



**Department of Information
Technology & Communication
Govt. of Arunachal Pradesh**

**EXPRESSION OF
INTEREST FOR
EMPANELMENT
OF TRAINING
PARTNERS TO
CONDUCT IT &
ITES SKILL
DEVELOPMENT
TRAINING**

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Sl. No	Information	Details
1.	Tender No.	DIT/172-2018
2.	Name of work	Expression of Interest for Empanelment of Training Partners to Conduct IT & ITeS Skill development training
3.	Bid validity	180 Days from the last date of submission of Bid.
4.	Last date of submission of Bid	18 th March 2019 12:00 Hrs.
5.	Opening of Technical Bid	18 th March 2019 14:00 Hrs.
6.	Technical Presentations	19 th March 2019 11:00 Hrs.
7.	Opening of Financial Bid	19 th March 2019 14:00 Hrs.
8.	Place , Time and venue of the opening of Technical Bid	<ol style="list-style-type: none"> 1. Opening of Technical Bid, 14:00 Hrs at the office chamber of Director IT, Room No. 107, First Floor, Block No. 1, Civil Secretariat, Itanagar. 2. Technical Presentations, 11:00 Hrs at office chamber of Director IT, Room No. 107, First Floor, Block No. 1, Civil Secretariat, Itanagar. 3. Opening of Financial Bid, 14:00 Hrs at the office chamber of Director IT, Room No. 107, First Floor, Block No. 1, Civil Secretariat, Itanagar.
9.	Bid Submission	Bidders must Submit an original and one additional copy of each proposal along with one number of non editable CD.

Note: SCITeG reserves right to change any schedule of bidding process.

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1. Introduction

Digital Arunachal's Vision, Mission and Core Objectives are towards e-enabling government to provide good governance to citizens, to bring about ICT-enabled all-round development and inclusive growth of the state in concord with "Digital India". With the state making a head start in implementing IT eGovernance projects, it is also important to improve the digital literacy scenario of the state and to strengthen the backbone of IT industry in the state. The IT literacy programme aims to train and generate a set of employable workforce in the state with the use of ICT and also to on-board those onto the digital platform who would act as change agents for Digital Arunachal Pradesh.

This project aims at training 15,000 youths in IT/ITeS trainings covering each and every district of the state. IT Literacy should be the first step towards the great goal achievement of Digital Arunachal. It needs considerable augmentation of skills/resources before implementation of the eGovernance initiatives as serious gaps exist in terms of skills and capabilities among citizens as well as Govt. employees.

State Council for IT & eGovernance (SCITeG) under Department of Information Technology & Communication, Govt. of Arunachal Pradesh is the nodal agency for implementation of IT projects in the state.

SCITeG invites EoI from reputed Firms/Organizations for empanelment as Training Partners to conduct placement linked IT/ITeS skill development training programmes in Arunachal Pradesh. Duly filled in applications in the prescribed format with all supportive documents in a sealed envelop mentioning "**EXPRESSION OF INTEREST FOR EMPANELMENT AS TRAINING PARTNERS TO CONDUCT IT & ITeS SECTOR SKILL DEVELOPMENT TRAINING IN ARUNACHAL PRADESH**" should be submitted not later than 18th March 2019, 12:00 Hrs. to the following address:

To,

Director Cum Member Secretary
State Council for IT and eGovernance
Govt. of Arunachal Pradesh
Digital Cell, Room No. 107,
1st floor, Block – 1, Civil Secretariat
Itanagar – 791113
eMail: ditcom.govap@gmail.com

2. Scope of Work

This Expression of Interest (EOI) aims at empanelling training partner for training the 15,000 youths in employable IT/ITeS diploma courses. The programme plans to set up minimum of 28 training centres in all 23 districts of the state and 5 additional in state capital complex to cover maximum number of youths and to provide easy access to training centres across the state.

At present the State Govt. focuses on the highly employable IT/ITeS courses such as Automated Financial Accounting, Networking, HTML.5 and JQuery, JAVA Programming, Management Information System, basic mobile programming such as Android, mobile applications development, Graphic designing etc. Besides these courses, the programme also emphasises on communication and personality development courses, guidance and assistance on placements related activities.

For any additional scope, the number of training targets and type of skills for training may be changed based upon mutual consensus and scheme continuity.

3. Method of Implementation:

SCITeG will be working with a Training Partner for IT/ITeS skill development activities across state of Arunachal Pradesh. To this effect, SCITeG would empanel a firm/organization having relevant experience in IT/ITeS skill development training as per Eligibility and Evaluation Criteria.

