



Request for Proposal for Establishment of HARTRON Advanced Skill Centres

Bid Reference Number: HARTRON/HASC/2024/001

Haryana State Electronics Development Corporation Limited

HARTRON Bhawan, Bays No: 73 - 76, Sector - 2, Panchkula – 134109

Phone No.: 0172-2584386 Web Site: Hartron.org.in



**Contact for Tender Filling and
Documentation**

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Helpline: - 18008892553

Email ID:- proposal@tenderstime.com

Website:- www.tenderstime.com

Disclaimer

The information contained in this RFP document or information provided subsequently to Bidder(s) or Applicant(s), whether verbally or in documentary form/email issued for the eligible and interested bidders, by or on behalf of HARTRON, is provided on the terms and conditions set out in this document and all other terms & conditions subject to which such information is provided. The purpose of this RFP document is to give the Bidder(s) with information to assist in formulating their Proposals. Each Bidder should conduct its investigations & analysis and check the information's accuracy, reliability, and completeness in this RFP document. Where necessary, they should obtain independent advice from appropriate sources. HARTRON may, at their absolute discretion but without being under any obligation to do so, update, amend, or supplement the information in this RFP document.

HARTRON, its employees, and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules, regulations, tort, principles of restitution for unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

This RFP is neither an agreement nor an offer by HARTRON but an invitation or response to the issues about any service by HARTRON as contained in this document. No contractual obligation on HARTRON's behalf shall arise from the RFP process unless and until a formal agreement is signed and executed by duly authorized officers of HARTRON and the finally selected Bidder. The bidders may note that the issuance of an RFP does not confer any right on them to participate further. HARTRON shall have unfettered rights and discretion in its decision regarding such matters and finalizing or completing further steps concerning the RFP.

The Bidders, by accepting this document, agree that any information contained herein may be superseded by any subsequent written details on the same subject made available to the recipient or any of their respective officers or published on the HARTRON website. It is also understood and agreed by the Bidder(s) that HARTRON's decision regarding the Bidder's



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selection will be final and binding on all concerned. No correspondence in this regard, verbal or written, will be entertained.

HARTRON reserves the right to amend, modify, vary, add, delete, accept, or cancel, in part or whole, any condition or specification of all proposals/orders/responses without assigning any reason thereof before the evaluation of technical bids. Each Bidder shall be entirely responsible for the costs and expenses incurred while participating in the RFP, presentations, and contract negotiation processes.

HARTRON reserves the right at the time of contract award to increase or decrease the scope of work without changing prices or other terms and conditions.

Notwithstanding anything contained in the RFP Document, HARTRON reserves the right to accept or reject any response and to annul the process and reject all responses at any time before execution of the agreement with the Bidder to whom the contract is finally awarded, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the HARTRON's decision.

HARTRON reserves the right to cancel the entire process at any stage at its sole discretion without assigning any reason thereof.

It shall be the duty and responsibility of the Bidders to ensure themselves about their legal, statutory, and regulatory authority, eligibility, and other competency to participate in this RFP and to provide any services and deliverables under the RFP to HARTRON.



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HARTRON invites Bids from interested institutes/Partners to establish training Centres in the state of Haryana for advanced technical courses as per the guidelines of HARTRON.

The Fact Sheet

The bidders can download the tender document from the website: <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in>. Interested bidders are advised to regularly visit the website to update themselves regarding any change or additional information related to the tender. HARTRON reserves the right to re-issue / amend /cancel this tender and amend the tentative schedule and key dates of the bid. It is the prospective bidder's sole responsibility to review all the notices issued by HARTRON from time to time for any updated information.

1.	Bid Reference Number	HARTRON/HASC/2024/001
2.	Mode of Availability of RFP	Can be downloaded from https://etenders.hry.nic.in and https://www.hartron.org.in
3.	Document Download Date	09.08.2024 (Friday)
4.	Receipt of Queries Pre-bid queries	The queries, if any, in the RFP have to be emailed at mdhartron@gmail.com and hartron.awarding2@gmail.com by 12.08.2024 (Monday) up to 03:00 PM.
5.	Pre-bid Meeting (Date/Time & location)	13.08.2024 (Tuesday) at 2 PM in Conference Hall, HARTRON Bhawan, Sector 2, Panchkula, Haryana.
6.	Reply of Pre-bid queries and uploading of Corrigendum, if any.	16.08.2024 (Friday)
7.	Last date and time for submission proposals	26.08.2024 (Monday)
8.	Opening of Pre-qualification Bid	28.08.2024 (Wednesday) at 3 PM
9.	Evaluation of Bids for pre-qualification criteria	Upto 30.08.2024 (Friday)
10.	Opening of Technical Bid who qualify in pre-qualification	02.09.2024 (Monday) Contact for Tender Filling and Documentation



11.	Date of Opening of Commercial Bids	<i>To be communicated later</i>
12.	Contact Person	Mukesh Bajaj: hartron.awarding2@gmail.com 9815738877
13.	Mode of Submission	Online submission at https://etenders.hry.nic.in and https://www.HARTRON.org.in
14.	Cost of RFP document & Processing fee and E- service Charges	RFP document & processing fee INR 5900/- (5000 plus GST @18 %) E-service charges INR 1180/- (1000 plus GST @ 18%)
15.	Bid Validity Period	180 Days
16.	Earnest Money Deposit (EMD)	For Category A Centres- Rs. 2,00,000/- For Category B Centres- Rs. 1,50,000/- For Category C Centres- Rs. 1,00,000/- <i>(to be deposited individually for each Centre as per the e-tendering procedure)</i>
17.	Method of selection:	Selection will be based on the royalty percentage quoted by the technically qualified bidders.

About HARTRON

Haryana State Electronics Development Corporation (HARTRON) constantly strives to present the right tools, methods, and strategies that take the state of Haryana to a global level of excellence regarding technology. Being a pioneer in Information Technology, HARTRON has numerous prestigious projects to its credit: ICT solutions; Telecom and Data Services; Skill Development; Scanning and Digitization; Resourcing of Hardware, Software, and IT workforce; Start-ups Incubation Centre, etc.

HARTRON has established HARTRON Skill Centres (HSCs) dedicated to Technical Education to enhance the youth's employability. These Centres cater to over 25,000 students annually, following a franchise model involving educators from various cities and semi-urban areas in



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Haryana. The certifications from HARTRON hold significance, especially for those aspiring to secure Government /Private Jobs in Haryana or neighbouring states.

Advanced Skill Centres: Objectives

The primary objective is to adapt to evolving industry requirements in the IT sector and 21st-century Skills, ensuring enhanced employment prospects for future students.

The overarching goal behind initiating new HARTRON Advanced Skill Centres (HASC) is multifaceted and aligned with addressing the dynamic needs of the industry and the aspirations of the youth in Haryana. It aims to achieve the following objectives:

i. Adapting to Industry Dynamics:

- **Evolving Technological Demands:** Catering to the ever-evolving technological landscape, the Centres aim to equip students with the latest skills and knowledge the industry demands.
- **Flexible and Future-Ready Education:** Providing a curriculum that remains agile and adaptable to technological advancements, ensuring candidates are prepared for the future job market.

ii. Enhancing Employability and Career Prospects:

- **Empowering Youth with Marketable Skills:** Offering training programs that impart practical, industry-relevant skills to enhance the employability of young individuals.
- **Fostering Job Opportunities:** Facilitating access to career opportunities, particularly in the IT sector, aligning with the burgeoning demand for skilled professionals in both public and private sectors.

iii. Ensuring Quality Education and Certification:

- **High-Quality Education Standards:** Upholding stringent quality standards in education delivery, adhering to awarding established benchmarks for excellence.
- **Recognized Certifications:** Providing certifications that hold significant value, especially within the governmental and regional job sectors, elevating the employability quotient of the candidates



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iv. Contributing to Socio-Economic Development:

- Empowering Communities: Creating educational opportunities across diverse regions within Haryana, contributing to the socio-economic development of these areas.
- Addressing Unemployment: Mitigating unemployment rates by providing skill-based education that aligns with job market demands, thereby contributing to a skilled workforce.

Section I - Instructions to the bidders

HARTRON is floating this RFP by inviting proposals from reputed organizations with a proven track record for providing services / establishing training Centres for advanced technical IT /ITES courses. The participating bidders are advised to carefully go through this RFP and ensure that all the instructions, terms, key dates, submission of bids, a deposit of various fees and EMD, etc., are followed/done by this RFP.

1. RFP Document Fee and Bid Processing Fee

The bidder must furnish, as part of the technical proposal, the mandatory required RFP document & processing fee amounting to INR 5,900/- (5000 plus GST@18%) and E-service charges INR 1180/- (1000 plus GST @ 18%) by depositing this amount online while uploading/submitted their bids on <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in>

2. Earnest Money Deposit (EMD)

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) per Centre amounting to INR 1,00,000/ to 2,00,000/- (INR One to Two Lakhs Only) by depositing this amount online while uploading/submitted their bids on the following links: <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in>

- For Category A Centres- Rs. 2,00,000/-
- For Category B Centres- Rs. 1,50,000/-
- For Category C Centres- Rs. 1,00,000/-

Suppose the bidder is registered with Micro and Small Enterprises (MSEs) as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) and wishes to avail a concession in respect of RFP. In that case, the bidder shall



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submit the necessary technical documents. (Rules as per the Government of Haryana will be applicable)

The EMD of unsuccessful bidders will be refunded only after the finalization of the selection process and award of the contract to the successful bidder. No interest shall be paid on EMD.

The EMD of the successful bidder will be considered as Security Deposit, and an additional security amount of INR 1,00,000 for Category A and INR 50,000 for Category B Centres have to be deposited by successful bidder.

The EMD of any bidder will be **forfeited** for any of the following reasons:

- i. The bidder withdraws its proposal during the bid validity period specified in the RFP, or the Bidder does not respond to requests to clarify its proposal.
- ii. Bidder failed to provide required information during the evaluation process, was found to be non-responsive, or submitted false information supporting its qualification.
- iii. If the bidder fails to:
 - a. Provide any clarification to the HARTRON;
 - b. Agree to the decisions of the contract negotiation meeting;
 - c. Sign the contract within the prescribed period
- iv. Any other circumstance wherein HARTRON deems it necessary during the overall selection process.

3. Validity of the Proposal

Proposals shall remain valid for 180 (One Hundred Eighty) Days from the opening date of the Technical Proposal. HARTRON will endeavour to finalize the selection process and award the contract within the bid validity period. HARTRON reserves the right to reject a proposal that is valid for a shorter period as non-responsive. The bid validity period may be extended on mutual consent.

4. Pre-Proposal Queries

1. Bidders can submit their queries in respect of the RFP and other details, if any, to HARTRON through e-mail at hartron.awarding2@gmail.com within the stipulated mandatory timeline mentioned in the table on page number 10.



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2. Clarifications will be uploaded on the Portal/Website to assist in the proposal's preparation.
3. Requests for alteration/change in the existing terms and conditions of the RFP shall not be considered/entertained.
4. The queries shall be submitted in the following format:

Page No.	Section No.	Content of RFP requiring clarification	Change/clarification requested	Remarks

5. HARTRON shall not be responsible for ensuring it has received the bidder's queries
6. Any requests for clarifications after the indicated date and time may be entertained by HARTRON at its discretion.
7. The purpose of query clarification is to provide the Bidders with information regarding the RFPs, project requirements, and the opportunity to seek clarification regarding any aspect of the RFP and the Project. However, HARTRON reserves the right to hold or re-schedule / reinstate the process or reject all the bids without assigning any reasons.
8. Responses to queries and issues of Corrigendum:
 - The authorized representative of HARTRON will endeavour to respond promptly to the queries. However, neither representation nor warranty is allowed as to the completeness or accuracy of any response made in good faith, nor does HARTRON undertake to answer all the queries the bidder may have posed.
 - At any time before the last date for receipt of proposals, HARTRON may modify the RFP document by a corrigendum for any reason, whether at its initiative or in response to a clarification requested by a prospective bidder.
 - The corrigendum (if any) and clarification to the queries from all bidders will be uploaded on the website, i.e., <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in>



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5. Submission of Proposal

1. The bidders shall pay the Tender / RFP Document & Processing Fee and EMD online. Please refer to the 'Online Payment Procedure' available at the Single e-Procurement portal of GoH (Govt. of Haryana) at <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in>.
2. Intending bidders must sign up online (create a user account) on the website <https://www.HARTRON.org.in> to be eligible to participate in the e-Tender. They will be required to make online payment of the required EMD in time. The intended parties that fail to pay the EMD fee under the stipulated time frame shall not be allowed to submit their bids for the respective event / Tenders / RFP.

Note: EMD will be charged individually for each Centre.

3. The interested bidders must remit the RFP Document & Processing Fee and EMD at least T+1 working day (Transaction + One Day) in **advance** as given under Key Dates and make payment online to the beneficiary account number specified under the online generated challan. After that, the intended bidder/agency can successfully verify their payment online and submit their bids on or before the expiry date & time of the respective Events / Tenders / RFP.
4. The interested bidders shall have to pay the RFP document & processing fee of Rs.5,900/- (5000 plus GST@18%) under document fee – Non-refundable (Rupee Five Thousand Nine Hundred Only) and E-service charges INR 1180/- (1000 plus GST @ 18%) through an online payment.
5. The Payment for the RFP document Processing Fee of Rs.5,900/- (5000 plus GST @18 %) and E-service charges of INR 1180/- (1000 plus GST @ 18%) can be made by eligible bidders online. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) before the expiry date & time of the respective events and pay online to the beneficiary account number specified under the online generated challan. The Bidders can submit their tender documents (Online) as mentioned in the key dates:



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6. Critical Dates / Mandatory Timeline

S. No.	Particulars	Details (Date and Time)
1.	(i) Downloading of RFP / Tender document / Online bid preparation. (ii) Online payment of funds of Rs.5,900/- plus Rs. 1,180/- (RFP / Tender document & processing fee (5000 plus GST@18%) and E-service charges INR 1180/- (1000 plus GST @ 18%-) – Non-Refundable and required EMD of Rs.1 to 2 lakh – refundable	09.08.2024 from 02:00 PM To 26.08.2024 by 5:00 PM
2	Last Date of receiving Queries for pre-bid meeting	The queries, if any, regarding the RFP has to be mailed before 12.08.2024 up to 03:00 PM to the following email: hartron.awarding2@gmail.com
3	Pre-Bid Meeting	13.08.2024 (Tuesday) at 2 PM in Conference Hall, HARTRON Bhawan, Sector 2, Panchkula, Haryana.
4	Reply of Pre-bid queries and uploading of Corrigendum, if any.	16.08.2024 (Friday)
5	Submission of Online Bid	26.08.2024 (Monday) up to 5:00 PM
6	Opening of Technical Bid who qualify the pre-qualification criteria	02.09.2024 (Monday)
7	Technical Presentation	Date, time and place to be intimated later



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S. No.	Particulars	Details (Date and Time)
8	Opening of the Financial Bid	Date, time and place to be intimated later to the technically qualified bidders

Important Note:

1. The bidders must complete 'Application/Bid Preparation & Submission' at the scheduled time mentioned above. Suppose any bidder fails to submit their bid with the requisite document, processing, and EMD fees in this stage's stipulated online schedule, in that case, the application/bid status will be considered 'Applications/bids not submitted.'
2. Bidder must confirm & check their application/bid status after completing all activities for e-bidding.
3. All bidders in the bidding process should strictly adhere to the critical dates / mandatory timeline.

7. Instructions to the bidder on Electronic Tendering System

These conditions will overrule the conditions stated in the tender documents, wherever relevant and applicable:

- Registration of bidders on e-Procurement Portal:** All bidders intending to participate in the tender / RFP process online must register on the centralized e-Procurement Portal, i.e.. Please visit the website for more details i.e. <https://www.HARTRON.org.in>
- Obtaining a Digital Certificate:**
 - a. The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority by the Controller of Certifying Authorities, Government of India.
 - b. A Digital Certificate is issued upon receipt of mandatory identity (i.e., Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. A digital certificate can be issued only

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- c. The bidders may obtain Class-III digital signature certificates from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities. For more details, please visit the website: <https://www.HARTRON.org.in>
- d. The bidder must comply with the essential guidelines at the portal <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in> for Digital Signature Certificates (DSC), including the e-Token carrying DSCs.
- e. A bid for a particular tender / RFP must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the bid preparation stage. If, during a particular tender, the user loses his digital certificate (due to a virus attack, hardware problem, operating system, or any other problem), they cannot submit the bid online.
Hence, the users are advised to keep a backup of the certificate and the copies in a safe place under proper security (for use in emergencies).
- f. In online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual to use the digital certificate through an authorization certificate signed by all partners as per the Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per the Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- g. In case of any change in the authorization, it shall be the responsibility of the management/partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/user on behalf of the firm/company. The procedure for application of a digital certificate, however, will remain the same for the new user.
- h. The same procedure is for authorized users in a private/public limited company. In this case, the authorization certificate will have to be signed by the company directors



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iii. Pre-Requisites for online bidding:

A user's machine must be set up to operate on the electronic tender management system.

For more details, please visit the website: <https://www.HARTRON.org.in>

iv. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the DNIT (Detailed notice inviting tender) / RFP and the schedule (Key Dates) for all the tenders floated through the single portal e-procurement system on the Home Page.

v. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders / RFP. The date and time shall be binding on all bidders. All online activities are time-tracked, and the system enforces time locks that ensure that no activity or transaction can occur outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

vi. Online Payment of Tender- / RFP Document & Processing fee, E-service charges & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid):

a) Online Payment of Tender / RFP Document Fee + Processing Fee: The online payment for RFP document and Processing Fee, e-service charges & EMD can be made using the secure electronic payment gateway. The Payment for RFP Document Fee and Processing Fee shall be made by bidders/Vendors online. Please refer to the 'Online Payment Procedure' available at <https://www.HARTRON.org.in>

b) PREPARATION & SUBMISSION OF ONLINE APPLICATIONS/BIDS:

a) Detailed RFP documents may be downloaded from the e-Procurement website <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in>, and tender / RFP can be submitted online following the instructions on the screen.

b) Scan copy of the Document to be submitted/uploaded for Technical bid with proper page numbering under the online Technical Envelope. The required documents (refer to RFP) shall be prepared and scanned in different file formats (in PDF/JPEG format such that file size does not



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- c) FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually).
For more details, please visit the website: <https://www.HARTRON.org.in>

vii. ASSISTANCE TO THE BIDDERS

For queries on the Tenders Haryana Portal, kindly contact:

- **Tel:** 0120-4200462, 0120-400102,
- **M:** 8826246593
- **E-mail:** support-eproc(at)nic(dot)in (support-eproc@nic.in)

Note:

- Bidders are requested to kindly mention the URL of the Portal and Tender ID in subject while emailing any issue along with the Contact details. For any issues/clarifications relating to the published tender(s), kindly contact the Tender Inviting Authority.
- For technical-related queries, please call the 24/7 Help Desk Number 0120- 4001 002, 0120-4001 005, and 0120-6277 787.
- International Bidders are requested to prefix +91 as the country code.

E-Mail Support:

- For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority
- Technical - support-proc(at)nic(dot)in (support-eproc@nic.in)

Note:

- Contact the e-procurement helpdesk at least one day before the scheduled closing date and time of the respective e-tendering event.
- Also, for queries related to the e-payment of EMD, kindly contact the helpdesk at least two days before the closing date and time of the respective event.
- Intended bidders are required to register their queries, if there are any about the online bidding and the single e-procurement portal.



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Note:

- Bidders participating in online tenders shall check the validity of their Digital Signature Certificate before participating in the online Tenders at the portal.
- For more details, please visit the website <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in>

8. Online Payment Guidelines

The complete details for the online payments can be found on the website: <https://www.HARTRON.org.in>.

Opening of the Proposal

The bids will be opened online as per the guidelines/procedure. The HARTRON will constitute an Evaluation Committee (EC) to evaluate the proposals submitted by bidders. Only one representative with an authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The FINANCIAL PROPOSALS of only technically qualified bids will be opened online after the completion of the technical evaluation stage. The date for the financial proposal's opening shall be intimated to the technically qualified bidders well in advance.

9. Evaluation of Proposal

Three stage evaluation process will be conducted as explained below for the evaluation of the proposals:

9.1 Stage - 1: Pre-Evaluation / Pre-qualification Criteria

As part of the eligibility criteria, only those bidders who meet the following Eligibility criteria are eligible for the next round of Technical Evaluation. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting pre-qualification criteria are liable to be rejected summarily. They will not be invited to the next round. The selection of partners shall be based on fulfilling the following pre-qualification criteria:



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Parameter	Specific Requirement	Document Required
Nature of Entity	<p>The applicant should be either:</p> <ul style="list-style-type: none"> • A Company /firm /Society / Educational Institutes i.e. Colleges & Universities /NGOs registered under the Indian Companies Act, 2013 / 1956, Relevant State Departments, AICTE & UGC. <p>OR</p> <ul style="list-style-type: none"> • A registered proprietorship firm <p>OR</p> <ul style="list-style-type: none"> • A partnership firm/ Organization registered under the Limited Liability Partnerships (LLP) Act, 2008 <p>OR</p> <ul style="list-style-type: none"> • A partnership firm registered under the Indian Partnership Act, 1932 	Any relevant document to prove that the applicant is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed, etc.
Years of Existence	Active and operational continuously anywhere in India for the last five (05) years from the submission date of the Proposal.	Any relevant document to prove that the applicant is a legal entity, like a Certificate of Incorporation, Certificate of Registration, Partnership deed, etc., reflects years of existence.



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Parameter	Specific Requirement	Document Required
Financial Strength/ Turnover	The Minimum Average Turnover of the Applicant from the last three (03) years should be 25 Lakhs (FY 21-22, 22-23, 23-24)	Audited Financial Statements with <ul style="list-style-type: none"> • Certificate from Statutory Auditors/ CA certifying the turnover requirements AND • UDIN as per format given in Form. (Annexure-IV) • PAN No. & GST Details
Experience	<ul style="list-style-type: none"> • Must have trained at least 500 candidates on IT/ITeS in the last three (03) years (cumulative) (FY 21-22, 22-23, 23-24). 	<ul style="list-style-type: none"> • Copy of Work-Order/ Lol/ MoU/ Agreement signed with the State/ U.T/ Central Govt. Department(s)/ Board /Corp./PSU regarding association for imparting training (for projects with Govt. Department) or Self-certification confirming the total number of candidates trained financial year wise counter signed by concerned organization i.e. Central/State Government(s)/ Board /Corp./PSU for whom the training was conducted. Copy of Work-Order/ Lol/ MoU/ Agreement signed with a private entity for imparting



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Parameter	Specific Requirement	Document Required
		training (for project with a private partner).
Mandatory Undertaking(s)	<ul style="list-style-type: none"> Applicant should not have been blacklisted by any Donor agency/ State/ U.T/ Central Govt. or by any Agency/ Department of the State/ U.T/ Central Govt. 	Self-declaration for non-blacklisting on company Letter Head (Annexure-V)
Consortium / Tie Ups / Joint Ventures/	<ul style="list-style-type: none"> Training providers are permitted to partner with educational institutions/ Industry Partner to mobilize trainees for Advanced Information technology courses including their Certification. Each party must be a legally recognized entity engaged in either imparting training or operating an educational institution. The lead partner must be the training partner directly associated with the pertinent domain In case of a joint venture, the partners would be limited to 	Lead Partner to submit the supporting documents



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Parameter	Specific Requirement	Document Required
	<p>2 (including the lead partner).</p> <ul style="list-style-type: none"> • The joint venture firm shall be jointly and severally responsible for completion of the project. • Additionally the joint-venture must fulfil the following minimum qualifications: <ol style="list-style-type: none"> 1. The lead partner shall meet not less than 70% of qualification criteria. 2. The other partner shall meet not less than 30% of the criteria. 3. The joint venture shall collectively satisfy the pre qualification criteria. The relevant figures for each of the partners shall be added together to arrive at the joint-venture total capacity which shall be 100%. 	
Faculty/Experts	The bidder should have faculties/experts on its payroll	Submit an undertaking with the details of all training - linked



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Parameter	Specific Requirement	Document Required
	(B.Tech /BE/ MSc (IT/CS)/MCA/ or equivalent) in the present centres.	employees on the Company's Letterhead. The bidder must share the CV of all current faculties for each course presently run by the centre. (as per format available in Annexure - VI)

10.2 Stage - 2: The Technical Evaluation

The Technical Evaluation of only those Applicant(s) who will qualify the Pre-Qualification Criteria as stated in 9.1 of this Document will be completed.

Sr. No.	Evaluation Criteria	Total Marks	Document Required
1	<p>The Bidder/s must have a minimum average annual turnover of Rs. 25 Lakhs per annum in the last 3 financial years.</p> <ul style="list-style-type: none"> • >25 Lakhs and <=50 Lakh: 5 marks • >50 Lakh and <= 1.5 crore: 7 marks • >1.5 crore: 10 marks 	10	Submit CA Certificate with Last 3 years Balance Sheets (years 2021-22, 2022-23 & 2023-24).



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2	<p>The bidder (any one) must have trained at least 500 candidates on IT/ITeS training in last 3 years.</p> <ul style="list-style-type: none"> • Trained 500 or more and upto 1000 candidates: 10 marks. • Trained more than 1000 candidates: 15 marks. 	15	<p>Self-certification confirming the total number of candidates trained. List of students along with batch, year to be provided.</p>
3	<p>Bidder (anyone) should have conducted training (training of at least 500 students) as training provider in IT/ITES Sector with Central/State Government(s) / Board /Corp./PSU in the last 3 years.</p> <ul style="list-style-type: none"> • Trained 500 or more and upto 1000 candidates in IT/ITES Sector: 3 marks. • Trained over 1000 candidates in the IT/ITES Sector: 5 marks. 	5	<p>Submit Work Orders/Lol/ MoU/Agreements or Training Completion Certificate from concerned organisation or Self-certification confirming the total number of candidates trained financial year wise counter signed by concerned organization i.e. Central/State Government(s)/ Board /Corp./PSU for whom the training was conducted.</p>
4	<p>Points are to be accrued for certified trainers from NASSCOM, NIELIT, or any other organizations conducting ToT.</p> <ul style="list-style-type: none"> • Minimum five to seven trainers– 3 Marks 	5	<p>Submit Trainers ToT with number of Employees on Company's Letterhead.</p> <p><i>Note: Declaration/undertaking stating that the ToT certified faculty would remain on the rolls for at least one year from establishing the centre.</i></p>



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	<ul style="list-style-type: none"> • More than seven trainers - 5 marks. 		
5	<p>Points are to be accrued for experienced and qualified faculties having qualification (B.Tech/BE/M.Sc(IT/CS)/MCA/ or equivalent)in IT/ITeS Sector.</p> <ul style="list-style-type: none"> • At least 2 faculties working from five to seven years– 3 Marks • At least 2 faculties working more than seven years - 5 marks. 	5	<p>Submit Trainers/faculties detail on Company’s Letterhead.</p> <p><i>Note: Declaration/undertaking stating that the faculties would remain on the rolls for at least one year from establishing the centre.</i></p>
6	<p>The bidder must have linkages with Industry.</p> <ul style="list-style-type: none"> • 5-10 Industry Linkages: 3 marks • More than 10 Industry Linkages: 5 marks 	5	<p>Document supporting in support of his statement that bidder have linkages with Industry.</p>
7	<p>Experience of Organization on the scope of work defined in this RFP Bidder’s understanding on:</p> <ul style="list-style-type: none"> • Understanding of scope of work • Company Profile with Local presence 	15	<p>Marks will be provided by the evaluation committee (based on the presentation and documents submitted by the bidder) appointed by the department.</p>



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	<ul style="list-style-type: none"> • Previous experience on training including experience with Central/ State Government • Experience on Freelancing portals and entrepreneurships. • Availability of Proposed team members • Execution Plan 		
--	--	--	--

Grievance Redressal Mechanism for Participating Bidders

1. After the final scrutiny of the Technical Bids by the competent authority, the final status of the bidders being – ‘As per RFP / Not as per RFP’ will be intimated to all the participating bidders/firms within two days of the approval of the proceeding of the final Technical Committee Meeting for the said tender / RFP. The decision will be conveyed to the bidders electronically at their registered E-Mail ID / Hard Copy.
2. All the bidders who want to make any representation/ complaint against any issue related to their technical scrutiny of the bids may do the same within five working days (up to 05:00 P.M. of the Fifth Working day) of the date of issue of letter/ intimation regarding their ‘As per RFP / Not as per RFP’ status. They have to ensure that their communication is delivered/reached within five working days, and a delay in post will not be counted as a valid reason.
3. The HARTRON will examine the representation/ complaints received from the bidders and make a final decision within five working days. The five working days will be counted from the sixth day to the tenth working day of the total Grievance allotted ten working days.
4. After completing the Grievance duration of ten working days, the Financial Bid will be opened.
5. HARTRON will entertain no representation/complaint in any manner from the bidders after the opening of the Financial Bid.



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10.3 Stage 3 - Financial Negotiation

The Financial Proposals/bids of only those bidder companies/firms who qualify for the technical evaluation, i.e., the 2nd stage and score at least 40 marks, shall be considered for the opening of the financial proposal. Technical proposals scoring less than 40 marks shall be declared “non-responsive i.e., not as per RFP,” and their financial proposals/bids shall not be opened. The Financial bids shall be opened as per the online tendering process, and the royalty quoted by technically qualified bidders will be utilized for evaluating the overall score.

Technical proposals scoring less than 40 marks shall be declared as “non-responsive i.e., not as per RFP,” and their financial proposals/bids shall not be opened. The Financial bids shall be opened per the online tendering process, and the royalty quoted by technically qualified bidders will be considered for evaluating the overall score.

10.4 Evaluation of Financial Proposal

1. Highest Royalty method will be followed during the overall selection process.
2. Financial Proposals of only those bidder agencies who are technically qualified (i.e., obtained a minimum of 40 marks in technical evaluation) shall be opened. The date of opening the financial bid will be intimated in advance to all the qualified bidders. The bids will be opened in the presence of all the qualified bidder’s representatives.
3. The minimum royalty rate shall be set at 15% with variations permissible solely in single-digit increments.

11. Contract Negotiation

The negotiations for royalty percentage may be held by HARTRON if required. Representatives of the bidder conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude the Contract as a prerequisite for attendance at the talks. The invited bidder will confirm the availability of its requisite Professional staff. Failure to satisfy such requirements may result in the HARTRON proceeding to negotiate with the next-best bidder.

Conclusions of Negotiations: If the contract negotiations with the bidder having the highest Royalty percentage are successful, HARTRON may consider awarding the contract to the bidder. However, if the talks fail with the bidder described above, HARTRON will invite the next ranked



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bidder for negotiations to match “H1”. The minimum royalty rate shall be set at 15% with variations permissible solely in single-digit increments.

12. Award of Contract

- a. After the contract negotiation stage, HARTRON will notify the successful bidder in writing by issuing a proposal for a letter of intent (LoI) / award of contract/offer letter for signing the contract.
- b. HARTRON shall notify all other bidders about the result of the selection process.
- c. After signing the contract, no variation or modification of the terms of the contract shall be made except by a written amendment signed by both parties.

13. Term and Renewal of Contract

- a. The contract shall be valid for three years, i.e., 36 Months from the contract's signing date.
- b. Initial empanelment of training Centres will be for three years, subject to renewal based on performance evaluations and mutual agreement between the Training Partner and HARTRON.
- c. For renewal, the training partner must pay additional renewal fees for each centre corresponding to the centre’s category for the upcoming two years. These renewal fees will be separate from the initial security deposit.

	Renewal Fees
Category A	Rs. 3,00,000/-
Category B	Rs. 2,00,000/-
Category C	Rs. 1,00,000/-



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14. Security Deposit

- a. The **EMD** of the Successful bidder will be kept as a Security Deposit for each Centre however in case of Category A & B Centres Partner needs to deposit remaining pending amount Security deposit.

	EMD (will be reserve as Security Deposit for successful Bidder)	Security Deposit (For successful Bidder)	Balance Security Deposit (To be Submitted by successful Bidder)
Category A	Rs. 2,00,000/-	Rs. 3,00,000/-	Rs. 1,00,000/-
Category B	Rs. 1,50,000/-	Rs. 2,00,000/-	Rs. 50,000/-
Category C	Rs. 1,00,000/-	Rs. 1,00,000/-	0

- b. **Security Deposit** shall be treated as a one-time fee for initial period of 3 years and shall be non-refundable. *(for successful bidders)*

15. Conflict of Interest

This may probably arise in the event of

- Conflicting assignments, typically monitoring and evaluation/assessment of the same project by the eligible bidder.
- Practices prohibited under the anti-corruption policy of the Government of India or the Govt. of Haryana.

The bidders must be careful so as not to give rise to a situation where there will be any conflict of interest with HARTRON, as this would amount to their disqualification and termination of the contract.

16. Disclosure

Bidders must disclose all the facts which may have any bearing on the contract.

- Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of



limited to the type of any officer, such as
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- a receiver about the Bidder's personal or business matters or an arrangement with creditors, or any other similar proceedings.
- b. Bidders must disclose if they have been convicted of or are the subject of any proceedings relating to:
- i. A criminal offense or other serious offense punishable under the law of the land or if it has been found by any regulator or professional body to have committed professional misconduct.
 - ii. Corruption includes the offer or receipt of any inducement concerning obtaining any contract or otherwise.
 - iii. Failure to fulfil any obligations in any jurisdiction relating to paying taxes or social security contributions.
- c. In addition to the above, failure to disclose any crucial factual aspect may lead to disqualification of the bidder or termination of its contract.

17. Anti-corruption Measure

- i. Any unwarranted effort by Bidder(s) to influence HARTRON in the evaluation and ranking of financial proposals and recommendations for the award of the contract will result in the rejection of the proposal.
- ii. A recommendation for the award of the Contract shall be rejected if it is found that the recommended bidder is directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.
- iii. In such cases, the HARTRON shall blacklist the bidder either indefinitely or for a specific period, disqualifying it from participating in any related bidding process for the said period.

18. Language of Proposals

The proposal and all related correspondence to be exchanged between the bidder and the HARTRON shall be written in English. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation by a certified translator of the relevant passages in English with self-certification for accuracy, in which case, for interpretation of the Proposal, the translated version shall govern.



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19. Cost of Bidding

The Bidder shall bear all costs associated with preparing and submitting its proposal. HARTRON shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit multiple proposals under the selection process. Alternate bids are also not allowed.

20. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of the District Civil Court at Panchkula/Chandigarh only.

21. Governing Law and Liquidated Damages

The schedule given for delivery is to be strictly adhered. Any delay in delivery shall render the bidder liable for liquidated damages. HARTRON may also have an option for cancellation of the contract for pending activities and getting it completed from the next bidder at the expense of the defaulting bidder. HARTRON may deduct such a sum from the security deposit.

22. Confidentiality

Information relating to evaluating proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process until the contract award is published. The undue use by any Bidder of confidential information related to the process may result in the rejection of its proposal. It may be subject to HARTRON's anti-fraud and corruption policy provisions. During the execution of the assignment, except with prior written consent of the HARTRON, the Bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired during the contract.

23. Amendment of the RFP Document

Before submitting proposals, HARTRON may amend the RFP by issuing an addendum/corrigendum through the website: <https://etenders.hry.nic.in> and <https://www.HARTRON.org.in> Any such addendum/corrigendum will be binding on all the bidders. To give



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preparing their proposals, HARTRON may, at its discretion, extend the deadline for submitting the proposals.

HARTRON's right to accept any proposal and to reject any or all proposal/s. The HARTRON reserves the right to accept or reject any proposal, to annul or amend the bidding / provide an additional period for submission of missing documents/selection/evaluation process, and to reject all proposals at any time before the award of the contract, without assigning any reason thereof and thereby incurring any liability to the bidders.

24. Copyright, Patents, and Other Proprietary Rights

MD, HARTRON shall have the exclusive right over all intellectual property and other materials that are directly related to or are prepared or collected in consequence of or during the execution of this contract. At HARTRON's request, the Bidder shall take all necessary steps to submit all such material to HARTRON in compliance with the contract's requirements.

25. Force Majeure

For this clause, "Force Majeure" means an event beyond the control of the Training Partner/bidder, not involving the Training Partner's fault or negligence, and not foreseeable. Such events may include wars or revolutions, fires, floods, riots, civil commotion, earthquakes, pandemics such as COVID-19, or similar natural disasters that are beyond the control of the Agency, which prevent or delay the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify the HARTRON in writing of such a situation, the cause thereof, and the change that is necessitated due to the problem. Until and unless otherwise directed by HARTRON in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise HARTRON in writing the beginning and the end of the above causes of delay within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, the Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.



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26. Settlement of Disputes

In the event of any disputes or difference relating to the interpretation and application of the provision of the Contract/RFP or of any nature whatsoever between the parties, HARTRON and the Bidder shall make every effort to resolve amicably, by direct informal negotiation. Both HARTRON and Bidder shall make efforts to resolve any such issue arising in connection with the Contract/RFP within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Chandigarh/Panchkula, Haryana. The language of such proceedings and all documents and communications between the parties shall be in English.

27. Arbitration Clause

- A. In the event of any disputes or difference relating to the interpretation and application of the Provision of the contracts/RFP or of any nature whatsoever between the parties, which cannot be mutually resolved within a reasonable time shall be referred to Arbitration by sole Arbitrator.
- B. HARTRON shall suggest a panel of 03 independent and distinguished persons to the bidder to select anyone among them to act as the sole Arbitrator.
- C. In the event of failure of the bidder to select the sole Arbitrator within 30 days from the receipt of the communication suggesting the panel of arbitrators, the right of selection of sole Arbitrator by the bidder shall stand forfeited and the HARTRON shall have discretion to proceed with the appointment of the sole Arbitrator. The decision of the HARTRON on the appointment of sole Arbitrator shall be final and binding on the parties.
- D. The award of the sole Arbitrator shall be final and binding on the parties and unless directed/awarded otherwise by the sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the Parties. The arbitration proceeding shall be in English language and the venue shall be at Chandigarh, India.
- E. Subject to the above, the provisions of (Indian) Arbitration & Conciliation Act, 1996 and the rules framed there-under shall be applicable.



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28. Disqualification of Proposal

The proposal is liable to be disqualified in the following cases as listed below:

- i. Proposal submitted without RFP document and Processing Fee, e-service charges & EMD as applicable.
- ii. The proposal was not submitted following the procedure and formats as prescribed in the RFP.
- iii. During the validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- iv. The proposal is received in incomplete form.
- v. The proposal is received after the due date and time for bid submission.
- vi. The proposal is not accompanied by all the requisite documents/information.
- vii. Bids with any conditional technical or financial offer.
- viii. Suppose the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its conditions. In that case, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- ix. The proposal is not signed correctly.
- x. The proposal is not conforming to the requirement of the term of reference/scope of the work of the assignment.
- xi. The bidder tries to influence the proposal evaluation process by unlawful, corrupt, or fraudulent means at one point or another during the bid process.
- xii. If any of the bid documents, excluding the commercial/financial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism, or any information indicative of the commercial aspects of the bidder or if any person acting on its behalf is found to be indulged in corrupt and fraudulent practices.
- xiii. Any other condition/situation that holds the paramount interest of the HARTRON during the overall selection process.

29. Compliance with the Statutory and Legal Requirements

The bidder / Service provider shall also comply with all other statutory provisions including but not limited to fire prevention, first aid, hygienic classroom, ventilation, etc. in the training Centre.



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30. Compliance with the Minimum Wages Act and Other Statutory Requirements

- a. bidder/service provider shall comply with all the Minimum Wages Act 1948 provisions, the Contract Labour (Regulation and Abolition) Act 1970, and all other applicable labour laws.
- b. The bidder/service provider shall maintain the confidentiality of students' records, strictly adhere to relevant data protection, confidentiality laws, etc., and make adequate arrangements for cyber security.

31. Exit Clause

If the Training Partner encounters low enrolment or seeks premature termination of the contract for Centre before the agreed-upon 3-year term due to unforeseen circumstances or personal reasons, the following conditions shall apply:

- a. The Training Partner acknowledges that the security deposit shall be forfeited in its entirety under such circumstances.
- b. The Training Partner must provide necessary faculty and infrastructure support to ensure enrolled candidates complete their training and certification satisfactorily.
- c. The Training Partner hereby agrees to fulfil all outstanding training requirements for any remaining student batches. Failure to meet this obligation may lead to legal consequences pursued against the Training Partner.
- d. The Training Partner acknowledges that failure to comply with the terms outlined in this exit clause may result in legal ramifications and liabilities.

Section II Terms of References and Scope of Work

HARTRON intends to establish at least 100 advanced skill development Centres across the state through the Training Partners, ensuring widespread coverage. These Centres aim to develop a consistent brand identity across all Advanced Skill Centres to maintain recognition and credibility.

A standardized structure for the Centres will ensure consistency in operations and the quality of education delivered.



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1. Guidelines:

Clear proximity guidelines and principles will be established to prevent overcrowding within specific geographic areas. This ensures a strategic distribution of Centres to maximize accessibility. Categorization of Centres into District HQs & Chandigarh (Category A), District Sub-Divisional HQs (Category B), and Rural Development Block HQs (Category C) will ensure equitable distribution. The allocation of Centres within each category will be carefully planned and approved upon review of their proposal(s).

Type of Centres	Details	Number of Centres (indicative)
Category A	District HQ	<ul style="list-style-type: none">Limited to 2 Centres per districtLimitation does not apply to Faridabad, Gurugram, Rohtak, Hisar, Chandigarh
Category B	Sub Divisional HQ's	1 Centre per Division
Category C	Rural Development Blocks	1 Centre per Block

(Kindly refer to the detailed Annexure - II for detailed categorization)

2. Creation of Scholarship Fund:

- HARTRON shall support the Training Partners in the setting up of a Scholarship fund to support students from Economically Weaker Sections (EWS) identified by their PPP/Family ID, with family incomes below Rs. 1.80 Lakhs/Annum.
- This initiative aims to assist deserving students financially and mitigate their financial burden.
- Under this, HARTRON may mobilize its funds or through CSR funds from corporations, voluntary donations from individuals and organizations, and other state government schemes, etc.

3. The Selected Bidders shall provide the following:

- Establishment of the Training Centre:** The Selected Training Partner will establish the Training Centre as per the design and specifications of HARTRON, including area



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specifications & Branding Guidelines as per Annexure - VI. The Centre will be operational after the approval of HARTRON based on the inspection results.

ii. Qualified and Experienced Faculty/Trainer:

- a. The Training Partner will deploy the trainer who meets the criteria like the basic qualifications (B.Tech/BE/MSc(IT/CS)/MCA/ or equivalent) of the trainers for the course he will be proposing to run in the proposed location.
- b. The training partner will ensure that faculty/trainer undergo up-skilling and refresher courses through Training of Trainers (ToT) programs conducted by the awarding body, following the Guidelines for Training of Trainers (ToT) issued by the Ministry of Skill Development & Entrepreneurship, Government of India. ToT Certification is mandatory for every trainer and must be submitted to HARTRON.

HARTRON will identify refresher training courses for the trainers and provide a list of these courses to the Training Partner annually from the date of awarding. HARTRON will develop the Training Calendar, with the cost to be borne by the Training Partner.

- c. Training Partner will update the HARTRON about the Trainer details before the commencement of the Batch; however, if the trainer leaves the centre on his own, training partner will ensure that there is a backup trainer in place for the transition period until the new trainer joins. However, under no circumstances this transition period exceeds more than 30 days.
- d. In case of recruitment of new faculty as and when required, the details as per essential eligibility criteria and qualifications would be updated to HARTRON.
- e. For the list of courses on Emerging Technologies (such as Security Analyst, AI-Data Scientists, Cloud consultant, etc.) qualification mentioned above along with specialization in that particular domain is required.

iii. Course and Curriculum:

- a. HARTRON will implement a standardized core curriculum, aligning with industry demands and ensuring students receive the most relevant and up-to-date training. List of NSQF - aligned courses would be provided to the centres for implementation.
- b. Training Partners have the flexibility to include additional topics (upon HARTRON's approval), industry visits, and guest lectures to enhance the IT courses' effectiveness.



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iv. Enrolment & Batch Size:

The batch size will be adjusted by the number of workstations/computers/infrastructures declared by the Training Partner (TP) to prevent overcrowding.

v. Monitoring of the Training Centres:

- a. Initially, HARTRON will conduct inspections of the training Centres to ensure compliance with HARTRON guidelines. Upon approval of the training Centre, the training partner will be permitted to commence enrolments.
- b. HARTRON will regularly monitor the Centres to ensure compliance with all HARTRON guidelines and standards.
- c. Training Partners are responsible for ongoing internal monitoring to maintain adherence to HARTRON guidelines and standards.
- d. HARTRON will conduct regular audits and inspections to assess the quality of training, facilities, and overall operations at the Centres.
- e. Training Partners must promptly address any identified non-compliance issues and implement corrective actions as per HARTRON's directives.
- f. HARTRON reserves the right to suspend or terminate the partnership with any Training Partner if the Centre consistently violates guidelines or fails to meet standards.

In this case, the security deposit will be forfeited.

The training partner will ensure the candidates complete the course.

vi. Assessment & Certification:

- a. The training partner will ensure that every candidate is assessed between the courses to evaluate their learning outcome and ensure that final certification is done as per the guidelines of HARTRON.
- b. HARTRON will take the final assessment as per the process & HARTRON will provide certification on passing the examination as per the criteria.
- c. For the candidates who fail to certify in the said course, the candidate will have the option to reappear in the said course certification with an additional fee.

vii. Documentation and Reporting:

The training partner will ensure that every candidate is assessed between the courses to evaluate their learning outcome and ensure that final certification is done as per the guidelines of HARTRON.



details, course information, and batch records on the HARTRON system. Documentation
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viii. **Incentives/Rewards:**

- a. The Training partner is eligible for the incentive Centres under B & C Category based on specific milestones/Target achievements for courses under emerging technologies as mentioned in the Annexure - I (List of Technologies (Advanced)). The maximum amount to be refunded is up to 50% of the royalty being paid.
- b. Performance-linked incentives for training Centres, trainers/faculty, and candidates will be based on but not limited to various criteria such as student enrolment, retention rates, academic achievements, diversity considerations, etc.
- c. The breakdown of the allocation of total incentives (limited to B & C Categories' Centres and for list of courses on Emerging Technologies) is as follows
 - 50% to the Centre
 - 30% to the Trainers
 - 20% to the Students

Each centre/entity would be independent of the other. *(Please refer to Annexure IV for details.)*

Note: HARTRON provides certain incentives to Centres categorized under Categories - B & C due to its core mandate of promoting skill development in under-developed areas of Haryana. Due to the critical need for equitable access to education and training opportunities, especially in rural and less-developed regions, HARTRON aims to incentivize the establishment and operation of training Centres in these areas.

Note: Incentives are not applicable for the list of existing courses.

4. Creation of Employment Connect Cell (ECC):

- a. The primary function of the Industry/Employment Connect Cell shall be to facilitate the placement of students into industry positions linked to the selected bidder, HARTRON, or supporting agencies.
- b. The Cell shall operate to connect certified students to a registry of potential employers, agencies, and industry partners, corresponding to their certification.



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- c. The supporting agencies and industry partners that assist in the employment process shall be accordingly incentivised by HARTRON.
- d. HARTRON shall allocate half, i.e., 25% of the remaining 50% Royalty Component, to provide an assisted bonus for all students successfully retained by the aforementioned registry of potential employers, agencies, and industry partners.
- e. The bidding partners shall be required to provide additional staff for establishing the Point of Contact (POC) for the Cell.
- f. The Cell and its standard operating procedures shall be updated upon further consultations with NASSCOM, NIELET, and other supporting agencies.

Note: The percentage of Royalty Component allocated for setting up ECC may be subject to further deliberation.

5. Other Terms & Conditions:

- i. The Training Partner will declare the course fee for HARTRON’s approval during course-wise submissions.

(Royalty will be charged at the agreed percentage of the course fee as per the contract.)

- ii. In addition to new courses on emerging technologies, existing courses will remain available to Training Partners, who must ensure minimum enrolment in new courses as per the category of the Centre.

Type of Centres	Details	Minimum number of Courses to be implemented on Emerging Technologies	Minimum batch strength for each course
Category A	District HQ	4	10 Students/course Total required enrolment in 4 courses: 100



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Category B	Sub Divisional HQ's	3	10 Students/course
Category C	Block	2	10 Students/course

- iii. Centres would be prioritized/preferred for using their infrastructure for Government examinations and related activities (training, assessment, etc.), and the amount/share as decided by HARTRON would be transferred to the Training Partner. This will serve as additional income to the training partner to utilize the training Centre for other government training/programs.

6. Timeline for Establishing the Centres:

6.1 Stipulated Timeline and Benefits:

Training Centres must be established within a stipulated timeline of 2 months from the date of contract award.

Bidders who complete the setup within 1 month will receive the benefit of no royalties being collected from the first 10 students enrolled.

6.2 Grace Period and Implications:

Bidders unable to establish the centres within the stipulated 2-month timeline will be granted an additional 1-month grace period.

If the setup is not completed within the grace period, the bidder will no longer be eligible to continue, and their allotment shall be cancelled.

7. Compliance with Disaster Management Law and Fire Safety Provisions

A. Adherence to Disaster Management Law:

- i. All Training Partners must comply with the applicable provisions of the **Disaster Management Act, 2005**, and all relevant rules and regulations under Indian law.
- ii. Training Centres must have a comprehensive disaster management plan in place, addressing potential risks and outlining response strategies.

B. Fire Safety Requirements:



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- i. Training Centres must adhere to the **National Building Code of India (NBC)** and relevant fire safety regulations.
- ii. Training Centres must have clearly marked emergency exits, functional fire extinguishers, smoke detectors, and fire alarms installed at strategic locations.
- iii. The Fire Safety Officer must conduct regular safety audits and report findings to the management, ensuring prompt rectification of any identified issues.

C. Documentation and Reporting:

- i. Training Partners are required to maintain detailed records of all safety drills, audits, and compliance measures taken.
- ii. These records must be readily available for inspection by HARTRON or any designated authority upon request.

D. Non-compliance:

Failure to comply with the disaster management and fire safety requirements will result in penalties, including possible termination of the contract and withdrawal of HARTRON's support.

Note: This clause ensures that Training Partners prioritize safety and preparedness, aligning with national disaster management and fire safety standards.



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Section III Annexures and Format for Financial Bid (additional documents)

Annexure I

List of Emerging Technologies

Note:

- The courses to be run at HARTRON Advance Skill Centres will be on Emerging Technologies as mentioned below.
- The number of courses as well as the nomenclature (list of emerging as well as pre-existing courses) may be subject to changes/revisions.

Sr. No	Technology
1.	Information and Cyber Security
2.	Artificial Intelligence
3.	Big Data Analytics
4.	Internet of Things
5.	Cloud Computing
6.	Web & Mobile
7.	Blockchain



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Tentative List of Courses for HARTRON Advance Skill Centres

S. No.	Technology	Courses	NSQF Level	Duration (in hours)	Eligibility
1.	Information and Cyber Security	Analyst Application Security	5	510	<ul style="list-style-type: none"> Completed 2nd year of UG (UG Diploma) (UG Program of 3 OR 4 years(Engineering/ Science)) OR Completed 2nd year diploma after 12th OR Previous relevant Qualification of NSQF Level (NSQF Level 4) with 3 Years of experience relevant experience in relevant field
2.		Security Analyst	5	480	<ul style="list-style-type: none"> Completed 2nd year of UG (UG Diploma) (UG Program of 3 OR 4 years (Engineering/ Science)) OR Completed 2nd year diploma after 12th OR Previous relevant Qualification of NSQF Level (NSQF Level 4) with 3 Years of experience relevant experience relevant field



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3.		Cyber Security and Social Media Analyst	5	480	<ul style="list-style-type: none"> • B. Tech in CS/IT/ Electronics/ Allied fields of IT and Electronics Or MCA Or • BCA with 1 Year of relevant Experience Or • 3 Years Diploma (IT/CS/Electronics) after class 10th with 3 years of relevant experience.
4.		Cyber Security Associate	4.5	540	<ul style="list-style-type: none"> • Completed 1st year of B.Tech/ BCA/ B.Sc. (CS/IT/ Electronics/ allied area) OR • Pursuing 1st year of B.Tech/ BCA/ B.Sc. and continuous education OR • Pursuing 3rd year of 3-year diploma (CS/IT/EC/EE/ allied branches) after 10th and continuous education OR • Completed 3-year diploma after 10th OR • Completed 2nd year of 2 year diploma in after 12th OR • Pursuing 2nd year of 2-year diploma after 12th and continuous education



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					<ul style="list-style-type: none"> • 10th Grade pass plus 2 years of vocational education (NTC) plus 1 year of NAC in IT-ITeS. OR • Previous relevant Qualification of Level 3 and with minimum education as 8th Grade pass and 3 years of experience in IT-ITeS Sector.
5.		Junior Cyber Security Associate	4	450	<ul style="list-style-type: none"> • 12th grade pass OR • Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma in CS/IT/EC/EE/ allied branches OR • 10th grade pass plus 2-year NTC in IT-ITeS sector OR • 10th grade pass plus 1-year NTC plus 1 year NAC in IT-ITeS sector OR • 10th grade pass and pursuing continuous schooling OR • Previous NSQF Level-3* with 2 Years of experience in IT-ITeS Sector



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6.	Artificial Intelligence	AI Ethics Specialist	6	720	<ul style="list-style-type: none"> Completed a 3-year UG degree with AI/ML/Data Science. Completed a 4-year UG degree with AI/ML/Data Science. Perusing 1st year of PG degree / PG Diploma in AI/ML/Data Science (after 3- year UG degree) Completed a 3-year UG degree with Knowledge of IT and Programming 2 years of experience in AI/ML/Data Science Previous Qualification of NSQF Level 6 in the field of IT/ITeS 2 years of experience in AI/ML/Data Science Previous relevant Qualification in AI/ML/Data Science of NSQF Level 5.5 1.5 years relevant experience in AI/ML/Data Science
7.		AI – Data Scientist	6	690	<ul style="list-style-type: none"> Pursuing PG diploma after 3 year UG degree OR Completed 4 year UG program (in case of 4-year



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					<p>UG with honoursx/ honors with research) OR</p> <ul style="list-style-type: none"> • Previous relevant Qualification of NSQF Level (NSQF Level 5 STT) with 3 Years of experience relevant experience in relevant field
8.		AI- Machine Learning Developer	5	720	<ul style="list-style-type: none"> • Graduation in the Science/Computer Science/ Electronics and Engineering /Information Technology and should clear Additional Skill OR • 3- year Diploma (after 12th Class) in the Science/Computer Science/ Electronics /Information Technology and should clear Additional Skill Acquisition Programme Kerala Statistical Exam
9.		AI - DevOps Engineer	5	480	<ul style="list-style-type: none"> • Completed 2nd year of UG (UG Diploma) (UG Program of 3 or 4 years (Engineering/ Science)) OR • Completed 2nd year diploma after 12th OR



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					<ul style="list-style-type: none"> • Previous relevant Qualification of NSQF Level (NSQF Level 4) with 3 Years of experience relevant experience in relevant field
10.		AI - Database Administrator	5	450	<ul style="list-style-type: none"> • Completed 2nd year of UG (UG Diploma) (UG Program of 3 or 4 years (Engineering/ Science)) OR • Completed 2nd year diploma after 12th OR • Previous relevant Qualification of NSQF Level (NSQF Level 4) with 3 Years of experience relevant experience in relevant field
11.		Artificial Intelligence Application Developer	4.5	540	<ul style="list-style-type: none"> • Completed 1st year of UG or • Pursuing 1st year of UG and continuous education or • Pursuing 3rd year of 3-year diploma after 10th and continuous education or • Completed 3-year diploma after 10 or



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					<ul style="list-style-type: none"> Completed 2nd year of 2-year diploma after 12th or Pursuing 2nd year of 2-year diploma after 12 and continuous education or Previous relevant Qualification of NSQF Level 4 and with minimum education as 8th Grade pass with 1.5 year relevant experience
12.		Artificial Intelligence Associate	4	450	<ul style="list-style-type: none"> 12th grade pass or Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma or 10th grade pass and pursuing continuous schooling or 10th Grade Pass with 2 year relevant experience or Previous relevant Qualification of NSQF Level 3.0 with minimum education as 8th Grade pass with 3 year relevant experience



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13.	Big Data Analytics	Junior Data Analyst	4.5	540	<ul style="list-style-type: none"> Completed 1st year of UG Pursuing 1st year of UG and continuous education Pursuing 3rd year of 3-year diploma after 10th and continuous education Completed 3-year diploma after 10 Completed 2nd year of 2 year diploma after 12th Pursuing 2nd year of 2-year diploma after 12 and continuous education 10th Grade pass plus 3 years of vocational education & Training Previous relevant Qualification of NSQF Level 4 and with minimum education as 8th Grade pass 1.5 year relevant experience
14.		Data Analysis Associate	4	450	<ul style="list-style-type: none"> 12th grade pass Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma 10th grade pass plus 2-year NTC 10th grade pass plus 1-year NTC plus 1 year NAC



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					<ul style="list-style-type: none"> • 10th grade pass and pursuing continuous schooling • Data Analyst Assistant NOS from 1- 6 will be exempted. Previous NSQF Qualification of Level 3 with 3 year relevant experience
15.	Internet of Things	IoT - Software Analyst	5	690	<ul style="list-style-type: none"> • Completed 2nd year of UG (UG Diploma) (UG Program of 3 or 4 years(Engineering/ Science)) • OR • Completed 2nd year diploma after 12th • OR • Previous relevant Qualification of NSQF Level (NSQF Level 4) with 3 Years of experience relevant experience in relevant field
16.		Internet of Things (IoT) Developer	4.5	540	<ul style="list-style-type: none"> • Completed 1st year of UG Pursuing 1st year of UG and continuous education • Pursuing 3rd year of 3-year diploma after 10th



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					<ul style="list-style-type: none"> Completed 3-year diploma after 10 Completed 2nd year of 2-year diploma after 12th Pursuing 2nd year of 2-year diploma after 12 and continuous education Previous relevant Qualification of NSQF Level 4 and with minimum education as 8th Grade pass 1.5 year relevant experience
17.		Internet of Things (IoT) Associate	4	450	<ul style="list-style-type: none"> 12th grade pass Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma 10th grade pass plus 2-year NTC 10th grade pass plus 1-year NTC plus 1 year NAC 10th grade pass and pursuing continuous schooling Internet of Things (IoT) Assistant NOS from 1-6 will be exempted from Previous NSQF Qualification of Level 3



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18.	Cloud Computing	Cloud Consultant	6	600	<ul style="list-style-type: none"> • Pursuing first year of 2-year PG program after completing 3 year UG degree OR • Completed 4 year UG program (in case of 4-year UG with honours/ honours with research) OR • Previous relevant Qualification of NSQF Level (NSQF Level 5) with 3 Years of experience relevant experience in relevant field
19.		Certified Cloud Computing Engineer	5	840	<ul style="list-style-type: none"> • BE / BTech, BCA, BSc (IT / Computer Science / Electronics) or equivalent of any of these.
20.		Cloud Application Developer	5	510	<ul style="list-style-type: none"> • Completed 2nd year of UG (UG Diploma) ((UG Program of 3 or 4 years)(Engineering/ Science)) OR • Completed 2nd year diploma after 12th OR • Previous relevant Qualification of NSQF Level (NSQF Level 4) with 3 Years of experience



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					relevant experience in relevant field
21.		Cloud Administrator	5	480	<ul style="list-style-type: none"> Completed 2nd year of UG (UG Diploma) ((UG Program of 3 or 4 years)(Engineering/ Science)) OR Completed 2nd year diploma after 12th OR Previous relevant Qualification of NSQF Level (NSQF Level 4) with 3 Years of experience relevant experience in relevant field
22.		Cloud Computing Associate	4.5	540	<ul style="list-style-type: none"> Completed 1st year of UG Pursuing 1st year of UG and continuous education Pursuing 3rd year of 3-year diploma after 10th and continuous education Completed 3-year diploma after 10 Completed 2nd year of 2 year diploma after 12th Pursuing 2nd year of 2-year diploma after 12 and continuous education



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					<ul style="list-style-type: none"> • Previous relevant Qualification of NSQF Level 4 and with minimum education as 8th Grade pass 1.5 year relevant experience
23.		Junior Cloud Computing Associate	4	450	<ul style="list-style-type: none"> • 12th grade pass • Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma • 10th grade pass and pursuing continuous schooling • 10th Grade Pass 2 year relevant experience • Previous relevant Qualification of NSQF Level 3.0 with minimum education as 8th Grade pass 3 year relevant experience
24.		Certified Cloud Computing and Virtualization Expert	4	210	<ul style="list-style-type: none"> • 2nd Year B.Tech /BE in Computer science/ Information technology/ Electronics/Electronics and Communication Engg Or • 2nd Year MCA Or Final Year students of 3 Year



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					science/ Information technology/ Electronics/Electronics and Communication Engg
25.	Web & Mobile	User Experience Designer	5	540	<ul style="list-style-type: none"> Completed 2nd year of UG (UG Diploma) (UG Program of 3 or 4 years (Engineering/ Science)) OR Completed 2nd year diploma after 12th OR Previous relevant Qualification of NSQF Level (NSQF Level 4) with 3 Years of experience relevant experience in relevant field
26.		Cyber Secured Web Development Associate	4	990	<ul style="list-style-type: none"> 12th Grade Pass Completed 2nd year of 3-year diploma (after 10th) and pursuing a regular diploma in relevant 10th grade pass plus 2-year NTC 10th grade pass plus 1-year NTC and 1-year NAC 10th grade pass and pursuing continuous schooling 10th Grade Pass with 2 years relevant experience



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					<ul style="list-style-type: none"> • Previous NSQF Level 3 in relevant sector with minimum education as 8th Grade pass with 3 years relevant experience • Previous NSQF Level 3.5 in relevant field with 1.5 year relevant experience
27.	Blockchain	Blockchain App Developer	5	641	<ul style="list-style-type: none"> • Post Graduate (Engineering/ Technology/Statistics/ Mathematics / Computer Science) with 1 Year of experience. The experience would include work, internship and apprenticeship in relevant field undertaken post completion of postgraduation. OR • Graduate (Engineering/ Technology/ Statistics/ Mathematics/ Computer Science) with 3 Years of experience. The experience would include work, internship and apprenticeship in relevant field undertaken post completion of regular graduation. OR



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					<ul style="list-style-type: none"> • Diploma (Engineering/Technology/ Statistics/ Mathematics / Computer Science) with 5 Years of experience. The experience would include work, internship and apprenticeship in relevant field undertaken post completion of diploma. OR • Previous relevant Qualification of NSQF Level (NSQF Level 4) OR • Previous relevant Qualification of NSQF Level (NSQF level 4 in other technologies) with 1 Year of experience relevant experience
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Foundation Courses

S. No.	Technology	Courses	NSQF Level	Duration (in hours)	Eligibility
1.	Information and Cyber Security	Foundation course in Information Security	4	90	<ul style="list-style-type: none"> • 2nd Year Polytechnic Diploma in Computer Science/ IT/ Electronics /Electrical/ Instrumentation/ or Final year BCA/B.Sc.(Electronics/CS/I T) or



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					<ul style="list-style-type: none"> • Pursuing MCA/MSC(CS/IT) /PGDCA or • Pursuing B.E/B.Tech in any domain or NIELIT O Level(IT)
2.	Artificial Intelligence & Big Data Analytics	Foundation course in Machine Learning using Python	4	90	<ul style="list-style-type: none"> • 2nd Year Polytechnic Diploma in Computer Science/ IT/ Electronics /Electrical/ Instrumentation/ or • Final year BCA/B.Sc.(Electronics/CS/IT) or • Pursuing MCA/MSC(CS/IT) /PGDCA or • Pursuing B.E/B.Tech in any domain or NIELIT O Level(IT)
3.		Foundation course in Artificial Intelligence Applications	4	90	<ul style="list-style-type: none"> • Pursuing Final Year Polytechnic Diploma in Computer Science/ IT or • 2nd Year B.E/B.Tech in any discipline or • NSQF Aligned L4(AI/ML/Data Science/Data Analytics) or • PGDCA or • 3rd semester



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					<ul style="list-style-type: none"> • Pursuing NIELIT A Level(IT)
4.	Internet of Things	Foundation course in Internet of Things(IoT)	4	90	<ul style="list-style-type: none"> • 2nd Year Polytechnic Diploma in Electronics /Electrical/ Instrumentation/ Computer Science/ IT or • Pursuing B.E/B.Tech in Electronics/Electronics & Communication/ Electrical/ Electrical & Electronics/Instrumentation or 10+ ITI in Electronics/ Electrical/ Computer/ IT Domains + 1 Years of Experience in Electronics Domain or • 12th + 1 year of Experience in Electronics Domain or 2nd Year B.Sc./MSc. Electronics
5.	Blockchain	Foundation course in Block chain Development	4	90	<ul style="list-style-type: none"> • Final Year Polytechnic Diploma in Computer Science/ IT/ Electronics /Electrical/ Instrumentation/ or • Final year BCA/B.Sc.(Electronics/CS/IT) or



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					<ul style="list-style-type: none"> • Pursuing MCA/M.Sc.(CS/IT) /PGDCA or • Pursuing B.E/B.Tech in any domain or • NIELIT O Level(IT)
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List of HARTRON Courses

NSQF aligned courses (*List-I of pre-existing courses*):

Note:

The centres would be free to enrol students in any of the pre-existing courses; subject to the condition that they ensure minimum enrolment in Emerging Technology courses (as mentioned above within Annexure I) as per the category of the centre.

Note:

The above mentioned condition does **not** apply to **foundation courses** and is limited to the condition that the centre ensures minimum enrolment in Emerging Technology courses (as mentioned above within Annexure I) as per the category of the centre.

S. No.	Course Name	Duration	NSQF Level	Eligibility Criteria
1.	Post-graduate Diploma in Computer Application	1 Year. / (576 hrs.)	5	Graduation
2.	Diploma in Computer Applications	1 Year. / (576 hrs.)	4	10+2/ ITI or equivalent



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S. No.	Course Name	Duration	NSQF Level	Eligibility Criteria
3.	Diploma in Computer Software Plus	1 Year. / (576 hrs.)	4	10+2/ ITI or equivalent
4.	Diploma in Computer -aided Accounting	1 Year / (576 hrs.)	4	10+2/ ITI or equivalent
5.	Diploma in Designing & Publishing	1 Year / (576 hrs.)	4	10+2/ ITI or equivalent
6.	Diploma in Web Technology	1 Year / (576 hrs.)	4	10+2/ ITI or equivalent
7.	Computer Hardware & Networking Associate	1 Year / (570 hrs.)	4	12th pass or completed 2 year of 3 year Diploma after 10th or 10th pass with 2 years of NTC/NAC/CITS or equivalent
8.	Certificate Course in Digital Literacy	6 Months / (288 hrs.)	3	10th
9.	Certificate Course in Computer Basics and Accounting	6 Months / (288 hrs.)	3	10th
10.	Certificate Course in Web Designing and Multimedia	6 Months / (288 hrs.)	3	10th



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S. No.	Course Name	Duration	NSQF Level	Eligibility Criteria
11.	Hardware Peripheral and Installation Assistant	6 Months / (300 hrs.)	3	10 th or 8 th pass with 2 year NTC/NAC or 9 th pass and pursuing continuous schooling in regular school
12.	Application Development using Android	6 Months / (390 hrs.)	4	12 th pass or completed 2 nd year of 3 year diploma after 10 th
13.	Assistant PHP Developer	6 Months / (330 hrs.)	3	10 th pass or 8 th pass with 2 year NTC/NAC or 9 th pass and pursuing continuous schooling in regular school
14.	Foundation Course in Computer Basics	12 Wks / (144 hrs.)	3	Applicants with basic learning ability, preferably 10 th
15.	Programming with Python	3 Months / (120 hrs.)	4	12 th Pass or Completed 2 nd Year of 3 Year Diploma after Grade 10
16.	Digital Marketing Assistant	6 Months / (300 hrs.)	3	10 th pass or 8 th pass with 2 year NTC/NAC or 9 th pass and pursuing continuous schooling in regular school
17.	Software/ Application Testing Assistant	6 Months / (270 hrs.)	3	10 th pass or 8 th pass with 2 year NTC/NAC or 9 th pass and pursuing continuous schooling in regular school



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Other Courses (List-II of pre-existing courses):

1.	Fundamentals of Cyber Security	6 Wks.	10+2/ ITI or equivalent
2.	C Language	4 Wks.	10+2/ ITI or equivalent
3.	C++ with OOPs	8 Wks.	Graduation, preference will be given to candidates with certificate in any computer course
4.	Core Java	6 Wks.	10+2 or Equivalent with basic knowledge of Computer
5.	Financial Accounting (F.A)	6 Wks.	10+2/ ITI or equivalent
6.	Advanced Java (Swings, RMI, Cobra, Java Beans & Servlets)	8 Wks.	10+2 or Equivalent with basic knowledge of Computer
7.	AutoCAD	8 Wks	--
8.	PHP WITH MYSQL	4 Wks	--

Annexure II

Categorisation of Centres

<i>Sr. No.</i>	<i>District HQs</i>	<i>Sub Divisional HQs</i>	<i>Rural Development Block</i>
-	Category - A	Category - B	Category - C
1.	Chandigarh	-	-
2.	Ambala	<i>Ambala City</i>	-
		<i>Ambala Cantt.</i>	-
		<i>Naraingarh</i>	-
		<i>Barara</i>	-



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		-	Saha
			Shahzadpur
3.	Bhiwani	-	Bawani Khera
		Tosham	Behal
		Siwani	-
		Loharu	Kairu
		Badhra	Baund
		-	Jhojhu
5.	Faridabad	-	-
		Badkhal	-
		Ballabgarh	Tigaon
6.	Fatehabad	-	Bhattu Kalan
		Ratia	Bhuna
		Tohana	-
		-	Jakhal
		-	Nagpur
7.	Gurugram	-	Farrukhnagar
		Manesar	-
		Sohna	-
		Pataudi	-
		Badshahpur	
8.	Hisar	-	Adampur



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		<i>Barwala</i>	<i>Barwala</i>
		<i>Narnaund</i>	
		-	<i>Uklana</i>
		<i>Bahadurgarh</i>	-
		<i>Beri</i>	-
		<i>Badli</i>	-
			<i>Matanhail</i>
			<i>Salhawas</i>
			<i>Machhroli</i>
10.	Jind	-	<i>Alewa</i>
		<i>Julana</i>	-
		<i>Narwana</i>	-
		<i>Safidon</i>	-
		<i>Uchana</i>	<i>Pillu Khera</i>
			<i>Ujhana</i>
11.	Kaithal	-	<i>Dhand</i>
		<i>Guhla</i>	-
		<i>Kalayath</i>	-
			<i>Pundri</i>
			<i>Rajaund</i>
			<i>Siwan</i>
		<i>Nihal Beri</i>	-



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		<i>Assandh</i>	<i>Nissing</i>
		<i>Gharaunda</i>	-
		<i>Indri</i>	-
			<i>Kunjpura</i>
			<i>Chirao</i>
			<i>Munak</i>
13.	Kurukshetra	<i>Thanesar</i>	<i>Babain</i>
		<i>Shahbad</i>	<i>Ismailabad</i>
		<i>Pehwa</i>	-
		<i>Ladwa</i>	-
			<i>Pipli</i>
14.	Mahendragarh	<i>Narnaul</i>	<i>Ateli Nangal</i>
		<i>Nangal Chaudhary</i>	<i>Kanina</i>
		<i>Kanina</i>	<i>Nijampur</i>
			<i>Satnali</i>
			<i>Sihma</i>
15.	Nuh	-	-
		<i>Firozpur Jhirka</i>	<i>Indri</i>
		<i>Punhana</i>	<i>Nagina</i>
		<i>Tauru</i>	
			<i>Pingwan</i>
16.	Palwal	-	<i>Badoli</i>



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Hassanpur

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		<i>Hathin</i>	-
			<i>Prithla</i>
17.	Panchkula	-	<i>Barwala</i>
		<i>Kalka</i>	<i>Morni</i>
			<i>Pinjore</i>
			<i>Raipur Rani</i>
18.	Panipat	-	<i>Bapoli</i>
		<i>Israna</i>	<i>Sanoli Khurd</i>
		<i>Samalkha</i>	-
			<i>Madlouda</i>
19.	Rewari	-	-
		<i>Bawal</i>	<i>Jatusana</i>
		<i>Kosli</i>	<i>Khol</i>
			<i>Nahar</i>
			-
			<i>Dahina</i>
			<i>Dharuhera</i>
20.	Rohtak	-	<i>Kalanaur</i>
			<i>Lakhan Majra</i>
		<i>Sampla</i>	-
		<i>Meham</i>	-
21.	Sirsa	-	<i>Baragudha</i>



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		<i>Ellenabad</i>	-
		<i>Kalanwali</i>	<i>Nathusari Chopta</i>
			<i>Odhan</i>
			<i>Rania</i>
22.	Sonipat	-	-
		<i>Gohana</i>	-
		<i>Gannaur</i>	<i>Kathura</i>
		<i>Kharkhauda</i>	<i>Kharkhoda</i>
			<i>Mundlana</i>
			<i>Murthal</i>
			<i>Rai</i>
23.	Yamuna Nagar	<i>Jagadhri</i>	-
		<i>Bilaspur</i>	-
		<i>Chhachhrauli</i>	-
		<i>Radaur</i>	<i>Pratap Nagar</i>
			<i>Sarswati Nagar</i>
			<i>Sadhaura</i>
Total	23	60	68



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Annexure III

Incentive Matrix (For Emerging Technologies Courses only)

Incentive Matrices (*Performance linked incentives* limited to B & C Categories and for list of Emerging Technologies Courses only):

The maximum amount will be the refund of up to 50% of the royalty being paid.

1. For the Centres under *Category B & C Entitled for up to 50% of the Incentive*

Performance Metric	Target/Outcome	Allocation %age						
Emerging Technologies Courses	Running more than the minimum <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Type of Centre</td> <td>Minimum emerging tech courses</td> </tr> <tr> <td>Category B</td> <td>3 + 1</td> </tr> <tr> <td>Category C</td> <td>2 + 1</td> </tr> </table> <ul style="list-style-type: none"> Incentive on at least 1 course more than the prescribed number of Minimum emerging tech courses- 30% Additional Incentive for each course introduced in the centre (5% for each Course)-up to 20% 	Type of Centre	Minimum emerging tech courses	Category B	3 + 1	Category C	2 + 1	50%
Type of Centre	Minimum emerging tech courses							
Category B	3 + 1							
Category C	2 + 1							
Student Enrolment Retention	Target enrolment + examinations of 70% students (at least 70% have passed the examination i.e. final certification)	25%						
Student Satisfaction Index/Feedback Tool (to be developed by HARTRON)	<ul style="list-style-type: none"> Student satisfaction from overall Training Centre Score to be above 90% of the all student-feedback received 	10%						
Inspection Score	Inspection of the centre's infrastructure and	15%						



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Note: The Training Centre becomes eligible for the incentive percentage based on the allocated percentage for achieving the predefined parameters:

Allocation %age	Incentive Amount %age
80% & above	Full Incentive Amount
60-80%	75% of Incentive Amount
40-60%	50% of Incentive Amount
40% & below	0

2. For the Trainers - Performance Incentives - Entitled for up to 30% of the Incentive

Performance Criteria	Target/Outcome	Allocation %age
Student Satisfaction	Maintain average student satisfaction rating above 90%	30%
Academic Performance	Achieve average student exam scores above 80%	30%
Course Completion Rates	Maintain course completion rate above 80%	15%
Attendance Rates	Achieve average attendance rate above 80%	10%
Skill Upgradation	For trainers enrolling themselves in such courses	15%

Note: The Trainer becomes eligible for the incentive based on the allocated percentage for achieving the predefined parameters outlined above.

3. For Students: Entitled for up to 20% of the Incentive

S. No.	Criteria for Fee Waivers/ Scholarships	Eligibility Requirement



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S. No.	Criteria for Fee Waivers/ Scholarships	Eligibility Requirement
1.	Household Income (EWS)	Below Rs. 1.80 Lakh annual family income (as per Family ID/PPP)
2.	Academic Performance (Mandatory)	Certification Score above 80%
3.	Attendance	Above 90%

Note:

1. Students are eligible to receive 75% of the incentive amount if they meet the first parameter, i.e. EWS Category.
2. If a student qualifies either Point-2 or Point-3 in addition to the EWS eligibility (Point-1), they would receive 100%.

Annexure IV

Format for Bidders Financial Details

Annual Average Turnover Statement - (To be furnished on the letterhead of the Chartered Accountant)

Name of the Agency:				
Financial Information (INR)				
Details	FY 2020-21*	FY 2021-22*	FY 2022-23*	Average of FY 20-21, 21-22 and 22-23
Turnover (Crores)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	



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****Provisional audited statements shall not be considered.***

Supporting Documents:

Audited Certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement, P/L and Balance Sheet for the respective financial years is mandatory along with this form).

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished along with the technical proposal, failing which the proposal will be out rightly rejected.

Signature and Seal of the Company Auditor / Chartered Accountant with Date in original

Name of Chartered Accountant / Authorized Signatory of Company Auditor

[In full initials with Date and Seal]: _____

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

Authorized Signatory with:

Date and Seal

Name: _____

Designation: _____

Address of Bidder: _____

Contact Number of Bidder: _____

Email id of Bidder: _____

[NB: No Scanned Signature will be entertained]

Bidders should submit the supporting documents mentioned above and in the RFP. Non-submission of any document will lead to rejection of the bid.



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Annexure V

Affidavit Format for Not Blacklisting (Notarized on INR.100/- Non-Judicial Stamp Paper)

Affidavit

I, M/s. _____ (the name of the Organization),
having registered office at _____, < HQ address of the
Organization > do at this moment certify and confirm that we or any of our promoter(s) /
Director(s) are not barred by Govt. of Haryana / or any other entity of Government of Haryana or
blacklisted by any State Government or Central Government / Department / District
Administration / Organization in India from participating in Tenders as on the
_____ (Date of Signing of this proposal).

**In case the agency has been blacklisted previously, the details of the same shall be
furnished in the below format. We further confirm that we are aware that our proposal for the
captioned Project would be liable for rejection in case any material misrepresentation is made
or discovered at any stage of the Bidding Process or after that during the agreement period.**

Dated this _____

Day of _____, 2024

Authorized Signatory with:

Date and Seal

Name: _____

Designation: _____

Address of Bidder: _____

Contact Number of Bidder: _____

Email id of Bidder: _____



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Annexure VI

Trainer CV Format

Photo	Name				
	Position	Consultant			
	Education	Degree:	Specialization		
		Graduation			
		Post Graduation			
Certifications					
Employment Record	From	To	Company	Position Held	
6. Brief Profile					
7. Countries of Work Experience					
8. Languages Known					



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Annexure VII

Design/Branding Guidelines

Standard design pattern, size, layout and color schemes of Advanced HARTRON Skill Centre

A. Space:

- Advanced HARTRON Skill Centres should have built/covered areas of 2500 sq. ft., 1700 sq. ft. and 1200 sq. ft. at District Head Quarter- Category A, at Sub-Division- Category B and at Block-Category C respectively.
- Space to be utilized for the Centre should not be an old dilapidated building. It should be a reasonably good space with presentable aesthetic looks.
- Space should be well ventilated with provision of sunlight and fresh air.
- Space must have a proper exit passage so that out-movement is easily possible in case of emergencies like fire incidents, earthquakes etc.
- Space design/layout should be in such a manner that fire-safety equipment, biometric attendance equipment, power backups, ACs etc. are provisioned in the space.
- Designated space at the entrance/exit shall be provided for setting up of biometric attendance system.
- Space to be utilized must have proper hygiene with separate washrooms for males and females.
- There should be provision for water purifiers.
- No basement or similar areas shall be permitted to be utilized as centres.

B. Establishment of Class rooms, Labs and other Cabins:

The space/area of the Centre shall further be divided into classrooms, labs and other cabins as detailed below category wise:

	Category A	Category B	Category C
	District Headquarter	Sub Division	Block
	Minimum 2500 Sq.ft.	Minimum 1700 Sq.ft.	Minimum 1200 Sq.ft.



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	Cabins/Rooms/Labs etc.	No.(s)	Cabins/Rooms/Labs etc.	No.(s)	Cabins/Rooms/Labs etc.	No.(s)
Space Distribution (Tentative)	Class- Rooms	02	Class-Rooms	02	Class-Room	01
	Labs	02	Lab	01	Lab	01
	Reception area including visitor lounge	01	Reception area including visitor lounge	01	Reception area	01
	Centre Incharge Cabin	01	Centre Incharge Cabin	01	Centre Incharge-cum-counselling Cabin	01
	Counselling cabin	01	Counselling cabin	01	Admin Office	01
	Admin Office	01	Admin Office	01	Staff Room-cum preparatory room	01
	Staff Room-cum-preparatory room	01	Staff Room-cum-preparatory room	01	Library-cum-reading room	01



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	Library-cum-reading room	01	Library-cum-reading room	01	Male Toilet	01
	Male Toilet	01	Male Toilet	01	Female Toilet	01
	Female Toilet	01	Female Toilet	01		

C. Logo, Color Scheme, Display Boards, Signage:

- For various displays and interior setups the color scheme to be adopted is blue and off white color (as that of HARTRON logo).
- A display board of minimum size 10 feet * 03 feet is prominently to be provided in front of the Skill Centre with the HARTRON logo.
- The reception area should have a board displaying the technological domains of learning including list of courses offered in the Centre, fee structure, course duration. The boards and other displays be put at prominent places of the geographical spread of the Skill Centre.
- Skill Centre should also prepare brochures containing all the information of HARTRON, Advanced HARTRON Skill Centre, courses to be delivered, fee structure etc.
- All the layouts of the boards/displays/brochures shall be provided by HARTRON.
- HARTRON logo should be put on reception desk, lecture desk etc.

The illustrative boards and other displays are given in the following pages.



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Emerging Technologies Beacon Us

Hartron Advanced Skill Centre



Technological domains of learning:

- 1. Block-chain Technology
- 2. Cyber Security
- 3. Internet of Things
- 4. Artificial Intelligence
- 5. Social & Mobile
- 6. Big Data Technology
- 7. Cloud Computing
- 8. Augmented/Virtual Reality
- 9. 3D Printing/Additive Manufacturing
- 10. Robotics Process Automation
- 11. And more.

HARTRON's uniqueness:

- 1. Established, recognized & accepted brand
- 2. Pioneer in e-education & skilling
- 3. Nodal Government Organization for Implementation of IT & ITeS programs of MeitY

SKILL CENTRE'S ADDRESS: _____

HARTRON CORPORATE OFFICE: SCO 111-113, Sector 17 B, Chandigarh 160017



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Emerging Technologies Beacon Us

Hartron Advanced Skill Centre



LIST OF COURSES WITH DURATION AND FEE STRUCTURE

S.N.	Technological Domain	Course Name	Course Duration	Course Fee	Others

SKILL CENTRE'S ADDRESS: _____

HARTRON CORPORATE OFFICE: SCO 111-113, Sector 17 B, Chandigarh 160017



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Financial Bid Format

Dated:

To

The Managing Director

HARTRON

Sub: Tender Reference No. _____ on Royalty basis

Dear Sir,

1. Concerning your RFP document dated XXXX, I/we, having examined the Bidding Documents and understood their contents and under it, at this moment submit my/our Financial Bid for the aforesaid-mentioned services as per the Schedule of Requirements and other terms of the RFQ cum RFP. The Bid is unconditional and unqualified.
2. The interested bidders must quote the royalty amount on a percentage basis on course-fees, excluding GST & other applicable levies.

Sr. No.	Particulars	Percentage (%) (Bidder need to quote over and above of reserve percentage)	District	Category (A/B/C)
1.	Centre 1	Royalty in %. excluding GST & other levies, if any		
2	Centre 2	Royalty in %. excluding GST & other levies, if any		

Note: The royalty rate to be quoted should be exclusive of GST, i.e., GST & all other taxes, if any, should be charged extra by **HARTRON** from the successful bidder.

3. I/We agree to accept and abide by all the terms and conditions of the Bidding Document. By filling this form, we irrevocably consent and agree to be bound



Documentation
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Email ID:- proposal@tenderstime.com
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by all the terms and conditions set out hereunder.

4. I/We further confirm that we shall not demand Additional Fees beyond the fees approved and agreed upon by HARTRON, or any other charges, etc., from the Government of Haryana and enrolled students during the mentioned period.
5. We now declare that our Financial Proposal is unqualified and unconditional in all respects, and there are no deviations from the stated terms in the Bidding Documents.

Yours faithfully,

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)



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