

**Foundation for Innovation and Technology Transfer
(FITT)**

REF: FT/2023/03/77
Date: 29th November, 2023

Notice Inviting Quotation

Project Name: Trainers for Conducting Online AI Skilling Program

Client: FITT, IIT Delhi

Objective: FITT, IIT Delhi is seeking proposals from qualified and experienced companies or individuals to provide 10 trainers for conducting online AI training sessions for skilling approximately 1000 B.Tech (2nd year upward) students.

Scope of Work:-

The selected trainers are expected to perform the following tasks:

1. Training Delivery:-

- Conduct 40 hours of online contact theory sessions for each batch of approximately 100 students.
- Organize 40 hours of lab sessions, with the content explained within 10 hours of online contact per batch.
- Deliver lectures and facilitate discussions in English language. However, wherever required do use mixed understandable communication to elucidate concepts in a manner that is comprehended by the students of Madhya Pradesh in this skilling effort.

2. Assessment and Evaluation:-

- Design and conduct assessments to gauge students' understanding and progress.
- Provide feedback and evaluation reports as necessary.

3. Hands-on Practical Project Classes:-

- Conduct practical project classes, including sessions using virtual lab environments like Google Colaboratory.
- Guide students in hands-on application of AI concepts in practical projects.

Trainer Requirements:-

- Suitable qualifications and experience in the field of AI with expertise in delivering lectures in English language.
- Ability to effectively teach and assess B.Tech students (2nd year upward) in AI-related subjects.

- Prior experience in conducting hands-on practical project classes and using virtual lab environments.

Bid Evaluation Process:-

- Trainers will be evaluated before the bid opening to assess qualifications and teaching capabilities.
- A pre-bid meeting will be held on 01 December, and vendors failing to attend will not be considered.

Payment Terms and Timeline:

Milestone 1 : to be achieved on or before 20 Dec 2023 - **60%** Payment post signing of contract on Demonstrated Readiness of the following: -

- Trainer Matrix with each Trainer Checked for eligibility.
- Successful completion of seven training sessions.

Milestone 2 : to be achieved on or before 20 Mar 2024 - **30%** Payment on pro-rate basis (per batch) on Successful Completion of the following :-

- Post monitoring assessment of students confirming successful completion of the training.
- Submission of Results of Training and Handing over of Training Certificates (virtual).
- On Acceptance of All Batches Training Completion report by PI - Balance **10%** Payment
- Vendor will be responsible for submission of consolidated combined training report by trainers of all batches.

Submission Requirements:-

Interested companies or individuals should submit their proposals by 06 Dec 2023. Proposals should include:

- Trainer profiles highlighting qualifications, experience, and expertise in AI training.
- Details of previous similar training engagements, especially with B.Tech students.
- Proposed approach and methodology for conducting online AI training and practical project classes, including the breakdown of theory and lab hours.
- Cost breakdown, including fees for the training sessions and any additional expenses.

Evaluation Criteria:-

Proposals will be evaluated based on:

- Qualifications, expertise, and experience of the trainers.
- Feasibility and effectiveness of the proposed training approach.
- Alignment with the project's objectives and requirements.
- Cost-effectiveness and value for the proposed training services.
- Previous delivery by company for similar projects earlier.

Terms & Conditions Details

Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid

Opening of the tender: The bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification.

Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.

Two separate sealed envelopes to be submitted for technical and financial bid (clearly labelled as “technical bid” and “financial bid”) respectively.

Last date of submitting the bids will be 6th December, 2023 before 5:00 pm to :

Prof. Brejesh Lall
Bharti School of Telecommunication
IIT Delhi, Hauz Khas
New Delhi, 110016
Email: brejesh@ee.iitd.ac.in

Please quote prices for FOB New Delhi, inclusive of all taxes and duties.

Quote should be in Indian Rupees for agents of Indian manufacturers, or in foreign currency, for agents of foreign manufacturers, and needs to be valid for at least three months.

Attach all the technical literature and a list of similar installations done in India.

If the quote is being submitted by a representative of the manufacturer, a valid agency-ship or dealership certificate authorizing the agent to quote to IIT Delhi on behalf of the manufacturers should be enclosed. The principal and the vendor, both, are not allowed to quote for the same product.

Complete set of manuals for the operation of the equipment should be given.

Authorized dealer for the OEM must attach a Certificate of Authorization.
Please specify all of your terms and conditions clearly, including delivery period.

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Mode of payment for purchases in foreign currency through wire transfer on delivery. Only bank charges within India are payable by FITT, IIT Delhi, all bank charges outside India are the responsibility of the seller. For purchases in INR, payment is on delivery.