



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref. No.: IIIT-A/SP/EOI/1066/1579 /2022

Date: 12/05/2022

Expression of Interest (EOI)

Enquiry Letter

M/s.

.....

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Ph. No.:

Sub: Expression of Interest (EOI) are invited from the "Not for Profit Society/Non-Governmental Organization (NGO) registered per government norms" for providing training to the candidates under Science, Technology and Innovation (STI) Hub in Information and Communication Technology (ICT) project on behalf of Indian Institute of Information Technology Allahabad (IIITA), Prayagraj, Uttar Pradesh, India - 211015 in Allahabad and Varanasi region.

Enquiry issue date : 12/05/2022

Last submission date : 03/06/2022 up to 12:00 Noon

Opening of Bid : 03/06/2022 at 4:00 PM

Dear Sir,

Institute intends to invite Expression of Interest (EOI) from the "Not for Profit Society/Non-Governmental Organization (NGO) registered per government norms" for providing training to the candidates under Science, Technology and Innovation (STI) Hub in Information and Communication Technology (ICT) project on behalf at Indian Institute of Information Technology Allahabad (IIITA), Prayagraj, Uttar Pradesh, India - 211015 in Allahabad and Varanasi region.

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You are requested to submit the sealed EoI by courier/speed post with complete details of specifications, terms & conditions, etc. up to 03.06.2022 at 12:00 Noon. EoI duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete Information will not be accepted.

EoI should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat, Jhalwa, Prayagraj -211015.**

Please Note:

1. EoI should be valid at least for 90 days from the last date of submission of tender.
2. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.
3. Complete name of NGO/Society, date and type of establishment (Annexure I).
4. Exact and complete registered office address, business address, telephone numbers, fax numbers, E-mail and cable address. For NGO/Society of foreign registry, indicate if there is any branch office(s) established in India with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV individually.
5. Organizational strength of NGO/Society shall be given.(Annexure II).
6. An undertaking for supply of true information shall be given as per (Annexure III).

7. Project Activities

The STI hub will develop web-based content and disseminate the training modules through an ICT platform to the target populations for efficiently running their existing businesses or plan new businesses. The Interested NGO will act as point of contact to provide training regarding the basic soft skills, computer literacy along with training on Intellectual Property Rights (IPR) and entrepreneurship. The STI hub will be responsible in developing the training modules which will cover three different aspects as shown in fig. 1. Module-I and II will be core in nature which will cover the basic soft skills and business skills



whereas module-III will be elective in nature which will cover various technology related research and development. The NGOs/Societies has to play crucial role in identifying the motivated potential persons among the trained people and conduct the training program at their premises and extend technical support in setting up their business.

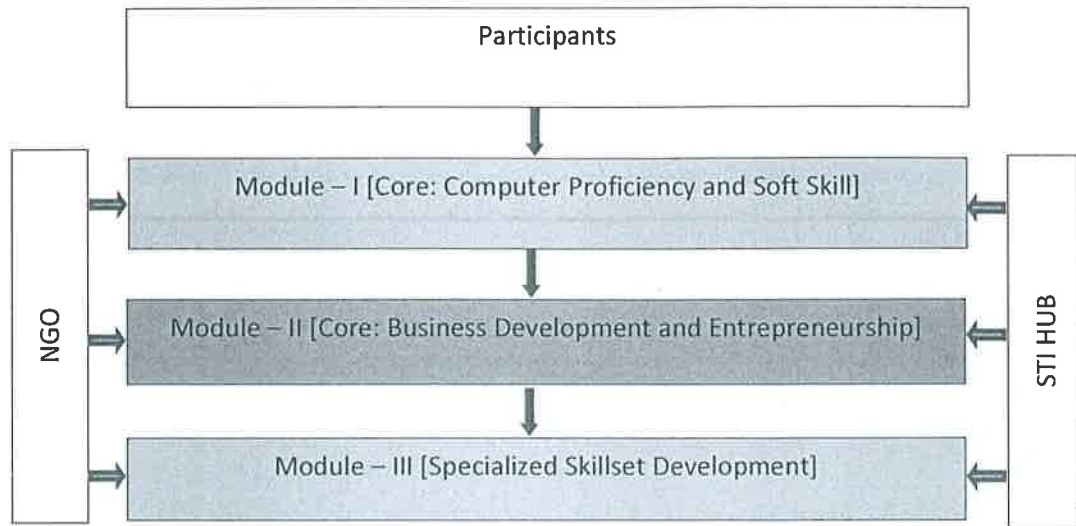
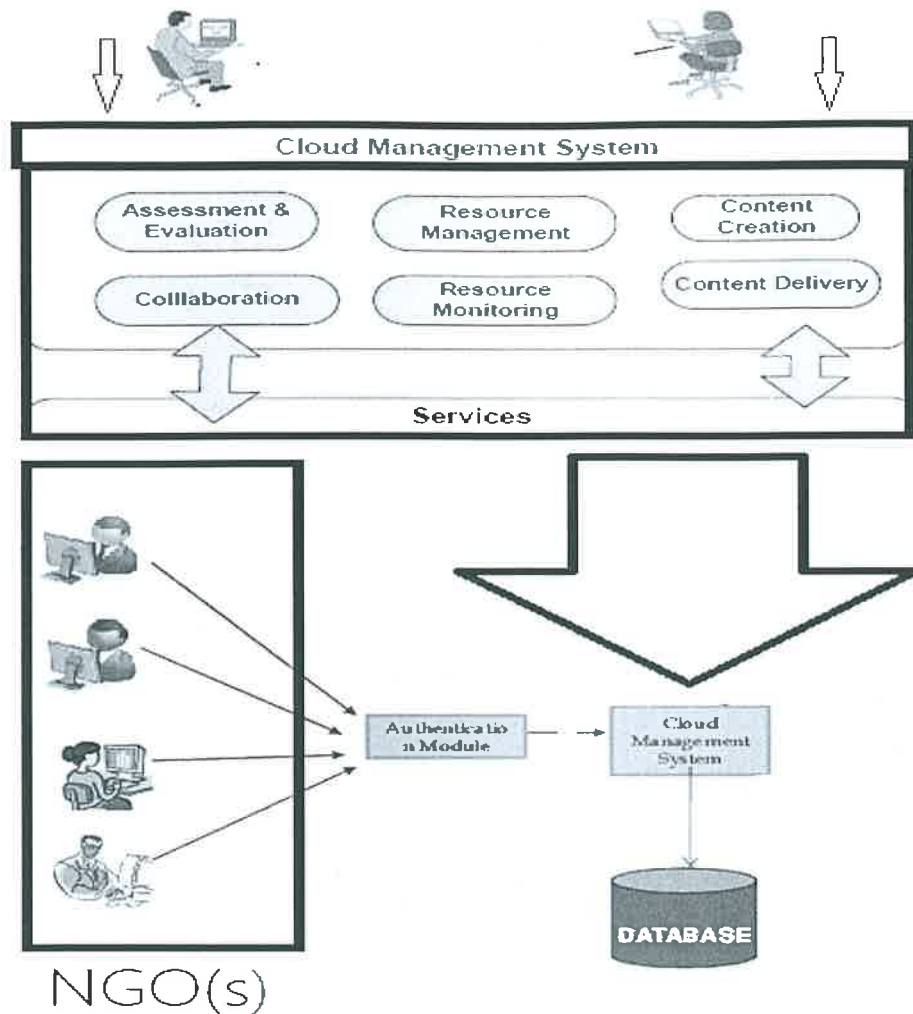


Fig. 1: Layered Model for Manpower Training

Content Developer Administrator



Module-I: Computer Literacy and Communication Skills

It will provide the soft skills like the computer literacy, communication skills to the participants. This module will cover approximately 40 hours of training and demonstrations.

Module-II: Skill based Training and Development

It will provide the skillset to start a new business and skills to manage it. This module will also include the training on specific skill sets like protecting Intellectual Property Rights

(IPR) and entrepreneurship. The module will cover approximately 30 hours of training and demonstrations.

Module-III: Platform for Technology based product Developments and Entrepreneurship

It will provide various technology based development like app development, web development, ICT tool development, etc. In addition, this module also includes the advanced topics such as data science, blockchain technology, Internet of Things (IoT) etc. This module will cover approximately 30 hours of training and demonstrations.

8. Support for the selected NGOs/ Societies to impart the said above training:

The project aims to provide training to 500 candidates through NGO/Society situated in the rural area of Prayagraj and Varanasi. The training will be imparted through the NGOs/Societies that are operational in Prayagraj District and Varanasi Districts. The project aims to impart training in basic computer skills and entrepreneurship. In addition to the technical support, the following infrastructure and training cost support will provided to the selected NGOs/Societies for the successful implementation of the project in their centers.

The illustrations are given for **100 candidates**. The cost may increase/decrease based on the target assigned to a particular NGO/Society.

1.	Support for Hands on Training, Practice Sessions by Experts in Offline and Online mode
2.	Basic Internet Service to NGOs/Societies for facilitating the training modules
3.	Basic Software (Microsoft office. etc.) for effective training of prospective candidates
4.	Support to purchase Books, and other stationary consumables
5.	Suitable number of Computers (15) .Projector . Printer to equip the training centre for online/offline training

Note:

- a. The above said support for equipping the training centre will be provides to each selected NGO over a period of two years for training 100 candidates.
- b. All procurements will be done by IIIT-Allahabad and the hardware and software will be provided to the selected NGOs/Societies during the implementation of the project.
- c. The quantity of the hardware and software provided to the NGOs/Societies may increase / decrease as per the discretion of IIIT Allahabad.
- d. The selected NGOs/Societies should return all the hardware and software to IIIT Allahabad after the completion of the project.

9. Prequalification criteria :

The NGO/Society should submit the following documents, printed/copied and signed by the NGO/Society secretary and/or president with seal.

1. EoI letter.
2. Copy of NGO/Society Registration Certificate.
3. Copy of NGO's/Society PAN Card.
4. Copy of address proof of NGO/Society.
5. Copy of first page of Bank pass book.
6. A cancelled cheque.
7. Resolution copy indicating the name of the present President, Secretary and Cashier.
8. Copy of Govt. issued ID document of Secretary and President of NGO/Society.
9. NGOs/Society must submit an undertaking, in NGO/Society letterhead, that they will conform to the general terms and conditions, and any other instructions as may be issued by IIIT-A from time to time.
10. The submission receipt generated after online submission duly signed and stamped by the President and Secretary of the NGO/Society.

Note: The name of the shortlisted NGOs based on EoI will be notified only on the Indian Institute of Information Technology, Allahabad website.

10. Eligibility Criteria for the Selection of Non-Governmental (Non for Profit) Organization (NGO)/Society

- a. NGO/Society should be a registered NGO)/Society as per government norms.
- b. NGO/Society must be a non for profit NGO/Society.
- c. NGO/Society should have at least 2 years' experience of training the candidates or working in similar domain in the last 5 years.
- d. Only those NGOs/Societies will be selected whose area of operation is in rural areas of Prayagraj or Varanasi.
- e. NGO/Society should be involved in working for the upliftment of SC/ST community in its field of work.
- f. The proposed center of the NGO/Society should be located in the area where majority of the population is from the SC/ST community.
- g. NGO/Society should be able to conduct training of more than 20 candidates at any point of time.
- h. If any NGO/Society has more potential then it may be given preference in the selection process.
- i. Depending on the capacity of the NGO/Society, more candidates can be allotted to the NGO.
- j. The NGO/Society will mobilize and nominate SC/ST candidates residing within 5 km of its training center. IIIT Allahabad will finalize the list of the candidates in consultation with the NGO/Society.
- k. The workers of NGO/Society should have the skill of speaking and writing in Hindi. Additionally, speaking and writing English can be beneficial.
- l. After the training, the selected NGO/Society in collaboration with IIIT Allahabad will help the candidate by arranging funds through various government schemes to set up their own business.
- m. A team of IIIT Allahabad will visit the centers of NGO/Society to assess the capacity and feasibility of the NGO/Society. After the physical visit, the suitable NGOs/Societies will be selected.

11. Eligibility Criteria of the Candidates



- a. The candidate should belong to SC/ST/OBC/General community out of which at least 80% candidates should be from SC/ST community.
 - b. The age of the candidate should be between 18 to 35 years.
 - c. Candidates must have passed at least High School.
 - d. Candidate should be able to speak and write in Hindi language. However, preference may be given to those candidates who also have good knowledge of speaking/writing in English language.
 - e. Candidate may have basic knowledge of ICT technologies.
12. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation shall be rejected outright.
13. The NGO/Society shall submit a signed and complete EOI comprising the Documents and forms in accordance with EOI documents.
14. An authorized representative of the NGO/Society shall sign the original submission letters in the required format for EOI submission and shall initial all pages. The authorization shall be in the form of a written power of attorney attached to the EOI Proposal.
15. If the envelopes and packages with the EOI are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the EOI.
16. Final Proposal to be submitted by the shortlisted NGOs/Society within 15 days of announcement of shortlisted NGOs/Society.
17. The final selection of the project proposals will be held after scrutiny and direct interaction with representative of NGOs/Society.
18. Details of the interaction session will be notified to the shortlisted NGOs/Society only.
19. The right to accept or reject any tender/ quotation/EOI, partially or wholly, including lowest quotation/best interest against our work or services without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put



forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.

20. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website only www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.

21. Tenderers may feel free to contact Purchase Section through E-mail- info.purchase@iiita.ac.in (Ph. No. : 0532-292-2051/2515) for any queries.

22. The lowest rate will not be the basis of claim to get the order.

23. All legal disputes shall be subject to Jurisdiction at courts at Prayagraj.


Prepared by


Joint Registrar (S&P)



Copy to:

- Director Office- for kind information.

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Annexure-I

1. Expression of Interest Form for NGO/Society:

NGO	Date of Establishment	Country	Legal Status	Main Dealing in
			Trust / Society / company	Operational/Advocacy services
Name				

2. Registered Office / Business Address / Telephone Nos. / Cable Address/ E mail address of NGO and its branch offices.
3. NGO's former name and year of establishment.
4. Narrative description of NGO if any (Use other sheet, if necessary).
5. Name of, not more than two (2) principals who may be contacted with title, telephone number/fax number, E mail address.



Annexure II

Organizational strength:

(In Nos.)

Name	Total Strength	Professional staff on payroll and having over 10 years experience	Professional staff working for over 5 years with NGO in advocacy business	Professional staff working for over 5 years with NGO in operational business	Professional staff having				Remarks
					Doctorates	Post Graduates	Graduates	Diploma	



Annexure III
Undertaking

I certify that the information in the above Expression of Interest forms is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualified this application straightaway.

President / Managing Director

or

Authorized Signatory of Applicant

