

**EXPRESSION OF INTEREST(EOI)
FOR
ONBOARDING REMOTE PILOT TRAINING ORGANIZATIONS (RPTOs)
REGISTERED UNDER DIRECTORATE GENERAL OF CIVIL AVIATION FOR
PROVIDING REMOTE PILOT CERTIFICATION (RPC) TO SKILL
DEVELOPMENT STUDENTS ENROLLED IN DRONE COURSES.**

**EOI Ref No: iHub/EOI/2024-25/02
Dated: December 31, 2024**

EOI Document can be downloaded from following websites:

www.ihubiitmandi.in

E-mail Address:

Avnish@ihubiitmandi.in

IIT Mandi iHub & Hci Foundation
Technology in Harmony with Human Needs

Address to:
General Manager
iHub and Hci Foundation
North Campus, IIT Mandi
Salgi Mandi,
Himachal Pradesh
175005

Regd. Office: Indian Institute of Technology Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

EXPRESSION OF INTEREST (EOI)

Dated: December 31,2024

EOI Ref No: iHub//EOI/2024-2025/02

Expression of Interest (EOI) for onboarding Remote pilot training organizations (RPTOs) registered under Directorate general of civil aviation for providing Remote pilot certification (RPC) to skill development students enrolled in drone courses.

IIT Mandi iHub and HCl Foundation is a Technology Innovation Hub (TIH of IIT Mandi). It is focused on Human-Computer Interaction (HCl). It is set up by the Indian Institute of Technology (IIT) Mandi under India's National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS).

The vision of IIT Mandi iHub and HCl Foundation is to be an internationally recognised Hub that nurtures HCl research, enables technology translation for industry, and fosters skill development.

IIT Mandi iHub and HCl Foundation, invites proposals from DGCA-registered Remote Pilot Training Organizations (RPTOs) for providing Remote Pilot Certification (RPC) to students. The objective is to equip students with the necessary skills and certifications for operating drones in small categories as per DGCA regulations.

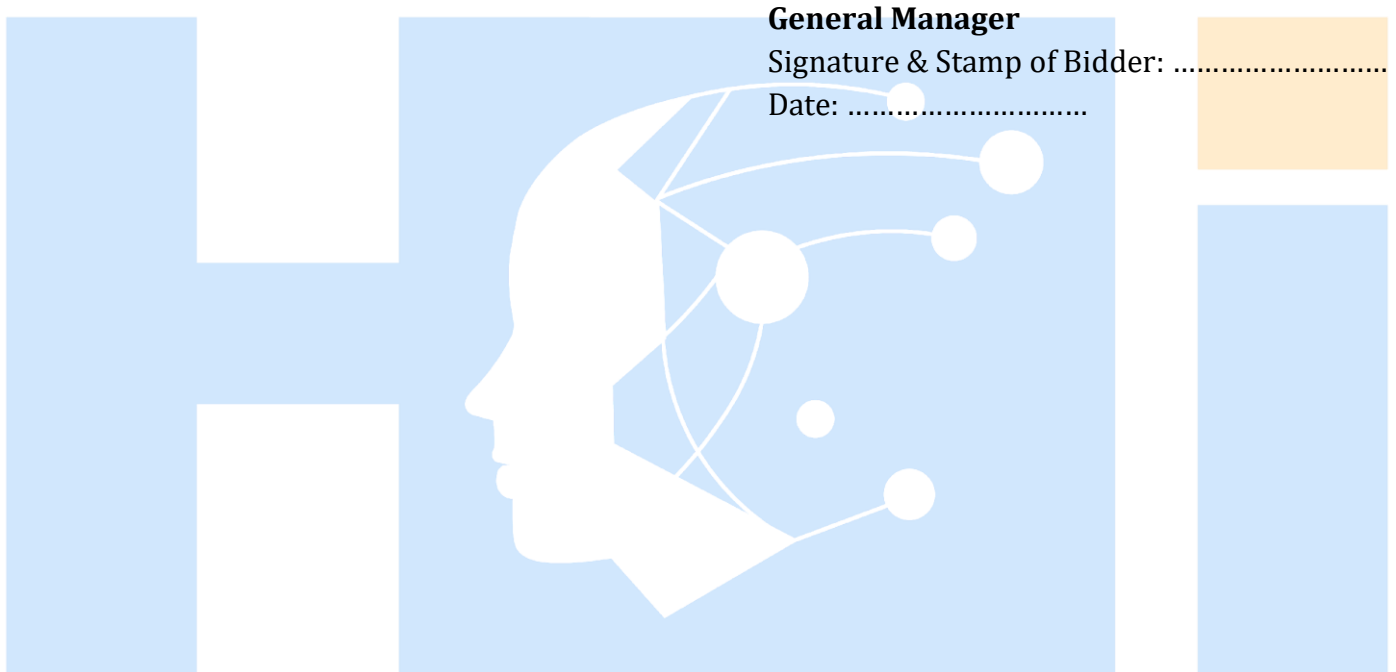
Interested parties / eligible and competent service providers/agencies, meeting the eligibility criteria as per EOI document may submit their offer in prescribed application form under two bid systems.

The important information and schedule related to EOI:

| | |
|--|---|
| Date of Issue/Publishing | Dec 31, 2024 |
| Start date and time of submission of bids | Jan 01, 2025 |
| Last date and time for submissions of bids | Jan 15,2025 up to 5:00pm |
| Date and time of opening of EOI/ Technical bid | Jan 16,2025 at 5:00pm |
| EOI processing fee (Non-refundable) | Nil |
| Cost of EOI document / Registration fee | Nil |
| Place of submission of EOI | IIT Mandi iHub and HCl Foundation, North Campus Near Mind Tree School Salgi, Mandi Himachal Pradesh 175005 |
| No. of covers (two bid system) | 02 |
| Bid validity | 90 days from the last date of submission of bids |
| Contact details | Mansi Pathania |
| Mobile | 8988563800 |
| E-mail Id | mansipathania11@gmail.com |
| Location | IIT Mandi iHub and HCl Foundation. |

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Note: The applicants are requested to read the EOI document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in the document may disqualify the applicants.



General Manager
Signature & Stamp of Bidder:
Date:

IIT Mandi iHub & HCl Foundation
Technology in Harmony with Human Needs

Signature & Stamp of Bidder:
Date:

Regd. Office: Indian Institute of Technology Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

Background:

1. IIT Mandi iHub and HCl Foundation is a Technology Innovation Hub (TIH of IIT Mandi). It is focused on Human-Computer Interaction (HCl). It is set up by the Indian Institute of Technology (IIT) Mandi under India's National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The vision of IIT Mandi iHub and HCl Foundation is to be an internationally recognised Hub that nurtures HCl research and enables technology translation for industry and skill development.
2. IIT Mandi iHub and HCl Foundation is operating from IIT Mandi, North campus, located in Mandi, Himachal Pradesh, 175005.
3. IIT Mandi iHub and HCl Foundation invites expression of interest [EOI] for DGCA-registered Remote Pilot Training Organizations (RPTOs) for providing Remote Pilot Certification (RPC) to students.

Requirements of IIT Mandi iHub and HCl Foundation:

1. **Location:** The training facility must be located in regions of Himachal Pradesh, Punjab, Haryana, and Delhi.
2. **Training quality:** The training partner must ensure high-quality training with expert instructors and a comprehensive curriculum, providing all necessary training material, equipment, and resources for effective learning. Ensuring the training follows DGCA guidelines and results in DGCA-approved RPC certification. Arranging practical and theoretical sessions aligned with DGCA mandates.
3. **DGCA approval:** The applicant must be a Remote Pilot Training Organization (RPTO) approved by the Directorate General of Civil Aviation (DGCA), Government of India.
4. **Prior experience in RPC:** The RPTO must have prior experience in delivering Remote Pilot Certificate (RPC) training, demonstrating a proven track record of successful training programs.
5. **Training capacity:** The RPTO must have adequate infrastructure to conduct training for minimum 10 or more students per batch as per DGCA guidelines, ensuring sufficient resources and equipment for effective learning.
6. **Accessibility:** The location should be at least 15-25 km from the nearest town/city, with proper transportation facilities to ensure students' convenience.
7. **Accommodation:** The RPTO is required to provide accommodation and food for the students throughout the training period. Proposals should include detailed cost estimates for accommodation and food per student. The stay arrangements must ensure a safe and comfortable environment conducive to learning.
8. **Training category:** We require training under the small **drone category**.

Evaluation Process:

Proposals will be evaluated based on:

1. Compliance with DGCA standards and eligibility criteria.
2. Training capacity and infrastructure.
3. Financial feasibility and transparency.

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4. Experience in conducting similar training programs.

Terms & conditions:

1. The training must comply with DGCA guidelines and lead to the issuance of DGCA-approved RPC certification.
2. RPTOs must ensure the safety and well-being of students during the training period.
3. IIT Mandi iHub reserves the right to verify the infrastructure and facilities before awarding the contract.
4. Payment terms will be mutually agreed upon after selection.
5. The RPTO must provide reports on training completion and certification for each student.
6. The applicant must be a DGCA-approved RPTO.
7. The RPTO must have prior experience in delivering RPC.
8. The decision of the IIT Mandi iHub and HCl Foundation will be final in case of any dispute arising in the implementation of the terms of the contract.
9. Contract Termination and Penalty Clause: If the RPTO fails to provide the agreed services or does not meet the required standards, IIT Mandi iHub reserves the right to terminate the contract with one-month prior notice.
10. A penalty of up to 10% of the total contract value may be imposed for non-performance, delays, or failure to meet training quality standards.
11. Persistent non-compliance or failure to rectify issues within the notice period will result in immediate termination of the contract.

Preparation and submission of application

The applicants are advised to go through the EOI documents in detail and understand the requirement and terms & conditions specified therein before submitting the tender.

Both the bids (**Technical and Financial**) duly signed by the authorised signatory should be submitted in two separate sealed envelopes as described below:

Envelope 1: Containing technical bid in **Annexure-I** duly completed in all respects along with all relevant documents, duly signed and stamped by authorised signatory on each page of technical bid and relevant documents and should be super-scribed in bold letters with the statements: **“Technical bid for providing Remote Pilot Certification (RPC) training to students by DGCA-registered Remote Pilot Training Organizations (RPTOs)”**.

Envelope 2: Containing the financial bid, as prescribed in the **Annexure-III** and should be super-scribed in bold letters with the statements: **“Financial bid for onboarding Remote pilot training organizations (RPTOs) registered under Directorate general of civil aviation for providing Remote pilot certification (RPC) to skill development students enrolled in drone courses.”**.

Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop super-scribed in bold letters with the statements - **‘Application for onboarding Remote pilot training organizations (RPTOs) registered under Directorate general of civil aviation for providing**

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Remote pilot certification (RPC) to skill development students enrolled in drone courses”, and to be submitted at:

General Manager
IIT Mandi iHub and HCl Foundation
North Campus IIT Mandi
Salgi, Mandi
Himachal Pradesh
175005

Following documents to be submitted along with the technical bid:

1. Letter for acceptance of terms & conditions of EOI document as per **Annexure-II**.
2. The technical bid should be accompanied by a copy of this EOI document with each page duly signed by the authorized signatory of the applicants, who has signed the application, as token of having read, understood and complied with EOI, the terms & conditions contained herein. Applications not accompanied by a duly signed copy of the EOI document will not be considered.
3. All the requisite information should be filled up in prescribed form and the filled-up application form, relevant information and required document should be clearly readable and all the pages of the document should be signed by authorized signatory.
4. Applications must reach on or before the closing time and date as indicated in the beginning of this document. Any application received after closing date/time shall not be considered. Applications received by **REGISTERED POST/SPEED POST/COURIER** are accepted. Applications received by any other mode like **FAX/E-MAIL etc.** will not be accepted. The IIT Mandi iHub and HCl Foundation will not be responsible for any postal delay.
5. The IIT Mandi iHub and HCl Foundation shall not be responsible for misplacement, loosing or premature opening of the outer envelope if not sealed and/or marked as stipulated. This may be reason for rejection of the bid. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.
6. **Bid validity:** The bid shall remain valid for a period of **90 days** from the last date of submission of proposal. In case the applicant withdraws, modifies or changes his offer during the validity period, application is liable to be rejected without assigning any reason thereof and the applicant may be barred for 3 years to participate against any tender / EOI / RFQ of IIT Mandi iHub and HCl Foundation.
7. Any changes / corrigendum/extension of closing/ opening dates in respect of this EOI shall be issued through IIT Mandi iHub and HCl Foundation **website only** and no **press notification will be issued in this regard. Applicants are therefore requested to regularly visit IIT Mandi iHub and HCl Foundation website for updates.**
8. The applicant shall bear all costs associated with the preparation and submission of the application and IIT Mandi iHub and HCl Foundation will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of this submission of application process.

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9. The IIT Mandi iHub and HCl Foundation reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of competent authority will be final, and binding and the party shall not be entitled to any compensation whatsoever for non-issue of work.

Application opening and evaluation

1. The applications would be evaluated based on the rates quoted for certification. Rates quoted for other facilities shall not be considered for the said purpose.
2. IIT Mandi iHub and HCl Foundation shall be under no obligation to accept the lowest quotation. However, a property satisfying various additional infrastructural facilities /conveniences / utilities stated in the EOI documents may be considered in the interest of the organisation.
3. Non-fulfilment of any of the above terms shall result in rejection of the application.
4. IIT Mandi iHub and HCl Foundation reserves the right to visit a particular or all locations and reserves full right to choose any location and premises as suitable and may negotiate the rates as applicable.
5. The successful bidder should accept the offer within 10 days from the date of receipt of “**Letter of Offer**”, failing which the offer will be cancelled.

General Manager
IIT Mandi iHub and HCl Foundation

IIT Mandi iHub & HCl Foundation
Technology in Harmony with Human Needs

Signature & Stamp of Bidder:
Date:

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Annexure- I Technical bid

Dated: December 31, 2024

EOI Ref No: iHub//EOI/2024-2025/02

| Sr.No. | Requisite information | Firms' response |
|--------|---|---|
| 01 | Name of the service provider/agencies | |
| 02 | Full address of the service provider/agencies Telephone /Mobile No. E-mail ID. | |
| 03 | Registration of firm. | |
| 04 | CIN. PAN. GST certificate (if any). | |
| 05 | DGCA approval certificate. | |
| 06 | Expertise in drone (small class drone) training and operations. | |
| 07 | Small class drones | |
| 08 | Lease/Rent/Own ground documents | |
| 09 | Drone assembling room/drone lab | |
| 10 | Ground training tent/Training desk | |
| 11 | Infrastructure details (classrooms, equipment, etc.) | |
| 12 | No. of Instructors | |
| 13 | Instructor qualifications and experience. | |
| 14 | Instructors log records | |
| 15 | Training procedure manual | |
| 16 | First aid and fire extinguisher | |
| 17 | Library | |
| 18 | Charging point for drone batteries in the ground | |
| 19 | Simulators | |
| 20 | CCTV'S and safety equipment | |
| 21 | RPTO approval form | |
| 22 | RPTO starting date | |
| 23 | RPTO expires date | |
| 24 | Agreed to sign for a period of twelve months. | |
| 25 | Whether agrees to abide by the terms & conditions of the EOI document? In the event of the award of the contract? | |
| 26 | Bank details | Beneficiary name: Account no: Bank name: Branch: |

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| | | |
|----|---|--|
| | | IFSC code: MICR no: Type of account: (Saving/Current) |
| 27 | Payment terms agreed as specified in EOI documents. | |



IIT Mandi iHub & Hci Foundation
Technology in Harmony with Human Needs

Signature & Stamp of Bidder:
Date:

Regd. Office: Indian Institute of Technology Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms & conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application/ contact and IIT Mandi iHub and HCl Foundation that reserves its rights to take such action as it may deem fit in such an eventuality.

