**Terms & Conditions for Empanelment of   
“BUSINESS ASSOCIATES/FIRMS/ INDIVIDUALS/ EXPERTS FOR ICT PROJECTS”**

**1. Purpose**

NITCON proposes to form a panel of independent and competent ICT Business Associates for carrying out following types of work:

1. Smart/Digital/ Virtual Class Rooms
2. Design & Implementation of ERP for Schools/Colleges/Universities/Institutes.
3. Digitization of Records and Certificates with security protocols.
4. Planning, Design & Implementation of Wi-Fi systems
5. Establishment of Computer Labs and Networking (LAN, WAN)
6. Design, Planning and Execution of ICT infrastructure for Smart City projects
7. Design, Installation and operationalization of Data Centres with required Cyber-Security systems as well as options for having a dedicated cloud for keeping repository of data.
8. Establishment of Virtual Centre of Learning / University and their networking with remote areas using multiple media, including satellite systems.
9. Virtual Science and Technology lab
10. English language Lab with State of the Art content and required Software / Hardware.
11. Learning tools / Software’s (on/off line) for primary and secondary schools with customized multi-media content.
12. State of the Art Video Conferencing/ Automated Board Resource at Single / Multiple Locations.
13. Audio/ Video streaming with Multi-Window Systems/ solutions
14. Financial Technology – Supplier platform
15. Corporate Banking.
16. IT turnkey solution provider, System Integrator, Software / Hardware designing, Customisation, Implementation, Operationalization, Hand-holding and Training.

**2. Minimum Eligibility Criteria**

The minimum eligibility criteria for the Business Associates are provided in **Annexure‐A**.

**3. Application Submission Guidelines**

The application shall be submitted in accordance with the following guidelines:

(i) One Applicant shall submit only a single application and cannot be a constituent to any other application.

(ii) Application shall be submitted in the format prescribed in **Annexure‐B.**

(iii) The application shall be unconditional; otherwise it would be liable for rejection.

(iv) All the information/details are to be supported by authentic documents duly certified by the Applicant.

(v) Applications shall be submitted in a sealed envelope titled ‘Application For Empanelment ICT Business Associate of NITCON’.

**4. Empanelment Period**

1. The Business Associate firm shall be empaneled for a period of 3 years on payment of a fee of INR 50,000/- (Rupees Fifty Thousand Only)and Security of INR 10,000/-, (Rupees Ten Thousand Only) by draft to NITCON Limited, payable at par in New Delhi. For International Companies fee will be USD 2000/- (USD Two Thousand Only) and no security amount is required to be paid. This fee shall be refundable only in cases of non-selection of applicant firms for empanelment. Security amount will be returned without interest on termination of contract mutually. The performance as ‘empaneled consultant/ associate’ shall be reviewed annually by NITCON. NITCON reserves its right to de‐list the name of the business associate at any stage, by the competent authority of NITCON at its own discretion without assigning reasons thereof. Post-empanelment, NITCON shall not refund the empanelment fee to the firm for any reason whatsoever.
2. Selected Business Associate will be required to sign a MoU with NITCON for a period of Three years.
3. For implementation of any Project through the Business Associate a SLA will be required to be executed between NITCON and the Business Associate.

**Annexure‐A: Eligibility Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Criteria** | **Requirements** |  |
| 1 | Who may apply | Individual/Sole Proprietorship Firm, Partnership Firm/Limited Liability Partnership, Ltd Companies, PSUs, Govt Agencies. MSMEs and ‘Start- Ups”. |
| 2 | Qualification | Companies should be registered under the required Company’s Act, 1956. In case of partnership firm, any one of the active partners should possess such registration. MSME registered Companies and ‘Start-Ups’ working on new technology device / such Manufacturing/ Service Companies are also encouraged to apply |
| 3 | No. of Years of Experience | The Company will be required to have Five years’ experience in the relevant trade. Five years’ experience will not be applied to MSME registered Companies and ‘Start-Ups’, but they are required to give details of their Concept/Innovations/Mission/Objective/Vision(not less than 1000 words). |
| 4 | No. of assignments with Government/Private sector | The Company should have completed at least five projects in the relevant sector successfully either independently or in a consortium. For MSMEs and new ‘Start-Ups’, the requirement would be a certificate from any recognized Evaluator/ Institution or Agency. |
| 5 | PAN/TAN/GST | The Applicant should confirm having PAN, TAN and GST. |
| 6 | Financial Detail | Turn Over of 2016-17 should be more than INR 50 Lakhs. ‘Start-Ups” and MSME sector Companies should give details of their Financial bodies and Financing Institutions with the details authenticated by the concerned agency. |

**ANNEXURE‐B: APPLICATION FORMAT FOR EMPANELMENT**

**I. General Information**

| **S.No.** | **Particulars** | **Description** | | |
| --- | --- | --- | --- | --- |
| 1 | Type of experience | Please tick the relevant expertise:   |  |  |  | | --- | --- | --- | | **S.No.** | **Expertise** | **Please tick** | | 1 | Smart/Digital/Virtual Class Rooms |  | | 2 | Design & Implementation of ERP for Schools/Colleges/Universities/Institutes |  | | 3 | Digitisation of Records and Certificates with Security protocols. |  | | 4 | Planning, Design & Implementation of Wi-Fi systems |  | | 5 | Establishment of Computer Labs and Networking (LAN, WAN) |  | | 6 | Design, Planning and Execution of ICT Infrastructure of Smart City projects |  | | 7 | Design, Installation and Operationalisation of Data Centres with required Cyber-Security systems as well as options for having a dedicated cloud for keeping repository of data. |  | | 8 | Establishment of Virtual Centre of Learning/University and their networking with remote areas using multiple media including satellite systems. |  | | 9 | Virtual Science and Technology lab |  | | 10 | English language Lab with State of the Art content and required software/hardware. |  | | 11 | Learning tools for primary and secondary schools with customized multi-media content in required regional languages. |  | | 12 | State of Art video conferencing/ Automated Board Resource at Single / Multiple Locations. |  | | 13 | Audio/ Video streaming Multi-Window Systems/ solutions |  | | 14 | Financial Technology – Supplier platform |  | | 15 | Corporate Banking |  | | 16 | IT turnkey solution provider, System Integrator, Software/Hardware designing, Customisation, Implementation, Operationalisation, Hand-holding and Training. |  | | | |
| 2 | Name of the Company |  | | |
| 3 | Constitution of Firm/Company |  | | |
| 4 | Date of Birth/ Date of Incorporation |  | | |
| 5 | Office Address |  | | |
| 6 | Telephone  Fax  Email ID |  | | |
| 7 | PAN |  | | |
| 8 | TAN |  | | |
| 9 | GST |  | | |
| 10 | General Profile of the Applicant |  | | |
| 11 | No. of Years of Experience, highlighting the segment of industry |  | | |
| 12 | Recent photograph of the key persons along with names whose credentials are being considered for satisfaction of Qualification criteria | *\*To be signed across* | | |
| 13 | Name of key persons, their qualification & Age | |  |  |  | | --- | --- | --- | | **Name & Age** | **Qualification and Institution** | **Year of Qualification** | |  |  |  | |  |  |  | | | |
| 14 | Turnover / Income over the past 3 years |  |  |  |
|  |  |  |
| 15 | No. of ICT assignments undertaken with Education Institutions, and others (mention specifically for whom) |  | | |

I/we hereby apply for empanelment as Business Associate in your organisation and declare that:

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with NITCON.
2. I/We understand and accept that empanelment shall be at the discretion of NITCON as per requirement and NITCON has a right to reject our application without assigning any reasons therefore.
3. I/We shall submit the reports as per standard formats prescribed NITCON with correct and full information and without negligence;
4. If my/our application for empanelment in NITCON is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by NITCON from time-to-time;
5. I/ We will comply with all statutory/ government provisions/ acts/ laws that may arise from time-to-time as regards the terms & conditions of the services of the persons deputed to work on the agreed assignments during its entire tenure/ till its completion and all liabilities in this respect will be complied with and all expenses met, by me/ us.
6. I/We understand that Empanelment as such does not guarantee award of ICT assignments by NITCON;
7. I/We understand that Entrustment of ICT assignment is subject to periodical review by NITCON;
8. I/We understand that NITCON reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
9. The ICT assignments shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by NITCON from time to time;
10. I/We shall maintain secrecy of the business allotted by NITCON;
11. Under no circumstances, I/we shall use the name or logo of NITCON in my/ our correspondence with other parties;
12. If any wrong conduct of operation is detected, I/We hereby consent that NITCON may take steps as deemed fit;
13. I/We undertake to keep NITCON informed of any events or happenings which would make me ineligible for empanelment as an ICT Business Associate;
14. I/We have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure;
15. I/We shall strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”;
16. I/We am/are a citizen/incorporated/registered in India;
17. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
18. I/We have not been found guilty of misconduct in professional capacity; or have not been black-listed by any Govt or CPSE organization.
19. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958 or other related Tax matters.

Date:

Place: Signature of the Applicant

( With Rubber Stamp)

*(To be signed by the individual/ authorised signatory of the firm/ company)*