

File No: DGT-35(4)/STRIVE/CITS-Blended Courses/2021-NPIU

Directorate General of Training
Ministry of Skill Development & Entrepreneurship Govt. of India

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Notification No. DGT-35(4)/STRIVE/CITS-Blended Courses/2021-NPIU

FOR SHORTLISTING OF AGENCIES TO BE EMPANELLED FOR CREATION
OF BLENDED LEARNING CONTENT FOR CITS TRADES AND OTHER LONG-
TERM COURSES



Issued By

Directorate General of Training (DGT)
Ministry of Skill Development & Entrepreneurship
Government of India
New Delhi – 110 012

Date of Issue: 13th April 2021

LETTER OF INVITATION

Dated: 13th April 2021

EOI Notice No: DGT-35(4)/STRIVE/CITS-Blended Courses/2021-NPIU

The Director (Project)
Directorate General of Training (DGT)
Ministry of Skill Development and Entrepreneurship
Government of India
B-2, Kaushal Bhawan
Pusa Road, Karol Bagh - 110005

To,

All Prospective Applicants,

Sub: Request for Expression of Interest (REOI) for shortlisting of agencies to be Empaneled for creation of Blended Learning content for CITS Trades and other long-term vocational training courses

Dear Ma'am/ Sir,

Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE) implements the Craftsmen Training Scheme (CTS), Craftsmen Instructor Training Scheme (CITS), Apprenticeship Training Institute (ATS) and other long-term vocational training schemes through its ecosystem of Industrial Training Institutes (ITIs), National Skill Training Institutes (NSTIs), Institutes of Training of Trainers (IToTs) and partnering industries. As part of its continuous pursuit towards betterment of teaching and learning methods and as per objectives of the STRIVE scheme of MSDE, DGT intends to revamp learning material for CITS trades and other courses in blended mode.

Presently, responses to this EOI are being invited from eligible applicants engaged in the business of creating blended learning content for select courses offered under the DGT ecosystem. DGT invites all eligible prospective applicants to submit responses in accordance with the terms set forth in this EOI.

Please note that DGT, MSDE reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process for any reason, without giving any prior notice.

Interested applicants must submit their responses in the standard format as prescribed in the EOI. The EOI is required to be submitted in hard copy as well as a soft copy (Pen-drive & CD) in a sealed envelope at the address given below. The outer envelope shall bear the name of the addressee, submission address, RFP number, title of EOI and Applicant's name. The Applicant shall super-scribe on the envelope "CONFIDENTIAL – DO NOT OPEN".

Expressions of interest must be delivered in written form (hard copy) to the address given below through registered post/speed post/by hand within 21 days of release of advertisement (REOI) in department's website (<https://dgt.gov.in/>) /Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/cppp>) by 15:30 hours.

Address for submission of Bid:

The Director (Project),
Directorate General of Training (DGT),
Ministry of Skill Development and Entrepreneurship,
Government of India
B-2, Kaushal Bhawan
Pusa Road, Karol Bagh,
Metro Station, Pillar No.95,
New Delhi - 110005
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Disclaimer

All information contained in this document, subsequently provided/ clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. DGT reserves the right to cancel this document, and/or invite fresh responses with or without amendments to this document without liability or any obligation for such document, and without assigning any reason whatsoever. DGT reserves the right to take final decision regarding award of contract.

Submission of proposal/ response to this Expression of Interest (EOI) doesn't guarantee evaluation or allocation of work. Under no circumstances will the DGT be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly by application or non – application to this EOI.

Abbreviations

AOA	Articles of Association
ATS	Apprenticeship Training Scheme
CITS	Crafts Instructor Training Scheme
COPA	Computer Operator and Programming Assistant
CSTARI	Central Staff Training and Research Institute
CTS	Craftsmen Training Scheme
DGT	Directorate General of Training
EOI	Expression of Interest
ICT	Information and Communications Technology
ISO	International Organization for Standardization
IT	Information Technology
ITOT	Institute of Training of Trainers
LMS	Learning Management System
MOA	Memorandum of Association
MSDE	Ministry of Skill Development & Entrepreneurship
NCVET	National Council for Vocational Education and Training
NIMI	National Instructional Media Institute
NSDC	National Skill Development Corporation
NSQC	National Skills Qualifications Committee
NSQF	National Skills Qualifications Framework
NSTI	National Skill Training Institute
PSU	Public sector undertaking
RFP	Request for Proposal
SCORM	Sharable Content Object Reference Model
SME	Subject Matter Expert
SSC	Sector Skill Council
STRIVE	Skills Strengthening for Industrial Value Enhancement
WB	The World Bank

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1. INTRODUCTION

1.1. Background

The Directorate General of Training (DGT) in Ministry of Skill Development and Entrepreneurship is the apex organisation for development and coordination at National level for the programmes relating to long-term vocational training. While it operates various vocational training schemes including Craftsmen Training Scheme (CTS) and Apprenticeship Training Scheme (ATS), training of Craft Instructors is the mandated responsibility of DGT through the Crafts Instructor Training Scheme (CITS).

Training under the CTS are offered through network of over 14000 Industrial Training Institutes. Similarly, ATS is offered through network of partnering industries. CITS focusses on training of trainers, comprehensive training both in technical skills and training or teaching methodology i.e. pedagogy is imparted to the trainees to make them conversant with techniques of transferring hands-on skills and knowledge once they become trainers.

Currently, CITS training in 27 Engineering trades (courses) and 9 Non-Engineering trades (courses) is being offered by the National Skill Training Institutes (NSTIs) and the Institutes of Training of Trainers (IToTs)¹. DGT has tasked Central Staff Training and Research Institute (CSTARI) with the responsibility of developing curriculum for CITS trades and National Instructional Media Institute (NIMI) with developing teaching-learning content for CITS trades.

The two key areas of content creation process followed by NIMI include 'Creation of Text' or 'Books', and 'Creation of Tutorial Videos, Drawings, Graphics, and 2D/3D Models'. Further, DGT is implementing body for Ministry of Skill Development and Entrepreneurship's (MSDE's) 'STRIVE' project supported by the World Bank. As part of the project, DGT is in the process of revamping curriculum and content for select CITS trades including but not limited to Electrician, Fitter, Cosmetology, and Computer Operator & Programming Assistant (COPA) in blended learning mode.

Through this EOI, DGT intends to shortlist and eventually empanel external agencies for creating blended learning content initially for selected CITS courses, followed by other courses offered under the DGT ecosystem. From the pool of shortlisted agencies DGT will through further RFP process empanel several agencies and select one or more agencies for creating blended learning content initially for 4 CITS trades only followed by more courses later. The objective is to enable a blended learning approach that combines online/ digital learning material blended with traditional classroom-based methods and practical workshops to improve learning outcomes.

The initial period of empanelment shall be till November 2022 which may be extended by DGT for additional 1 year at its discretion.

1.2. Definition of Terms

- 1.2.1. "Bidder" means any firm offering the solution(s), service(s) and /or materials required in the EOI. The word Bidder when used in the pre-award period shall be synonymous with Bidder, and when

¹ <https://dgt.gov.in/CITS>

used after award of the Contract shall mean the Service Provider (SP) with whom DGT signs the agreement for providing their services “.

- 1.2.2. “Contract” is used synonymously with Agreement to be signed with one or more agencies that are selected through this EOI and RFP process.
- 1.2.3. “Document” means any embodiment of any text or image however recorded and includes any data, text, images, sound, voice, codes, databases or any other electronic documents as per Information Technology (IT) Act 2000.
- 1.2.4. “Effective Date” means the date on which this contract is signed
- 1.2.5. “Intellectual Property Rights” means any patent, copyright, trademark, trade name, service marks, brands, proprietary information whether arising before or after the execution of this contract and the right to ownership and registration of these rights
- 1.2.6. “Timelines” means the project milestones for performance of the Scope of Work and delivery of the Services as described in the EOI
- 1.2.7. “L1” refers to selection methodology for selection of Bidder based on lowest financial quotation from amongst all Technically Qualified bidders. Financial evaluation of bid is subject to Bidder achieving the minimum qualifying score in for the Technical Proposal.
- 1.2.8. “Scope of Work” means all Goods and Services, and any other deliverables as required to be provided by the selected bidder under this EOI and subsequent RFP process.
- 1.2.9. “Pre-qualified/ Pre-qualification” is synonymous to minimum criteria defined in this EOI, that must be met by the bidder in order to participate in this EOI and subsequent RFP process and for evaluation of EOI
- 1.2.10. “Technically Qualified/ Technical Qualification” is synonymous to bidders who have obtained the minimum Technical Score defined in the RFP and qualified for evaluation of financial bid.

1.3. Bidding Data Sheet

S. No	Particulars	Details
1	Document ID	DGT-35(4)/STRIVE/CITS-Blended Courses/2021-NPIU
2	Release date	13 th April, 2021
3	Selection Method	Tender will be awarded to one or more Bidder(s) with lowest financial based on the L1 Methodology, subject to Bidder meeting the Pre-Qualification Criteria set in the EOI and obtaining the Minimum Technical Qualification in RFP. DGT intends to select more than one bidders from amongst Technically Qualified bidders. However, the other bidders (except L1) must agree to match the financials of the lowest bid.
4	Name of the Client / EOI issued by	Directorate General of Training (DGT)

5	Key Client Personnel	Director (Projects), Directorate General of Training (DGT), MSDE Kaushal Bhawan, B-2, Pusa Road, Near Karol Bagh Metro Station, Pillar No.95 New Delhi, Delhi 110001
6	Availability of EOI	EOI can be downloaded from (https://dgt.gov.in/)
7	Last Date of Submission of the EOI	Proposals must be submitted within 21 days from publishing of the EOI i.e. 15:30 hrs. on 3 rd May 2021. Any proposal received after submission deadline shall be deemed as disqualified and shall be returned unopened.

2. PRE-QUALIFICATION CRITERIA

Following criteria prescribed as the 'Pre-Qualification' Criteria for bidder interested in undertaking the project shall be applicable. The bidder shall fulfill all the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the bid. Claims without documentary evidence will not be considered.

S No.	Basic Requirement	Specific Requirement	Documents to be submitted with the EOI
1	Legal Entity	The bidder must be an Indian firm/ agency/ organisation and must be legally registered under appropriate authority in India. The firm must be registered under GST Act 2017.	i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Association (AOA) ii. GST Registration Copy iii. PAN Card copy
2	Turnover	The bidder should have minimum annual average turnover of INR Ten (10) crore during the last three financial years (i.e. 2017-2018, 2018-19 and 2019-20).	i. Certificate from the Chartered Accountant (<i>refer Section 5, Form-A for submission formats</i>) ii. Copies of audited balance sheet, profit & loss accounts for last three consecutive financial years (i.e. 2017-18, 2018-19 and 2019-20)
3	Financial Strength	Bidder should have positive Net Worth for the last three financial years (i.e. 2017-18, 2018-19 and 2019-20).	Certificate from the Chartered Accountant for Positive Net Worth
4	Experience	The bidder must have minimum 5 years of experience in the business of developing/ delivering online or blended or e-learning content for a minimum of 10 clients - public or	i. Experience certificate/ letter from engaging body/ Contract Document or equivalent

