राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान
(रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An Autonomous Scientific Society of Department of Electronics and Information Technology)
Ministry of Communications and Information Technology, Government of India
Electronics Niketan, 6, CGO Complex, New Delhi-110003, India

Notice Inviting Expression of Interest (EoI)
For Development of e-Content for NIELIT Courses

NIELIT intends to create e-Contents for its various courses. EoI is invited from the eligible firms for creating e-Contents for these courses.

The interested firms may visit our websites: http://www.nielit.in, www.deity.gov.in, http://eprocure.gov.in/ for more details. Last date for submission of EoI in sealed envelope is 13.05.2013(Monday).

Joint Director (Admn.)

1. Invitation for Expression of Interest

The NIELIT invites EOIs from reputed Companies/Organisations (hereafter referred as 'Agencies') to develop the Contents and e-Contents for various courses offered by NIELIT viz. O/A/B/C Level and BCC/CCC. NIELIT will provide the course structure to the agency/agencies identified for developing the contents and e-contents.

The project information and the broad scope of work are detailed in this document. Interested agencies fulfilling the minimum qualification criteria as stated in the EOI, may send their complete details as per details given in this EoI document on or before **13.5.2013 5:00 P.M**., to the following address by post/hand in a sealed envelope superscribing "**Expression of Interest (EOI) for e-Content of NIELIT Courses"** for short-listing the interested parties for the Request For Proposal (RFP):

> The Managing Director,
> National Institute of Electronics and Information Technology (NIELIT),
> Electronics Niketan,
> 6, CGO Complex,
> Lodhi Road, New Delhi
> 110 003
> http://www.nielit.in

For any further queries and clarifications the agencies may contact Shri Shameem Khan, Joint Director(Systems) on Telephone No 011-24366514 or on e-mail id: shameem@nielit.in.

2. Introduction to the Project

2.1 Purpose

NIELIT is engaged in carrying out Education and Training Programmes- both in Formal and Non-Formal sectors in the area of IECT. In the Non-Formal Sector, the NIELIT is implementing the DOEACC Scheme on computer courses, a joint scheme of the erstwhile Department of Electronics (DoE) now Department of Electronics & Information Technology (DeitY), and AICTE (MHRD) at the National Level by utilizing the facilities and infrastructure available with the institutions/organizations in the non-formal sector. Under the Scheme, 'O' Level (equivalent to Foundation Level), 'A' Level (equivalent to Advanced Diploma), 'B' Level (equivalent to MCA) and 'C' Level (designed to be at M.Tech Level) are being offered. O, A & B level courses are recognized by MHRD for the purpose of employment. Since the inception of the Society, 8.76 lakhs candidates have been registered and about 1.69 lakhs candidates have qualified (theory papers) the various DOEACC Computer Courses at O/A/B & C Levels.

The Computer literacy programme of the NIELIT is an outcome of the recommendation of National Task Force on Information Technology and Software Development. Based on the recommendation, the Institute launched a programme on computer literacy viz. 'Course on Computer Concepts', now popularly known as 'CCC' in the year 1999. The programme equips a person to use the computers in day-to-day life for professional as well as personal use. It is an 80 hrs. programme, which has been recognised by various State and Central Government Departments as benchmark for IT/Computer literacy for recruitment and career acceleration. Since inception of the CCC course, 787,517 candidates have applied for examination and 512,390 candidates have passed to date.

NIELIT intends to develop the contents and e-Contents for these courses so as to facilitate its students and public at large to learn IT courses online.

2.2 About NIELIT

National **I**nstitute of **E**lectronics and **I**nformation **T**echnology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society of Department of Electronics & Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India is mandated to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT).

The Institute has presence at 23 locations at Aizawl, Agartala, Ajmer, Aurangabad, Calicut, Chandigarh, Shimla, Chennai, Delhi, Gorakhpur, Lucknow, Imphal, Srinagar, Jammu, Kohima, Chuchuyimlang, Kolkata, Patna, Shillong, Tezpur, Guwahati, Gangtok, Itanagar and with its Head Quarters at New Delhi. Besides this there are about **500 Accredited Institutes** of NIELIT all over India which are conducting its various ICT courses.

The NIELIT Centres are conducting various long term courses at post graduation level like M.Tech in Electronics Design and Technology, Embedded Systems etc. which are not normally offered by Universities/Institution besides conducting MCA/BCA in association with state universities. The centres are also offering consultancy services, undertaking software development and maintenance projects.

NIELIT is also a National Level Examination Body and conducting its O/A/B/C Level Examinations twice in a year at all India level. Besides this NIELIT launched IT literacy courses viz. "Course on Computer Concepts" (CCC) and "Basic Computer Course" (BCC). CCC has been recognized by various State and Central Government Departments as basic requirement for recruitment and career acceleration. CCC and BCC Examinations are conducted every fortnight/month at more than 100 centres pan India in **online** as well as **CD based** mode.

2.3 Objective

NIELIT is conducting capacity building and skill development programmes in IECT at National level. NIELIT needs to develop Contents and e-Contents for its non formal courses O/A/B/C Level in IT as well as O & A Level Hardware Courses and IT Literacy Programmes BCC/CCC in order facilitate the students and public at large to learn the IT Courses online. The e-Contents will help in efficient learning, recreating and sustaining interest in topics found difficult and will also provide detailed coverage of topics by explaining through multimedia, animation and diagrams.

3. Broad Scope of Work

3.1 e-Contents for the NIELIT courses need to be developed by incorporating all multimedia features like audio, video, animation etc. The contents should also be compatible with mobile devises such as **iPAD and iPhone** and should be able to run on all popular browsers. The e-Contents should be developed by using SCORM standards.

3.2 NIELIT will provide only the syllabus for the courses for which e-Content is to be developed and as such the learning material for each subject will be prepared by the vendors, which will then be converted into e-Content after approval of the material by NIELIT.

3.3 The learning material will be reviewed by an expert committee before converting the same into e-Content. The e-Contents will also be reviewed by the expert committee.

3.4 NIELIT may charge a nominal amount from students/users **online** for accessing the e-contents, therefore, an interface needs to be developed for the payment gateway.

3.5 The contents and e-Contents are to be developed for the following courses which are indicative only and NIELIT reserves the right to have the e-contents

developed for all courses listed below or for limited courses/modules as deemed fit. The detailed course structure/syllabus for each course/module shall be provided by NIELIT to the successful bidder(s):

i. <u>O Level Course (IT):</u> It is a Foundation Level Course in IT Applications. There are 4 modules in this course and each module is of 120 hrs. duration(inclusive of practicals/tutorials).

ii. <u>A Level Course (IT):</u> It is equivalent to advanced Diploma in IT Applications. There are 10 modules in this course and each module is of 120 hrs. duration(inclusive of practicals/tutorials). Three modules are common in O & A Level.

iii. <u>B Level Course(IT):</u> It is equivalent to Masters Degree in Computer Applications(MCA). There are 25 modules in this course and each module is of 120 hrs. duration(inclusive of practicals/tutorials). Those who have completed A Level have to pass only 15 papers as first 10 papers are common to 'A' Level.

iv. <u>C Level Course(IT):</u> It is designed at par with M.Tech. There are 15 modules in this course and each module is of 120 hrs. duration(inclusive of practicals/tutorials). Apart from this there are 4 bridge courses which are also of 120 hrs. duration each.

v. <u>BCC:</u> It is a 36 hrs. duration IT Literacy Programme and is designed to aim at imparting basic level computer training to common man.

vi. <u>CCC:</u> This course is of 80 hrs. duration and is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life. After completing the course the incumbent should be able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc. This helps the small business communities, housewives, etc. to maintain their small accounts using the computers and enjoy in the world of Information Technology. This course is, therefore, designed to be more practical oriented

vii. <u>O Level Course (H/W):</u> It is a Foundation Level Course in Computer Hardware. There are 6 modules in this course and each module is of 120 hrs. duration(inclusive of practicals/tutorials).

viii. <u>A Level Course (H/W):</u> It is equivalent to advanced Diploma in computers Hardware. There are 12 modules in this course and each module is of 120 hrs. duration(inclusive of practicals/tutorials). Three modules are common in O & A Level.

ix. Course on e-Governance (G1 Level)

Day-1
Session 1: Challenges in implementation of Mission Project (Preparation of DPR, Change management, SLA etc.) - Online Student Management System
Session 2 & 3: Introduction to ICT based knowledge skills ❖ Introduction to the training course objectives ❖ Understanding the expectations from the participants ❖ Course Outline ❖ Office Productivity Tools – Documentation using Word Processing Tool(s)
Session 4: Introduction to Office Productivity tools
Session 5: Office Productivity Tools – Documentation using Word Processing Tool(s) continued…

Day-2
A single window system and its challenges – REGA Web Site
Session 1: Introduction to Spreadsheets
Session 2: Working with Spreadsheets
Session 3: Working with Spreadsheets
Session 4 & 5 Advance features of Spreadsheets

Day-3
Major Government initiative in Govt. Process Re-engineering – e-Awas – Govt. Accommodation Management System (GAMS)
Session 1: Introduction to MS-Access
Session 2 & 3: Advance Concept in MS-Access
Session 4: Networking and e-mail • Concepts of Networking Internet, e-mail and searching techniques
Session 5: Introduction to e-Governance

Day-4
Session 1: Case Study of MCA21
Session 2: Case Study of MCA21
Session 3: Open Standards & their relevance to e- Governance
Session 4:   Brief on   a. Information Security Management in   e-Governance & Enterprise Applications
Session 5: Brief on • Digital Signatures • SLA

x. Course on e-Governance (G2 Level)

Day-1
Session 1: Insight into the National e-Governance Plan (NeGP)
- Overview of NeGP & e-Governance Core Infrastructure   - Role of Central line ministries and state/UT   - Accelerating implementations at central and state level (Status – delays – challenges)   - DeitY key interventions and new initiatives
Session 2: e-Governance Project Life Cycle
Session 3: e-Governance project analysis and outcomes
- Project outcomes clarity   - Project impact on citizens/government – through study   - Economic and social benefits   - Defining project performance and success indicators   - Need for baseline data   - Framework for project impact assessment
Session 4: Role of NSDG and India Portal
Session 5: 11th Report of 2nd ARC
Service Delivery Mechanism (CSC)
Day-2
Session 1: Procurement of e-Governance project
- Procurement methods   - Key components of RFP   - Bid process management
Session 2 - 3: GPR
- Framework and Methodology   - Challenges in as-is mapping   - Approaches for to-be processes   - Group work : deliberation and presentations
Session 4: Business Models for e-Gov projects
- Context of Business model in e-Gov projects   - Approaches for PPP models
Session 5: Change management and capacity building
- Change management plan at project design stage   - Changes due to Processes & Technology   - Change Request   - Knowledge Transfer and Exit Management
Session 6: Cyber and Information Security
Day-3
Session 1: Regulatory Framework for e-Gov projects
- Overview of legal and regulatory framework   - Overview of IT Act 2000 and amendments   - IT Act Amendment & Rules

• Application & Usage of Digital Signature Certificate • Information Security   Risk in implementation & factors affecting e-Governance
Session 2: Service Level in e-Gov projects • Service Orientation approach • Dimensions of SLAs • Issues & challenges of defining SLA • Implementing SLA • Establishing a tool for SLA • Service Level Measurement • Legal aspects of SLA • Service Level Management

Session 3: Audit for e-Gov projects
    • IT Governance
    • E-Gov project audit framework – CoBIT
    • Third Party Audit

Session 4: Open Standards, India Portal
Session 5: New Technological Advances • Cloud Computing • Mobile and Payment Gateway integration • Licensing Policy and available software in the market
Aadhar Integration & Direct Benefit Transfer

Session 5: Key Learning, Feedback and training course wrap up
    ❖ Recapitulation of the learning
    ❖ Discussion on the action plan for application of learning
    ❖ Feedback and training course closure
    ❖ Valedictory session

xi.   <u>Course on Electronics(ESM 1): Electronic Production Technician</u>

    Duration: 360 Hours spread over 3 to 6 months

xii.   <u>Course on Electronics (ESM 2): Electronic Production Supervisor</u>

    Duration: Six months

xiii.   <u>Course on Electronics(ESD 1): Electronic Product Design Support Engineer</u>

    Duration: Six months

xiv.   <u>Course on Electronics(ESD 2): Electronic Product Design</u>

    Duration: One Year Post-Graduate Diploma

4. Instructions to the Bidders

4.1 Completeness of Response

a. Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

b. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.

c. Consortium of a maximum of 2 companies is allowed to participate in the bidding process. In case of consortium name of the lead bidder should be clearly indicated by the bid. Also copy of MOU entered for consortium between the parties should be submitted by the lead company.

4.2 EOI Proposal Preparation Costs & related issues

a. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NIELIT to facilitate the evaluation process.

b. NIELIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.3 Other Terms and Conditions

a. This EOI does not commit NIELIT to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.

b. The maximum estimated time for development of contents for all the modules of all courses as mentioned at para 3.5 is 6 months from the date of award of contract. Three months time will be given to convert the contents into e-contents and deployment thereof. Any delays may lead to imposition of penalty.

c. The contents and e-contents will be reviewed by an expert committee of NIELIT and the feedback of the committee will be conveyed to the vendor within 7 days from the date of submission of contents/e-contents by the vendor. The vendor would be required to make all the modifications/additions/deletions (if any) as may be suggested by the committee within 7 days of receipt of feedback from the expert committee. The committee reserves the right to reject the content/e-content developed by the vendor.

d. All materials submitted by the bidder will become the property of NIELIT and may be returned completely at its sole discretion.

e. The ownership of source code of all the e-contents developed shall be transferred to NIELIT. NIELIT shall have all rights on source code and related documentation for its unlimited, unrestricted use at unlimited number of locations, machines, computers, gadgets etc.

f. The bidders must submit an undertaking that the client will have the IPR(Intellectual Property Right) and source code of the solution/content and e-content so developed.

g. The e-contents should be supported by effective voice narration, catchy depictions which explain the same concept through graphic illustrations.

h. The e-contents should also include animation and video clippings where ever necessary.

4.4 Pre-Bid Meeting

a. NIELIT shall hold a pre-bid meeting with the prospective bidders on **01.5.2013** at 3:00 PM at Conference Hall, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003

b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Shri Shameem Khan, Joint Director (Systems), Telephone No 011-24366514, Fax No 011-24363335 e-mail shameem@nielit.in. by post, facsimile or email on or before **30.4.2013**.

c. All queries to be raised in the pre-bid meeting will relate to the EOI alone.

4.5 Responses to Pre-Bid Queries and Issue of Corrigendum

a. The Nodal Officer notified by the NIELIT will endeavour to provide timely response to all queries.

b. At any time prior to the last date for receipt of bids, NIELIT 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 a corrigendum.

c. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the http://www.nielit.in and emailed to all participants of the pre-bid conference.

d. Any such corrigendum shall be deemed to have been incorporated into this EOI.

e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account or for any other reason, NIELIT may, at its discretion, extend the last date for the receipt of EOI Proposals.

4.6 Right to Terminate the Process

a. NIELIT may terminate the EOI process at any time without assigning any reason. NIELIT makes no commitments, express or implied, that this process will result in a business transaction with anyone.

b. This EOI does not constitute an offer by NIELIT. The bidder's participation in this process may result in short listing the eligible bidders.

4.7 Submission of Responses

a. The bids shall be submitted in a single sealed envelope superscribed with *"EOI for Content and e-Content Development for NIELIT Courses".* This envelope should contain EOI proposal and one soft copy of the same in the form of a non-rewriteable CD. CD media must be duly signed using a Permanent pen Marker and should bear the name of the bidder.

   I. Bids shall consist of supporting proofs and documents as defined in the Pre-qualification section

   II. Bidder shall submit all the required documents as mentioned in the annexure including various templates (Form 1 to Form 3). It should be

ensured that various formats mentioned in this EoI should be adhered to and no changes in the format should be done.

b. Envelope should indicate clearly the name, address, telephone number, Email ID and Fax number of the bidder

c. The EOI should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be initialled by the Authorized Representative of the bidder.

d. Bidder must ensure that the information furnished by him / her in respective CD(s) is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by the NIELIT in the contents of the CD(s) and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

e. EoI document submitted by the bidder should be concise and contain only relevant information as required.

4.8 Bid Submission Format

The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

4.9 Venue and Deadline for Submission

a. Proposals must be received at the address specified below latest by:

13.5. 2013 upto 5:00 P.M.

The Managing Director,
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan,
6, CGO Complex,
Lodhi Road,
New Delhi -110 003 India

Any proposal received by the NIELIT after the above deadline shall be rejected and returned unopened to the Bidder.

b. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

c. NIELIT shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

d. NIELIT reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

4.10 Shortlisting Criteria

a. NIELIT will shortlist bidders who meet the Pre-Qualification criteria mentioned in this invitation to Expression of Interest, experience in developing e-contnets for Govt. organizations and evaluation of sample e-Learning demo to be given by the eligible bidders as per para 7.

b. The shortlisted bidders shall be asked to submit their financial bids. Keeping in view the volume of work, multiple vendors may be awarded the job if L1 bidder price is matched by them.

c. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI Proposal.

4.11 Evaluation Process

a. NIELIT will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders

b. The Proposal Evaluation Committee constituted by NIELIT shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal.

c. Each of the responses shall be evaluated to validate compliance of the bidders according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.

d. The decision of the Proposal Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

e. The vendors will be required to give a presentation before the Proposal Evaluation Committee of the sample e-Content developed for ACC Course to evaluate its suitability for the assignment.

f. **The shortlisted bidders shall be asked to submit their financial bids. Keeping in view the volume of work, multiple vendors may be awarded the job if L1 bidder price is matched by them.**

g. The Proposal Evaluation Committee reserves the right to reject any or all proposals.

5. Pre-Qualification Criteria

Sl No.	Eligibility Criteria	Documents Required to be Submitted in EoI
1.	The agency should be registered with appropriate statutory authorities as required under law. A copy of all such registrations such as Incorporation Certificate, MOA, PAN and Service Tax, etc. must be enclosed.	Copy of Certificate Incorporation; and Copy of Service Tax Registration Certificate
2.	The agency should have been in the Content Development for e - Learning at least for three continuous years and served atleast 3 customers.	• Proof of commencement of business • List of customers
3.	The agency is required to submit the details of e - Lessons developed by them during last 2 years. The vendor should also provide details of Reputed Clients presently the firm is working with.	• Details of e-Lessons developed • List of present reputed clients
4.	The annual average turnover of the agency during last 3 years should be minimum Rs.2.0 Crores (It should be shown separately /certified by the agency's auditor). The balance sheet of the company for the last three years should be positive.	Extracts from the audited balance sheet and Profit & Loss Statement OR Certificate from the statutory auditor
5.	Consortium of a maximum of 2 companies is allowed to participate in the bidding process.	Also copy of MOU entered for consortium between the parties should be submitted by the lead company.
5.	The agency should have completed atleast one e-Content development project of minimum value of Rs.50.00 Lakhs during last two years or two projects of Rs.30.00 Lakhs each during last two years.	Extracts from the audited balance sheet and Profit & Loss OR Certificate from the statutory auditor
7.	The agency should have experience in designing and development of Sharable Content Object Reference Model (SCORM)/AICC e-content.	Undertaking to this effect shall be submitted by the bidder on his letter head

