Centre for Development of Imaging Technology (C-DIT)

(Department of Electronics & IT, Govt. of Kerala)
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INVITATION OF BIDS FOR SELECTION OF ACADEMIC CONSULTANT TO STRENGTHEN AND OPERATE C-DIT TRAINING CENTRE NETWORK.

Tender No: C-DIT/10/TED-ACDCNSLT/2026-27/T888

Date of issue: 26.10.2026

Issued by

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1. Background

The Centre for Development of Imaging Technology (C-DIT) is an autonomous institution under the Electronics and Information Technology Department, Government of Kerala. Through its Technology Extension Division (TED), C-DIT operates a statewide network of authorised training centres affiliated with C-DIT at the Panchayat, Municipality and Corporation levels. C-DIT offer skill-development courses in IT/ITES, office productivity, accounting, multimedia and emerging technologies through these centres. C-DIT proposes to strengthen this network by improving academic support, training quality, centre development, student mobilisation, industry linkages, internships and placement support. In this context, C-DIT invites proposals from eligible and experienced agencies to provide consultancy support for the development, promotion, strengthening and monitoring of its training centres.

2. Purpose

The purpose of this tender is to select and engage a suitable Academic Consultant with the required experience, technical expertise and institutional capacity to support C-DIT in strengthening and operating its training centre network. The selected agency should provide technical and professional support in areas including academic and curriculum development, training and faculty support, centre strengthening, promotion and student mobilisation, industry linkages, internships, placement support and monitoring of training centres. The engagement will be on a revenue-sharing basis, subject to the terms and conditions specified in this tender document.

3. Period of Engagement

The selected Consultant Agency will be engaged for a period of three years from the date of signing the agreement subject to periodic performance assessment/review. The engagement may be extended beyond the initial three-year period as per mutual agreement if there is such a requirement. C-DIT will review the performance of the Consultant periodically based on agreed activities and targets. The Consultant should submit periodic progress reports and participate in review meetings as required by C-DIT. If the performance of the Consultant is found unsatisfactory, C-DIT will issue a written notice requiring corrective action within the specified period. If the Consultant fails to take satisfactory corrective action as above, C-DIT will terminate the agreement in accordance with the terms and conditions.

4. Roles and Responsibilities of the Academic Consultant

The Academic Consultant should provide technical, academic and operational support to C-DIT for strengthening, expanding and operating the training centre network. The key responsibilities include the following:

a) Development and Expansion of study centres
b) Academic and Curriculum Support
c) Student Mobilisation, Promotion and Outreach

d) Industry Linkages, Internships and Placement Support
e) Centre Performance Monitoring and Quality Improvement
f) Technical and Operational Support
g) Reporting and Coordination

Role and Responsibilities of Academic Consultant are detailed in **Annexure I (A)**

The scope of work specified in this Tender and Annexure I (A) will be the basis of the assignment. C-DIT may modify or refine the scope, without materially changing its nature, based on operational requirements before awarding the work. All statutory decisions relating to training centre selection, registration, renewal, grading, and cancellation will remain solely with C-DIT. All intellectual rights of the deliverables and documents created under this assignment shall vest with C-DIT even after the expiring of the assignment / contract.

5. Mode of Selection

Selection will be based on the **Quality–Cost Based Selection (QCBS)** method with the following weightage:

Component	Weightage
Technical Evaluation	70%
Financial Evaluation	30%
Total	**100%**

QCBS Score calculation formula given in **Annexure I (C)**

Only bidders securing a **minimum of 50%** in the Technical Evaluation will be considered for Financial Evaluation.

The shortlisted bidders who meet the eligibility criteria will be required to make a presentation before the C-DIT Selection Committee briefing their proposed methodology explaining how it proposes to support C-DIT in strengthening and operating the training centre network. This shall cover the approach for centre development, academic support, student mobilisation, industry linkages, internships, placement support, centre monitoring and reporting. The presentation shall form part of the Technical Evaluation, as applicable.

Bids will be evaluated in two stages, using a Technical Bid and a Financial Bid submitted together in separate sealed covers:

1. Technical Bid: Contains the bidder's profile, experience, and other supporting documents required to validate the eligibility criteria and for technical evaluation. This is evaluated first, against the criteria mentioned in Section 7 and **Annexure II (A)**

2. Financial Bid: Opened only for bidders who qualify in the Technical Bid. This contains the percentage of revenue share the bidder is willing to accept as its consultancy fee. **(Annexure- III)**

In the final evaluation, the bidder securing the **highest combined QCBS score will be ranked first** and considered for selection, subject to approval by the competent authority of C-DIT.

Selection is based on both the technical qualification score and the percentage quoted in the Financial Bid, as explained in Sections 7 and 8. Bids that are incomplete, unsigned, or missing required documents will not be considered.

6. Documents Required in the Technical Bid

Bidders should submit the following documents along with the Technical Bid:

6.1 Company or firm profile - in the prescribed format given as **Annexure II (A)**
6.2 Incorporation/Registration Certificate, PAN, and GST registration documents
6.3 List of academic consultants/experts proposed for this assignment, with their bio-data.
6.4 Copies of supporting credentials and certifications.
6.5 Details of past experience as a consultant including training programmes conducted, placement assistance.
6.6 Any letters, agreements, or certificates confirming affiliation of the proposed academic consultants with the firm.
6.7 Details of past and current clients.
6.8 Other documents required to validate the eligibility criteria as detailed in **Annexure I (B)** and mentioned in **Annexure I (C)**.
6.9 The technical bid should be submitted along with Tender fee of Rs.2000/- and EMD of Rs.10,000/- (Demand Draft taken separate for each payment).
6.10 Proof of payment of the Tender fee and Earnest Money Deposit (EMD) should be enclosed in the Technical Bid.
6.11 A Bounden Undertaking on non-judicial stamp paper of Rs. 200/- in the prescribed format given as **Annexure II (C)**

7. Eligibility and Evaluation of the Technical Bid

7.1 Essential Eligibility Criteria

i. The bidder must be a company, firm, or LLP with demonstrated experience in developing and operating a network of training or franchisee centres.
ii. The bidder should have a Registered/Regional/Zonal office in Kerala and a proven track record of successfully undertaking similar assignments for organisations in Kerala.
iii. The bidder must not have been blacklisted or debarred by any government or semi-government body in India. (Declaration format included as **Annexure II (D)**
iv. The bidder must hold a valid PAN, and GST registration where applicable.
v. Detailed Eligibility Criteria for evaluation of Technical Bid is included as **Annexure I (B)**

7.2 Evaluation Criteria for the Technical Bid (100 Marks)

a) Only bidders scoring at least 50 out of 100 in the Technical Bid will be considered for opening of the Financial Bid.

Parameter	Max. Marks	Marks Awarding Criteria
Relevant experience – proven track record in similar consultancy services with	15	**Maximum Marks – 15 marks** • 15 marks: More than 10 years of relevant experience in similar assignments with Government institutions. • 10 marks: 7 – 10 years • 7 marks: 3 – 6 years

Parameter	Max. Marks	Marks Awarding Criteria
Government Institutions in Kerala		• 5 marks: Less than 3 years
Technical Skill – Competency of technical personnel engaged, experience in the education / skill-development sector	15	**Maximum Marks – 15 marks** • 15 marks - for bidders having 10 or more qualified personnel working in similar projects • 10 marks - for bidders having 5 to 9 qualified personnel working in similar projects • 5 marks for bidders having less than 5 qualified personnel working in similar projects
Past performance – Minimum duration of period of engagement with the same client should be 1 year.	20	**Maximum Marks – (a) + (b) = 20 marks** **a) Similar projects completed with the same clients for one year – Maximum 15 marks:** • 15 marks for 3 or more similar projects; • 10 marks for 2 projects; • 5 marks for 1 project. **b) Extension/Renewal on satisfactory completion – Maximum 5 marks:** • 5 marks where extension/renewal after satisfactory completion of initial project with more than one client; • 3 marks where extension/renewal after satisfactory completion of initial project with at least one client; • 0 marks for no extension /renewal
Industry connections, Internships and Placement track record	15	**Maximum Marks – (a+b+c) = 15 marks** **a) Industry Connections – 5 marks** • 5 marks: documented active association with more than 10 industries / companies relevant to IT/ITES, skill development or related sectors; • 3 marks: 5–10 organisations; • 1 mark: 1–4 organisations **b) Internship Facilitation – 5 marks** • 5 marks: internships facilitated for more than 100 students during the last 3 years; • 3 marks: 50–100 students; • 1 mark: up to 49 students **c) Placement Track Record – 5 marks** • 5 marks: verifiable placements facilitated for more than 100 candidates during the last 3 years; • 3 marks: 50–100 candidates; • 1 mark: up to 49 candidates
NSDC / Sector Skill Council (SSC) affiliation,	15	**Maximum Marks – 15 marks** • 15 for affiliation with both;

Parameter	Max. Marks	Marks Awarding Criteria
other Govt. Body associations		• 10 for either one; • 5 for other associations; • 0 for none
Presentation	20	**Maximum Marks – 20 marks** **(max. 4 marks for each parameter):** • Concepts • Methodology • Framework • Sustainability • Revenue sharing model
Total Marks	**100**	

b) Bidders should submit documentary evidence for each parameter, as mentioned in Section 6, to enable proper scoring.

c) A Demand Draft of Rs.2,000/- drawn in favour of The Registrar, C-DIT towards Tender Fees should be submitted along with the Technical Proposal, which is non-refundable.

d) Additionally, a Demand Draft of Rs.10,000/- drawn in favour of The Registrar, C-DIT towards EMD should be also submitted along with the Technical Proposal, which is refundable if the respective agency is not selected or after completion of the selection process.

e) Proposals / Bids received after the closing date and Time will not be considered. Bidders may visit the website of C-DIT (www.cdit.kerala.gov.in) to see if any, Addendum / Corrigendum was issued prior to the closing date.

f) Performance Agreement / Performance Security

8. Financial Bid

The Financial Bid should quote the figure as the percentage of C-DIT's share of revenue for (a) application processing fees of new centres and (b) 25% of the course fee collected by the centres from each student, as per the study centre affiliation guidelines, that the bidder is willing to accept as its consultancy fee. Format attached as **Annexure III**.