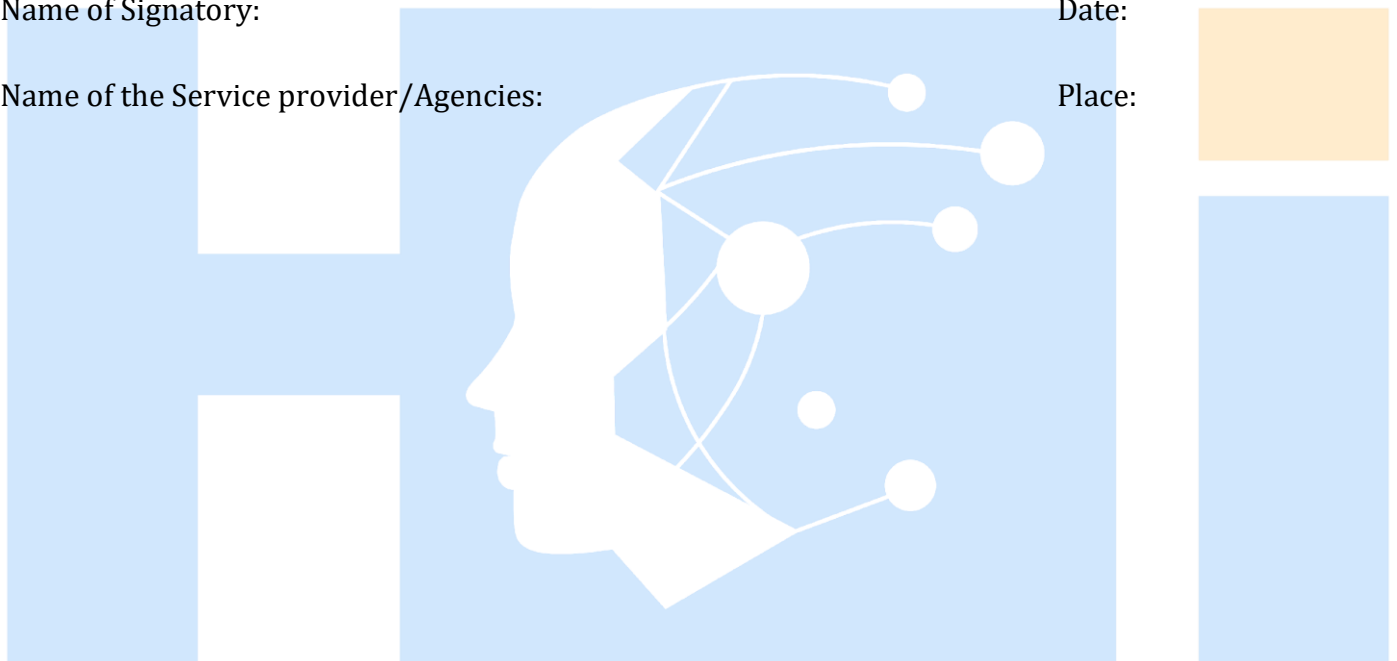
(Signature of the authorized signatory)

Name of Signatory:

Date:

Name of the Service provider/Agencies:

Place:



IIT Mandi iHub & HCl Foundation
Technology in Harmony with Human Needs

Signature & Stamp of Bidder:
Date:

Regd. Office: Indian Institute of Technology Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

Annexure-II Letter for acceptance of terms & conditions

To
General Manager,
IIT Mandi iHub and HCl Foundation
North campus, IIT Mandi,
Mandi, Himachal Pradesh
175005

Date:

Sub: Acceptance of terms & conditions of expression of interest [EOI] for onboarding Remote pilot training organizations (RPTOs) registered under Directorate general of civil aviation for providing Remote pilot certification (RPC) to skill development students enrolled in drone courses.

Dear Sir,

I / We have downloaded / obtained the EOI document(s) for the above mentioned "EOI from the web site namely as per your notice given in the above-mentioned website.

1. I / We hereby certify that I / we have read the entire terms & conditions of the EOI documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract, and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. I / We hereby unconditionally accept the EOI conditions of above mentioned EOI document(s) / corrigendum(s) in its totality / entirely.
3. No employee or direct relation of any employee of IIT Mandi iHub and HCl Foundation is in way connected as partner / shareholder / director / advisor / consultant / employee etc. with the agency / firm / company.
4. I / We certify that all information and data furnished, and attachments submitted with the application by our agency / firm / company are true & correct.
5. I / We are aware that if any information is found to be incorrect / untrue or found violated, then your department / organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit / performance security absolutely.

Yours Faithfully,
(Signature of the applicant, with official seal)

Signature & Stamp of Bidder:
Date:

Regd. Office: Indian Institute of Technology Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

Annexure-III
Financial bid

Dated: December 31, 2024

EOI Ref No: iHub//EOI/2024-2025/02

| | Per student (INR) | Total no. of students | Total amount (INR) |
|---------------------------------|-------------------|-----------------------|--------------------|
| Training fee per student. | | | |
| Accommodation and food charges. | | | |

(Signature of the authorized signatory)

Name of signatory:

Date:

Name of the service provider(s)/agencies:

Place:

IIT Mandi iHub & HCl Foundation
Technology in Harmony with Human Needs

Signature & Stamp of Bidder:

Date:

Regd. Office: Indian Institute of Technology Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

Annexure-IV

Dated: December 31, 2024

EOI Ref No: iHub//EOI/2024-2025/02

| S.No. | Name of the bidder | Name and number of documents submitted | Remarks |
|-------|--------------------|--|---------|
| | | | |

Signature & Stamp of Bidder:

Date: