 NIELIT Haridwar will have the right to reject any or all EoIs, received in response to this invitation and its decision in this regard shall be final and binding.
- 6.7 NIELIT Haridwar will have the right to finalize the number of lab training centers per partner per city, number of students etc.
- 6.8 The Empanelment with OLTP shall be valid for 1 years from the date of signing of agreement and can be renewed after the expiry date by paying Renewal Fee of Rs.2500/- (GST extra) per year.

## **7.0 Procedure for Submission**

- 7.1 Download the detailed information along with application format available on webpage: <http://nielit.gov.in/haridwar/tender>
- 7.2 Covering letter along with information of Authorized Signatory should be made strictly as per the format given in *Annexure III*.
- 7.3 Provide information on infrastructure and other relevant information only in the format provided at *Annexure IV*. Information submitted in other formats/incomplete applications is liable to be rejected.

7.4 Attach documentary proof where ever required in support of your claim.

7.5 Additional information if any, may be attached.

7.6 Attach online payment or demand draft receipt of Rs. Rs.11,800/- ( Rs. 10,000/- + GST @18%) drawn in favor of “NIELIT Haridwar” payable at Haridwar.

## **8.0 Guidelines for submission of EoI**

8.1 Institute must enclose a covering letter on Institute’s Letter Head while sending the application- ***Annexure III.***

8.2 The EoIs must be sent in sealed cover to reach NIELIT Haridwar. The EoIs will be evaluated strictly as per the laid down criteria. Therefore, the institute must ensure that they fulfill all the eligibility criteria. Before sending EoI, the related proof of experience, details of office set-up etc., as asked for, must be enclosed/ detailed out for evaluating the EoIs.

8.3 The details must be furnished as per formats enclosed in this document and strictly as per serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/requirement of EoI under various heads and is self-explanatory.

8.4 In case desired documents/proofs are not enclosed, the EoI shall be rejected and no clarification/enquiry will be sought/ made thereof.

8.5 The envelope should be marked with “**Application against EoI to become Online Lab Training Partner for Skill Development**” on middle top of envelop.

## **9.0 Validity of Submitted EoI**

The EoI submitted by the centre/applicant shall remain valid for a period of 60 days after receiving of EoI in prescribed format.

## **10.0 Infrastructure Requirement:**

Minimum Hardware, Software and Faculty Requirements for providing Infrastructure and Lab Support as per course & Syllabus shall be decided mutually.

## **11.0 Selection of Training Institutes:**

11.1 **Shortlisting of OLTP:** A three member committee Chaired by nominee of Director, NIELIT Haridwar, consisting of Nodal Officer and one Technical member from any Engineering College/University/Polytechnic or Industry representative will shortlist the OLTP EoIs based on the criteria below :

Sr. No.	Criteria	Max. Marks
1.	Accredited Institute of NIELIT	05
2.	Distance from Municipal body (Nagar Palika/Parishad etc.)	05
3.	Faculties Qualification	05
4.	Technical Institute Approved by AICTE/ University	10
5.	Training Facility availability	20
6.	Date of Operations Education field (particularly in IT & Electronics courses)	10
7.	Tie-up with industry and previous placement Records	10
8.	Experience in Govt. Training Programs	15
9.	Experience in conducting Courses in emerging technology	10
10.	Built-up-space & general infrastructure	10
	<b>Grand Total</b>	<b>100</b>

## 12.0 Disclaimer

12.1 The information submitted in response to this EoI may be subject to public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.

12.2 This invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the NIELIT to contract for services. Please be advised that NIELIT Haridwar will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any EoI submission.

12.3 This EoI does not entail any commitment on the part of NIELIT Haridwar, either financial or otherwise.

12.4 NIELIT Haridwar reserves the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant/s of the reasons.

12.5 Empanelment as Training Institute does not create any obligation on the part of NIELIT Haridwar in terms of providing business or in any other area.

12.6 NIELIT Haridwar may for any reason, modify the EoI document. The amended document shall be notified through website and such amendments shall be binding on the participating institute.

**Details of the Online Training Programme & roles of partnership****A. Name of Programmes**

May be decided by after mutual discussion.

**B. Activities to be performed by OLTP/NIELIT Haridwar:**

<b>Sr. No.</b>	<b>Activity</b>	<b>Performed by</b>
1	Accreditation process	NIELIT Haridwar
2	Candidate Enrolment	OLTP
3	MIS Updation	NIELIT Haridwar
3	Theory Lecture Delivery	NIELIT Haridwar
4	Lab Session	OLTP
5	Assessment of students	NIELIT Haridwar/HQ
6	Overall Monitoring	NIELIT Haridwar
7	Advertisement	Both Parties
8	Placement Assistance	Both Parties

**C. Payment Model**

1. The revenue sharing between the First Party (NIELIT Haridwar) and Second Party (OLTP) is 50:50.
2. The second Party (OLTP) may get 30% of their share in advance after launching the batch while the remaining 70% amount may be claimed by OLTP after certification. The OLTPs are advised to provide the placement assistance to each successful candidates.



## Annexure II

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

This agreement entered into on this.....day of ..... between National Institute of Electronics & Information Technology, (NIELIT) Haridwar, an autonomous scientific society under Ministry of Electronics & Information Technology (MeitY), Government of India, having its office at 2<sup>nd</sup> Floor, Government Polytechnic Building, Plot No. 6C, Sector-11, SIDCUL, Haridwar, (hereinafter called **FIRST PARTY**) which expression shall, where the context so admits, be deemed to include its successors, executors, administrators or permitted assigns of the ONE PART.

and

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

WHEREAS First Party invited applications for providing training for OLTP 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.

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

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

1. **SCOPE:** SECOND PARTY will provide the Infrastructure and Lab support for OLTP through its centre in <District & State name>for the courses as agreed upon to between FIRST PARTY & SECOND PARTY. FIRST PARTY reserves rights to consider SECOND PARTY for only those course(s) for which SECOND PARTY has requisite infrastructure and qualified lab faculty.

- 1.1. **Training program: OLTP Model** as per details strictly as per NIELIT norms and guidelines.

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

2. **OBLIGATION OF SECONDPARTY:**

- 2.1. **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 & lab instructor conducting the training and lab session shall allow the **FIRST PARTY** personnel or its representatives for inspections of the lab training partner centre if they so desire.

- 2.2. 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.
- 2.3. **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 implemented as per the criteria mentioned in EoI/norms.
- 2.4. **SECOND PARTY** shall ensure that the persons employed for training possess the minimum essential qualification(s) and ensure quality of the program.
- 2.5. **SECOND PARTY** shall maintain a Student Record Register and Student Attendance Register.
- 2.6. **SECOND PARTY** will ensure the quality of the lab assignment programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments and (2) Final Evaluation by NIELIT Haridwar/ HQ as per Examination norms.
- 2.7. **SECOND PARTY** shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.
- 2.8. **SECOND PARTY** shall nominate a **Co-ordinator/Authorized contact person** for this project.
- 2.9. **SECOND PARTY** shall not sub-contract the whole or part of the contractor assign the contract or any part thereof to any other third Party.

3. **Tenure of the Agreement**

This agreement shall come into force when duly signed by the representatives of both the parties and will be valid for 1 year from the date of signing.

4. **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 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.

5. **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, if any made by 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, if any made by the **SECOND PARTY** shall also be forfeited.

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.

6. **Jurisdiction**

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties agree that all disputes between them shall be subject to the jurisdiction of courts in Haridwar District.

7. **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.

8. **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.

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**)

(Authorized Signatory, signature & stamp)

(Authorized Signatory, signature & stamp)

(Name in Block Letters)

(Name in Block Letters)

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

Witness 1:

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

Contact No. ....

Witness 2:

Signature.....  
 Name (in Block Capital letters) ...  
 Address .....  
 .....  
 .....

Contact No. ....

**Covering Letter Format**

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

Ref:

Date.

To  
Nodal Officer  
OLTP Project  
NIELIT Haridwar

Sir,

Subject: EoI to become Online Lab Training Partner for Skill development in .....district

Having examined the EoI document, we, the undersigned herewith submit our response to your EoI for Infrastructure at .....district and lab support for skilling of students.(strike off whichever is not applicable).

1. 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.
2. 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.
3. 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.
4. We understand that NIELIT Haridwar is not bound to short-list / accept any proposal received in response to this EoI.
5. We understand that Empanelment with NIELIT Haridwar does not guarantee that every /any of the applicants be awarded a project /assignment.
6. NIELIT Haridwar reserve rights to consider us for only those courses for which we have requisite infrastructure and qualified lab faculty.

Our correspondence details / authorized person to deal with regard to this EoI is:

	<b>Information</b>	<b>Details</b>
1	Name of the Contact Person	
2	Designation and contact address of the person to whom all references shall be made regarding this EoI	
3	Telephone, FAX number	
4	Mobile number & email id of the Contact Person	
5	Corporate website URL	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Signature:

[Authorized person)

Name, title with seal

Encl: Duly filled Application form.

**Application Form**

<b>Application Performa for Expression of Interest for Empanelment of Online Lab Training Partner for skill development</b> <i>(Separate application to be submitted for each Training Centre)</i>			
<b>Sl. No.</b>	<b>Description</b>	<b>Status Document</b>	<b>Details</b>
1	NAME OF THE INSTITUTE	PAN Card & GST Certificate of the Institute	
2	FULL ADDRESS WITH PHONE//E.MAIL	Lease Agreement/ ownership deed	
3	EoI SUBMITTED FOR (District, State)	NA	
4	EoI SUBMITTED FOR	NA	1. 2. 3.
5	DATE / YEAR OF ESTABLISHMENT	Registration Certificate, byelaws, rule and regulations, board resolutions etc.	
6	LEGAL STATUS / REGISTERED UNDER	Proprietorship/ Partnership/ Society/ Trust/ Company	
7	AFFILIATION (AICTE/UGC/NSDC/NSQF/Any other Govt. bodies)	Affiliation Certificate/Order	
8	NATURE OF ACTIVITY	Provide Details if any	
9	COURSES OFFERED AT PRESENT	Course Calendar/Brochure	
10	INFRASTRUCTURE DETAILS (HARDWARE-IT)	Provide Details	
11	INFRASTRUCTURE DETAILS (SOFTWARE)	Provide Details	
12	NO. OF COMPUTER LABORATORIES & DETAILS OF INTERNET CONNECTIVITY	Provide Details	
13	PROXIMITY / NEAR BY TOWNS, HQ, DISTRICT HQ	Provide Details	
15	DETAILS OF POWER BACKUP	Provide Details	

16	DETAILS OF SIMILAR PROGRAMS CONDUCTED& GOVT. SCHEMES IF ANY	Relevant documents/Work Orders	
17	DETAILS OF FACULTIES IN THE AREA OF IT WHO CAN BE SPARED FOR THIS PROGRAM	Photograph and Unique Identification documents of the faculty/Bio-Data	
18	DETAILS OF TIE-UP WITH THE INDUSTRY AND DETAILED RECORDS OF PLACED STUDENTS? IF ANY	Tie-up documents/ Placement Records etc.	
19	NUMBER OF CLASS ROOMS AVAILABLE	Provide Details	
20	DETAILS OF LIBRARY AND BOOKS AVAILABLE IN THE RELEVANT FIELDS	List of Books & Magazine available at the institute	
21	CONTACT PERSON(Name, Email ID & Mobile No.)	Provide Details	
22	DATE FROM WHICH THE PROGRAMS CAN BE LAUNCHED.	Provide Details	
23	IS IT POSSIBLE TO CONDUCT THE TRAINING ON HOLIDAYS & EVENINGS?	Provide Details	

**24. Signature of Authorized person with Date**



## 25. 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 Haridwar.

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