4. Eligibility to Qualify

The firms/organisations will be evaluated firstly on the basis of documents submitted as per the technical qualification criteria. Assessments will be made to ascertain as to whether the conditions as per the Technical Evaluation Criteria have been fulfilled. Responses submitted by the agency which do not fulfil all the mandatory conditions as per eligibility criteria, will be summarily rejected. Interested organisations are required to submit their EoI proposal which must incorporate the following:

Stage I: Technical Proposal, Envelop 1

Interested organisation should have fulfilled the following mandatory conditions in the Technical Evaluation Criteria in technical evaluation stage. Supporting documents should be submitted along with the bid.

- (i.) The firms/organisation should be an independent legal entity registered in India as per Indian laws.
- (ii.) The firms/organisation should have their physical presence in North East India.
- (iii.) The firms/organisations should have delivered services to Govt. Enterprises/State Govt. in India in the areas of IT/ITeS skill development.
- (iv.) The firms/organisations should be registered training partner with National Skill Development Corporation (NSDC) for IT-ITeS sector skills in India as per regulations of Govt. of India.
- (v.) Shall have minimum THREE years of experience in training on courses in the IT/ITeS with qualified and experienced faculty. At least THREE successfully completed Training Programs for Govt. organisations or PSUs in the specified domain shall be submitted with satisfactory completion certificates.
- (vi.) Knowledge of the IT/ITeS industry shall be highlighted in the EOI response.
- (vii.) Detailed curricula, methodology and work plan to implement the training program shall be submitted.
- (viii.) Trainers engaged for the program should be technically qualified with minimum five years' experience of training delivery. Detailed list of Trainers with qualification and experience profile shall be submitted.
- (ix.) An Executive Summary highlighting the bidder's domain experience, Competence, Citations, Methodology for undertaking the specified Training programs etc. shall be submitted along with the response to this EOI.

Stage II: Financial Proposal, Envelope II

The cost of setting up 28 training centres in all 23 districts and the per person cost for training of proposed courses should be submitted in a separate envelope as per the format given at Annexure – III. The cost and duration proposed in Financial Proposal should be for same Training Course that has been proposed in the Technical Proposal.

The Agency with the lowest bidder in the financial bid will be empanelled and awarded the contract of work.

5. General Conditions:

- (a.) A two –stage procedure viz: Quality and Cost Based Analysis (QCBS) will be adopted with technical and financial proposals submitted separately in sealed

envelops. Technical evaluation will be completed before financial proposals are assessed.

- (b.) Any proposal received after the prescribed timeline shall be summarily rejected and shall be returned unopened to the bidder.
- (c.) In Technical Proposal, there should not be any mention or reference of cost of proposed training.
- (d.) Only those scoring above 70% in Technical Evaluation will be evaluated for financial proposal.
- (e.) SCITeG will constitute an Evaluation Committee to evaluate the responses of the bidders in quality
- (f.) The Evaluation Committee shall evaluate the responses to the EOI and all supporting documents & documentary evidence. The committee may seek additional documents if necessary.
- (g.) The eligible bidders fulfilling the mandatory conditions will be required to make a technical presentation of the submitted proposal to the Evaluation Committee.
- (h.) The decision of the Evaluation Committee in the evaluation of responses to the EOI and the technical presentation shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
- (i.) The Evaluation Committee reserves the right to reject any proposal not meeting the requirements of this EOI.
- (j.) SCITeG reserves the right to suspend or cancel the EOI process at any stage, to accept, or reject any or all proposal at any stage of the process and / or to modify the process, or any part thereof, at any time without assigning any reason, without any obligation or liability whatsoever.
- (k.) Cost of EOI: The bidder shall bear all costs associated with the preparation and submission of its EOI, including cost of presentation. SCITeG will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the EOI process.
- (l.) Language of proposal: The proposal prepared by the firm and all the correspondences and documents relating to the proposals exchanged by the firm, shall be in English language.
- (m.) The bidder shall be ready to give clarifications on any part of the proposal to SCITeG.

(n.)Disclaimer: SCITeG and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of SCITeG and/or any of its officers, employees.

6. Technical Evaluation Criteria:

S. No	Criteria	Max Criteria Marks
1.	Past experience of conducting IT/ITeS skill development training programme in India	10
2.	No. of IT-ITeS Sector skill development training programme/project conducted	5
3.	Employment & Self Employment status of old trainees of trainings implemented by Training Partner	10
4.	Geographical Presence of Training Partner	5
5.	Proposed action plan for the setting up 28 training centres in all 23 districts of the state	20
6.	Proposed action plan for implementing the training programmes at all 28 Centres	30
7.	Quality of team personnel proposed	20
	Total Points	100

Sl.No.	Evaluation Criteria	Maximum marks
1.	Past experience of conducting IT/ITeS skill development training programme in India as per Annexure IV	10
(i.)	Past experience (3 years up to 4 years)	6
(ii.)	Past experience (5 years up to 7 years)	8
(iii.)	Past experience (8 years up to 10 years)	10
2.	No. of IT-ITeS Sector skill development training	5

	programme/project conducted as per Annexure – IV (only programme/project)	
(i.)	Project with Central/state/PSUs 3 to 6 projects/programme	2
(ii.)	Project with Central/state/PSUs 7 to 10 projects/programme	3
(iii.)	Project with Central/state/PSUs 11 projects/programme and above	5
3.	Employment & Self Employment status of old trainees of trainings implemented by Training Partner as per Annexure – IV	10
(i.)	Employment & Self Employment 60% to 70%	6
(ii.)	Employment & Self Employment 71% to 80%	8
(iii.)	Employment & Self Employment 81% to 100%	10
3.	Geographical Presence of Training Partner	5
(i.)	Office/Training Centre in any North Easter Region state	5
4.	Proposed action plan for the setting up 28 training centres in all 23 districts + 5 additional centres in Capital complex (presentation to be given by bidder)	20
(i.)	Evaluation will be based on action plan on for setting up training centres with minimum capacity of 20 machines	10
(ii.)	Plan on faculty enablement at the centres with minimum of 3 trained faculty	5
(iii.)	Monitoring and performance evaluation of the centres	5
5.	Proposed action plan for implementing the training programmes at all 28 Centres (presentation to be given by bidder)	30
(i.)	Action plan to train 15,000 trainees at 28 centres (training module, course details, course duration (in	20

	Hrs.), course fees, no. of batches, batch capacity, evaluation and certification procedure, training audit etc.)	
(ii.)	Action plan on placement support for trained youths.	10
6.	Quality of team personnel proposed	20
(i.)	Proposed team personnel to be involved (CVs to be included)	15
(ii.)	Reporting structure and Communication (should include point of contact for Arunachal Pradesh)	5
7.	Total	100

7. Payment Terms

The fund will be released to the Training Partner as per the ANNEXURE – V.

8. Submission of Proposals

The bidder should submit their responses in the following manner:

- (i.) A profile of the organisation outlining the experience in similar projects
- (ii.) Technical proposal- (1 Original + 1 Copy +1 CD)
- (iii.) All the pages of the proposal must be sequentially numbered and must contain list of the content with page number. Any deficiency in the document may result in the rejection of the Bid.
- (iv.) The outer envelope thus prepared should also indicate clearly the name, address, telephone number to enable the Bid to be returned unopened in case it is declared “Late”.
- (v.) All pages of the Bid including the duplicate copies, shall be initiated and stamped by the person or person who sign the bid.
- (vi.) The original proposal /bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders itself. Any such correction must be initiated by the person (persons) who sign(s) the proposal.

In case of any discrepancy observe by SCITeG in the contents of the submitted original paper bid document with respective copies, the information furnished on original paper bid document will prevail over others.

9. Termination

The Authority may, by not less than 30 (thirty) days' written notice of termination to the selected bidder, such notice to be given after the occurrence of any of the events specified in this clause, terminate this Agreement if:

- (a.) The selected bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within 30 days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;
- (b.) The selected bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- (c.) The selected bidder fails to comply with any final decision reached as a result of arbitration proceedings;
- (d.) The selected bidder submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the selected bidder knows to be false;
- (e.) Any document, information, data or statement submitted by the selected bidder in its Proposals, based on which the selected bidder was considered eligible or successful, is found to be false, incorrect or misleading;
- (f.) As the result of Force Majeure, the selected bidder is unable to perform a material portion of the Services for a period of more than 60 days; or
- (g.) The Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

10. Liquidated damages / Penalty

If the selected bidder fails to perform the services within the time schedule and the delay is due to the sole performance of the bidder, SCITeG shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1% of the the contract value of the incomplete activities of the assignment for every one week (seven days) or part thereof of delay, up to

maximum deduction of 10% of the contract price. Once the maximum is reached, SCITeG may consider termination of the contract pursuant to the conditions defined in section on Termination.

11. Force Majeure

Notwithstanding the provisions of Clause on Termination and Delay in selected bidder's Performance, the selected bidder shall not be liable for liquidated damages or termination for default, if and to the extent that, his delay in performance or other failure to perform his obligations under the contract is caused due to circumstances beyond his reasonable control and is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the selected bidder and not involving the selected bidder and not involving the selected bidder's fault or negligence and not foreseeable. Such events may be inclusive, but are not limited to, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the selected bidder shall as soon as practicably possible notify SCITeG in writing of such conditions and the cause thereof. Unless otherwise directed by SCITeG, the selected bidder shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

12 . Settlement of Dispute

- (i.) If any dispute or difference of any kind whatsoever arises between the Department and the selected bidder in connection with or arising out of the contract the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- (ii.) If, after thirty (30) days, the partners have failed to resolve their dispute or difference by such mutual consultation, then either the SCITeG or the selected bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- (iii.) Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration.
- (iv.) All disputes arising because of difference in opinion or otherwise would be subject to the jurisdiction of courts in Arunachal Pradesh only.

- (v.) In case of dispute or difference arising between the SCITeG and selected bidder relating to any matter of or connected with this agreement such dispute or difference shall be settled through Arbitration. The Secretary, IT, Govt. of Arunachal Pradesh shall be the sole arbitrator.
- (vi.) Arbitration proceedings shall be held at Arunachal Pradesh, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.
- (vii.) If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to the Secretary, IT, Government of Arunachal Pradesh, who shall be the sole arbitrator of the dispute and whose decision shall be final & binding on all.
- (viii.) The decision of the arbitrator shall be final and binding upon both parties.
- (ix.) Notwithstanding any reference to arbitration herein,
 - The parties shall continue to perform their respective obligations under the contract unless they otherwise agree;

13. Documents to be enclosed:

Submit the supporting documents with the application form listed at Annexure – II

14. Special Note:

- (a.) Before starting the Training, an agreement will be signed with the empanelled Training Partner Agency on mutual consensus basis.
- (b.) A training centre can be a franchisee of the selected training partner.

Application Form for Empanelment of Training Partner

Name of the Organisation	
Name of Head of Organisation, Designation	
Full Address of the Head Office	Contact Address: City: District: State: PIN: Telephone No.: Mobile: Email ID: Website:
Contact Person Details, designated for this EoI (power of Attorney needs to be submitted in his/her name for participating in EoI process)	Person Name: Contact Address: City: District: State: PIN: Telephone No.: Mobile: Email ID:
Legal Status of the Organisation e.g Company/Partnership firm etc.	
Brief Profile of area of work	

List of Documents

Sl.No.	Parameters	Documentary Evidence
1.	Legal Constitution of the organisation	Certificate of Incorporation/Registration/License
2.	Financial Turnover	Audited balance sheet, Profit & Loss account and Receipt & Payment Account duly certified by an Auditor for the last three financial years i.e 2015-16, 2016-17, 2017-18
3.	Photocopy of statutory details of financial matters	Copy of License No./sales Tax Registration certificate, PAN, bank account for making payment etc.
4.	Existing Management Team	Attach CV's of the Management team
5.	Core Training and Placement Staff	Attach CV's of the core training and placement staff
6.	IT-ITeS sector skill development training record	Training details in tabular format conducted for Central/state organisation/agencies during at least last 3 years i.e 2015-16, 2016-17, 2017-18 as per Annexure – IV
7.	Proposed action plan in PowerPoint presentations.	Soft copy of the proposed action plan in CD.
8.	Any other supporting documents	Copy of documents for completeness of Technical Proposal and Financial proposal etc.

Note: All the pages of the EoI proposal and supported documents should be signed by the competent authority and also all the pages are numbered and properly indexed. If any of the EoI proposal is found to be without proper signature, page, number and index, it will be liable for rejection.

Proposed Cost Structure

Proposal to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead with seal.

- i. Cost of setting up 28 training centres in all 23 districts
- ii. Cost of training 15000 youths as per below format

Sl.no.	Course Name	Course Description	Course Duration	Training Cost per person (inclusive of taxes)

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Training and Placement details

Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead with seal (Use multiple Tables if training is imparted in different schemes)

Financial Year	Total No. of Candidate Trained	Total No. of Candidates Certified	Total No. of Candidates Placed	Total No. of Schemes	Schemes type (Central Govt./State Govt./PSUs/Private)	Name of State where Project Executed
2015-16						
2016-17						
2017-18						

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

For Trainings conducted self - attested copies of any of the following documents:

- Certificate from Government bodies indicating experience in conducting similar training programme in the related field/ Sector with number of youths trained (self - attested printouts of verifiable information from Government or agency websites will be accepted)

Fund Flow Mechanism

a. Training Centre Cost(A)

For every centre to be established Govt. will pay subsidy up to 70% or Rs. 87,500/- (whichever is lower) to the training Partner.

b. Training Cost (B)

For training of youths, Govt. will pay subsidy to the training partner on completion of training as per below table:

Sl.No.	Course Name	Govt. subsidy per trainee
1.	Finance and Accounting, Networking, HTML.5 with JQuery, Basic Java Programming	50% of course fee of Rs. 2000 (whichever lower)
2.	Management Information System, Graphic Designing	50% of course fee of Rs. 3000 (whichever lower)
3.	Android and mobile application development	50% of course fee of Rs. 6000 (whichever lower)

The total cost of the project is the sum of A (Cost of setting up training centres) + B (Cost of training). The funds to the selected Training Partner will be released as per the following schedule:

Sl. No.	Output Parameter	% of Total Cost
1.	On successful set up of 28 training centres at all 23 districts	10%
2.	For every 1667 youths trained and certified, 10% will be released.	90%
3.	Total	100%