



Government of West Bengal
Department of Youth Services
32/1, B.B.D. Bag (South), Standard Buildings, 1st Floor, Kolkata 700001
Expression of Interest – OEM

Invitation for Expression of Interest for Empanelment of reputed Original Equipment Manufacturers as Industry Partners for enablement of Youth Computer Training Centres in providing industry relevant courses.

The Sports & Youth Services Department (Youth Services Branch) of Govt. of West Bengal had decided in the year 1996 to set up Computer Training Institute to cater to the increasing needs of automation & Computerisation resulting in a huge demand of Computer Literate workforce. Over 1,000 such centres are already in operation in West Bengal and are imparting over a dozen different computers and IT related courses to tens of thousands of youth annually.

While the courses are being run across the different centres using a uniform curriculum, but the department realises that some of these courses may be dated and there exists a scope to update the same. So as to ensure that such updates are based on industry requirements and are in line with latest advances in technology, Department of Youth Services, West Bengal proposes to engage with Original Equipment Manufacturers (OEMs) for Hardware (Computer/Laptop/Tablet/Mobile/DTH equipment) and Software certification experience who would be willing to be Industry partners. As industry partners, the OEMs are expected to provide latest curriculum, train trainers at YCTC and provide certificates jointly with this Department to students who enrol and complete such updated courses.

The nodal agency for the mission is Department of Youth Services, Government of West Bengal. The nodal agency invites Expression of Interest from interested Original Equipment Manufacturers (OEMs) for 'Industry Partnerships for Youth Computer Training Centres, West Bengal'. The EOI document is also at our website <http://www.wbyouthservices.in/> www.wbtenders.gov.in.

Interested OEMs who meet the pre-qualification criteria may submit their Expression of Interest online with all the necessary documents as



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instructed in the EOI and digitally signed on or before 20th July 2015 by 12:00 hours. The physical documents as stated in the EOI may be submitted in a sealed cover at the following address:

Name: Shri Joydev Chattopadhyay

Designation: Dealing Assistant

32/1, B.B.D. Bag (South) Standard Buildings, 2nd Floor, Kolkata 700 001 Phone : +91-33-22480626

Email : ysdirectorate.kolkata@gmail.com



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Part I: General Terms

1. Goals of This Expression of Interest (EOI)

The objective of this EOI is to solicit proposals from the interested and qualified bidders for participation in an empanelment process for selection as Industry Partners for enablement of Youth Computer Training Centres in providing industry relevant courses. The EOI intends to bring out the details with respect to scope of services that are deemed necessary to share with the interested bidders.

2. EOI Issuing Authority

This Expression of Interest (EOI) is issued by the Department of Youth Services, intended to short-list potential industry partners and courses for empanelment. Department's decision with regard to the short-listing of bidders through this EOI shall be final and the Department reserves the right to reject any or all the bids without assigning any reason.

Sl. No.	Item	Description
1	Title	'Electronic Examination and Assessment System for Youth Computer Training Centres, West Bengal'
2	Project Initiator Department	Department of Youth Services, Govt. of W.B.
3	Contact Person Details	Name: Shri Prasanta Mandal Designation: Deputy Director 32/1, B.B.D. Bag (South) Standard Buildings, 2 nd Floor, Kolkata 700 001 Phone: +91-33-22106767 Email : prasantamandal253@gmail.com
4	Alternate Contact Person Details	Name: Shri Joydev Chattopadhyay Designation: Dealing Assistant 32/1, B.B.D. Bag (South) Standard Buildings, 2 nd Floor, Kolkata 700 001 Phone : +91-33-22480626 Email : ysdirectorate.kolkata@gmail.com
5	Website	http://www.wbyouthservices.in/



3. Tentative Calendar of Events

The following table enlists important milestones and timelines for completion of bidding activities

Sl. No.	Milestone	Date and time (dd-mm-yyyy; hh:mm)
1.	Release of online Expression of Interest	29-06-2015, 14:00 hrs
2.	Pre Bid Conference	15-07-2015, 14:00 hrs
3.	Document available for downloading from the website	29-06-2015, 12:00 hrs
4.	Last date & time for Submission of EOI Response online	22-07-2015, 12:00 hrs
5.	Last date & time for submission of physical documents at office	22-07-2015, 12:00 hrs
6.	Opening of online EOI Responses	22-07-2015, 13:00 hrs
7.	Declaration of Short listed Firms	31-07-2015, 16:00 hrs

4. Availability of the EOI Documents

EOI can also be downloaded from the department's website (<http://www.wbyouthservices.in/> / www.wbtenders.gov.in). The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the EOI documents. Failure to furnish complete information as mentioned in the EOI documents or online submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

5. Bidders' Conference/Pre-Bid Meeting

The department will host a bidder's Conference in Kolkata at the address given under Contact Details above. The Conference is tentatively scheduled as per the schedule given above. The representatives of the interested organizations (restricted to two persons) may attend the bidders' conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the EOI. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the EOI and the project.

6. Bidders' Conference/Pre-Bid Meeting

Bidders should pay Rs.2000.00 by Demand Draft/Pay Order in favor of "Joint Secretary, Youth Services Department, payable at Kolkata.



Part II: Scope of Services

1. Background

The scheme aims to enhance the human resource availability and focusing on students/unemployed youth to increase their employability to work IT & IT Enabled functions. Complete details of the courses offered along with course details and fees to be paid by the students currently at Youth Computer Training Centres is incorporated in the EOI document.

2. Indicative Scope of Work

Target Group: Students/Unemployed youths of West Bengal.

Project Duration: <Years>

a. Indicative Functional Broad Scope of work

- i. The empaneled Industry Partner(s) would train the trainers of the Youth Computer Training Centres who are the faculties engaged in the centres.
- ii. The empaneled Industry Partner(s) shall suitably provide course materials and other related documents to the faculties while training.
- iii. The empaneled Industry Partner(s) shall also provide Course Materials/course related documents to the students enrolled in the Youth Computer Centres.

Part III: Bidding Terms and Evaluation Criteria

1. Acknowledgement Of Understanding Of Terms

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EOI, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

2. Evaluation of Pre-Qualification Proposal

The bidders' Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the EOI and adopting the pre-qualification criteria spelt out in this EOI. The Bidders are required to submit all required documentation in support of the pre-qualification criteria specified as required for evaluation.

3. Evaluation of Technical Proposal

The bidders' Technical Proposal in the bid document will be evaluated as per the requirements specified in the EOI and adopting the technical evaluation criteria spelt out in this EOI. The Bidders are required to submit all required documentation in support of the pre-qualification criteria specified as required for evaluation. The shortlisted Bidders shall be intimated in due course whereafter they would be required to give a presentation followed by commercial



discussion.

4. Language of Proposals

The proposal and all correspondence and documents shall be written in English.

5. Pre-Qualification Criteria

Sr. No	Qualification Criteria	Documents/Information to be provided in the submitted proposal
1.	<p>Legal Entity</p> <ul style="list-style-type: none">• Company should be registered under Companies Act, 1956• Registered with the Service Tax Authorities	<p>Certificate of Incorporation</p> <p>Registration Certificate</p>
2.	<p>The OEM should be in the business for at least 10 years as of 31st March 2015. The OEM must have a global reputation and should have prior experience of conducting trainings and certifications in the field of information technology/ITeS courses.</p>	<p>Details of Responding Firm & Memorandum & Articles of Association should be attached and Work orders confirming year and Area of activity. Latest Gartner Report related to IT training, certification and/or education</p>
3.	<p>The OEM must have global Information technology certification series of its own.</p>	<p>Supporting documentary evidence</p>
4.	<p>The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices.</p> <p>The firm should not have been blacklisted by any govt/state govt/PSU organizations in last 5 years.</p>	<p>A self-certified letter by the designated official of the responding firm</p>

Shortlisted firms will be called for the presentation and commercial discussion. The Bidder Company should ensure that students who pass the course successfully are industry ready.

6. Course Details

Please note, that any course suggested by the bidder should be aligned to or an upgrade of the following courses only:

Sl. No.	Title of Course Currently Offered	Duration of Course
1	Certificate in Information Technology Application (CITA)	6 Months
2	Diploma in Information Technology Application (DITA)	CITA + 6 months
3	Advanced Diploma in Information Technology Application (ADITA)	DITA + 6 months
4	Certificate in Financial Accounting System (CFAS)	6 Months



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5	Diploma in Financial Accounting System (DFAS)	CFAS + 6 months
6	Advanced Diploma in Financial Accounting System (ADFAS)	DFAS + 6 months
7	Certificate in Desktop Publishing (CDTP)	6 Months
8	Diploma in Desktop Publishing (DDTP)	CDTP + 6 months
9	Advanced Diploma in Desktop Publishing (ADDTP)	DDTP + 6 months
10	Certificate in Client Server Technology (CCST)	6 Months
11	Certificate in Web Designing (CWD)	6 Months
12	Certificate in Computer Aided designing (CCAD)	6 Months
13	Certificate in Basic Multimedia (CBM)	6 Months
14	Diploma in Multimedia, Animation & Video Editing (DMA)	CBM + 6 months
15	Certificate in Computer Hardware Maintenance (CCHM)	6 Months
16	Diploma in Computer Hardware Maintenance (DCHM)	CCHM + 6 months

7. Other terms:-

- i. Payments to be realized from Youth Computer Training Centres (in turn from students enrolled in respective courses) further governed by the existing Revenue Sharing Policy as governed by the Department.
- ii. Bidder's liability under this EOI is limited to the amount payable by Youth Computer Training Centres to the successful bidder. Neither party shall be liable to the other for loss of profits, loss of revenue, loss of goodwill or anticipated savings and any indirect or consequential loss or damage.
- iii. Project Execution plan is subjected to Force Majeure Conditions in case of force majeure conditions like Bandh, Strike, flood or other natural calamity and reasons not attributable to bidder or to DYS, there may be deviation from the agreed plan of execution.
- iv. DYS may terminate the contract on written notice, if successful bidder fails to meet any material obligation under the contract and fails to remedy the breach within a cure period of 30 days after being notified in writing of the details.
- v. On termination of the contract, by either party, DYS shall pay the successful bidder for all services performed up to the effective date of termination.

8. Response Requirements

- i. The Response to the Pre-Qualification Requirements shall be prepared in accordance with the requirements specified in this EOI and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.
- ii. The bidder is expected to outline:



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- The course(s) that they wish to be industry partners for
 - Course outline for such course(s)
 - The course from existing list of courses offered at YCTCs that such course aligns to / upgrades
- iii. Proposals must be direct, concise, and complete. All information not directly relevant to this EOI should be omitted.
- iv. The proposal should contain the copies of references and other documents as specified in the EOI.
- v. The department will not accept delivery of proposal in any manner other than that specified in this EOI. Proposal delivered in any other manner shall be treated as defective, invalid and rejected.

9. Online Submission Procedures:

The online submission of proposal by the agency in response to this RFQ shall be in Single Cover System consisting of three Folders (Folder “A”, Folder “B” & Folder “C”):

- a) Folder “A” is for uploading of following document:
- Expression of interest document issued by the Department
 - Covering Letter
 - Form I, Form II, Form III
- b) Folder “B” shall consist of all the documents that have been mentioned under Prequalification Criteria as per Sl. 5 mentioned in the EOI.

Bidders must have valid Digital Signature Certificate for online uploading. All the documents that are uploaded must be digitally signed and encrypted by the bidder.



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Part IV: Annexure – Response Formats

Form I: Covering Letter

(Company letterhead) [Date]

(To be uploaded in Folder A)

To,

Department of Youth Services,

32/1, B.B.D. Bag (South), Standard Building, 2nd floor, Kolkata- 700001.

Phone: 33 – 2248 – 0626

Email:

Dear Sir,

Ref: Expression of Interest for Empanelment of reputed Original Equipment Manufacturers as Industry Partners for enablement of Youth Computer Training Centres in providing industry relevant courses.

Having examined the Expression of Interest (EOI), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a proposal in response to the aforementioned Expression of Interest (EOI). We attach hereto the response as required by the EOI, which constitutes our proposal. Primary and Secondary contacts for our company are:

Primary Contact Details	Secondary Contact Details
Name	Name
Designation	Designation
Company Name	Company Name
Phone No/ Mobile No.	Phone No/Mobile No.
Email	Email

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to the department is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process. 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, we are liable to be dismissed from the selection process. It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2015



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(Signature)

(In the capacity of) (Name)

(Seal)

Form II: General Details of The Organization

Name of the Organization	
Organization type	Proprietorship / Company as per Company Act/ Consortium/Partnership Firm
Address for Communication	
Supporting attached Documents	ISO: Y/N
	CMMi: Y/N
	Trade License or Equivalent: Y/N
	Service Tax Registration Certificate: Y/N
	Professional Tax Registration Certificate: Y/N
	STQC GIGW Capability Approval Certificate: Y/N
	Audited Balance Sheet: Y/N
	Work Experience documents: Y/N

Form III: Financial Details Of The Organization

Turnover in last 3 financial year.

FY 2011-12	FY 2012-13	FY 2013-14

Note: Audited Balance Sheet, CA Certificate must be provided for the supporting document