



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

EXPRESSION OF INTEREST

Training Partner for Imparting Training on Cyber Security

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

EXPRESSION OF INTEREST (EOI)

For

Appointment of Training Partner for imparting training on Cyber Security.

1. Background:

Indian Institute of Technology, Kanpur, established in 1959, is one of the premier institutions established by the Government of India. The aim of the Institute is to provide meaningful education, to conduct original research of the highest standard and to provide leadership in technological innovation.

IIT Kanpur has a dedicated Centre for Cyber Security known as “*Interdisciplinary Centre for Cyber Security and Cyber Defence of Critical Infrastructures*” which does research work on Cyber Security, helps and looks after the cyber security of different government and non-government organizations. It also conducts training on Cyber Security.

IIT Kanpur invites Expression of Interest (EOI) from eligible and interested Indian Firms/Institutions/Organizations/Individuals for engagement as Training Partner for Cyber Security.

Name of the Work	A Training Partner for Cyber Security
Brief Scope of Work	To use the teaching & learning material developed at IIT Kanpur to train users.
Last date & time of submission of EOI applications hard copy	21.02.2019 (05:00 PM)

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2. Purpose and service outcomes of the assignment:

Indian Institute of Technology Kanpur's Cyber Security Centre is desirous to appoint a training partner for imparting training on Cyber Security.

3. Objective:

One of the mandates of Cyber security Center at IIT Kanpur is to educate users about various aspects of cyber security. While the centre can develop training material, imparting training to a large number of users is not feasible for the centre, and hence training partner is sought for the purpose.

4. Duration of the Training:

2 years.

5. Expected requirement of key professional and kind of expertise:

Essential Requirements:

1. To have experience trainers who can take material from the Institute and use it for training, particularly with UP Government.
2. Training partner must have experience of delivering training in any of the software running under UP government department covering at least 50% of the 75 districts of UP in last 3 financial years.
3. Training partner must have Franchisee/ Authorized training centre in at least 50% of the 75 districts of UP.
4. Training partner must have a turnover of Rs. 2 crores in last 3 financial years.

6. Deliverables:

Training sessions for users, particularly employees of UP Government, on Cyber Security.

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7. Documentation:

The proposal should be accompanied with the following information:

1. A capability statement (Not more than two pages).
2. A write up on the understanding of the assignment with respect to the aforementioned work.
3. Company/ Organization profile giving details of current activities and management structure.
4. Annual report including balance sheet and profit and loss account statement for the past three years.
5. Proof of annual turnover of Rs. 2 crores in last 3 financial years.
6. List of Franchisee/ Authorized training centres in 50% of the 75 districts of UP.
7. Proof of experience of delivering training in any of the software running under UP government department covering 50% of the 75 districts of UP in last 3 financial years.

8. Proceeds of the training:

It is expected that in the Financial Bid, percentage of revenue shared with IITK will be quoted by the training partner.

9. Contact Details:

Contact details for Clarifications: Dr. Sandeep Shukla 0512-2596342/2597522 email : sandeeps@iitk.ac.in Computer Science & Engineering IIT Kanpur-208016	Address for submitting EOI Joint Registrar Central Stores and Purchase Section IIT Kanpur-208016
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The institute reserves the right to accept or reject all/any EOIs without assigning any reason. If required, Shortlisted bidders may be called to give a presentation/demo to the committee.

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10. How to apply:

The documents as listed below (but not limited to) should be submitted in a sealed envelope, clearly marked on the envelope "EOI for Appointment of Training Partner for imparting training on Cyber Security":

- i. Covering letter as well as Authority letter as per Annexure 1
- ii. Affidavit for registration of firm/company as per Annexure 2
- iii. An undertaking of not being blacklisted as per annexure 3
- iv. Organization structure as per Annexure 4
- v. Brief Bio- Data of Key Professionals as per Annexure 5
- vi. The copies of valid registration/incorporation certificate of the firm(s) along with the copies of relevant documents.
- vii. The applicant shall attach work experience certificates of the works completed as per the requirement of minimum qualification criteria as per section 18 (b) below. The details be submitted as per Annexure 7
- viii. Copy of the audited balance sheet for last three (3) financial years starting 2015-2016. The details be submitted as per Annexure 8
- ix. Income tax returns of last three (3) financial years i.e. 2015 – 2016, 2016 - 2017 and 2017 – 2018 certified by a chartered accountant.

11. Please Note:

- a) Incorrect, incomplete, inadequate information may lead to rejection of the application. Canvassing in any form may lead to summary rejection of application.
- b) Applicants shall submit self-attested copies of certificates, MOUs/Orders, appointment letters, agreements, references etc. as proof of eligibility.
- c) All documents/training material provided by IIT Kanpur for the EOI shall continue to remain a property of IIT Kanpur. All information and documents submitted by the applicant as part of the EOI submission shall become a property of IIT Kanpur.
- d) IIT Kanpur reserves the right to reject any application without assigning/ disclosing any reason.
- e) IIT Kanpur also will not provide any explanation to the applicants related to the short listing and selection process. The decision of IIT Kanpur in this respect shall be final and binding on

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all applicants.

12. Validity of EOI

The EOI shall be valid for 90 days from the date of submission

13. Opening of EOI

The EOI document will be opened at **1500 hrs** on **22.02.2019** in the presence of the representatives of the applicant carrying authority letter for the purpose. Maximum two representatives per application will be allowed to attend.

14. ANNEXURES

All Annexure from 1 to 8 are to be filled, signed and executed by all the applicants. No column is to be left blank. In case the column is not applicable then that is to be mention "NOT APPLICABLE".

Head of Department,
Computer Science & Engineering,
IIT Kanpur – 208016.

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Annexure 1

Format of Letter of Expression of Interest
[On Company's/Firm's letterhead]

Reference:

Date:

Head of Department,
Computer Science & Engineering,
IIT Kanpur – 208016

SUBMISSION OF EXPRESSION OF INTEREST

“Appointment of Training Partner for imparting training on Cyber Security”

Dear Sir,

We hereby submit our expression of interest for Training Partner as explained in the Invitation for Expression of Interest for the aforementioned project. In support we submit all the necessary information and relevant documents (one original and one copy) for our participation in the procedure for short listing of applicants as a part of the selection process.

The submission is made by us, on behalf of _____ in the capacity of _____ duly authorized to submit the expression of interest.

We hereby submit our willingness to get shortlisted for our participation in the process for identifying the Consultant by the aforementioned design.

We understand that IIT Kanpur reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature and Name of Signatory:

Designation:

Name and Address of Firm:

Contact Number:

Fax:

Email:

Enclosures:

Copy of Board Resolution / Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company / Firm as the case may be.

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Annexure 2

TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/- AFFIDAVIT

*I/we _____ *Director/Proprietor/Partner of _____
(mention name of organization and its complete address) do hereby solemnly affirm
and declare as under:-

- i. That *I/we _____ *am/are registered as (mention
name of
*firm/company) vide Registration No _____ under the provisions of _____
(Mention the name of the Act).
- ii. That *I/we _____ have applied in response to the Invitation for
Expression of Interest of Joint Registrar, IITK Kanpur for Appointment of Training
Partner for imparting training on Cyber Security.

DEPONENT VERIFICATION

I/we _____ the above-named deponent do hereby verify
that the contents of the aforesaid paragraphs 1 and 2 are true and correct to the best of
my/our knowledge and belief and nothing is concealed there from.

Verified at _____ (place) this _____ Day of _____ 2019

(Strike off whichever is not applicable)

DEPONENT

Note: Deponent will be the authorized signatory of the Applicant

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Annexure 3

TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF Rs.100/- AFFIDAVIT

*I/we _____ *Director/Proprietor/Partner of
_____ (mention name of organization and its complete address)
do hereby solemnly affirm and declare as under:-

1. That _____ (Mention name of organization) is eligible to submit the aforesaid proposal as neither the applicant has been barred and/or blacklisted by the Central Government and/or any State Government of India at any time prior to the date of submitting this affidavit.
2. That _____ (mention name of organization) or any of its constituents during the last three years has neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicants or any of its constituents.

DEPONENT VERIFICATION

*I/we _____ the above named deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 2 are true and correct to the best of *my/our knowledge and belief and nothing is concealed there from.

Verified at _____ (place) this _____ Day of _____, 2019

(Strike off whichever is not applicable)

DEPONENT

Note: Deponent will be the authorized signatory of the Applicant

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Annexure 4

Proforma: ORGANISATIONAL STRUCTURE

(This form to be furnished not only by the firm applying for the prequalification, but also furnish separately for each member / sub consultants who would be associated with this project work)

1	Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2	a. Year of Establishment b. Date & Year of commencement of practice.	
3	Legal status of the applicant (attach copies of original document defining the legal status) A proprietary firm A firm in partnership A limited company or Corporation / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization	
6	Total No. of professional staff (In house):- Others:	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the Design? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	

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9	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
10	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	In which field of Consultancy the applicant has specialization & interest	
12	Any other information considered necessary but not included above.	
13	Address of local office if any	

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Annexure 5

Brief Bio- Data of Key Professionals

(This form to be furnished not only by the firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work)

Name of Firm: _____

Professional: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications: [Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use up to half a page.]

Education: [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record: [Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Languages: [Indicate proficiency in speaking, reading and writing of English language: excellent, good, fair, or poor.]

Certification: I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe my qualifications, my experience and myself.

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Annexure 6

DETAILS OF QUALIFYING PROJECTS HANDLED/COMPLETED DURING THE LAST FIVE (5) YEARS.

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS				
S. No.	Description	Work No.1	Work No. 2	Work No. 3
1	Name of work / Project and location			
2	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3	Cost of work/services in Rs. Lakhs (Attach copy of Work Order) and the Site Area			
4	Date of contract Commencement			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation / arbitration pending / in progress with details *			
8	Service rendered In-house teams			
	Associated Consultants/Consortia Members			
9	Names of Project In charge & Key staff & nos. of staff involves.			
10	Any other information			

* Indicate gross amount claimed and amount awarded by the Arbitrator.

The Applicant may provide in this annexure, details of maximum 3 projects which in his opinion best present his ability to do justice to this work.

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Annexure 7

CLIENT WISE PERFORMANCE REPORT OF WORKS

1	Name of work/Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of completion	
	Stipulated date of completion	
	Actual date of completion	
7	Amount of compensation levied for delayed completion, if any	
8	Amount of reduced rate items, if any	
9	Performance Report	
	Quality of work	Very Good/Good/Fair/Poor
	Financial soundness	Very Good / Good / Fair / Poor
	Technical Proficiency	Very Good / Good / Fair / Poor
	Resourcefulness	Very Good / Good / Fair / Poor
	General Approach & Behavior	Very Good / Good / Fair / Poor

Dated:

Signature & Seal of

Executive engineer or equivalent

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Annexure 8

AVERAGE ANNUAL FINANCIAL TURN OVER (GROSS) OF LAST THREE YEARS

Financial Analysis –

Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	Year 2015-16	Year 2016-17	Year 2017-18
Gross Annual turnover on construction work. (In Lakhs)			
Profit / Loss			
Certified by			

Financial arrangements for carrying out the proposed work.

The following certificates are enclosed:

Current Income Tax clearance Certificate / Profit & Loss account

Signature of Chartered Accountant with seal