		private, domestic or international, with the contract value of 20 lakhs or more for each such project	ii. Summary of assignments listed shall be provided in enclosed format <i>(refer Section 5, Form- B for submission formats)</i>
5	Infrastructure	The bidder should have a registered office in India.	i. Registration Certificate of the registered Main-office from authorities or relevant Govt. department ii. Organizational Contact Details of the applicant <i>(Refer Section 5, Form- C)</i>
6	Employees on Payroll	Bidder should possess the requisite human resource capabilities (i.e. minimum 40 professionals working on e-content/online or blended learning content development) to meet the requirements.	i. Declaration of count on firm's letter head or other valid document to support the count
7	Non-Blacklisting	The Bidder should not be blacklisted by any law and order agency, with any of the Government (Central or State), PSU or Public-private Partnership (PPP).	Self-Declaration Letter duly signed by authorized signatory on company letter head and notarized as per <i>format given in Section 5, Form-D of this EOI</i>

It is mandatory for the firm to meet all the pre-qualification criteria as listed above. If any of the criteria is not met, then in that case the applicant firm shall be declared ineligible for the assignment.

3. EVALUATION CRITERIA FOR SELECTION OF FIRM

3.1. General Instructions on Bid Submission

- 3.1.1. The EOI shall be submitted in a single sealed envelope superscripted with "Expression of Interest (EOI) for Blended Learning Content Development" and bidder's name. This envelope should contain EOI proposal and one soft copy of the same in the form of CD/USB
- 3.1.2. EOI proposal shall consist of supporting proofs and documents as defined in Section 2 - Pre-Qualification Criteria
- 3.1.3. Bidder shall submit all the required documents as mentioned in the annexures including various templates as provided in Section 5 of this document

- 3.1.4. Envelope should indicate clearly the name, address, telephone number, and Email of the bidder
- 3.1.5. The EOI proposal submitted by bidder 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 signed by the Authorized Representative of the bidder
- 3.1.6. EOI document submitted by the bidder should be concise and contain only relevant information as required
- 3.1.7. 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
- 3.1.8. Any proposal received by DGT after the submission deadline shall be rejected and returned unopened to the Bidder. DGT 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.
- 3.1.9. DGT will shortlist bidders who meet the Pre-Qualification criteria as mentioned in Section 2 of this document.

3.2. Evaluation Process

- 3.2.1. DGT shall evaluate the responses to the EOI and all supporting documents/ documentary evidences for adherence to this EOI's requirements and capabilities to identify the proposal providing the best value. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection of the EOI Proposal.
- 3.2.2. The DGT may seek additional documents or clarifications as and when required from the bidders
- 3.2.3. The DGT will make a selection/ shortlisting based on the submittals or, at its discretion, and may ask bidders to provide a demo prior to selection or RFP process
- 3.2.4. Each of the responses shall be evaluated to validate compliance of the applicant according to the Pre-Qualification Criteria, forms and the supporting documents specified in this document
- 3.2.5. The decision of the DGT in the evaluation of responses to the Expression of Interest shall be final
- 3.2.6. The final empanelment and selection shall be based on the subsequent RFP process. The subsequent RFP process intends to empanel 'Technically Qualified' agencies for a fixed duration, from the empaneled agencies one or more agencies shall be awarded contract based on L1 methodology.
- 3.2.7. Bidder with L1 or lowest-cost bid will be offered to enter into an agreement.

- 3.2.8. DGT through subsequent RFP process may select more than one agencies from list of empaneled agencies subject to other agency (except L1) agreeing to offer/ match L1 rates.
- 3.2.9. The offer to match L1 rates shall be made to other empaneled agencies in order of 'Technical Score' obtained in the RFP i.e. the bidder with highest technical score apart from L1 bidder will be given first priority. In such a scenario overall work shall be divided in more than once package, with larger work package being awarded to L1 bidder.

3.3. Notification of Shortlisted Bidders

- 3.3.1. DGT shall notify the shortlisted bidders on its website (<http://dgt.nic.in/content/innerpage/tenders--and-notice.php>)
- 3.3.2. Only Shortlisted bidders will be issued the Request for Proposal (RFP)

4. TERMS OF REFERENCE

4.1. Objective

The creation of blended learning content aims to transform the instructor training ecosystem i.e. CITS and the overall long-term training by using state-of-the-art technologies and innovative pedagogical techniques. With the evolving market and technological needs, it is imperative to revisit and revamp the curriculum and teaching learning content for training of trainers (ToT) and make it more effective by using ICT and various modes of blended learning.

Moreover, the outbreak of the global COVID 19 pandemic has created an urgent need to radically modify or upgrade the training delivery in vocational training ecosystem. Hence, with the aim to keeping continuity with learning and providing improved learning-outcomes to instructor trainees, DGT opines to impart blended mode skills training by leveraging technological advancement even after the pandemic is over. The next section elucidates all the specifications and attributes desired for revamped blended learning content to be developed for 4 CITS courses initially followed by other courses.

4.2. Scope of Work

The desired output or deliverables from agency selected for content development can be broadly categorized under four heads as given below -

- 4.2.1. Developing digital transcripts of books
- All the content including theory as well as practical instructions to be developed in digital format i.e. e-books, e-Lessons, e-capsules, m-nuggets, flipbook, PDF, PPT etc. in linear instructionally meaningful and effective format one concept after another
 - The structure and the lesson plan along with the duration for each module/course shall be agreed upon beforehand and the vendor shall submit "Story Board" for each of the courses to the concerned stakeholder and have it approved before commencing the development

- Industry standard practices such as ADDIE (Analysis, Design, Development, Implementation, and Evaluation) model to be employed for the content development
- The methodology and standards that would be employed in the development of courses/module should be discussed and finalized with the relevant stakeholders including CSTARI, NIMI, DGT and assigned SME's in advance. Any change in the procedure shall be mutually agreed and used in the development of all the courses.

4.2.2. Video Tutorial and other Digital content for interactivity

- Development of comprehensive videos (tutorials) shall be done for imparting the theoretical concepts as well as practical trainings with each lesson to have tutorial videos covering key concepts and practical demonstrations
- The content format for various lessons such as text, PPT, graphics, audio, video etc. would be finalized in consultation with stakeholders concerned such as CSTARI, NIMI, DGT, industry experts, experts from training institutes etc.
- Widely accepted standards and latest tools to be used for multimedia content development and features for efficient delivery should be explored
- Development and integration of 2D graphics, 3D views, interactive animations, AR/VR/advanced simulations, game-based learning to be thought through by the vendor while developing content so as to enable more engaging and effective learning

4.2.3. Assessments

- Content is envisaged to be highly interactive and engaging through assessments and quizzes involving MCQ's, pop-ups, point and click, drag/drop, etc., embedded in learning material
- Case studies to be developed as part of the courses/modules in order to activate critical thinking among trainees and promote case-based learning
- The e-content including the lecture videos, assessments, assignments, practical workbooks, etc. are to be made self-paced

4.2.4. Capacity Building of Trainers

- Develop guidelines, short tutorial video or presentation and user manuals for using various blended learning assets developed, including those for trainees and trainers
- Conduct tutorial workshops with exiting select trainers or institutes for information dissemination on effectively and correctly utilizing the teaching-learning assets developed including pedagogical aspects

High-level estimates of blended course to be developed (Below estimated are tentative and only for one course. These are estimates only and the actual numbers may vary)			
Course Module	Total Learning Hours	% Content to be translated to video, 2D, 3D and other blended mode	Estimated blended learning hours
Trade Theory	240	20%	48
Trade Practical	640	33%	213
Training Methodology Theory	200	20%	40
Training Methodology Practical	320	33%	107
Soft Skills Practical or Engineering Drawing	100-120	20%	20
Workshop Science Calculation or Soft Skills Theory	80-100	20%	20
Total	1600		448

4.3. Key Features of Digital Content Developed

This section details out some of the key features of the proposed digital content. The content developer needs to integrate the following points while developing e-learning content:

- 4.3.1. Language of Content- Content for CITS courses shall be developed in English and Hindi Language. For the text, charts, graphics etc. of the content, clear and simple language should be used. There should be provision for addition of subtitles in one or more languages for all the video/ digital content developed.
- 4.3.2. The video and audio content developed should be of professional standard as defined by DGT, NIMI and SME's
- 4.3.3. NSQF Alignment- All the content developed will be basis textbooks developed by NIMI and the same is mapped to the National Skills Qualifications Framework (NSQF). The selected agency shall ensure that the NSQF alignment requirements of the blended content developed are met at all times.

- 4.3.4. Modular Structure of content- The content to be designed as discrete components within the content whole. In other words, module-wise content should be created for each course defining weekly lesson plans (including reading, assessments, assignments etc.)
- 4.3.5. Multi-device and Platform Compatibility- The e-content should have cross platform compatibility (i.e. Android, Windows, Black berry, iOS etc.) and compatibility with major browsers (i.e. Internet Explorer, Mozilla Firefox, Google Chrome, etc.). It should also be accessible on open User Interface (UI).
- 4.3.6. Sharable Content Object Reference Model (SCORM) standards- The content is to be SCORM packaged with latest/acceptable version to enable integration, hosting and functioning of courses on the Learning Management System (LMS) such as Bharat Skills
- 4.3.7. Compatibility with LMS- The e-content to be made compatible with LMS (i.e. Bharat Skills) for capturing learning progress of the users and being responsive to assessments and learning analytics module-wise, course-wise etc. The use of new tools such as natural language processing (NLP) techniques can further be explored to enable parsing and stemming of text data and identify the correlated topics.
- 4.3.8. Compatibility toward easy translation to other languages- The construction of the Hindi/English language e-content need to be clear, simple and unambiguous so that it is easier to translate the content in any other Indian/regional language, whenever required
- 4.3.9. Copyrights and Intellectual Property- The content developer shall warrant that there is no infringement of any patent or intellectual property rights caused by the development/conversion of e-contents which are subject matter of this project. DGT will own the copyright in all deliverable materials created under the project. The content developer shall transfer Intellectual Property Rights (IPR) of all products developed/enhanced/ modified/ configured under this project to the DGT.
- 4.3.10. Plagiarism checks - shall be performed to ensure that the content developed is based on NIMI textbooks only and the digital content created by agency has not been copied from elsewhere

4.4. Resource Sharing

- 4.4.1. DGT through NIMI will provide comprehensive textbooks for all the courses to be developed, these textbooks will serve as source for all digital content to be developed
- 4.4.2. DGT through NSTI's and select Government ITIs shall allow usage of its premises i.e. workshops for development of tutorial videos if required; this however shall be done in a manner that does not affect trainings and is limited to physical infra usage only

4.4.3. For tutorial and practical videos to be shot in industries the vendor shall make necessary arrangements; DGT may issue request letters in this regard to industries, if required.

4.5. Key Stakeholders

The table below highlights key stakeholders and their role in the ecosystem and responsibilities during development of courses in blended learning mode.

#	Name of the Stakeholder	Roles and Responsibilities
1	Central Staff Training and Research Institute (CSTARI)	<p>CSTARI periodically takes up the activity for designing of new curricula and revising existing curriculum for trades offered under CTS, CITS and ATS. All such activities are performed in consultation with all stakeholders including industry/trade experts and academicians. NSQF alignment and NSQC approval are also considered.</p> <p>CSTARI will be finalizing and sharing the curriculum for selected trades clearly defining the hours spent on each module. Also, from time to time CSTARI shall review and ensure NSQF alignment and ensure minimal deviation between content being developed and learning outcomes prescribed in curriculum.</p>
2	National Instructional Media Institute (NIMI)	<p>NIMI has been tasked with the creation or revision of teaching-learning content for CTS, CITS and ATS. For content development, NIMI forms Media Development Committee (MDC), conducts various brainstorming meeting and workshops, split content development into two sub-processes i.e. for text and non-text, assemble/ integrate textual and non-textual content and publish the content in online/offline mode.</p> <p>NIMI shall provide the existing learning material for the selected trades. NIMI shall be the key stakeholder in requirement elicitation while working with selected agency, providing details of blended learning medium to be utilized for each modules or lesson.</p>
3	Subject Matter Experts	<p>The SME's including those from Industry, Academia and the ITI ecosystem will be assigned by DGT in consultation with NIMI for providing inputs on developing course content.</p> <p>The SME's shall provide and oversight on entire development activity, critically reviewing the content during various phases of content development (including user review/ testing) and providing valuable inputs/ recommendations</p>

4.6. Duration of the Engagement and Other Conditions

- 4.6.1. The duration of empanelment shall be till November 2022, extendible for another 1 year at DGT's discretion
- 4.6.2. The engagement services are being desired for a duration of 6 months from the contract sign date or as mentioned in subsequent RFP process. The external agency/firm through its dedicated team of consultants, content developers and software professionals, shall create blended learning content for the selected CITS courses.
- 4.6.3. Subcontracting of work will not be permitted under this EOI/ RFP

4.7. Tentative Timelines

As time and quality are essence of the content development, the content developer needs to strictly adhere to the time schedules specified below:

Action Items	Timelines
Inception Report/ Proof of Concept/ Wireframes/ Templates along with high-level requirements documents	$T_0 + T_{30}$
Detailed functional requirement and technical requirements signoff	$T_{31} + T_{45}$
Design and development of the blended learning teaching-learning packages for CITS courses	$T_{46} + T_{120}$
Submission of the draft teaching-learning packages and hosting of e-content for user acceptance testing	T_{121}
Review/ Testing of the solution and changes in the solution	$T_{122} + T_{150}$
Submission of final version	$T_{151} + T_{180}$

The abovementioned timeline is outer limit/ maximum duration for each activity. And, DGT reserves the right to levy penalty if the blended learning content is not developed to the DGT's satisfaction or within the project's time frame or both, as the case may be.

5. ANNEXURES

Form A

S. No	Years	Turnover Details (in INR)
A	2017-18	
B	2018-19	
C	2019-20	
Average Annual Turnover (A+B+C) / 3		

Form B

S. No.	Name of the Assignment	Name of the Client/engaging body	Name and Address/Tele phone No./email of officer to whom reference may be made	Brief description of services provided	Start Date and End Date	Duration of the Assignment	Value of Services Provided (in INR lakhs)

Signature of the applicant

Full name of Applicant and Designation

Place, Date

Form C

S. No.	Organizational Contact Details	
1	Name of Organisation	
2	Primary areas of business	
3	Address of offices in (i) National Capital Region of Delhi (ii) All other State/UT's	
4	Contact person with telephone no. and Email ID	

Signature of the applicant

Full name of Applicant and Designation

Place, Date

Form D

SELF-DECLARATION
NON-BLACKLISTING

To,
The Director (Project)
Directorate General of Training
Ministry of Skill Development and Entrepreneurship,
Kaushal Bhawan, B-2, Pusa Road,
Near Karol Bagh Metro Station, Pillar No.95
New Delhi, Delhi 110001

Dear Sir,

In response to the "Expression of Interest (EOI) for SHORTLISTING OF AGENCIES TO BE EMPANELLED FOR CREATION OF BLENDED LEARNING CONTENT FOR CITS TRADES AND OTHER LONG-TERM COURSES", I/We hereby declare that presently our company/firm (Name of the agency/firm/organisation) is having unblemished record, and any of our related entities related to examination business in India is neither blacklisted nor debarred by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder

Authorized Signatory

Seal of the Organization