



*Invitation for Expression of Interest (EOI)*

**To Empanel Services Providers Who Provide Skill Training in the Field of Robotics, AI/ML, Coding and Other Emerging Technologies**

**Issued by:**

IHFC, R&I Park (IIT Delhi), Hauz Khas, New Delhi – 110016

**Disclaimer**

*IHFC has the right to modify and amend any of the stipulated conditions/criterion depending upon project priorities and exigencies.*

*This EOI is being issued with no financial commitment, and the IHFC reserves the right to change or vary any part thereof at any stage. The IHFC also reserves the right to withdraw/cancel/re-tender the EOI, should it become necessary at any stage, without assigning the reasons whatsoever.*

*Contents*

<b>A. CONTACT DETAILS .....</b>	<b>2</b>
<b>B. IMPORTANT DATES.....</b>	<b>2</b>
<b>C. ABOUT IHFC.....</b>	<b>2</b>
<b>D. ABOUT THE EOI .....</b>	<b>2</b>
<b>E. SELECTION CRITERIA .....</b>	<b>4</b>
<b>F. SCOPE OF SERVICES.....</b>	<b>4</b>
<b>G. TERMS AND CONDITIONS .....</b>	<b>5</b>
<b>H. CONFLICT OF INTEREST .....</b>	<b>6</b>
<b>APPENDIX A: KEY DELIVERABLES.....</b>	<b>7</b>
<b>APPENDIX B: LEGAL DECLARATION .....</b>	<b>7</b>
<b>APPENDIX C: CONFLICT OF INTEREST.....</b>	<b>8</b>
<b>APPENDIX D: FORMATS FOR SUBMISSION – 1/2/3/4/5/6.....</b>	<b>8</b>
<b>APPENDIX E: CHECKLIST FOR FINAL PAYMENT .....</b>	<b>12</b>



### A. Contact Details

For any queries, you can contact:

Name	Designation	Phone	Email
Kriti Jain	Manager, CSR	7042654553	kriti@ihfc.co.in
Rohit Batra	VP Head, Commercial Projects	7042654553	rohit@ihfc.co.in

Requesting those submitting proposals to share contact details of a point of contact from their organisation.

### B. Important Dates

Date of Commencement of Request for Expression of Interest (EOI)	27/11/2024
Closing of EOI	08/12/2024
Presentation of EOI Proposal	09/12/2024 to 19/12/2024
Completion of Evaluation	20/12/2024

Proposals received after the deadline may not be considered.

### C. About IHFC

IHFC (I-Hub Foundation for Cobotics) is the Technology Innovation Hub (TIH) of IIT Delhi incorporated as a Section 8 company, registered under The Companies Act, 2013 having registered office at MZ-122 IIT Room No., Hauz Khas, Delhi, India 110016. It was established in 2020 under the mandate of the Govt. of India through the Department of Science and Technology (Ministry of Science and Technology), under its National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). IHFC's mission is to promote research and development, incubate/promote individuals/start-ups, entrepreneurs, organisations and corporations individually or in collaboration with faculty and other parties, provide skill training and undertake international collaborations to harness the new wave of technological innovation in India.

### D. About the EOI

IHFC is pleased to invite proposals from qualified Collaborators, Partners, Vendors, Service Providers and Suppliers, hereby termed as "Service Providers (SP)" who can deliver high-quality, industry-relevant "**Skill Training involving technologies like Robotics & Automation, Artificial Intelligence (AI), Machine Learning (ML), Coding, and other upcoming technologies**".

Through this initiative IHFC aims to:



1. Provide industry-relevant skill training and hands-on exposure to emerging technologies.
2. Support entrepreneurship training to build business acumen and foster innovation.
3. Bridge the gap between academia and industry to enhance employability.

IHFC seeks to run skill training program(s) targeting the any of the following set of participants:

1. Grade IX to Grade XII
2. Technology/Science Graduates (till penultimate year of graduation)
3. Working professionals looking to upskill themselves

We seek SP with proven expertise and the capability to deliver comprehensive services. The provider must possess the necessary competencies, as well as relevant registrations and licences in the applicable domains.

#### **D. Eligibility Criteria**

All applying SP must be compliant with the prescribed norms of the Government of India and shall fulfil the outlined eligibility requirements to qualify.

#### **INCORPORATION DETAILS**

1. It must be registered under the Indian Companies Act 2013 / Partnership firm / Sole Proprietorship.
2. It must have a unique Darpan portal ID, in case of a section 8 company under Companies Act 2013.
3. 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.

#### **EXPERIENCE**

1. It must have been incorporated for more than 03 years at the time the project proposal is submitted to IHFC, IIT Delhi.
2. The SP must have a minimum experience of 02 years in delivering skilling programs specifically related to advanced technologies (e.g., robotics, AI/ML, automation, IoT, drone technology, etc.) in the last three years. Experience in running skill development projects for government programs will be preferred.
3. The SP must have a wide regional presence with the capability to deliver training in local language if required.
4. It must have established well-equipped physical infrastructure to implement offline training programs of similar nature in the state of the location proposed for training.

#### **FINANCIALS**

1. It must have an average positive net worth for three consecutive financial years by FY 2023-24
2. It must have an average annual turnover of at least INR 2 crores in the last two years.

Interested Service Providers (SP) are requested to refer to Appendix B, C, D for desired information to be provided while submitting their proposals to meet the eligibility criteria.



*In case the eligibility conditions of the SP do not meet the conditions set by this request for EOI, the SP will not be allowed to submit proposals. If the SP submits proposals in such a case, the same will be summarily rejected.*

*All information/details must be supported by authentic documents duly certified by the applicant, and will be accepted only in the form of soft copies uploaded on designated folders shared by IHFC.*

*Applications can be submitted through the contact email ids mentioned in this Expression of Interest.*

#### **E. Selection Criteria**

##### **Stage 1 - Eligibility Check**

*The SP will undergo an eligibility check under which its compliance will be checked against the eligibility criteria through submission of the mandatory documents. In case of any gap (in terms of compliance with submission of mandatory documents or any other document as requested by IHFC during evaluation of the proposal and their completeness) in the documents submitted, the proposal will be rejected.*

##### **Stage 2- Desk Evaluation**

*Only the proposals of the SP that pass stage 1 of the selection process will be evaluated further. Evaluation will be based on experience, alignment with IHFC objectives, scalability of training solutions, and cost-effectiveness.*

##### **Stage 3- Presentation**

*Shortlisted SP will be invited to present their offer and maybe called upon for further discussions, as needed.*

*Important Note: The EOI exercise will be terminated if none of the EOI responses are found suitable.*

#### **F. Scope of Services**

*The SP will be responsible for providing and implementing the following services as part of the agreement:*

- 1. Participant Sourcing:** *Identifying schools/colleges/workplaces for selecting suitable candidates.*
- 2. Qualified Trainers:** *Providing trainers with a strong academic background and certification in relevant fields, along with at least 02 years of experience in conducting similar training programs.*
- 3. Skill Training:** *Developing practical skills and knowledge in areas such as Robotics, AI, ML, Coding, and emerging technologies.*
- 4. Entrepreneurship Training:** *Incorporating modules or workshops on business fundamentals, idea generation, market analysis, financial management, and other essential entrepreneurial skills.*
- 5. Training Delivery:** *Conducting training sessions in a single or across multiple locations, in an offline mode of delivery only.*
- 6. Participant Evaluation:** *Assessing participants' initial skills, tracking progress, measuring outcomes, and providing relevant participation certificates.*
- 7. Promotion of Start-ups:** *Facilitating mentorship, guidance, and resources for students interested in pursuing entrepreneurial endeavours.*
- 8. Program Scalability:** *Ensuring that the training can be scaled as required by IHFC.*



9. **Post-Training Support:** Providing resources or guidance to participants after the training sessions, as needed.
10. **Program Sustainability:** To ensure the sustainability of the training program, a minimum of two faculty members/teachers from the institution must be trained in the proposed program for participants.

Refer to Appendix A for list of Key Deliverables expected from the Service Provider.

#### **G. Terms and Conditions**

1. In case of any ambiguity in the interpretation of any of the clauses in this document, the interpretation of the clauses by the Authorised Representative/Sub-evaluation committee of IHFC shall be final and binding on all the parties.
2. The SP must ensure compliance with law including promptly and timely obtaining all such consents, permissions, approvals, licences, etc. as may be necessary or required for any of the purposes of this request for EOI or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of their association under the current contract with IHFC. In the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate IHFC and its directors/employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
3. Appropriate penalty clauses will be imposed to ensure that the claimed objectives are executed in time without compromising on quality.
4. The SP is required to furnish the complete details for both technical as well as commercial aspects of the training.
5. A pointwise compliance statement addressing every functional requirement/ specification mentioned will be submitted. Non-compliance, if any, will be clearly marked with reasons.
6. Incomplete, ambiguous, conditional submissions are liable to be rejected by the IHFC. Also, an SP's non-response at the EOI evaluation stage will make the SP non-compliant.
7. No responsibility will be taken for non-delivery and non-receipt of EOI Response documents.
8. The final shortlisting of SP will be subject to IHFC's discretion following the evaluation process and no explanation will be offered for the same.
9. The offer should remain valid for the period of the SP's engagement with IHFC under the present contract from the opening date of EOI.
10. Training programs proposed by any service provider under this EOI can commence only after obtaining IHFC's approval, which will be granted upon verification of the required documentation at the specified stage.
11. Any modifications proposed during the implementation of the training program must be formally communicated to IHFC at least two weeks in advance and are subject to its approval.
12. Any negligence by the SP during the term of the contract shall result in immediate termination of the agreement, along with the initiation of any additional actions deemed necessary.



13. *A maximum of two batches (upper limit: 50 students per batch) can be run concurrently in the same venue and training period, disregarding which would be considered a breach of the contract and will lead to termination of the same.*
14. *The SP must submit requisite documents mentioned in Appendix E, within 5 days of training completion.*
15. *The SP must share signed proof of attendance, within 5 days of training completion, meeting the following conditions:*
  - a) *At least 3 days (and at least 8 hours per day) of training must be conducted*
  - b) *Minimum 70% attendance per student. For instance: if a training is conducted by SP for 5 days, the minimum attendance requirement would be 4 out of the 5 days.*
  - c) *Minimum batch attendance per day of training should be 75%.*

**H. Conflict of Interest**

1. *Where there is any indication that a conflict of interest exists or may arise, it will be the responsibility of the SP to inform the designated IHFC contact point by email. The details of the visualised conflict should be attached to the EOI response as per format in Appendix C.*
2. *IHFC will be the final arbitrator in case of potential conflict of interest. Failure to notify IHFC of any potential conflict of interest will invalidate any verbal or written agreement.*
3. *A conflict of interest is where a person who engages in the procurement has or may be perceived to have a personal interest in ensuring that a particular SP is successful. Actual and potential conflicts of interest must be declared by a person involved in an EOI process.*



## **Appendix A: Key Deliverables**

### **1. Training Program Details**

- a) *The SP must provide details of the shortlisted institute(s) with address along with a brief profile and contact details of the Institute/Head of Institute shortlisted.*
- b) *The SP must share proof of qualifications and experience of the trainers employed.*
- c) *The SP must submit a proposed budget and timeline for program delivery.*

### **2. Comprehensive Training Curriculum**

- a) *Curriculum design: Relevant and well-structured curriculum for training participants in specific technology areas (e.g., robotics, AI), including specific modules for entrepreneurial skill development.*
- b) *Modular Structure: Clear breakdown of the curriculum into modules or units, allowing flexibility and customization, with a detailed training program schedule*
- c) *Industry-Relevant Content: Updated content aligned with current industry trends, tools, and standards.*

### **3. Detailed Implementation Plan**

- a) *Training Schedule: a timeline or calendar detailing training sessions and milestones.*
- b) *Batch details:*
  - i. *Name of the participant*
  - ii. *Batch size (minimum 20<>maximum 50), with a maximum trainer: trainee ratio of 1:50*
  - iii. *Daily signed attendance (presented participant wise on a single page for all days of workshop)*
  - iv. *Geo-tagged photos at the start and end of each day of training*
  - v. *Demographic details of participants like gender, category and certificate of proof of the same (where relevant), educational qualification of participant, etc.*
  - vi. *Contact details of participant*
  - vii. *Result of Assessment (at the end of training program)*

### **4. Outcome Reports**

- a) *Pre- and post-training assessment data showing participant progress.*
- b) *Final reports detailing participant achievements and program impact.*

**5. Program Completion Certificates-** *issued to participants who meet IHFC's requirements upon program completion.*

**6. Final Report-** *a comprehensive review of the training, including insights and recommendations.*

## **APPENDIX B: Legal Declaration**

*Organisations blacklisted or debarred by any Central/State Ministry/department/Government Agency/ Public Sector Undertaking/ autonomous bodies will not be eligible. A declaration to this effect will be furnished by the authorised person from the proposal submitting organisation on its letterhead.*



**APPENDIX C: Conflict of Interest**

*Conflict of Interest*

From:

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

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**APPENDIX D: FORMATS FOR SUBMISSION – 1/2/3/4/5/6**

**FORMAT-1: PARTICIPANT’S EOI SUBMISSION**

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 19-Sep-2024 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:*

<b>S. No.</b>	<b>Required Document(s)</b>	<b>Submitted (Yes/No)</b>
1.	<i>Legal Declaration</i>	
2.	<i>Incorporation Certificate / Partnership Deed</i>	
3.	<i>GST Registration Certificate</i>	
4.	<i>Organization details as per Format-2</i>	
5.	<i>Experience of the Organization as per Format-3</i>	
6.	<i>Profile of the SPOC proposed to manage our account. as per Format-4.</i>	
7.	<i>Related services successfully delivered to other companies by the PARTICIPANT as per Format-5.</i>	





8.	Compliance of EOI Document as per Format-6.	
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Authorized signatory on behalf of Company

Name:

Company:

Signature:

Stamp and date:

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

**FORMAT-2: ORGANISATION DETAILS:**

<i>Contact Information</i>	
<i>Contact details of all Directors' / Partners / Proprietor are to be furnished here</i>	
<b>Director / Partner / Proprietor</b>	
<i>Name</i>	
<i>Designation</i>	
<i>Phone</i>	
<i>Email</i>	
<b>Director / Partner *</b>	
<i>Name</i>	
<i>Designation</i>	
<i>Phone</i>	
<i>Email</i>	
<i>Authorized signatory (s)</i>	
<i>Signature</i>	
<i>Name</i>	
<i>Company</i>	
<i>Stamp &amp; Date</i>	



\* Note: Names of Dir/ Partners to be added where applicable.

**FORMAT-3: EXPERIENCE OF THE PARTICIPANT ORGANIZATION**

Relevant experience of the **PARTICIPANT** 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.

**FORMAT-4: PROFILE OF THE SPOC PROPOSED TO LEAD THE EXECUTION (MINIMUM 1 PERSON):**

Name		
Relevant Experiences of Minimum 2 Services – in last 3 years		
S. No.	Experience Description	
1	Services Description	
	SPOC Specific Contribution in the Project	
	Engagement Duration	
2	Services Description	
	SPOC Specific Contribution in the Project	
	Engagement Duration	

To be signed by the authorized signatory of the company

**FORMAT-5 - RELEVANT SERVICES SUCCESSFULLY EXECUTED BY PARTICIPANT:**

Description of projects already executed by Company (individually or collectively) in the last 3 years.

<b>Details of Successfully Executed Best 2 Deliverables in last 2 years</b>		
S. No.	Project Details	
1	Description	
	Value (INR)	



	Size (Person Months)	
	Client Company	
	Service Delivered Company	
	Proof of Completion	
	Duration of Empanelment	
2	Description	
	Value (INR)	
	Size (Person Months)	
	Client Company	
	Service Delivered Company	
	Proof of Completion	
	Duration of Empanelment	

To be signed by an authorized signatory of the company

**FORMAT-6 - Pointwise Compliance of EOI Documents:**

<b>Section</b>	<b>Clause No.</b>	<b>Requirement Description</b>	<b>Compliance</b>	<b>Explanatory Remark</b>

To be signed by an authorized signatory of the company

**CHECKLIST FOR SUBMISSION OF BID**

The bids (complete in all respect) must be uploaded online as explained below: -

<b>S. No.</b>	<b>Details</b>	<b>File Types</b>
1.	Commitment as per Terms of Engagement in <b>Appendix A</b>	.PDF
2	Legal Declaration as per <b>Appendix B</b>	
3.	Conflict of Interest as per <b>Appendix C</b>	.PDF



4.	Formats of submission are in <b>Appendix D</b>	
5.	Participant EOI submission as per <b>Format-1</b>	.PDF
6.	Organizational details as per <b>Format-2</b>	.PDF
7.	Experience of the organization as per <b>Format-3</b>	.PDF
8.	Profile of SPOC <b>Format-4</b>	.PDF
9	Related Services Successful provided as per <b>Format-5</b>	.PDF
10.	Pointwise compliance as per <b>Format-6</b>	.PDF

#### Appendix E: Checklist for Final Payment

S.No.	List of Documents	Format	Time of Submission
1	Details of locations where the program will be conducted (Name of organisation, Nature of organisation, Address of organisation, Details of head of organisation, SPOC from organisation- name, phone number and email id)	Excel	Pre-training
2	Organisation's Confirmation Letter to conduct the training program - Letterhead	PDF	
3	Program Schedule (Start Date, End Date, Duration, Timing, Venue)	PDF	
4	Students' master sheet (Name, Age, Gender, Caste, Grade, Fathers Name, Mother Name, Complete Address, Caste Category)	Excel	
5	Relevant certificate to validate the category of student	PDF	
6	Instructor details (Name, Contact No, Email, Qualification, Experience, CV)	PDF	



7	<i>Course content with modules and duration of Modules</i>	<i>Excel</i>	
8	<i>Proposed measurable outcome(s) of the training</i>	<i>PDF</i>	
9	<i>Daily participant attendance (signature of participants) validated by trainer and program head</i>	<i>PDF</i>	<i>During training</i>
10	<i>Student wise attendance for all days of training on a single sheet</i>	<i>Excel</i>	
11	<i>Geotagged group photos for each day of training, clearly demonstrating an approximate for the head count claimed</i>	<i>Images</i>	
12	<i>Kit /Book Receiving (If any)</i>	<i>PDF</i>	
13	<i>Participant course completion certificate (Course, Name of Participant, Venue, Date, Duration), in prescribed format approved IHFC</i>	<i>PDF</i>	<i>Post-training</i>
14	<i>Invoice of training</i>	<i>PDF</i>	
15	<i>Feedback from participant (Hand Written Mandatory) Hindi / English or Native Language and audio /video (Optional)</i>	<i>PDF</i>	
16	<i>Feedback from Head of the organisation in writing on letterhead</i>	<i>PDF</i>	
17	<i>Final completion certificate on behalf of service provider (Course, No. of Participants, Participant Name, Venue, Date, Duration), in prescribed format approved by IHFC</i>	<i>PDF</i>	