8.	The agency should possess the essential infrastructure, facilities and technical expertise on open source LMS Moodle, and should be using the same for developing the e-Contents.	• List of technical experts. • The vendor has to give an undertaking on its letter head that it has the necessary infrastructure and expertise to handle this project and shall not outsource this project to a third party.
9.	The firms having black-listed/ debarred in participating in any procurement activities by any State or Central Government or any other govt. organization in India are not allowed to bid.	Undertaking to this effect shall be submitted by the bidder on his letter head that the agency has not been blacklisted / debarred from participating in tender/bids by any State or Central Govt. organization in India.

Note: Apart from the above documents, the vendor is required to submit the Power of Attorney in the name of the Authorized Signatory.

6. Evaluation Criteria

Specific Requirement	Marks Allocation	Evaluation Criteria
Demo of sample e-Lessons to be developed by the bidder for a 20 hrs. course (ACC). The syllabus of ACC course is attached as **Annexure**. The vendors are expected to prepare the e-Lessons within 2 weeks from the closing date of submission of EoI.	70	Minimum of 50 marks based on Qualitative Assessment of e-Lessons developed based on 1) Comprehensiveness 2) Use of SCORM/AICC standards 3) User Friendliness 4) Use of Multimedia and Animation 5) Sound mixing. 6) Navigation 7) Compatibility with mobile devices
Bidder's Experience in "Similar" Projects (for which Work Order / Completion Certificates are being provided)	30	Minimum of 20 marks based on Qualitative Assessment on 1) Learning on Issues 2) Challenges 3) Solution proposed 4) Recommendations of the clients

7. Bid Submission forms

The bidders are expected to respond to the EoI using the forms given in this section and all documents supporting Pre-Qualification / EoI Criteria.

Proposal / Pre-Qualification Bid shall comprise of following forms:

Form 1: Covering Letter with Correspondence Details

Form 2: Details of the Applicant's Operations and Consulting Business

Form 3: Compliance Sheet for Pre-Qualification Criteria

Form 1

Covering Letter on Letterhead of the Bidder with Correspondence Details

<div align="right">

<**Location, Date**>
</div>

To,

      The Managing Director,
      NIELIT, Electronics Niketan,
      6, CGO Complex, Lodhi Road,
      New Delhi – 110003

Subject: Expression of Interest for Empanelment of Agencies for Development of e-Contents for NIELIT Courses.

Dear Sir,

      This is with reference to your advertisement inviting EoI for Empanelment of agencies for development of e-Contents for NIELIT Courses. We, the undersigned, offer to provide the services for the same, please find below the details of our agency for your consideration

S. No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact, address of the person to whom, all references shall be made, regarding this EOI.	
4.	Telephone number of the Contact Person.	
5.	Mobile number of the Contact Person	
6.	Fax number of the Contact Person	
7.	Email ID of the Contact Person	
8.	Corporate website URL.	
9.	Name of the Organization:	
10.	Head of the Organization (with designation):	
11.	Legal Status (Whether Company, Proprietership, Partnership, Society/Trust etc.)	
12.	Address of Head Office:	
13.	Number of Offices (including Head Office): India & Abroad	

14.	Annual Turnover (in Lakhs): (Last three Years)	
15.	i) Years of Operation (in Years): ii) Date of commencement of Business:	
16.	PAN Number	
17.	Sales Tax/ VAT Registration Number	
18.	Service Tax number	
19.	Number of Employees:	
20.	Number of Technical Staff(IT)	
21.	Number of Non-Technical Staff	
22.	List of major eLearning Projects undertaken and completed with details	1. 2. 3.
23.	List five present major clients in eLearning projects	1. 2. 3. 4. 5.

We are hereby submitting our Expression of Interest in both printed format (2 copies) and as a soft copy in a CD/DVD. We understand that you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our agency in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

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,

<Applicant's Name with seal>
Name: <<Insert Name of Contact>>
Title: <<Insert Name of Contact>>
Signature: <<Insert Signature>>

Form 2

Details of the Applicant's Operations and Business

SI No.	Information Sought	Details to be Furnished
1.	Name and address of the bidding Agency	
2.	Incorporation status of the Agency	
3.	Year of Establishment	
4.	Date of registration	
5.	ROC Reference No.	
6.	Details of agency registration	
7.	Details of registration with appropriate authorities for service tax	
8.	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

Form 3

Compliance Sheet for Pre-Qualification Criteria

SI No.	Basic Requirement	Documents Required	Provided	Reference & Page Number
1.	Average turnover of the agency for the last three financial years	Audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes / No	
2.	The Average annual turnover of the agency during last 2 years in content development (It should be shown separately /certified by the agency's auditor).	Extract from the Audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes / No	
3.	Technical Capability	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client ;	Yes / No	
4.	General Requirements	Self Certification by the authorized signatory	Yes / No	
5.	Power of Attorney	Copy of Power of Attorney in the name of the Authorized signatory	Yes / No	
6.	Legal Entity	Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate	Yes / No	
7.	Manpower Strength, infrastructure	Self Certification by the authorized	Yes / No	

	facilities and technical expertise on open source LMS Moodle.	signatory		
8.	Experience in designing and developing e-Lessons using SCORM/AICC standards	Self Certification by the authorized signatory	Yes / No	
9.	Blacklisting	An affidavit on the appropriate stamp paper by the authorised signatory	Yes / No	
10.	Undertaking that IPR and Source Code of the e-contents so developed will be property of NIELIT	Self Certification by the authorized signatory	Yes / No	

Awareness in Computer Concepts (ACC)

OBJECTIVE:

By undergoing the Awareness in Computer Concepts (ACC), one should be able to acquire basic knowledge on computer & its usage by understanding the following skills:

- How to operate the elements of a computer
- Perform operations on the computer
- Access the Internet and finding information of interest
- Register for a web-based e-mail account and use it
- Make bill payments, send money orders and use other application using Internet
- Create, edit and format documents using a word processor

COURSE DURATION:
20 hours

ELIGIBILITY:
No minimum qualification is required for applying and appearing for the examination in Awareness of Computer Concepts (ACC).
Certificate could be awarded to the candidates after completion of the course.

COURSE SYLLABUS of ACC
Module1 - How to operate the elements of a computer:
Operate the elements of a computer including power chord, power switch, network connecting cable, USB ports, Mouse (click , click and drag, double click, right click (for the context menu)), Keyboard (some of the more common letters, enter, backspace, shift, tab and arrows), interface icons, GUI Elements (use the menu, resize a window, minimize a window, maximize a window, move a window, locate items in Start Menu, using the scrollbar) Editing Options (copy, paste, cut, undo, redo, spell check)
Module2 - Perform operations on the computer
Perform operations including switching on the computer, logging in, locating a file, opening a file, printing a document, storing a file with proper extension, creating a folder/ sub folder in a volume on hard disk and desk top, shifting files from one folder to another, shutting off the computer under Windows O.S.
Module3 - Access the Internet and finding information of interest
Access the Internet, use a search engine, and find information on a topic of interest
Module4 - Register for a web-based e-mail account and use it
Register for a web-based e-mail account, log in and log out of an e-mail account, access email with