

ITI Limited

Bangalore

EOI No.:MSP-KTK/IT-MKTG/G/EOI-04/21-22

Date: 20-07-2021



**Expression of Interest (EOI) For
Empanelment of Agency for Project Management Consultancy and
Support Services for Training and Skill Development Programme**

ITI Limited,

MSP – Karnataka/ Regional Office,
F-100, Second Floor, East Wing, Doorvaninagar, Bangalore – 560016
Phone: 080-25660522 & 530
E-mail: ajayaerpul_crp@itilttd.co.in

Critical Dates:

S. No.	Details	Tentative Dates
1.	Publish of EOI	20-07-2021
2.	Document Download Start Date	20-07-2021
3.	Document Download end Date	30-07-2021
4.	Seek Clarification Start Date	20-07-2021 ; 11:00 Hrs
5.	Seek Clarification end Date	26-07-2021 ; 17:00 Hrs
6.	Last date for submission of Proposals	30-07-2021 ; 14:00 Hrs
7.	Announcement of Qualified Bidders	07-08-2021
8.	Technical Presentation by Shortlisted Bidders	10-08-2021

Disclaimer

The information contained in this Expression of Interest ("**EOI**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Indian Telephone Industry, Bangalore (hereinafter "**ITI Limited, Bangalore**") is provided to interested parties on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor an invitation by ITI Limited, Bangalore to interested parties who apply for empanelment (henceforth "**Bidders**") in response to this EOI. The purpose of this EOI is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for providing Project Management Consultancy and Support Services for Training and skill development Programme in ITI Limited, Bangalore

ITI Limited, Bangalore makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained herein or deemed to form part of this EOI or arising in any way from this empanelment process.

ITI Limited, Bangalore may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.

The issue of this EOI does not imply that ITI Limited, Bangalore is bound to empanel any Bidder(s) or select any Bidder(s) for any project. ITI Limited, Bangalore reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by ITI Limited, Bangalore or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and ITI Limited, Bangalore shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this EOI and related processes.

1.0 Introduction

ITI LIMITED, Bangalore (hereinafter stated as ITI Limited Bangalore) is a Public Sector Undertaking (PSU) under Ministry of Communications, Government of India, a pioneer in the field of telecommunications, with state-of-the-art manufacturing facilities and a countrywide network of marketing/service outlets. The company offers complete range of telecom products and total solutions covering the whole spectrum of Switching, Transmission, Access and Subscriber Premises Equipment.

ITI Limited, Bangalore is actively involved and committed to develop skills of students/trainees through imparting of training in diversified sector etc., in association with Ministry of Rural Development, Ministry of Skill Development and Entrepreneurship, National Skill Development Corporation (NSDC), Sector Skill Councils and other Departments under initiatives of Govt. of India on the theme of Skill Development Programmes. The prime objective of such programme is to gain employment and to make India a more vibrant country with emerging economy much ahead of other nations in the years to come.

ITI Limited, Bangalore intends to implement skill development training programme nationwide under the various scheme/s of skill development initiatives/activities, wherein multiple Qualification Packs/ Job Roles for various locations could be promoted.

2.0 Objective of the Empanelment Process

To give impetus to skill initiatives, ITI Limited, Bangalore intends to empanel Project Management Agency ("Agency") to provide support in implementation of skill training programme in a manner compliant with National Skills Qualifications Framework ("NSQF") and to meet the aims and objectives of the Respective Departments/ Ministries.

The empanelment of the agency shall be based on evaluation of the technical and financial capability of Bidders.

3.0 General Terms of Empanelment

- 3.1.1 Bidders must be eligible to apply for empanelment. Bidding as a consortium is not permitted.
- 3.1.2 The tenure of the empanelment shall be for a period of three (3) years from the date of empanelment, with the empanelment status to be renewed on the basis of:
- i) The Agency continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by ITI Limited, Bangalore from time to time; and
 - ii) The performance of the Agency under various skill schemes post-empanelment process. Various factors as mentioned in succeeding paragraphs may be considered for the performance review.
- 3.1.3 At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to ITI Limited, Bangalore as requested.
- 3.1.4 ITI Limited, Bangalore, at its discretion, can modify or terminate the Agency earlier than the expiry of the three (3) year period in the event of change in law or due to other relevant reason(s).
- 3.1.5 ITI Limited, Bangalore, at its discretion, can terminate the empanelment of the Agency earlier than the expiry of the three (3) year period in the event of failure of Agency to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the Agency.
- 3.1.6 Empanelment with ITI Limited, Bangalore does not guarantee any form of income/ award of work/ retainer fee.

4.0 Description of Empanelment Process

Interested eligible Bidders can participate in the Empanelment Process by submitting their proposal in the format given in the Appendix I - VII. Each Bidder must submit a single proposal.

Eligible Bidders shall be considered for empanelment with ITI Limited, Bangalore and shall be invited for a technical presentation before a competent Committee appointed by ITI Limited, Bangalore.

5.0 Minimum Eligibility criteria for Project Management Agency

- a. The agency should be working in the field of Skill Development Activities including Project Management Consultancy and Training for minimum Three Years.
- b. The agency should have average turnover of 50 Lakhs from training and consulting activities in last three financial years.
- c. The agency should have a net worth of 20 Lakhs in the financial year 2020-21.
- d. The agency should preferably have working experience/ association with any unit of ITI Limited.
- e. The agency should have successfully trained a minimum 2000 candidates for skill training during last three years.

- f. The agency should have successfully provided project management consultancy and support services to minimum 3 PIAs during the past three years.
- g. The Agency should have PF/ ESIC registration.
- h. The Agency should have GST registration
- i. The Agency should have ISO Certified.
- j. The Agency should have minimum 5 SOP Certified Professional in Operation for DDU-GKY Programme.

6.0 Roles and Scope of Work:

The following is the broad scope of work for Empaneled Agency if they are sanctioned work under skill trainings. Detailed scope of work shall be incorporated into the Agreement signed between ITI Limited, Bangalore and the Empaneled Agency prior to execution of work.

a) Obligation of the Empaneled Agency

- The agency shall assist ITI Limited, Bangalore in framing of project proposal, document preparation, support in providing all knowledge base information required in project proposal, submission of proposal to the respective Govt. Depts., support in presentation and all related activities till the project is awarded to ITI Limited, Bangalore.
- For the above mentioned services, the agency shall be given a weightage during the financial bid, invited by ITI Limited, Bangalore for the particular project.

b) Scope of Work

I. Project Management Consultancy

- To prepare the project management plan in such a manner that the training targets are completed in specified timeline.
- To assist ITI Limited, Bangalore for filing forms for due-diligence of laid down norms, compliance of the SOPs for training centre and for getting the training centre approved from the respective departments.
- To assist in formulating the model for setting up the Project Implementing Unit (PIU) for successful implementation of the programme.
- To draft the SOP for the Project Implementing Unit and provide training to each member on process and key responsible area (KRAs).
- To monitor the training activities and assist the Project Implementing Unit (PIU) in preparation of the training session plan.
- Plan for creating awareness on training programme through events, seminars, advertisements, distribution of publicity material etc. for mobilising the candidates.
- To assist Project Implementing Unit (PIU) in completing all documentation and record keeping for the trained candidates as per the programme guidelines and maintain the data base of the trainees and monitor their placement upto the period as specified in the programme guidelines.
- PMC should assist to complete assessments as per the norms of SSC/NSDC.
- To prepare Publicity Materials and assist in organizing Job Melas for Placements.

- PMC should find and select the placement agencies/ consultancies to provide placements for the trained and certified candidates.
- To ensure all quality and financial compliances, submit the periodic reports to the concerned Govt. Depts.; and also attend meeting with the sponsoring authorities whenever required on behalf of ITI Limited, Bangalore.
- To provide support for any administrative work related to the project with various Govt. Agencies such as, MORD, NSDC etc.

II. Support Service Activities

- **SSA** should do market scan related to high demand driven job roles before identification of location.
- To assist ITI Limited, in identification and finalization of specific location and complete the formalities for setting up training centre as per the project guidelines.
- To assist in establishing project related infrastructure including the lab equipment in the training centre as per the prescribed guidelines under various Government schemes norms.
- To procure and supply of training material including uniform/training dress, books, tablets etc., and also, the training resources as per project requirement.
- To provide training centre along with the hostel facility according to the capacity required by ITI Limited, Bangalore.
- To provide catering services for the candidates and training staffs as per the guideline prescribed by ITI Limited, Bangalore.
- To assist ITI Limited, Bangalore in mobilization of candidate in a manner as specified in the training programme from time to time by the ITI Limited, Bangalore and obtain the relevant documents and verify them.
- To assist in conducting the extra curriculum activities and also ensure the employment awareness programme among the trainees during the training programme.
- To ensure coordination of all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
- To ensure scheduling, conducting and issuance of certificate after an independent assessment of trainees by a third-party agency authorized by the respective SSC.
- After assessment, each successful candidate must be awarded a certificate issued by the Certifying Agency approved by the Sector Skill Council to ensure acceptability in the industry.
- To organize Job Melas, for Publicity and spreading awareness through events, seminars, advertisements, distribution of publicity material etc. for securing placement of qualified candidate.
- The Agency shall assist ITI Limited, Bangalore in establishing industrial network and tie-up with Industries/ placement agencies for providing wage employment to the beneficiaries. Achievement of outcomes, in terms of sustainable wage or self-employment being facilitated for trainees, shall be a crucial element for assessing the performance of Empaneled Agencies at the time of annual empanelment renewal.

- To ensure sustained benefits from training, Empaneled Agency is required to assist ITI Limited, Bangalore to track and report successfully placed candidates for a period of 6months.
- For candidates provided with wage employment in the industries, the empaneled agency has to ensure maintenance and submission of information like appointment letter, remuneration, etc. to ITI Limited, Bangalore as per terms of the Agreement between ITI Limited, Bangalore and the Empaneled Agency. For candidates setting up their own enterprises, the Empaneled Agency would track the progress of the enterprises for a period of 6months.
- Contact details of successful trainees should be passed on to ITI Limited, Bangalore for samplechecking.
- To provide backend support to ITI Limited, Bangalore to maintain the required records/documentation and preparation of periodical reports and data management.
- Any other associated tasks being prescribed / demanded by ITI Limited, Bangalore.

All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to ITI Limited, Bangalore as per terms of Agreement signed between ITI Limited, Bangalore and Empaneled Agency) as well as electronically (Soft Copies)

7.0 Right to accept and to reject any or all Proposals

Notwithstanding anything contained in this EOI, ITI Limited, Bangalore reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof

Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.

In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by ITI Limited, Bangalore to the Bidder, without ITI Limited, Bangalore being liable in any manner whatsoever to the Bidder.

8.0 Preparation and Submission of EOI:

Format of Proposal Submission

The Bidder shall provide all information sought under this EOI. ITI Limited, Bangalore will evaluate only those proposals that are received within stipulated time and in the required formats and complete in all respects.

The proposal should be neatly typed in indelible ink and signed by the authorized signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the Proposal must be initialed by the person(s) signing the proposal.

Sealing and Submission of Proposals

The EOI must be legible without any corrections and if so, shall be done only by the bidders. The focus of the receipt of the bids is to empanel the agency based on credentials, achievements and total competence. The Technical Bid should be submitted in sealed cover, super scribing "EOI for Selection of Project Management Consultancy and Support Services Agency". The envelope shall clearly indicate the name and address of the Agency.

Please note that the proposal does not demand any Financial Bid from any bidder at this stage. After the empanelment process, a component-wise (both for Project Management Consultancy and Support Service activities separately) Finance Bid shall be invited from the empaneled agency. The component shall be identified and finalized by ITI Limited, Bangalore, basis of their requirement which may vary project to project.

Along with the Proposal, a Bidder is required to deposit a non-refundable processing fee of Rs. 10,000/- (Rupees Ten Thousand only) in form of demand draft drawn on any scheduled bank in favour of "ITI Limited, Bangalore", payable at Bangalore.

Proposals should be submitted at the address mentioned below by registered post or courier or in person by 02.00 PM of June 30, 2021. In case of Proposals submitted in person, a receipt thereof should be obtained from the designated person authorized by him for this purpose.

General Manager
Corporate Marketing
ITI Limited, F-100, 2nd Floor,
East Wing
Dooravaninagar,
Bangalore-560016,
Karnataka, India.

Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

Proposals received by ITI Limited, Bangalore after the specified time on the Proposal Due Date or not accompanying with processing feeshall not be eligible for consideration and shall be summarily rejected. ITI Limited,Bangalore will not be responsible in any manner for late receipt of Proposals.

9.0 Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising ITI Limited,Bangalorein relation to, or matters arising out of, or concerning the Empanelment Process.

ITI Limited, Bangalore will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the samein confidence. ITI Limited,Bangalore may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or ITI Limited, Bangalore.

10.0 Correspondence with the Bidder

ITI Limited, Bangalore reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

11.0 Miscellaneous

11.1 The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Bangalore shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

ITI Limited,Bangalore, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a) suspend and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
- b) consult with any Bidder in order to receive clarification or further information;
- c) retain any information and/or evidence submitted to ITI Limited,Bangalore by, on behalf of, and/ or in relation to any Bidder; and/ or
- d) independentlyverify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.

11.2 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases ITI Limited, Bangalore, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any

rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/or claims it may have in this respect.

ITILtd, MSP-Karnataka reserves the right to accept or reject in part or full, any or all the applications for this tender without assigning any reason.

Sl. No.	RefNo:	Date:	
		Compliance	PageNo.
1	Name of the Organization (Company/Partnership firm/Proprietorship concern, etc.)		
2	Certificate reference of registration (Copy to be enclosed).		
3	Date of Incorporation/Registration.		
A	<i>Memorandum and Articles of Association/partnership deed (Copy to be enclosed)</i>		
B	<i>Contact Details of the Bidder (Contact person name with designation, Telephone Number, FAX, E-mail and Website address.</i>		
4	Nature/type of work for which firm is registered.		
5	GST Registration no. (please enclose the certificate copy)		
6	PAN No. with IT returns (Please enclose the certificate copy).		
7	Annual turnover for last 3 Financial Years as per audited accounts.		
	a) Year.....		
	b) Year.....		
	c) Year.....		
8	Annual Profit for last 3 financial years for Audited accounts.		
	a) Year.....		
	b) Year.....		
	c) Year.....		
9	Net worth as per audited accounts for last financial year in Lakhs. (Should have positive) (Issued by CA)		
10	Solvency certificate issued during the last six months (copy to be submitted)		
11	Past experience of handling projects/similar works (Business category-wise Please enclose the Copies of PO's completion/appreciation letters.		

12	Amount and details of PO's received.		
13	Amount and details of PO Executed/completed along with completion certificates.		
14	Previous experience with ITIL limited if any.		
15	Product/Project wise business projection for the next two years with value.		
16	Acceptance for submitting: A. Tender cost, Transaction Fee, EMD (selected bidder will be asked to submit the Tender cost, Transaction Fee, EMD). B. PBG/SD, Corpus fund (Selected bidder will be asked to submit the PBG/SD at the time LOA/LOI).		
17	Acceptance for all technical, payment and other Tender terms and conditions of end customer on fully back-to-back basis.		
18	Additional credit period to ITIL limited if any, from the date of payment received from customer.		
19	Manpower details:		
	a) Technical (Require to submit manpower details as per EOI).		
	b) Non technical – (Require to submit manpower details as per EOI).		

20	<p>I. Supply: ITI reserves the right to take up 30% of supply portion of work.</p> <p>II. Installation & Commissioning:</p> <ul style="list-style-type: none"> a. ITI reserves the right to take up the 30% of work on its own which will be decided at the time of contract agreement/PO on bidder and Margin shared to ITI Limited will be on balance 70% portion of the proportionate work only. b. Accepting of testing and commissioning will be back-to-back basis. <p>III. AMC Services:</p> <ul style="list-style-type: none"> a. ITI Products: AMC will be done by ITI Limited b. Non ITI Products: ITI Limited reserves the right to take up the 30% portion of work on its own which will be decided at the time of contract agreement/PO on bidder and ITI Limited margin will be shared on balance 70% portion of the proportionate work only. <p>IV. AMC Materials:</p> <ul style="list-style-type: none"> a. Rates to be arranged from OEM by ITISPs 		
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	V.WARRANTY: Back-to-back as per terms and conditions of the end customer.		
21	<p>A. After submitting the offer to ITILimited, if ITI Limited stood L1 and ITiSP refuse to execute the project the EMD will be forfeited & work will be executed at the risk and cost of ITiSP</p> <p>B. After issuing the LOA if ITiSP failed to submit the SD/PBG within stipulated time specified in LOA, LOA will be deemed as cancelled and the work will be executed at the risk and cost of the ITiSP and EMD will be forfeited.</p> <p>C. IF the ITiSP failed to execute the project even after submission of SD/PBG, the project will be executed by ITILimited at the risk and cost of ITiSP and SD/PBG, EMD will be forfeited.</p> <p>D. LD/Penalty: ITILimited will have the full right to impose LD/Penalty on ITiSP/Bidder if the performance of ITiSP/Bidder is not satisfactory, irrespective of end customer terms and conditions.</p>		
22	Acceptance of validity of the quote as per the Terms and conditions of the RFP/Tender of the end customer.		
23	Any tax payment, which cannot be passed on to ITiSP as per back-to-back terms, will be paid by ITILimited to ITiSP, as and when the same will be received by ITILimited from end customer.		
24	ITiSP/Bidders should indemnify the entire PO value of end customer, if awarded on them.		
25	ITiSP/Bidders should have office at Bangalore.		
26	<i>The bidders should not be blacklisted by any Central /State Government Department or Central/State Public Sector Units (PSUs) in India as on submission of EOIP proposal. (Self-Certification for Non-Block-listing as per the Eligibility may be submitted. (Annexure-B)</i>		

27	After awarding LOA while executing the project, if an advance payment received by ITI Limited from end customer, same can be released to ITiSP/Bidder against 110% of Bank Guarantee.		
28	ITiSP has to submit Notarized Power of Attorney for Signing the EOI document and Board resolution for the same.		
29	Proof of concept (POC), Technical demonstration/Presentation to be arranged by the selected Bidder/ITiSP as per the end customer.		
30	<p>a. ITiSP should have strategic partnership with OEM to ensure in time supply of materials.</p> <p>b. <i>To provide undertaking for support warranty and Post warranty maintenance (documentary proof should be enclosed).</i></p>		
31	ITiSP/Bidders should submit the undertaking for OEM qualification criteria as per end customer.		
32	ITiSP should be ready to submit the techno/commercial compliance and Price Bid of end customer within one day of intimation to them.		
33	Subcontract of the contracted works in any form will not be allowed.		

Annexure-I

Undertakings (To be in Bidder's Letter Head) M/s _____ do hereby undertake the following:

1. to work with ITI as per this EOI and Customer Tender terms and conditions. Also we _____ agree to implement the project (scope of work as per Tender terms and conditions including investment) covering warranty & post-warranty services, maintenance etc, in the event of ITI winning the contract on back-to-back basis.
2. to submit tender fee, EMD (while submitting the bid to the customer) towards bid security (Bank Guarantee / Demand Draft/Online Payment from any Nationalized / Scheduled Bank) & Performance Bank Guarantee to customer / ITI (as decided by ITI) as per Customer Tender terms & conditions. Where ITI is exempted from providing EMD & PBG or allowed to submit Corporate Guarantee

in place of Bank Guarantee to customer, we will provide EMD(while submitting the bid to the customer)& PBG to ITI as per customer tender terms.

3. that we will be equipped with the required manpower with qualifications, certifications and experience as required in the customer tender.
4. that we will be able to give the proposed solution as required by the end customer.
5. to get required certificate & support (warranty & post-warranty/ maintenance) in the name of ITI from the OEM as per customer tender requirement.
6. to obtain relevant statutory licenses for operational activities.
7. to sign Consortium Agreement/Teaming Agreement, Integrity Pact with ITI for addressing the customer tender as per customer's tender terms and conditions.
8. to indemnify ITI from any claims / penalties / statutory charges, liquidated damages, with legal expenses set as charged by the customer.
9. undertake to arrange to sign agreement with OEM and ITI as per customer tender requirement
10. that OEMs who meet the eligibility and other conditions as per customer tender requirement, will be finalized by us and produce the required eligibility documents and other related documents of the OEM for customer bid submission.
11. hereby agree to take the responsibilities covered in the agreement (on back-to-back basis) to be signed between ITI & OEM (if required) as per customer tender conditions.
12. to provide Bank Guarantee (110% of value for the period till the advance is settled) for getting the advance payment if any, back-to-back.
13. not to partner with any other organization for addressing this EOI/tender.
14. to accept payment term on back-to-back basis. Penalties, if any, will be borne by us.
15. hereby agree that ITI may take any punitive action as deemed fit, including forfeiture of EMD / Security submitted by us, if it is found that any of the documents / information provided by us (to meet the tender requirement including eligibility) is wrong/ forged/ misleading at any stage of tender processing / evaluation. The decision of ITI regarding forfeiture of the EMD shall be final and shall not be called upon question under any circumstances are not

blacklisted by Central Govt./ any State or UT Govt/ PSU/ organized sector in India as on submission of EOI proposal.

SPECIAL TERMS AND CONDITIONS

1. The bid preferably should be spiral bound and each page should be serial numbered
2. ITI reserves the right to split the balance orders (after taking out the ITI portion) in 70%:30% ratio between H1 and H2 (Highest margin bidders) for speeding up the work, provided H2 bidder matches H1 margin offered, and wherever technically feasible.
3. All activities like Proof of concept "No Cost No Commitment" (NCNC) basis wherever applicable will be the responsibility of agencies.
4. ITiSP should be willing to impart required training to ITI Engineers for undertaking services & execution of project.
5. ITiSP will be responsible for any shortcoming in the BOM and the same should be rectified free of cost.
6. ITiSP should be willing to provide TOT for manufacture of offered products in ITI.
7. ITiSP should be willing to sign an exclusive agreement with ITI for smooth execution of the project.
8. All commercial terms will be as per the RFP/PO.
9. All CVC circulars/Statutory guidelines as applicable need to be followed.
10. Margin to ITI would be payable on supply, I&C and AMC services undertaken by the select ed agency for the project.
11. All experiences regarding eligibility criteria will be pertaining to experience in India only. Experience outside India will not be eligible for qualifying under this tender.
12. The technical bid must contain the whole EOI documents duly signed and stamped and marked as "Accepted & Complied" in all the pages by the bidder as an acceptance of all the EOI terms & conditions.
13. Undertaking (on Letterhead) to work with ITI as per EOI/Tender terms and conditions including warranty & post-warranty services and implementation of the project in the event of ITI winning the contract.
14. Undertaking (on Letterhead) of No Objection/No Claim/No Compensation from ITI Limited if this EOI is cancelled at any stage of evaluation process by ITI or the tender is cancelled by the end Customer.
15. Cost of EOI: The bidder shall bear all costs associated with the preparation and submission of his offer against this EOI, including cost of presentation for the purposes of clarification of the offer, if so desired by ITI. ITI will, in no case be

responsible or liable for those costs, regardless of the conduct or outcome of the EOI process.

16. Amendment of EOI: At any time prior to the last date for receipt of offers, ITI, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EOI document by an amendment. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their offers, ITI may, at their discretion, extend the last date for the receipt of offers and/or make other changes in the requirements set out in the Invitation for EOI.
17. Disclaimer: ITI 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 ITI and/or any of its officers, employees.
18. ITI will not consider any or all of the bids if they are not meeting EOI requirements. However, clarification in this regard, if required, will be given. The interested ITiSP may like to discuss the customer tender related information, EOI Bidding Conditions, Bidding Process and clarifications, if any with the concerned officials
19. After awarding the LOI, the vendor has to submit the required PBG within stipulated time. Late submission of PBG will attract penalty as per norms.

Appendices

Appendix – I **Format – Covering Letter**

To,
General Manager
ITI Limited,
Dooravaninagar,
Bangalore-560016, Karnataka, India.

Dear Sir,

Subject: Proposal for empanelment of Project Management Consultancy and Support Service Agency for Training and Skill Development Programme in ITI Limited, Bangalore.

This is in response to the EOI issued by the ITI Limited, Bangalore (Ref No.) dated We (Name of the Bidder) are keen to get empanelled with ITI Limited, Bangalore as Project Management Consultancy and Support Service Agency for Training and skill development programme and hereby express our interest in being considered for the same.

We have attached the requisite processing fee of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft No. dated drawn on

We hereby confirm that:

1. The EOI is being submitted by which is the "Bidder" in accordance with the conditions stipulated in the EOI.
2. We have examined in detail and have understood the terms and conditions stipulated in the EOI issued by ITI Limited, Bangalore and in any subsequent communication sent by ITI Limited, Bangalore. We agree and undertake to abide by all these terms and conditions. Our EOI is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from ITI Limited, Bangalore.
3. The information submitted in our EOI is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our EOI. We acknowledge that ITI Limited, Bangalore will be relying on the information provided in the EOI and the documents accompanying such EOI for Selection of Bidders for empanelment of Project Management Consultancy and Support

Service Agency for Training and Skill Development Programme in ITI Limited, Bangalore, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such EOI are true copies of their respective originals.

4. We acknowledge the right of ITI Limited, Bangalore to reject our EOI without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the EOI.

6. This EOI is unconditional and we hereby undertake to abide by the terms and conditions of the EOI.

7. We understand that any work sanctioned in pursuance to the empanelment process detailed in this EOI shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of: Signature:

Name: Designation:

(Company Seal)
(Authorized Representative and Signatory)

Note: The Covering Letter is to be submitted by Company Secretary/ Authorized Representative and Signatory on the organisation's letterhead with his/her dated signature and seal.

Appendix – II

Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Company Secretary/ Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of (Name of Bidder), with its registered office at do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – III

Format – Bidder’s Details

(To be provided by Company Secretary or Authorized Signatory on Letterhead with his/her dated signature and company seal)

S.No.	Particulars	Details
1	Name of the Organization:	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status (Whether Proprietorship/ Partnership/ Pvt. Ltd./ Company, Society /Trust etc.)	
6	Address of Head Office:	
7	Incorporation/ Registration status of the Agency	
8	Date of Incorporation/ Registration	
9	Authorization Letter in the name of the Authorized signatory	
10	Turnover in the last 3 Years:	
11	Number of Employees in the applicant organization	
12	Number of candidates placed by the applicant organization in last three year.	
13	Number of candidates trained by the applicant organization in last three year.	
14	A detailed write up on the approach & methodology for mobilization, how the placement will be ensured, action plan for the mobilization and placement to meet the training targets of ITI, Bangalore	
15	PAN Number	
16	GST Registration Number	
17	PF/ ESIC Details of the Applicant Organisation	
18	A Notarized Affidavit stating that the firm has not been blacklisted by any Central / State Government or their Undertakings.	
19	One Copy of the whole of the scheme document with each page signed and stamped.	

Note: Copy of appropriate registration / incorporation certificate along with a copy of PAN card/ GST/ PF/ ESIC should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant.

Appendix – IV

Format – Financial Capability Statement

(Duly signed by the Authorised Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/ We hereby submit that..... (Name of Bidder), having registered office at....., has annual turnover, net profit / loss, net worth and annual turnover from skill development activities, in past three consecutive financial years (2018-19 and 2019-20, 2020-21*), as follows:

S. No.	Financial Year	Annual Turnover (Rs. Lakhs)	Net worth (Rs. Lakhs)	Annual Turnover from skill development activities/ programmes (Rs. Lakhs)
1.	2018-19			
2.	2019-20			
3.	2020-21			
TOTAL				

* Provision balance sheet to be accepted`

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. Bidder is required to submit the audited financial statements for the past three years (2018-19 and 2019-20, 2020-21).
2. All supporting documents should be duly certified by a Chartered Accountant.

Appendix – V

Format – Training and Placement Record (All-India)

A. Training and Placement Record in Past 3 Financial Years

Details	Total no. of candidates trained for skill training	Total no. of candidates placed after skill training	Average salary range of placed candidates
Name of Dept./ Agency			
Name of Dept./ Agency			
Name of Dept./ Agency			
Total			

Note 1: Data may be provided for financial years 2018-19 and 2019-20, 2020-21.

Note 2: Bidders are requested to furnish information in an organised manner as per the format mentioned above and guidelines mentioned below

Note 3.: Certificate by a Chartered Accountant stating the number of candidates mobilized and placed for skill training for any scheme/ agency by the Bidder as per the conditions stated in EOI.

B. Project Management Consultancy Experience (Skill Training Programme)

Sr. No.	Name of Organization	PIA/ Programme Details	Services Offered
1			
2			

* Supporting proof documents to be annexed separately

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VI
Format – Additional Information

(i) Bidder’s understanding on Project Management Consultancy

.....
.....
.....

(ii) Bidder’s approach & methodology for Training Centre Set-up, Resource Mobilization, Training Coordination, Quality Assurance alongwith Action Plan for Programme Implementation to meet the training targets

.....
.....
.....

(iii) Bidder’s experience and strength in ensuring the overall project implementation as PMA`

.....
.....
.....

(iv) OrganisationResource details (All-India)

.....
.....
.....

(v) Additional details furnished by Bidder

(Bidder may use this space to highlight experience of working with various beneficiary groups, with documentary proof where required)

For and on behalf of:
Signature: Name: Designation: Date:

(Company Seal)
(Authorized Representative and Signatory)

Appendix – VII

Format – Authorization
(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./ Ms. son/ daughter/ wife of and presently residing at, who is presently employed with us and/or holding the position of, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for "Empanelment of Project Management Consultancy and Support Service Agency for Skill Development Programme" including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' conferences and providing information / responses to ITI Limited, Bangalore, representing us in all matters before ITI Limited, Bangalore or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with ITI Limited, Bangalore.

Signed on behalf of__

(Signature)

(Name, Title and Address)