

Invitation
for
Expression of Interest (EOI)

To Provide Skilled Trainers (STR) in the field of Robotics & Automation, AI, ML, Coding and Upcoming Technologies for
Education & Training

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Confidential

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A. ABOUT EOI

I-Hub Foundation for Cobotics (IHFC), Technology Innovation Hub (TIH) of Indian Institute of Technology Delhi invites online EOI (Expression of Interest) from Collaborator, Partners, Vendors, Service Providers and Suppliers to **“Provide Skilled Trainers (STR) in the field of Robotics & Automation, AI, ML, Coding and upcoming Technologies for Education and Training”**.

B. OBJECTIVE

The primary objective of this EOI is to invite major players on a common platform to deliver the above-said services for skilled education and training. The Service provider should have the competency to provide trainers with a comprehensive academic background, relevant competencies, and certification in relevant domains.

C. COMPANY PROFILE

IHFC is a Section 8 company, registered under The Companies Act, 2013, having a registered office at MZ-122 IIT Delhi, Hauz Khas, Delhi, India-110016, established under the mandate of the Govt. of India through the Department of Science and Technology (Ministry of Science and Technology), under its NM-ICPS (National Mission on Interdisciplinary Cyber-Physical Systems) mission for promoting research and development, incubating/promoting individuals/start-ups, entrepreneurs, organizations and corporations individually or in collaboration with faculty and other parties for harnessing the new wave of technological innovation in India.

IHFC’s Education and Training vertical engage in skilling and capacity building in Robotics, Cobotics and allied domains. IHFC is hereinafter described as **“Client/Knowledge Partner/Requestor.”**

1. DEFINITIONS

“Bidder/Participant/Service Provider” hereby referred as **“PARTICIPANT”** is a company that has expressed its interest in providing the services mentioned above as per the scope of work. If one company does not meet all the qualification criteria described below, it can associate with other companies to form a consortium to gain eligibility collectively and meet specific requirements to execute the required work efficiently. A company, if already a consortium member, cannot participate as an individual company and cannot be a member of another consortium for the same EOI.

2. QUALIFICATION CRITERIA

A. INCORPORATION

- a. **PARTICIPANT** (incl. all members of the consortium, if any) should be registered under the Indian Companies Act 2013.
- b. **PARTICIPANT** needs to submit their Certificate of Incorporation (COI) & registration certificate with GST Authorities GSTIN.
- c. **PARTICIPANT** should be in active business in a related field for at least the last three years. Startups recognized by DPIIT (Department for Promotion of Industry and Internal Trade) and MSMEs (Micro- Small and Medium Enterprises) aligned to Atma Nirbhar Bharat are encouraged to participate.

B. EXPERIENCE

- a. **PARTICIPANT** should have relevant experience and expertise in the said domain and services.
- b. **PARTICIPANT** should have a demonstratable track record of successful execution of similar projects in India; All relevant proofs of the project executed needs to be mandatorily submitted to establish the proof that the company/consortium has actively contributed to the asked domain and services.

C. TECHNICAL CAPABILITY

- a. The information should include the project descriptions, values of the project size, duration, and successful project execution & completion certificates.
- b. Pre-qualification of the **PARTICIPANT** companies will be done based on the submitted documents to substantiate the qualification criteria mentioned in this section.

3. SCOPE OF WORK

IHFC solicits companies that can be appointed to provide Skilled Trainers (STR) for training students of Grade IX – Grade XII. The STR must teach new technologies in the domains of Robotics and Automation, AI, ML, Coding, and upcoming technologies.

TERMS & CONDITIONS

- a. The qualifications and experience of the STRs' are mentioned in **Appendix A-1**.
- b. The Skilled Trainer (STR) will work dedicatedly as per the conditions specified in **Appendix A-2**.
- c. The Service Provider will provide a dedicated Single Point of Contact (**SPOC**) to the Client for the engagement and full life cycle management of the appointed trainers and associated activities, including evaluation, attendance, leaves, resolution of the concerns, training, upskilling and visit to the client office.
- d. If any existing STR leaves the position or is asked to leave based on performance issues, a replacement for such STR would be made available for the remaining tenure within 7 Days.

4. SCHEDULE

Name of Organization	I-Hub Foundation for Cobotics, New Delhi
Tender Type (Open/Limited/EOI/Auction/Single/Global)	EOI
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Services
Service Category (Education and Training)	Others
Date of Issue/Publishing	16/05/202 (23:59 Hrs.)
Document Download Start Date	16/05/2023 (23:59 Hrs.)
Document Download End Date	Rolling EOI
Last Date and Time for Uploading of Bids	27/05/2023 (23:59 Hrs.)
Date and Time of Opening of Technical Bids	29/05/2023 (23:59 hrs.)
Bid Validity days (180/120/90/60/30)	60 days (from the last date of opening of bids)
Address for Communication	I-Hub Foundation for Cobotics, 2 nd Floor, R&I Park, IIT Delhi, Hauz Khas, New Delhi 110016, India Or I-Hub Foundation for Cobotics, room No. MZ-122, IIT Delhi, Hauz Khas, New Delhi 110016, India
Contact No.	(91)-11-2654-8493
EOI offer availability for download	www.ihfc.co.in
Email Address	contact@ihfc.co.in

Note:

- **PARTICIPANTS** are advised to seek clarifications over the email at <contact@ihfc.co.in> within three (3) days after issuance of the Invitation for EOI with subject line “EOI To Provide Skilled Trainers (STR) in the field of Robotics & Automation, AI, ML, Coding and upcoming Technologies for Education & Training”.
- All questions received will be clarified over email or in an online meeting with the **PARTICIPANT**.
- All valid questions received, and their responses will become part of the Invitation for the EOI document.
- After reviewing all the EOI responses, shortlisted **PARTICIPANTS** will be contacted to make presentations on their offers within the next 2-3 days.

Important dates are summarized as:

a. Issue of EOI	:	T0
b. Submission of written queries	:	T0 + 3 days
c. Email/Online meeting for clarifying questions	:	T0 + 7 days
d. Submission of EOI – Technical Bid	:	T0 + 10 days
e. Calling for Financial Bid for selected Participants	:	T0 + 12 days
f. Submission of EOI – Financial Bid	:	T0 + 14 days
g. Presentation of EOI Proposal	:	After shortlisting
h. Selective Subsequent Interactions if required	:	During further evaluation.
i. Completion of Evaluation	:	As required.

5. EOI SUBMISSION AND OPENING

As per the schedule mentioned above.

6. CONTACT DETAILS

- a. Any clarification on the EOI process:
Position: Head-Education Research and Training, IHFC
Email: contact@ihfc.co.in
Phone: (91)-11-2654-8493 (*Not for EOI clarification*)
All queries should be sent by email only.

- b. All **PARTICIPANTS** should mention the contact details of their representatives.

7. EVALUATION CRITERIA

- a. Screening of EOIs will be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.

EOI will be further evaluated based on the submitted response on the aspects of:

- i. Relevant technical expertise of the team.
 - ii. Relevant compliance of requirements in the services offered in EOI by the PARTICIPANT.
 - iii. Related projects successfully accomplished in the past. Preferably, similar project experience in the area of Delhi NCR for a minimum duration of 1 year.
 - iv. Degree of interest shown in submitting a response on various aspects defined under section scope of work.
 - v. Strategic contribution potential that Service Provider can offer to make this project successful.
- b. All the PARTICIPANTS will be asked to present their offer immediately after the EOI closure date.
 - c. Subsequent interactions with select participants to get further clarification on their offer may be required.
 - d. The qualified **PARTICIPANTS** as per the selection criteria will be allowed to participate in the subsequent bid.
 - e. EOI exercise will be terminated if none of the EOI responses are found suitable.

8. CONFLICT OF INTEREST

- a. Where there is any indication that a conflict of interest exists or may arise, it will be the responsibility of the PARTICIPANT to inform in the email to the designated IHFC contact point. The details of the visualized conflict should also be attached to the EOI. Response as Appendix-B.
- b. IHFC will be the final arbiter in cases of potential conflicts of interest. Failure to notify IHFC of any potential conflict of interest will invalidate any verbal or written agreement.
- c. A conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular PARTICIPANT is successful. Actual and potential conflicts of interest must be declared by a person involved in an EOI process.

9. ADDITIONAL TERMS & CONDITIONS

- a. Indian companies should be compliant with the prescribed norms of the Government of India.
- b. Appropriate penalty clauses will be imposed to ensure that the claimed objectives are executed in time without compromising on quality.
- c. This inquiry is being issued with no financial commitment, and the Buyer reserves the right to change or vary any part thereof at any stage. The Buyer also reserves the right to withdraw the inquiry, should it become necessary at any stage, without assigning the reasons whatsoever.
- d. Late offers will not be considered. No responsibility will be taken for non-delivery and non-receipt of EOI Response documents.
- e. PARTICIPANT is required to furnish the complete details for both technical as well as commercial aspects.

- f. Incomplete, ambiguous, conditional submissions are liable to be rejected by the Buyer. Also, a Bidder's nonresponse at the EOI opening stage will make the Bidder non-compliant.
- g. A Pointwise Compliance statement addressing each and every aspect mentioned in this document (i.e., Invitation to EOI) shall be submitted.
- h. The offer should remain valid for 60 days from the opening date of EOI.

Appendix-A-1

Qualification

<p>M.E./MTech /MCA/ M.Sc. (Computer Science, Computer Technology, IT, Data Science, Applied Mathematics or Mathematics or Applied Science)</p> <p>OR</p> <p>B.Tech. / B.E. or B.Sc. Computer Science /BCA</p> <p>OR</p> <p>Graduate (relevant domain experience)</p> <p>OR</p> <p>Diploma (relevant domain experience)</p>	<p>Master’s degree (0-2+ Year) and Bachelor (0-2+ Year), Diploma (3 +) of relevant Academic, Research, and Industry experience</p>
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Appendix – A-2

Terms of Engagement of STR

<p>Responsibilities of STRs include, but are not limited to, the following activities related to coding course:</p>	<ul style="list-style-type: none">• Reporting to the School leader / Principal / Lead facilitator in the school and will be reporting to the school for the duration of school hours as specified by relevant school authorities. The specialized trainers may also be deputed for work by the Client.• Ensuring classroom delivery of complete curriculum per section along with preparation time for said delivery.• Conducting an assessment of allocated students for all assignments and examinations of the Coding course, including execution, evaluation, and submission of related data as per departmental/school requirement
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	<ul style="list-style-type: none"> • Specifically for term-end assessment, visit the board exam center allocated to STR as an external assessor to support the smooth execution of term-end exams. • Attending necessary training as determined by the Knowledge Partner. • Facilitating Knowledge Partner-led exposure visits and/or independently organizing exposure visits to industry/relevant places, undertaking competitions such as hackathons. • Support in industry interface engagements such as preparing students for internships, industry projects and employment opportunities.
<p>Terms of Engagement</p>	<ul style="list-style-type: none"> • Each STR will be reporting to the school for the duration of school hours, as specified by relevant school authorities, to the school's School leader / Principal / Lead facilitator. The specialized trainers may also be deputed for work by a knowledge partner. • Each STR is entitled to 1 day of leave per month subject to prior approval sought by the STR from Implementing Agency & informing the school leader / Principal / Lead facilitator/ Teacher coordinator. • The leaves will be accumulated per academic year & can be sought together as per approval sought from Implementing Agency & School leader / Principal / Lead facilitator/ Teacher coordinator. No leaves will get carried over to the next academic year. • Each STR is to be paid remuneration based on attendance at school as verified by the school leader / Principal / Lead facilitator/ Teacher coordinator. • Each STR is to be paid for academic work on additional days on a pro-rata basis as verified by Implementing Agency & School leader / Principal / Lead facilitator/ teacher coordinator. • STR is to report to the client's office on a weekly/ Bi-monthly / monthly basis based on the requirement of the Client after school hours. • STR to attend upskilling and reskilling training at locations toward the course. • Support schools, STR conduct study visits.

APPENDIX-B

Conflict of Interest

From:

Conflict of interest Identified: Yes/No If Yes, Conflict Description:

APPENDIX-C
FORMATS FOR SUBMISSION
PARTICIPANT's EOI: Format-1

To,

Sub: Submission of Expression of Interest to undertake work as specified in Invitation of EOI

Dear

In response to the Invitation for Expressions of Interest (EOI) published _____, 2023 for the above purpose, we would like to express interest in carrying out the above-proposed task. As instructed, we are submitting the following documents as our response:

S. No.	Required Document	Submitted (Yes/No)
1.	Incorporation Certificate of all members of the consortium	
2.	Organization/Consortium Details as per Format-2	
3.	Experience of the Organisation / Consortium as per Format-3	
4.	Profile of two (02) experts proposed to lead the execution exercise as per Format-4.	
5.	Related projects successfully executed by the PARTICIPANT as per Format-5.	
6.	Compliance of EOI Document as per Format-6.	

Authorized signatory on behalf of Company/Consortium

Name:

Company:

Signature:

Stamp and date:

Note: This is to be furnished on the letterhead of the organization.

B. FORMAT-2: CONSORTIUM DETAILS:

Contact Information	
<i>Contact details of all member companies of the consortium are to be furnished here</i>	
Member-1 of the Consortium	
Name	
Designation	
Phone	
Email	
Member-2 of the Consortium	
Name	
Designation	
Phone	
Email	
Consortium description (specific value proposition by different member companies)	
Authorized signatory of all member companies	
Signature	
Name	
Company	
Stamp & Date	

C. FORMAT-3: EXPERIENCE OF THE ORGANIZATION

Relevant experience of the organization is to be submitted in any format but clearly addressing all the requirements mentioned in the experience part of qualification criteria and the specific requirements as mentioned in the Scope of Work section of the document. To be signed by the authorized signatory of the company/consortium

D. FORMAT-4: PROFILE OF TWO (02) EXPERTS PROPOSED TO LEAD THE EXECUTION EXERCISE:

Name		
Relevant Experiences of Minimum 3 Projects – in last 2 year		
S.No.	Experience Description	
1	Project Description	
	Experts' Specific Contribution in the Project	
	Project Outcome	
	Project Duration	
2	Project Description	
	Experts' Specific Contribution in the Project	
	Project Outcome	
	Project Duration	

To be signed by the authorized signatory of the company/consortium

E. FORMAT-5

RELEVANT PROJECTS SUCCESSFULLY EXECUTED BY PARTICIPANT:

Description of projects already executed by Company (individual or collectively) in last 2 years.

Details of Successfully Executed Best 3 Projects in last 2 years		
S.No.	Project Details	
1	Description	
	Value (INR)	
	Size (Man Months)	
	Client Company	
	Project Executor Company	
	Proof of Completion	
	Project Duration	
2	Description	
	Value (INR)	
	Size (Man Months)	
	Client Company	
	Project Executor Company	
	Proof of Completion	
	Project Duration	
3	Description	
	Value (INR)	
	Size (Man Months)	
	Client Company	
	Project Executor Company	
	Proof of Completion	
	Project Duration	

To be signed by an authorized signatory of the company/consortium

F. FORMAT-6

Pointwise Compliance of EOI Documents:

Section	Clause No.	Requirement Description	Compliance	Explanatory Remark

To be signed by an authorized signatory of the consortium company/consortium

BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be submitted through email i.e., contact@ihfc.co.in.

S No.	Details		File Types
1.	Requirements as per Appendix-A-1 and A-2		.PDF
2.	Conflict of Interest as per Appendix-B		.PDF
3.	Formats of submission are in Appendix-C , PARTICIPANT EOI as per Format-1		.PDF
4.	Organizational/Consortium Details as per Format-2		.PDF
5.	Experience of the organization as per Format-3		.PDF
6.	Profile of two (02) experts Format-4		.PDF
7.	Related Projects Successful executed as per Format-5		.PDF
8.	Pointwise compliance as per Format-6		.PDF