Percentage of C-DIT's share of fee revenue payable to the Academic Consultant	To Be Quoted by Bidder (Units in %)
New centre application processing fees	____ % (in figures and words)
Course Fees	____ % (in figures and words)

C-DIT reserves the right to negotiate the final percentage with the selected bidder before signing the agreement.

9. Payment to the Academic Consultant:

The following revenue of C-DIT will be shared:

a) New Centre Application processing Fee collected presently @ Rs.4,500/- per centre.
b) 25% Course Fees (for each course / per student) remitted to C-DIT – details of courses available in the website www.edu.cdit.org

The bidder should quote the percentage figure as its revenue share calculated on the actual revenue received by C-DIT from (a) the new centre application processing fee per centre and (b) 25% of the course fee remitted and collected by the centre to C-DIT for each student. The quoted percentage will be applied to the total amount actually received by C-DIT under these components. The agreed percentage share as per the financial bid will be paid as revenue share to the Consultant on the revenue generated by C-DIT from these two components given in 9 (a) and (b). The revenue share will be transferred on quarter year basis, after C-DIT has received the Centre application processing fees / course fee revenue.

i) The Consultant shall not collect any fee directly from training centre or students.
ii) There will be no employer-employee relationship between C-DIT and the personnel deployed by the Consultant. Salaries, statutory dues, and other service benefits of such personnel are the Consultant's responsibility and shall be borne by them.

10. Tender fee, Earnest Money Deposit and Security Deposit

The tender fee of Rs.2000/- and the EMD of Rs.10,000/- must be submitted along with the Technical Bid, in the form of a Demand Draft or Bank Guarantee from a Nationalised/Scheduled Bank, in favour of the Registrar, C-DIT, payable at Thiruvananthapuram.

i) On selection, the EMD remitted by the successful bidder will be converted into the Security Deposit.
ii) The Security Deposit will be refunded to the selected agency, without interest, after the contract period ends and all dues are settled.
iii) C-DIT shall retain Security Deposit equal to 5% of the total course fee to be paid to Academic Consultant, which will be settled at the end of every academic year.
iv) EMD amount paid will be refunded to the bidders who are not selected on awarding the work to the successful bidder.
v) The selected agency should comply with the performance monitoring requirements prescribed by C-DIT and execute the required agreement and submit the prescribed security deposit, wherever applicable, in accordance with the tender conditions and applicable rules.
vi) Waiver of Tender fee/EMD/Performance Security will be allowed as per the rules of the Government of Kerala, subject to furnishing an Undertaking in the prescribed format.

11. Application submission and Bidding Schedule

Inviting Authority	The Registrar Centre for Development of Imaging Technology (C-DIT) Chithranjali Hills, Thiruvallom. P.O., Thiruvananthapuram (District) Kerala (State) - 695 027, India Phone: 0471-2380910, 2380912, 2380953

	Email: procurement@cdit.org, Website: www.cdit.kerala.gov.in
Tender fee	Rs. 2000/- (non-refundable)
EMD	Rs. 10,000/-
Mode of Tender	Two-Stage: Technical Proposal & Financial Proposal
Proposal Validity	90 Days
Closing date and time for submission of documents	07.11.2026 3.00 PM
Date, time and venue of Technical Bid opening	C-DIT Thiruvallam, 07.11.2026 3.30 PM
Date, time and venue of Financial Bid opening	Will be intimated later

12. General Terms and Conditions

12.1 The proposal will remain valid for 90 days from the last date for submission of documents.

12.2 The initial period of engagement will be three years from the date of issue of work order, subject to satisfactory assessment/review performance and the continued engagement by C-DIT. The financial bid rates quoted by the Consultant should remain valid throughout the initial engagement period.

12.3 The selected Consultant should sign the final agreement on a Stamp Paper worth Rs.200/- within one week from the date of selection. Failure to execute the agreement within the specified period will result in cancellation of the award.

12.4 If the performance of the Consultant is found unsatisfactory, C-DIT will issue a written notice requiring corrective action within the specified period. If the Consultant fails to take satisfactory corrective action after the period, C-DIT will terminate the agreement in accordance with its terms and conditions. The Consultant will be responsible for any loss caused to C-DIT due to its default or failure to perform its obligations.

12.5 Any dispute arising from the tender or the agreement will be subject to the jurisdiction of the courts in Thiruvananthapuram.

12.6 C-DIT reserves the right to accept or reject any proposal, either in full or in part, without assigning any reason. C-DIT shall also cancel or modify the tender process, or any part of it, and may change any of the terms and conditions at any stage. Such decisions of C-DIT will be final and binding on all concerned.

12.7 No change in the quoted price or other terms and conditions will be permitted after opening of the bids.

12.8 The tender documents are not transferable. Proposals that do not comply with the specified terms and conditions will be rejected.

12.9 All data, documents, reports, materials, deliverables and intellectual property generated specifically under this assignment will remain the exclusive property of C-DIT.

12.10 The Consultant should ensure that all deliverables comply with the quality, content and formatting requirements specified by C-DIT. The Consultant should also hand over the editable and final approved versions of all documents, data, reports, materials and other outputs developed under the assignment.

12.11 The Consultant should not enter into any agreement, MoU or other formal arrangement with any third-party individuals, training centres, industry, institution or other organization or entities on behalf of C-DIT without prior written approval from C-DIT.

12.12 The Consultant should maintain proper records of all activities carried out under the assignment, including centre visits, admissions, promotional activities, faculty support, industry interactions, internships, placement activities and other related work. These records should be submitted to C-DIT whenever required.

12.13 If the selected Consultant agency fails to achieve the mutually agreed targets for two consecutive quarters, C-DIT will terminate the engagement and may initiate a fresh selection process or take such other action as permitted under the agreement.

12.14 The bidder should ensure that all information and documents submitted with the proposal are true, accurate and complete. If any information is found to be false, misleading or materially incorrect at any stage, C-DIT will reject the proposal or terminate the engagement, as applicable.

13. In case of doubt

If the bidder has any doubt on technical specifications or on the terms & conditions stipulated above, please contact Smt Resmi Chandran, HoD(TED) @. 9746070178

Annexure – I (A)

Roles and Responsibilities of the Academic Consultant

The Academic Consultant should provide technical, academic and operational support to C-DIT for strengthening, expanding and operating its training centre network. The key responsibilities include the following:

3.1 Training Centre - Development and Expansion

i) Identify suitable locations and potential applicants for new training centres, particularly in areas where C-DIT training facilities are limited or not available.
ii) Conduct preliminary assessment of proposed applicants based on the criteria prescribed by C-DIT and submit a report to C-DIT for further consideration.
iii) Assist C-DIT in conducting field-level verification of proposed centres, wherever required.
iv) Guide newly approved training centres in setting up basic infrastructure, training facilities, faculty arrangements and operational systems as prescribed by C-DIT.
v) Assist C-DIT to prepare a basic operational plan for new training centres in consultation with the centres.
vi) Assist existing training centres in identifying and addressing gaps in infrastructure, faculty, student admissions and training delivery.

3.2 Academic Support

i) Review the existing courses offered through training centres and identify areas requiring revision or updating.
ii) Assist C-DIT in updating course content, syllabus, learning materials and practical components based on industry requirements and emerging technologies.
iii) Identify new and emerging skill areas and submit proposals for new courses to C-DIT for consideration and approval.
iv) Identify and inform C-DIT about the areas and subjects in which faculty training or skill upgradation is required and support C-DIT in coordinating and organising the approved faculty training programmes.
v) Assist in aligning courses with applicable national skill and credit frameworks, wherever required by C-DIT.
vi) Support the preparation and implementation of standard academic guidelines for the training centres.

3.3 Student Mobilisation, Promotion and Outreach

i) Prepare an annual promotional and student mobilisation plan for C-DIT's training programmes in consultation with C-DIT.
ii) Support training centres in conducting local awareness programmes, career guidance sessions and admission campaigns.
iii) Develop promotional content and campaign materials for C-DIT's approval.
iv) Analyse admission trends and identify areas requiring additional promotional activities.
v) Support digital and social media campaigns for promoting the courses, in coordination with C-DIT.
vi) Submit periodic reports on promotional activities and their results.

3.4 Industry Linkages, Internships and Placement Support

i) Identify and establish contacts with industries, companies and other organisations relevant to the courses offered through training centres.
ii) Facilitate industry interaction sessions, expert talks, workshops and career guidance programmes for students.
iii) Develop opportunities for internships and practical exposure for eligible students through industry and institutional partnerships.
iv) Assist training centres in establishing local industry linkages for student training and placement support.
v) Organise or facilitate placement drives, job fairs and recruitment programmes in consultation with C-DIT.
vi) Maintain records of industry partnerships, internships, placement activities and placement outcomes.
vii) Submit periodic reports to C-DIT on industry linkages, internships and placements facilitated through the training network.

3.5 Centre Performance Monitoring and Quality Improvement

i) Develop a periodic monitoring plan for the training centres in consultation with C-DIT.
ii) Collect and analyse information relating to admissions, faculty, infrastructure, training delivery, student performance and other parameters prescribed by C-DIT.
iii) Conduct field visits to training centres as directed by C-DIT and submit visit reports with observations and recommendations.
iv) Identify centres requiring improvement and prepare centre-specific improvement plans in consultation with C-DIT.
v) Assist C-DIT in implementing a standard system for monitoring the academic and operational performance of training centres.
vi) Support C-DIT in the annual performance evaluation of training centres by providing verified data and reports.
vii) Assist training centres in implementing corrective measures and monitor their progress.

3.6 Technical and Operational Support

i) Provide technical guidance to training centres on the use of C-DIT-approved digital platforms, learning resources and other systems.
ii) Assist centres in adopting online, offline and hybrid methods of training delivery, as applicable.
iii) Support the implementation and effective use of LMS and other digital learning systems introduced by C-DIT.
iv) Identify recurring technical and operational issues faced by training centres and recommend suitable solutions to C-DIT.
v) Assist C-DIT in preparing standard operating procedures, guidelines, formats and other documents required for effective functioning of training centres.

3.7 Reporting and Co-ordination

i) Maintain proper records of all activities carried out under the assignment.
ii) Report any irregularities observed during the assignment to C-DIT.
iii) Submit monthly progress reports covering centre development, admissions, academic activities, faculty development, industry linkages, internships, placements and other activities assigned by C-DIT. All reports, guidelines, formats, promotional materials,

academic documents and other materials prepared under the assignment shall be submitted to C-DIT in editable and final approved formats, as required.

iv) Submit quarterly performance reports highlighting achievements, issues, corrective actions and recommendations.

v) Attend review meetings with C-DIT and present the progress of the assignment whenever required.

vi) Coordinate with the training centres, C-DIT officials, faculty, industry partners and other stakeholders for effective implementation of approved activities.

Role of C-DIT:

i) C-DIT will provide overall direction, guidance and supervision for the activities undertaken by the Academic Consultant, in accordance with the approved scope of work and C-DIT's rules and procedures.

ii) C-DIT will review and approve the plans, proposals and recommendations submitted by the Academic Consultant.

iii) C-DIT will monitor the performance and quality of training centres and review the progress reports and deliverables submitted by the Academic Consultant.

iv) C-DIT will co-ordinate with relevant departments, training centres and other stakeholders to facilitate the effective implementation of approved academic, operational, promotional and industry-related activities.

The Academic consultant should comply with C-DIT directions and

i) Carry out the activities assigned by C-DIT within the approved scope of work and in accordance with the guidelines and procedures prescribed by C-DIT.

ii) Obtain prior approval from C-DIT for any activity involving the use of C-DIT’s name, logo, courses, certification, fee structure, public communication, or formal agreements with industries or institutions.

iii) Should not make any financial, academic, administrative, or contractual commitment on behalf of C-DIT without prior written approval from C-DIT.

iv) Should not enter into any agreement, MoU, or other formal arrangement with any training centre, industry, institution, or other organisation on behalf of C-DIT without prior approval from C-DIT.

The final decision on the selection, registration, renewal, grading, suspension, or cancellation of training centres, approval of courses and curricula, examinations, certification and all other statutory matters will remain solely with C-DIT.

Annexure I (B)
Eligibility Criteria

The eligibility criteria are intended to assess whether the applicant has the relevant experience, technical capability, qualified personnel, institutional resources, and industry connections required to successfully undertake the proposed assignment for C-DIT.

The applicant should meet the following criteria:

1. Relevant Experience

1.1 The applicant should have proven experience in providing consultancy service in managing, supporting, developing, monitoring or operating training, skill-development or educational centre networks
1.2 Preference will be given to applicants with experience working with Government institutions in Kerala.
1.3 The applicant should have experience in areas relevant to the proposed project and should be the ability to handle projects of a similar nature and scale.
1.4 Recent and relevant experience will be given due consideration.

The applicant should provide details of relevant projects undertaken, including:

(i) Name and brief description of the project.
(ii) Relevance to the proposed assignment.
(iii) Role and responsibilities of the applicant.
(iv) Project value.
(v) Duration of the project.
(vi) Work Orders / Agreements / Contracts, other equivalent documentary evidence

2. Past Performance

2.1 The applicant should have a satisfactory record of completing similar projects with a minimum 1-year period of engagement with the same client
2.2 Past performance will be assessed based on the quality of work, timely completion, project management, adherence to agreed requirements, and overall project outcomes.
2.3 Documented extension or renewal of the contract may be considered as supporting evidence of satisfactory performance, subject to verification by C-DIT
2.4 C-DIT will verify the performance details and references provided by the applicant.

The applicant should provide:

(i) Name of the project
(ii) Name and contact details of the Client's Project Manager.
(iii) Date of completion.
(iv) Details of any extension or renewal of the contract
(v) Work Orders / Agreements / Contracts and renewal orders.

For each major project claimed for evaluation, the bidder should provide the name, designation, telephone number and email address of a responsible officer of the client, to verify the work carried out.

3. Technical Skills and Qualified Personnel

3.1 The applicant should have suitably qualified and experienced technical and professional personnel for the proposed assignment.
3.2 The proposed team should have relevant knowledge, skills, and experience in the areas covered by the project.
3.3 The applicant should provide CV/biodata of proposed personnel, their educational certificates, experience certificates, professional certifications, details of relevant assignments and documentary proof of association with the bidder.

Evaluation will be based on the qualifications, relevant domain expertise, experience in education/skill development, experience in managing training and academic activities, professional achievements, and adequacy of the technical team proposed for the assignment. Documentary evidence should be submitted for all claims.

4. Placement Assistance and Industrial Connectivity

4.1 The applicant should have experience in providing placement assistance or career support to students or trainees.
4.2 The applicant should have established connections with industries, employers, companies, or other organisations relevant to the courses and skill areas covered under the assignment.
4.3 The applicant should have the ability to facilitate industry interaction, internships, placement opportunities, job fairs, industry visits, guest sessions, or similar activities.
4.4 Preference will be given to applicants with a proven record of supporting student placements and maintaining active industry partnerships.
4.5 The applicant should provide details of relevant industry partnerships, placement initiatives, and placement outcomes, wherever applicable. Only verifiable industry associations, internships and placements supported by documentary evidence will be considered for scoring. The bidder should submit copies of MoUs/agreements, letters of association, internship records, placement records, appointment letters or other documents as evidence.

Evaluation will be based on the bidder's industry connections, internships facilitated for students and placement support provided to candidates. Marks will be awarded for each component based on verifiable documentary evidence. Industry associations, internships and placements will be considered only when supported by relevant documents submitted by the bidder.

5. Affiliations and Institutional Resources

The applicant may demonstrate relevant affiliations, partnerships, and institutional resources, including:

5.1 Affiliation or association with the National Skill Development Corporation (NSDC) or relevant Sector Skill Councils (SSCs).
5.2 Association with Government bodies or institutions.
5.3 Association with recognised educational or training organisations.
5.4 Association with relevant software vendors or technology providers.
5.5 Availability of adequate infrastructure, technical resources, and other facilities required to undertake the assignment.

The applicant should satisfy the essential eligibility requirements and should submit documentary evidence for each parameter, to enable proper scoring. General claims without supporting evidence

will not be considered for evaluation. C-DIT will verify the information and documents submitted by the applicant before considering the proposal for further evaluation.

ANNEXURE - I (C)

LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

The bidder should submit the following documents along with the Technical Bid. All documents should be properly indexed and numbered in the order given below. C-DIT will verify the information and supporting documents submitted by the bidder. Claims without supporting documents will not be considered for evaluation.

A. Eligibility and Registration Documents

1. **Company/Firm Profile**
   Company/Firm profile in the prescribed format given in **Annexure II (A).**
2. **Certificate of Incorporation/Registration**
   Copy of the Certificate of Incorporation, Registration Certificate or LLP Registration Certificate, as applicable.
3. **PAN**
   Copy of the valid PAN of the company/firm/LLP.
4. **GST Registration**
   Copy of the valid GST Registration Certificate, wherever applicable.
5. **Proof of Office in Kerala**
   Documentary proof showing that the bidder has an office in Kerala (list of Offices).
6. **Preliminary Agreement** (Bounden Undertaking)– **Annexure II (C)**
7. **Declaration regarding Blacklisting/Debarment** in the prescribed format given as **Annexure II (D)** confirming that the bidder has not been blacklisted or debarred by any Government or semi-Government organisation in India.

B. Relevant Experience

8. **Details of Relevant Projects / Assignments**
   Details of consultancy service in managing, supporting, developing, monitoring or operating training, skill-development or educational centre networks undertaken by the bidder, including:

   i. Name of the project/client
   ii. Brief description of the project
   iii. Relevance to the proposed assignment
   iv. Role and responsibilities of the bidder
   v. Project value
   vi. Duration of the project
   vii. Work Order/Agreement details

9. **Copies of Work Orders/Agreements**
   Copies of Work Orders, Agreements or Letters of Award for the relevant projects claimed for evaluation.
10. **Completion/Performance Certificates/Client Reference Letters**
    Completion certificates, satisfactory performance certificates or other documents issued by clients, wherever available.
11. **Details of Experience with Government Institutions in Kerala**
    Details and supporting documents for similar assignments carried out for Government institutions in Kerala.

C. Past Performance

12. **Details of Completed Similar Projects with a minimum one-year period of engagement with the same client.**
    List of similar projects completed by the bidder, with details of:
    i. Name of the project
    ii. Name and contact details of the Client's Project Manager.
    iii. Date of completion.
    iv. Details of any extension or renewal of the contract
    v. Work Orders and renewal orders.

13. **Client Reference Details**
    Name, designation and contact details of the Client's Project Manager or authorised contact person for the projects claimed.
14. **Extension/Renewal Documents**
    Copies of documents relating to extension or renewal of contracts with the same client, wherever applicable.
15. **Performance/Client Feedback Documents**
    Satisfactory performance certificates, appreciation letters or other documents that support the bidder's past performance, wherever available.

D. Technical Skills and Qualified Personnel

16. **List of Proposed Technical/Professional Personnel**
    List of personnel proposed for the assignment, showing their designation, qualification and relevant experience.
17. **CV/Biodata of Proposed Personnel**
    CV/biodata of each proposed key personnel.
18. **Educational Qualification Certificates**
    Copies of educational certificates of the proposed personnel.
19. **Experience Certificates**
    Copies of experience certificates showing relevant experience in education, skill development, training, academic activities, curriculum development, training-centre management or related areas.
20. **Professional Certifications**
    Copies of relevant professional certifications, where applicable.
21. **Details of Relevant Assignments Handled by Proposed Personnel**
    Details of relevant assignments handled by the proposed personnel, including their role and responsibilities.
22. **Proof of Association with the Bidder**
    Appointment letter, employment certificate, agreement, authorisation letter or other valid document confirming the association of the proposed personnel with the bidder.
23. **Details of Professional Achievements and Recognitions**
    Copies of awards, recognitions, certifications or other documents supporting professional achievements claimed for evaluation.
24. **Proposed Technical Team Structure**
    A brief statement showing the proposed team structure and the role of each personnel in the assignment.

The proposed personnel will be evaluated based on their qualifications, domain expertise, education/skill-development experience, professional achievements and the adequacy of the proposed team.

E. Industry Connections, Internships and Placement

25. **Details of Industry Associations/Partnerships**
    List of industries, companies, employers or other organisations with which the bidder has an active association relevant to the proposed assignment.
26. **Supporting Documents for Industry Associations**
    Copies of valid MoUs, agreements, letters of association, partnership documents or other supporting documents.
27. **Details of Internship Programmes Facilitated**
    Details of internships facilitated for students/trainees during the relevant period, including:

    i. Name of organisation
    ii. Number of students/trainees
    iii. Period of internship
    iv. Nature of internship

28. **Supporting Documents for Internships**
    Copies of internship letters, agreements, certificates, student records or other documents supporting the internship claims.
29. **Details of Placement Assistance Provided**
    Details of placement activities carried out, including:

    i. Name of organisation/employer
    ii. Number of candidates placed
    iii. Date/year of placement
    iv. Nature of employment, wherever available

30. **Supporting Documents for Placement Claims**
    Copies of appointment letters, offer letters, placement records, employer confirmations or other documents supporting placement claims.
31. **Details of Industry Interaction Activities**
    Details of job fairs, industry visits, guest sessions, expert talks, recruitment drives or similar activities facilitated by the bidder, wherever applicable.

Only verifiable industry associations, internships and placements supported by documentary evidence will be considered for scoring.

F. Affiliations and Institutional Associations

32. **NSDC Affiliation/Association Certificate**
    Copy of valid affiliation, approval, empanelment or association document with the National Skill Development Corporation (NSDC), wherever applicable.
33. **Sector Skill Council (SSC) Association**
    Copies of valid affiliation, association, accreditation or other supporting documents with relevant Sector Skill Councils, wherever applicable.
34. **Government Body Association Documents**
    Copies of agreements, MoUs, empanelment letters, work orders or other documents showing association with Government bodies or institutions.
35. **Educational/Training Organisation Association Documents**
    Copies of relevant agreements, MoUs, affiliation/association certificates or other supporting documents with recognised educational or training organisations.
36. **Software vendors or Technology providers Association Documents**

Copies of relevant agreements, MoUs, association certificates or other supporting documents with Software vendors or Technology providers

G. QCBS Score Calculation Formula

a) An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum **Qualifying marks of 50 (fifty)** in **'Technical Bid'** Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = (C_{low} / C) \times 100 \times X + (T / T_{high}) \times 100 \times Y$$

where,

C	=	*Evaluated Bid Price of the bidder*
C_{low}	=	*The lowest of the evaluated bid prices among the responsive bids*
T	=	*The total marks obtained by the bidder against "Quality" criteria*
T_{high}	=	*The highest mark scored against "Quality" criteria among all responsive bids*
X	=	*0.3 (The weightage for 'Quoted price' is 30 %)*
Y	=	*0.7 (The weightage for 'Quality' is 70 %)*

b) Contract will be awarded to the bidder with the **highest Evaluated Bid Score (B).**

ANNEXURE - II (A)

PROPOSAL SUBMISSION FORM

(ON THE LETTERHEAD OF THE COMPANY/AGENCY)

Date:

To,

The Registrar
Centre for Development of Imaging Technology (C-DIT)
Chithranjali Hills,
Thiruvallom. P.O.,
Thiruvananthapuram (District)
Kerala (State) - 695 027, India
Phone: 0471-2380910, 2380912.
Web: www.cdit.kerala.gov.in

Sir,

Sub: Selection as Academic Consultant of C-DIT - reg

Ref: Tender No…… dated……..

We _____ (Name of Company/Agency) having CIN/Registration no. _____ and registered office at _____ hereby submit our proposal to become Academic Consultant to strengthen and operate Training Centre network of C-DIT.

Name of the Entity	
Registered Office Address with Pincode	
Date of Registration / Incorporation of Entity (DD/MM/YY) *(Copy of Registration document to be attached)*	
Type of Registration / Incorporation	
Place of Registration / Incorporation:	
PAN Card No. *(Copy of PAN card to be attached)*	
TAN *(Copy of TAN card to be attached)*	
GSTIN *(Copy of GST certificate to be attached)*	

Office Telephone:	
Website:	
Office Email id	
Name of Proprietor / Managing Partner / Director/ Authorised Signatory (Specify with designation, contact no. and email id of the official)	
Name, designation, contact no. and email id of single point contact officer	

We have read and understood all the terms, conditions, specifications, and requirements stated in the tender document and confirm that the information provided in this tender is true, correct, and complete to the best of our knowledge and belief. We understand that if any information is found to be false or misleading at any stage, C-DIT may reject or cancel our proposal, MoU, or agreement at its discretion. We also understand that any false statement or misrepresentation may result in disqualification of our bid or termination of the contract, if awarded.

For and on behalf of _____

Signature:

Name:

Designation:

Date:

Office Seal:

*Encl.:

1. Demand Draft No……. dated …….. of Rs.2,000/- drawn in favour of the Registrar, C-DIT against Tender Fee
2. Demand Draft No……. dated …….. of Rs.10,000/- drawn in favour of the Registrar, C-DIT against EMD.
3. Authorisation letter to sign on behalf of the company / agency with Office seal
4. Checklist of documents as per **Annexure II (B)** enclosed with respective supporting documents serially numbered.

ANNEXURE - II (B)

BIDDER'S DOCUMENT CHECKLIST

Sl. No.	Document	Submitted (Yes / No)	Page No.
1	Annexure II (A) - Company/Firm Profile		
2	Incorporation/Registration Certificate		
3	PAN		
4	GST Registration		
5	Proof of Office in Kerala		
6	Annexure II (D) - Blacklisting/Debarment Declaration		
7	Details of Relevant Projects		
8	Work Orders/Agreements		
9	Completion/Performance Certificates		
10	Government Institution Experience Documents		
11	Completed Similar Project with the same client Details		
12	Client Reference Details		
13	Extension/Renewal Documents		
14	Performance/Client Feedback Documents		
15	List of Proposed Technical Personnel		
16	CV/Biodata of Proposed Personnel		
17	Educational Certificates		
18	Experience Certificates		
19	Professional Certifications		
20	Relevant Assignment Details of Proposed Personnel		
21	Proof of Association with Bidder		
22	Professional Achievement/Recognition Documents		

23	Proposed Technical Team Structure		
24	Industry Association Details		
25	MoUs/Agreements/Association Documents		
26	Internship Details		
27	Internship Supporting Documents		
28	Placement Details		
29	Placement Supporting Documents		
30	Industry Interaction Activity Details		
31	NSDC Affiliation/Association		
32	Sector Skill Council Association		
33	Government Body Association		
34	Educational/Training Organisation Association		
35	Software vendors or Technology providers Association		
36	Tender Fee Payment Proof		
37	EMD Payment Proof		
38	Bounden Undertaking – Annexure II (C)		
39	Annexure III - Financial Bid in separately sealed and marked Envelop		
40	Any other documents required through tender / Addendum / Corrigendum (Mention details)		

ANNEXURE II (C)

BOUNDEN UNDERTAKING

Tender No.: ……

Date: ……

For the Selection of Academic Consultant to strengthen and operate Training Centre network of C-DIT

This Undertaking is executed on this the …… day of …… 2026.

BEFORE

The **Centre for Development of Imaging Technology (C-DIT)**, hereinafter referred to as **"C-DIT"**, of the one part;

WHEREAS

1. In response to Tender No. …… dated ……, the Bounden has submitted a proposal to C-DIT for **the selection of Academic Consultant to strengthen and operate Training Centre network of C-DIT**, subject to the terms and conditions specified in the tender document.
2. The Bounden has deposited an amount of **Rs. ……** with C-DIT as Earnest Money Deposit (EMD) towards the due execution of the agreement and fulfilment of the contract, if the tender is accepted by C-DIT.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. If the tender submitted by the Bounden is accepted by C-DIT and the contract for academic, technical and operational support to strengthen and operate Training Centre network of C-DIT is awarded to the Bounden, the Bounden shall execute a formal agreement with C-DIT within **7 days** from the date of acceptance of the tender.
2. The formal agreement shall incorporate all the terms and conditions under which C-DIT accepts the tender.
3. If any information and documents submitted by the Bounden with the proposal is found to be false, misleading or materially incorrect at any stage, C-DIT shall reject the proposal or terminate the engagement, at any stage.
4. If the Bounden fails to execute the agreement within the specified period, C-DIT shall have the right to recover any loss or damage caused by such failure.
5. C-DIT may recover such loss or damage by appropriating the Earnest Money Deposit furnished by the Bounden. If the EMD is insufficient to cover the loss or damage, the balance amount shall be recoverable from the Bounden and from his/her movable and immovable properties in accordance with the applicable laws.
6. Any amount found to be due to C-DIT under or in connection with this agreement shall be recoverable from the Bounden and his/her movable and immovable properties under the

provisions of the **Revenue Recovery Act** in force, as if such amount were arrears of land revenue, or in any other manner permitted by law and considered appropriate by C-DIT.

IN WITNESS WHEREOF, THE UNDERTAKER HAS SET THEIR HAND BY THEIR AUTHORIZED REPRESENTATIVES AS ON THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN.

Signature of the Bounden

Name :

Address:

Date:

Office Seal:

Witnesses:

1. (Name), (Address)
2. (Name), (Address)

Annexure – II (D)

DECLARATION

[on the Letter Head of the Applicant]

C-DIT Tender Ref No: …… dated ……

To whomsoever it may concern

I/We hereby solemnly take oath that I/We am/are authorized signatory and hereby declare that I / Our firm/ Agency/ Institute/Company/Organization do not face any sanction or any pending disciplinary action from any authority against our myself/ firm / Company /Organization or partners.

Further, it is also certified that our firm including our affiliates have not been disqualified or blacklisted by any Government Department / Agency / Public Sector Undertaking / Autonomous Bodies or any other regulatory body of the Government of India / Kerala for breach of applicable laws or violation of regulatory provisions or breach of agreement.

In case of any change in this declaration subsequent to its issue, we undertake to promptly notify the same to C-DIT within 15 days of receiving of intimation of such charge.

Place: Authorised Signatory:

Date: Name and Designation:

(Office Seal)

Annexure – III

FINANCIAL BID

Ref: Tender No…….. dated …….

A. Bidder Details

- Name of the Bidder:
- Registered Address:
- Contact Person & Designation:
- Phone / Email:
- GSTIN:
- PAN:
- Name & Designation of Authorised Signatory:

B. PRICE QUOTED:

Sl No	Percentage of C-DIT's share of fee revenue payable to the Academic Consultant	Units	Rate to Be Quoted by Bidder
1	New centre application processing fees	Percentage	____ % (in figures and words)
2	Course fees	Percentage	____ % (in figures and words)

Place:

Date:

Signature:

Name:

Designation:

Office Seal: