

***Expression of Interest
for
Empanelment
of
Companies/Agencies as
Training Coordinator & Implementation Partner (TCIP)***



About us

Haryana Knowledge Corporation Limited (HKCL) is currently under administration of Citizen Resource Information Department (CRID), Haryana. It is Promoted by the Government of Haryana along with::

- Maharashtra Knowledge Corporation Ltd.
- HARTRON
- Board of School Education - Haryana
- Deen Bandhu Chhotu Ram University of Science & Technology, (DCRUST) Murthal, Sonipat
- Bhagat Phool Singh Mahila Vishvavidyalaya, (BPSMV), Khanpur Kalan, Sonapat
- Kurukshetra University (KU), Kurukshetra
- Guru Jambheshwar University of Science & Technology (GJUST), Hisar

It was incorporated under the Companies Act, 1956 Corporate Identity Number (CIN) U80904HR2013PLC050331, dated September 10, 2013 issued by the Registrar of Companies, National Capital Territory of Delhi and Haryana to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general.

1 Invitation for Empanelment

- 1.1 HKCL invites proposals from eligible companies/agencies for empanelment for Training Coordinator & Implementation Partner (TCIP) for different type of Training Programs. Empanelment shall be carried out as per the procedure laid down in this document and a list of empaneled agencies shall be published after approval.
- 1.2 The validity of empanelment will be initially for a period of Five years from the date of issue of Empanelment letter.
- 1.3 HKCL shall not provide any minimum guarantees of business to the empaneled agencies

Termination for Cause. HKCL may terminate this Empanelment for cause—including (i) material service deficiency, (ii) sub-standard manpower quality, (iii) insolvency of the Agency, or (iv) proven unethical practices—**only** after:

1. Providing **thirty (30) days' written notice** detailing the specific breach; and
2. Allowing Agency a **thirty (30)-day cure period** to remedy the breach.

c. Termination without Cause. HKCL may terminate without cause **only** upon:

1. **Ninety (90) days' prior written notice**; and
2. Payment of an **early-termination fee** equal to **three months' average quarterly fees** computed over the last year.

Any material modification to the scope, pricing, or commercial terms of this Empanelment must be **mutually agreed in writing** by both parties and shall not apply retroactively

- 1.4 This EOI is for Empanelment purpose only. The deployment of resources/team shall be as per the project requirements and the same will be conveyed at the time of project allotment.

2 Roles and Responsibilities of Training Coordinator & Implementation Partner

The Training Coordinator & Implementation Partner for Haryana Knowledge Corporation Limited (HKCL) is responsible for the seamless execution of different types of training programs which may include batch mobilization, content development, batch management, training implementation, monitoring, liaising with government departments, ensuring compliances, handling payment follow-ups, and maintaining training quality standards as per HKCL guidelines.

Key Responsibilities

A. Batch Mobilization & Outreach

- Identify and mobilize candidates for training programs in collaboration with HKCL, schools, and government departments.
- Develop strategies for increasing participation in training programs.
- Conduct awareness drives, orientations, and workshops to encourage enrolment.
- Ensure smooth onboarding and registration of participants on the HKCL platform.

B. Training Implementation & Coordination

- Plan and execute training sessions as per HKCL guidelines.
- Ensure proper batch scheduling, and venue allocation.
- Coordinate with schools, training centers, and educational institutions for smooth training execution.
- Address logistical challenges and provide operational support to trainers and participants.

C. Content Development & Customization

- Develop and refine training content as per HKCL standards and educational frameworks.
- Customize training materials to meet the specific needs of prospective candidates and schools.
- Integrate innovative pedagogical approaches, digital learning tools, and interactive methodologies.

Ensure content is aligned with government policies and competency-based frameworks.

D. Batch Management & Attendance Tracking

- Organize and manage multiple training batches efficiently.
- Maintain batch-wise records of Teacher / different participation, attendance, and progress.
- Implement digital tracking mechanisms for better data management and reporting.
- Ensure timely and accurate communication with candidates regarding training schedules, assignments, and assessments.

E. Monitoring, Evaluation & Quality Assurance

- Monitor training effectiveness through regular assessments, feedback collection, and performance evaluation.

- Conduct field visits and review training delivery to ensure adherence to HKCL standards.
- Analyze training outcomes and implement improvements based on data insights.
- Ensure that all training programs meet quality benchmarks set by HKCL and government authorities.

F. Liaison with Government Departments & Compliance

- Act as the key liaison between HKCL, clients/ departments of State Govt., and other stakeholders.
- Ensure compliance with government regulations, policies, and reporting requirements.
- Facilitate approvals, documentation, and communication with government officials.
- Stay updated on government initiatives, funding schemes, and policy changes related to different type of training.

G. Payment Follow-up & Financial Coordination

- Track invoices, payments, and financial disbursements related to training programs.
- Follow up with clients/departments of State Govt. and HKCL for timely payment processing.
- Ensure accurate financial documentation, including invoices, utilization certificates, and expenditure reports.
- Maintain financial transparency and compliance with HKCL financial protocols.

H. Reporting & Documentation

- Prepare and submit periodic reports on training progress, impact assessment, and financial updates.
- Maintain comprehensive records of training activities, participant details, and performance metrics.
- Document best practices, success stories, and lessons learned for continuous improvement.
- Ensure timely submission of reports and compliance documents to HKCL and clients/departments of State Govt.

I. Stakeholder & Trainer Management

- Coordinate with master trainers, facilitators, and support staff for smooth training execution.
- Address concerns raised by trainers, participants, and client/departments of State Govt.
- Conduct regular review meetings to evaluate training effectiveness and identify areas for improvement.
- Foster collaboration between HKCL, schools, and training partners for program success.

J. Other Training-Related Tasks

- Support the recruitment, onboarding, and capacity building of trainers.

- Identify areas for innovation and process improvement in training delivery.
- Ensure strict adherence to HKCL training timelines, quality benchmarks, and operational guidelines.
- Promote the use of digital learning tools and platforms for enhanced Teacher / candidate engagement.

2.1 Other important points/instructions: -

- I. During EOI evaluation, HKCL may, at its discretion, seek clarifications from the agencies on their submitted proposals and they are required to respond within the time frame prescribed by HKCL.
- II. The roles and responsibilities outlined above present a broad scope of services that HKCL may delegate to the empaneled agency. However, the actual roles and responsibilities may vary on a project-to-project basis and may involve only selected services from the aforementioned scope. At any time prior to the prescribed last date for receipt of offers, HKCL reserves the right to modify the EOI document. The amendments and modifications to the document shall be notified on the HKCL website only, which shall be binding on the interested agencies. Agencies are advised to frequently visit the website of HKCL for updates.
- III. Proposals from a consortium of agencies are not allowed.
- IV. The proposals prepared by the agencies and all correspondence and documents relating to the proposals between the HKCL and the agencies shall be in English language.
- V. All pages of the proposal should be initiated and stamped by the Authorized Representatives of the agency. Where an assigned Authorized Representative has signed the bid, a Certificate of Authority should be submitted.
- VI. The cost related to the empanelment, if any, shall be borne by the agency.

3 Evaluation Criteria: -

- 3.1 The Companies/Agencies will be shortlisted based on prequalification criteria defined as below: -

No.	Pre-qualification Criteria	Supporting Documents to be furnished
1.	The Company must be registered in India under the Indian Companies Act, 1956/Partnership Act 1932/sole proprietorship (with GST registration) firm and should be a profit-making company before tax	Certificate of Incorporation/ Partnership Deed.
2.	The Company/Agency should be operating in the field of IT / ITes, Training, workshops, Content Creation,	Attested copy of the Memorandum and Articles of Association/ Incorporation Document & LLP Agreement

No.	Pre-qualification Criteria	Supporting Documents to be furnished
3.	Bidder should have at least Team that should comprise experts with a minimum of 5 years of experience in the field related to education, training or learning	Profiles of employees/consultants with project details and references
4.	Must have a registered number of Goods and Services Tax (GST), Income Tax/PAN	As per Standard Format
5.	The implementation team should have worked with Haryana government in the domain of education, training or learning or with any other State govt or with reputed organizations in India.	Attach CVs
6.	The Company/Agency should be an individual organization. Consortium shall not be allowed.	Certificate from the current authorized signatory of the Company/Agency
7.	The Company/Agency should not have been blacklisted as on the last date of submission of offer by any Government Agency in India or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance.	Certificate from the current authorized signatory of the Company/Agency. (FORM-3)
8.	The company should have a min turnover of INR 3 Cr. in any of the past three years. (Start-Ups are exempted from this clause- Startup claiming exemption has to submit DPIIT certificate valid on the date of bid submission. Or They can demonstrate project-specific expertise)	A) Audited Profit and Loss Statement and Balance sheets. b) Statutory Auditor Certificate or Certificate from the Company Secretary/Chartered Accountant of the Bidder clearly specifying the Annual Turnover C) Clear evidence to demonstrated project specific expertise.
9.	The bidder should have an office in Chandigarh/Panchkula. However, if the presence is not there in the region, the bidder should give an undertaking for establishment of the office within one month of award of the contract. In case the training is online, bidder should be available 24/7, and should be available for in person meeting with the notice of 24 hours.	Self-Declaration
10.	The Authorized Signatory signing the Bid on behalf of the Bidder should be duly authorized by Competent Authority to sign the Bid and the Contract/Agreement on their behalf	Power of Attorney

Any Bid failing to meet any of the above stated qualification criteria shall be summarily rejected and will not be considered for EOI empanelment.

Note: MSME, SSI, Make in India, Start-ups, the turnover, experience and other conditions will be applicable as per State Govt. Guidelines issued time to time.

4 Process of Awarding work order by HKCL.

- 4.1 The decision regarding the engagement of any empaneled agency and award of work lies with HKCL.
- 4.2 Payments shall be made on the basis the payment terms applicable to the engagement. The payment terms & conditions will be defined on a mutually agreed basis at the time of awarding work orders.
- 4.3 GST shall be payable as applicable over and above the prices specified. Tax withholdings would be as applicable under law.
- 4.4 No out-of-pocket expenses shall be provided and the same shall be the responsibility of the empaneled agency.

5 General Terms and Conditions.

- 5.1 **Change of name of the Company/Agency:** During the period of empanelment, if the name of the company/agency has undergone a change due to acquisition, amalgamation etc., the company/agency shall inform HKCL within one month of such incident. In such cases, all the obligations under the contract with HKCL should be passed on for compliance to the successor company.
- 5.2 The empaneled Companies/Agencies must sign Non-Disclosure Agreement (NDA) with the HKCL.
- 5.3 **Force Majeure:** For the purpose of this clause, 'Force Majeure' shall mean an event that is unforeseeable, beyond the control of the parties and not involving the parties' fault or negligence. Such events may include acts of the Government either in its sovereign or in its contractual capacity, war, civil war, insurrection, riots, revolutions, fire, floods, epidemics, quarantine, restrictions, freight, embargoes, radioactivity and earthquakes. The empaneled Agency shall not be liable if the delay in the discharge of its obligations under this agreement is the result of an event of Force Majeure as defined above.

If a Force Majeure situation arises, the empaneled Company/Agency shall promptly notify HKCL in writing of such conditions and the cause thereof. Unless otherwise directed by HKCL in writing, the empaneled Company/Agency shall continue to perform its obligations under this Agreement, as far as it is reasonably practical and shall seek all reasonable means of performance not prevented by the Force Majeure event.

6 Key Events

Sr. No	Key Activities	Date
1	Upload of EOI Document at HKCL website	12.08.2025
2	Last date for submission of EOI	20.08.2025
3	Scrutiny and finalization of applications received	22.08.2025

7 Address for Communication & Proposal Submission

Managing Director & Chief Executive Officer,

Haryana Knowledge Corporation Ltd.,

Plot No 1, 4th Floor, South Wing,

HSI IDC IT Park, Sector 22,

Panchkula, Haryana - 134109

Landmark: Near Gurudwara Nada Sahib

Phone: 0172-5210251

E-mail: md@hkcl.in

ANNEXURE(s)	FORMS 1-3
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FORM 1: General Information about the Bidder

Details of the Bidder (Company)		
1	Name of the Bidder	
2	Address of the Bidder	
3	Status of the Company (Public Ltd/Pvt. Ltd)	
4	Details of Incorporation of the Company	
5	Details of Commencement of Business	
6	GST registration no.	
7	Permanent Account Number (PAN)	
8	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
9	Telephone No. (with STD Code) Mobile Number	
10	E-Mail of the contact person:	
11	Website	

FORM 2: Pre-Qualification Bid Compliance Format

Sr. No.	Pre-qualification Criteria	Supporting Documents to be furnished	Attached (Yes/No)	Bid Page Reference number
1.	The Company must be registered in India under the Indian Companies Act, 1956/Partnership Act 1932/sole proprietorship (with GST registration) firm and should be a profit-making company before tax	Certificate of Incorporation/ Partnership Deed.		
2.	The Company/Agency should be operating in the field of IT / ITes, Training, workshops, Content Creation,	Attested copy of the Memorandum and Articles of Association/ Incorporation Document & LLP Agreement		
3.	Bidder should have at least Team that should comprise experts with a minimum of 5 years of experience in the field related to education, training or learning	Profiles of employees/consultants with project details and references		
4.	Must have a registered number of Goods and Services Tax (GST), Income Tax/PAN	As per Standard Format		
5.	The implementation team should have worked with Haryana government or with reputed companies in India, any other state government projects in the domain of education, training or learning	Attach CVs		
6.	The Company/Agency should be an individual organization. Consortium shall not be allowed.	Certificate from the current authorized signatory of the Company/Agency		
7.	The Company/Agency should not have been blacklisted as on the last date of submission of offer by any Government Agency in India or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance.	Certificate from the current authorized signatory of the Company/Agency. (FORM-3)		

Sr. No.	Pre-qualification Criteria	Supporting Documents to be furnished	Attached (Yes/No)	Bid Page Reference number
8.	The company should have a minimum turnover of INR 3 Cr. in any of the past three years. (Start-Ups are exempted from this clause- Startup claiming exemption has to submit DPIIT certificate valid on the date of bid submission.) Or Demonstrated project specific expertise in the domain.	A) Audited Profit and Loss Statement and Balance sheets. b) Statutory Auditor Certificate or Certificate from the Company Secretary/Chartered Accountant of the Bidder clearly specifying the Annual Turnover C) Clear evidence to demonstrated project specific expertise.		
9.	The Authorized Signatory signing the Bid on behalf of the Bidder should be duly authorized by Competent Authority to sign the Bid and the Contract/Agreement on their behalf	Power of Attorney		

FORM 3: Declaration Regarding Clean Record

[Letter Head]

[Date]

To,
Managing Director & CEO
Haryana Knowledge Corporation Limited
Panchkula, Haryana

Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document [No. _____] regarding Selection of AGENCY for Training Coordinator & Implementation Partner (TCIP).

I hereby declare that,

A. My company has not been debarred / blacklisted by any Ministry/Board of Government of India or State Government. I further certify that I am competent officer in my Company to make this declaration.

B. My company is neither convicted nor any criminal case pending against it before any court of competent jurisdiction

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Yours faithfully,

(Signature of the Bidder)
Printed Name Designation
Seal
Date:
Business Address: