

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognised by UGC Act 1956 u/s 22 to Confer Degrees)

Community College of Skill Development (CCSD)

NCVET-Recognised Awarding Body (AB-Dual) | Application Ref.: AB2S2025A0675

for

Empanelment of Knowledge & Solution Partners for NSQF Qualification Development, Micro-Credentials and Digital Learning Solutions

EOI Title	Empanelment of Knowledge & Solution Partners for NSQF Qualification Development, Micro-Credentials and Digital Learning Solutions
EOI Reference No.	JCBUST/CCSD/EOI/2026/01
EOI Issue Date	1/11/2026
Mode of Publication	University website (www.jcboseust.ac.in) and, where required, newspaper/notice board
Pre-Bid Meeting (for clarifications)	25-11-2026, 11:00 AM
EOI Submission End Date & Time	30-11-2026, 05:00 PM
EOI Opening / Evaluation Date	01-12-2026, 02:00 PM
Earnest Money Deposit (EMD)	Rs. 25,000/- (Refundable) - by Demand Draft / Bank Guarantee only (no online transfer)
Non-refundable Processing Fee	Rs. 2,000/- (by Demand Draft)
Submission Address	Principal, Community College of Skill Development, J.C. Bose University of Science and Technology, YMCA, NH-2, Sector-6, Delhi-Mathura Road, Faridabad - 121006, Haryana, India
Submission Email	principalcc@jcboseust.ac.in

Page 1 of 15

TABLE OF CONTENTS

Sr.	Content
1	Background and Purpose
2	Regulatory and Quality Framework
3	Scope of Services
4	Eligibility Criteria
5	Earnest Money Deposit (EMD) and Processing Fee
6	Documents Required
7	Commercial / Fee Structure
8	Selection Procedure and Evaluation Criteria
9	General Information and Terms
10	Governing Law, Jurisdiction and Dispute Resolution
11	How to Apply
--	Annexure I - Application Form
--	Annexure II - Relevant Experience
--	Annexure III - Service-wise Financial Quote
--	Annexure IV - Non-Blacklisting / Non-Debarment Undertaking
--	Annexure V - Conflict of Interest Declaration
--	Annexure VI - Acceptance of Terms & EMD / Fee Details

1. BACKGROUND AND PURPOSE

J.C. Bose University of Science and Technology, YMCA, Faridabad (hereinafter referred to as “the University”) is a Haryana State Government University and a recognised Awarding Body (AB-Dual) under the National Council for Vocational Education and Training (NCVET), Ministry of Skill Development and Entrepreneurship (MSDE), Government of India.

The University invites Expressions of Interest (EOI) from eligible and experienced agencies, companies, firms, institutions and service providers for empanelment to provide qualification development, educational content development, digital learning and learning-technology services.

The empanelment is intended to support the development and implementation of industry-relevant and institution-relevant qualifications and learning solutions, including Qualification Packs (QPs), Model Curriculum (MC), Qualification Files (Q Files), National Occupational Standards (NOS), Micro-Credentials (MCr), National Credit Framework-related (NCrF) work, learner and facilitator resources, e-learning courses and LMS-based delivery.

The entire scope of services under this EOI shall be treated as a single, indivisible lot. The University shall empanel and award the complete scope to one selected agency as a single lot; the scope shall not be split, bifurcated or distributed among multiple agencies. The empanelment is a rate-contract arrangement and does not guarantee allocation of any minimum volume of work, nor any exclusivity beyond this single-lot empanelment.

2. REGULATORY AND QUALITY FRAMEWORK

As the University is recognised by NCVET as an Awarding Body, all services and deliverables under this EOI shall support the University’s applicable obligations under NCVET’s current guidelines, directions, qualification-approval requirements and quality-assurance framework. The references below shall be read with their latest applicable amendments, notifications and directions.

Indicative official references (including subsequent amendments and applicable notifications):

- NCVET, Guidelines for Recognition and Regulation of Awarding Bodies, 2025.
- NCVET, Guidelines for Digital Content Creation and Quality (listed 31 May 2024).
- NCVET, Guidelines for Development, Approval & Usage of NOS and Micro-Credentials.
- NCVET, Monitoring framework and monitoring of recognised entities.
- NCVET, National Skills Qualification Framework (NSQF).
- NCVET, Guidelines on Blended Learning for VET and Skilling.
- NCVET, National Qualifications Register (for approved qualification records and related Q File information).
- General Financial Rules (GFR), 2017 and applicable CVC guidelines on public procurement.
- Haryana State procurement rules and University purchase/financial regulations, as applicable.
- The Digital Personal Data Protection (DPDP) Act, 2023 and applicable rules, for handling of learner / user data.

The references may be revised or updated from time to time at the discretion of NCVET and MSDE in accordance with changes in policies, NSQF mandates and NCVET directives. Applicants are responsible for complying with the versions in force on the relevant date.

3. SCOPE OF SERVICES

The entire scope of services set out below (Categories A to E) constitutes a single, indivisible lot and shall be awarded to one agency as a single package without bifurcation. The empanelled agency must be capable of delivering the complete scope; work shall be assigned through individual work orders within this single-lot arrangement:

A. Qualification and Standards Development

- Development, drafting, review and formatting of qualification docket, including Qualification Packs (QPs), Model Curriculum (MC) and Qualification Files (Q Files), in the prescribed NCVET formats.
- Development of National Occupational Standards (NOS), Micro-Credentials (MCr), Nano/National Credit-Framework-related (NCrF) outputs and other academic/vocational qualification documents, as assigned.
- Preparation of supporting documents, mapping matrices, learning outcomes, assessment-related documentation and annexures required for submission or review by the relevant authority.
- Quality assurance, consistency checks, version control and incorporation of feedback from the University and relevant stakeholders.

B. Validation and Stakeholder Engagement

- Sourcing and coordination of validation letters, stakeholder endorsements and other supporting confirmations from relevant industry or institutional stakeholders, where required.
- Conducting need analysis with industries, employers, sector experts and relevant stakeholders to identify emerging skills, occupational requirements and qualification-development needs.
- Conducting need analysis and consultations with schools, colleges, universities and other educational institutions for development or revision of NOS, MCr, NCrF outputs and other learning pathways.
- Preparing consultation plans, questionnaires, meeting records, analysis reports, stakeholder-feedback matrices and recommendations arising from need-analysis exercises.

C. Learning and Training Resource Development

- Development of Participants' Handbooks aligned with the approved qualification, learning outcomes, occupational standards and target learner profile.
- Development of Facilitator Guides, including session-wise delivery guidance, teaching methods, activities, resources and assessment guidance.
- Development of Training Delivery Plans, including session plans, duration, learning activities, resources, delivery methodology and assessment checkpoints.
- Editing, instructional design, language review, technical review, formatting and quality assurance of learning and training resources.

D. Digital E-Learning Content Development

- Conversion of approved qualification and training content into structured digital e-learning courses and modules.
- Development of multimedia learning assets such as presentations, animations, explainer videos, voice-overs, interactive content, quizzes, practice activities and knowledge checks, where specified.

- Development of storyboards, scripts, learning interactions, assessments and course navigation aligned to the approved learning objectives.
- Delivery of content in agreed formats suitable for the University's LMS or other designated platforms; SCORM or other interoperability standards may be specified in individual work orders.

E. AI-Enabled LMS and Platform Services

- Provision, configuration or development of an AI-enabled Learning Management System (LMS) for learners and faculty.
- Customisation of LMS workflows, user roles, course structures, dashboards, reporting, assessments, certificates, branding and other features as required.
- Technical support and hand-holding for faculty to use the platform and develop, upload, manage or update courses and learning resources.
- User onboarding, orientation, basic administration training, troubleshooting, maintenance and post-deployment support as specified in the work order.
- Documentation of system configuration, user guidance and handover of agreed administrative credentials and technical documentation.

4. ELIGIBILITY CRITERIA

- The applicant must be a legally registered entity in India - a company, LLP, partnership firm, MSME, registered society/trust, educational institution or other legally recognised organisation eligible to provide the proposed services.
- The applicant organisation must demonstrate experience in digital content development / skill-development content services during the last three (3) years, in accordance with applicable NCVET guidelines.
- The applicant must possess adequate professional and technical manpower for handling the entire scope of services covered under this EOI, which is to be undertaken as a single integrated lot without bifurcation.
- Applicants having experience with a recognised Awarding Body, NSDC/SSC, or a State or Central Government Department shall be preferred.
- The applicant organisation must not have been blacklisted, debarred or declared ineligible by any Government organisation, PSU or institution as on the date of submission.
- The applicant must be compliant with applicable statutory registrations (PAN, GST as applicable, and other registrations relevant to its legal constitution).
- The prior-years-of-experience criterion shall be relaxed for startups registered with the Haryana Startup Cell. To claim this relaxation, the applicant must mandatorily submit a valid Haryana Startup Cell Registration Certificate, and demonstrate that its leadership/team possesses experience and capability relevant to the scope of this EOI.

5. EARNEST MONEY DEPOSIT (EMD) AND PROCESSING FEE

Each applicant shall submit, along with the EOI, a refundable Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty-Five Thousand only) by Demand Draft / Bank Guarantee only (online transfer is not permitted for the EMD), and a non-refundable Processing / Document Fee of Rs. 2,000/- (Rupees Two Thousand only) by

Demand Draft, both drawn in favour of “YMCAUST Community College Scheme”, payable at Faridabad, as notified with this EOI.

- The EMD shall be furnished only in the form of a Demand Draft or Bank Guarantee from a scheduled commercial bank in favour of “YMCAUST Community College Scheme”, payable at Faridabad. Online/NEFT/RTGS/UPI transfer shall not be accepted for the EMD.
- The EMD of unsuccessful applicants shall be refunded without interest after finalisation of the empanelment. The EMD of empanelled agencies may be retained / converted as security or released as per the terms of the MoU/Agreement.
- The EMD is liable to forfeiture if an applicant withdraws its EOI during the validity period, furnishes false or misleading information, or, having been empanelled, fails to execute the MoU/Agreement.
- MSMEs (with valid Udyam registration), startups registered with the Haryana Startup Cell shall be exempted from the EMD on submission of the respective valid certificate; the processing-fee exemption, if any, shall be as per applicable Government norms.
- Applications not accompanied by the prescribed EMD and processing fee (or valid exemption proof) are liable to be rejected.

6. DOCUMENTS REQUIRED

- Covering letter and completed Application Form (Annexure I).
- Certificate of incorporation/registration or other proof of legal constitution.
- PAN and GST registration details, as applicable.
- Evidence of digital content development capabilities.
- Brief profiles/CVs of founders and key team members, including relevant digital content, instructional design, multimedia or technology skills.
- Sample work, portfolio links, demo access or representative deliverables relevant to the complete scope of services (Categories A to E).
- Relevant experience details as per Annexure II, with supporting evidence. Experience is exempted for Haryana Startup Cell-registered startups, who must mandatorily submit a valid Haryana Startup Cell Registration Certificate (as applicable) together with evidence of relevant leadership-team experience.
- Item-wise financial quote in Annexure III, inclusive of applicable taxes.
- Non-Blacklisting / Non-Debarment Undertaking on official letterhead (Annexure IV).
- Conflict of Interest Declaration (Annexure V).
- Proof of EMD and non-refundable processing fee (or valid MSME/DPIIT exemption), and signed Acceptance of Terms (Annexure VI).
- One signed and stamped copy of this complete EOI document as a token of acceptance of its terms.

7. COMMERCIAL / FEE STRUCTURE

Applicants shall submit a service-wise fee proposal in the format at Annexure III. Rates should be quoted against the applicable unit of measurement (for example, per qualification, per document, per module, per learner/user, per faculty account, per integration, per day or per month), as appropriate, and shall indicate taxes separately.

The University may seek clarifications, negotiate rates with shortlisted applicants and finalise commercial terms by signing an MoU/Agreement before issuing any work order. A separate MoU/Agreement shall be executed with the selected agencies establishing rate contracts for the allied services covered under this EOI, subject to negotiation and finalisation of rates and services. Rates shall ordinarily remain firm for the empanelment period unless otherwise agreed.

8. SELECTION PROCEDURE AND EVALUATION CRITERIA

A Committee constituted by the University shall evaluate the applications. Evaluation shall be made on the basis of the following indicative criteria and weightage (the University may refine the weightage prior to evaluation):

Sr.	Evaluation Parameter	Indicative Weightage
1	Relevant experience and track record (last 3 years)	30%
2	Professional and technical capability / team strength	25%
3	Quality of sample work / portfolio / demo	20%
4	Experience with Awarding Body / NSDC-SSC / Government	15%
5	Overall suitability and commercial reasonableness	10%

Shortlisted firms may be invited for a presentation/interaction, if required. For startups, relevant founder/team experience shall be considered in lieu of organisational experience. The empanelment and award shall be made for the entire scope as a single lot to the most suitable applicant; the scope shall not be bifurcated or split among multiple agencies, and partial empanelment shall not be made. The University's decision on empanelment shall be final.

9. GENERAL INFORMATION AND TERMS

NCVET Compliance: The agency shall comply with applicable NCVET guidelines, qualification-approval requirements, the digital-content quality framework, monitoring requirements and University instructions relevant to the assigned deliverables. The University retains responsibility for regulatory decisions, formal approvals and certification as an Awarding Body.

No Right Created: Submission of an EOI does not create any right to empanelment or to receive a work order. Empanelment confers no guarantee of work, volume or exclusivity.

Validity of Offer: The EOI and the rates/offer submitted shall remain valid for a minimum of one hundred and eighty (180) days from the submission end date. The empanelment, if granted, shall ordinarily be valid for two (2) years, extendable at the University's discretion.

Right to Accept/Reject: The University reserves the right to accept or reject any or all applications, to cancel, modify or re-issue the EOI process, or to seek additional information, at any stage without assigning any reason, subject to applicable rules.

Evaluation Committee: The University may constitute a committee for evaluation/scrutiny of the applications received.

Confidentiality & Data Protection: The empanelled agency shall maintain strict confidentiality of all information and documents shared by the University, its faculty, learners, industry partners and stakeholders, and shall process any personal data strictly in accordance with the Digital Personal Data Protection (DPDP) Act, 2023 and

applicable rules. Data shall be used only for the assigned purpose, kept secure, and deleted/returned on completion as directed.

Intellectual Property: Unless otherwise agreed in writing, all deliverables, qualifications, content and materials developed under a work order shall be the exclusive property of the University, with full rights to use, modify, reproduce and distribute. Use of any third-party material must be duly licensed and disclosed. Ownership, licensing, hosting, security, service levels, warranties and support obligations shall be governed by the applicable work order/MoU/Agreement.

Conflict of Interest: Applicants must disclose any actual or potential conflict of interest (Annexure V). The University may reject an application or terminate empanelment where an undisclosed conflict is found.

Indemnity: The empanelled agency shall indemnify the University against any loss, claim, damage or liability arising from the agency's breach, negligence, misrepresentation, or infringement of third-party rights (including intellectual property and data-protection rights).

Force Majeure: Neither party shall be liable for failure or delay in performance due to events beyond reasonable control (including natural disasters, epidemics/pandemics, war, civil unrest, governmental action or statutory restrictions). The affected party shall promptly notify the other and resume performance as soon as practicable.

Corrigendum / Amendment: Any clarification, corrigendum or amendment to this EOI shall be issued only through the University's designated official communication channel (University website / notice board) and shall be binding on all applicants. Applicants should check the website for updates before submission.

Compliance with Rules: This EOI and any resulting empanelment shall be governed by GFR 2017, applicable CVC guidelines, Haryana State procurement rules and the University's financial/purchase regulations, as applicable.

Grounds for Rejection: An application is liable to be rejected if it is not submitted as required, is not properly signed and sealed, is received after the due date and time, lacks the required supporting documents or EMD/fee, or contains any misrepresentation, misleading, false, incorrect or insufficient information.

10. GOVERNING LAW, JURISDICTION AND DISPUTE RESOLUTION

This EOI and any empanelment, MoU or work order arising from it shall be governed by and construed in accordance with the laws of India.

All disputes or differences arising out of or in connection with this EOI/empanelment shall first be attempted to be resolved amicably through mutual discussion. Failing amicable settlement, disputes shall be referred to arbitration by a sole arbitrator appointed by the University in accordance with the Arbitration and Conciliation Act, 1996 (as amended). The seat and venue of arbitration shall be Faridabad, Haryana, and the proceedings shall be conducted in English.

Subject to the arbitration clause above, the courts at Faridabad, Haryana shall have exclusive jurisdiction over any matter arising out of this EOI/empanelment.

11. HOW TO APPLY

Interested and eligible entities may submit their Application Form (Annexure I) for empanelment with JCBUST, YMCA, along with all supporting documents, in a sealed envelope super-scribed:

“EOI for Empanelment of Knowledge & Solution Partners for NSQF Qualification Development, Micro-Credentials and Digital Learning Solutions”

- Submit the duly filled forms to the address below, by post/courier/in person, latest by 27.11.2026, 05:00 PM. All enclosures must be substantiated with relevant documents and must be signed and sealed by an authorised person of the firm.
- A scanned copy of the complete EOI should also be e-mailed to principalcc@jcboseust.ac.in by the due date and time, with the subject line: EOI for “Empanelment of Knowledge & Solution Partners for NSQF Qualification Development, Micro-Credentials and Digital Learning Solutions”.
- The EMD and non-refundable processing fee (or valid exemption proof) must be enclosed with the submission.

Address for submission and point of contact for clarifications:

Principal, Community College of Skill Development, J.C. Bose University of Science and Technology, YMCA, NH-2, Sector-6, Delhi-Mathura Road, Faridabad - 121006, Haryana, India. Email: principalcc@jcboseust.ac.in

Principal / Competent Authority
Community College of Skill Development
J.C. Bose University of Science and Technology, YMCA, Faridabad

ANNEXURE I - APPLICATION FORM

(To be filled on the applicant organisation's letterhead and signed by the authorised signatory)

Sr.	Particulars	Details
1	Name of the Applicant Organisation	
2	Legal Constitution (Company / LLP / Firm / Society / Trust / Institution / Other)	
3	Date & Place of Incorporation / Registration; Registration No.	
4	Registered Office Address	
5	Correspondence Address	
6	PAN	
7	GSTIN (if applicable)	
8	Udyam/MSME Registration No. (if applicable)	
9	Haryana Startup Cell Registration No. (if applicable)	
10	Name & Designation of Authorised Signatory	
11	Contact Person, Mobile & Email	
12	Website / Portfolio Links	
13	Confirmation to undertake the entire scope (Categories A to E) as a single lot (Yes/No)	
14	No. of relevant projects in last 3 years	
15	EMD details (Instrument/UTR No., Date, Amount)	
16	Processing Fee details (Instrument/UTR No., Date, Amount)	

Declaration: I/We confirm that the information furnished above and in all enclosures is true and correct, and that we accept all terms and conditions of this EOI.

Signature of Authorised Signatory: _____ Name: _____ Designation: _____ Date & Seal: _____

ANNEXURE II - RELEVANT EXPERIENCE

Provide details of relevant projects delivered during the last three years. Add rows as required.

S.No	Client	Org. type (AB/NSDC/Govt)	Brief Scope / Deliverables	Year	Evidence (Y/N)
1					
2					
3					
4					
5					

Portfolio / Demo links:

Sr.	Open Web Link	Project Deliverables
1		
2		
3		
4		

Authorised Signatory - Name: _____ Designation: _____ Signature & Seal: _____

ANNEXURE III - SERVICE-WISE FINANCIAL QUOTE

The scope is a single, indivisible lot. Applicants must quote rates for all items below; the quotation shall be evaluated on a consolidated (whole-lot) basis. A bid that leaves any item un-quoted, or quotes for only part of the scope, is liable to be treated as non-responsive. Taxes to be shown separately.

S.No	Service / Deliverable	Unit of Quote	Rate (Rs.) excl. GST
1	Qualification docket: QP, MC and Q File	Per qualification / docket	
2	Validation letter sourcing and coordination	Per qualification	
3	Industry need analysis	Per study / report	
4	Institutional need analysis (NOS, MCr, NCrf)	Per study / report	
5	Participants' Handbook	Per qualification / handbook	
6	Facilitator Guide	Per qualification / guide	
7	Training Delivery Plan	Per qualification / plan	
8	Digital e-learning course development	Per hour of e-content	
9	AI-enabled LMS setup (100 users + 1 faculty account)	One-time setup + annual fee	
10	LMS customisation	Per change request / person-day	
11	Faculty technical support & course-development training	Per session / day / month	
12	Hosting, maintenance and technical support (if offered)	Per month / year	
13	Other (specify)	As applicable	

Authorised Signatory - Name: _____ Designation: _____ Signature & Seal: _____

ANNEXURE IV - NON-BLACKLISTING / NON-DEBARMENT UNDERTAKING

(On the applicant organisation's official letterhead)

To,

The Principal (Competent Authority), Community College of Skill Development, J.C. Bose University of Science and Technology, YMCA, Faridabad, Haryana - 121006

Subject: Undertaking regarding non-blacklisting / non-debarment for EOI empanelment.

Respected Sir/Madam,

I/We, the undersigned, on behalf of [Name of Applicant Organisation], hereby solemnly declare and undertake that our organisation has not been blacklisted, debarred or banned from participating in any tender, procurement process, empanelment or government assignment by any State Government, Central Government, Public Sector Undertaking (PSU), Government Department, Government Undertaking or any other Government entity in India as on the date of submission of this EOI.

I/We further declare that the organisation has not been declared ineligible for participation in government procurement or empanelment processes by any competent authority.

I/We undertake to promptly inform the University of any change in the above status during the EOI evaluation or empanelment period.

I/We understand that any false declaration, concealment of material facts or misrepresentation may result in rejection of our application, forfeiture of EMD, cancellation of empanelment or other appropriate action as per applicable rules.

I/We confirm that the information provided in this undertaking is true and correct to the best of our knowledge and belief.

For [Name of Applicant Organisation]

Name: _____ Designation: _____ Date: _____ Place: _____ Signature & Seal:

ANNEXURE V - CONFLICT OF INTEREST DECLARATION

(On the applicant organisation's official letterhead)

I/We, on behalf of [Name of Applicant Organisation], declare that:

- We have no actual, potential or perceived conflict of interest with the University, its officials or its evaluation committee that could influence the fairness of this EOI process.
- We are not associated with any other applicant in a manner that would compromise the integrity of the process (including common ownership, management or control).
- We shall disclose immediately, in writing, any conflict of interest that may arise during the evaluation or empanelment period.
- We understand that an undisclosed conflict of interest may lead to rejection of our application, forfeiture of EMD or cancellation of empanelment.

Name: _____ Designation: _____ Date: _____ Signature & Seal: _____

ANNEXURE VI - ACCEPTANCE OF TERMS & EMD / FEE DETAILS

I/We have read and understood all the terms and conditions of this EOI and unconditionally accept them. Details of the EMD and non-refundable processing fee enclosed are:

Payment	Instrument / UTR No.	Date	Amount (Rs.)
Earnest Money Deposit (EMD)			
Non-refundable Processing Fee			
Exemption claimed - MSME / Haryana Startup Cell (Y/N + Ref.)			

Signature of Authorised Signatory: _____ Name: _____ Designation: _____ Date
& Seal: _____