

कृषि सहकारी  
कर्मचारी प्रशिक्षण संस्थान

सांगटी, समर हिल, शिमला - 171 005

टेलीफोन : 0177 - 2830561 2831780 फैक्स : 2830561  
ई-मेल : [acstishimla@yahoo.in](mailto:acstishimla@yahoo.in)



AGRICULTURE COOPERATIVE  
STAFF TRAINING INSTITUTE {ACSTI}

Sangti, Summer Hill, Shimla – 171 005

Phone : 0177 - 2830561 2831780 Fax : 2830561  
E-Mail : [acstishimla@yahoo.in](mailto:acstishimla@yahoo.in)

## Expression of Interest (EOI) for the Development of Training Information Management System (TIMS).

**Last Date of Submission** : **12<sup>th</sup> March, 2025**  
**Date of Opening** : **17<sup>th</sup> March, 2025**

**Principal,**  
Agriculture Cooperative Staff Training Institute,  
Sangti, Summerhill, Shimla – 5  
Email : [acstishimla@yahoo.in](mailto:acstishimla@yahoo.in)  
Contact Number : 0177- 2830561

## Introduction:

The Agriculture Cooperative Staff Training Institute (ACSTI), established in September 1987, plays a vital role in Himachal Pradesh. It is recognized as one of the leading Apex Training Institutes in the state, with a strong focus on developing professional competencies in areas such as banking, cooperative management and administration.

ACSTI's mission is to provide high-quality training to staff members working in the cooperative, banking and other sectors. Over the years, it has built a reputation for equipping individuals with the necessary skills and knowledge to effectively manage and oversee cooperative institutions and related organizations. The institute's commitment to enhance professional capabilities supports the growth and efficiency of the cooperative sector in the region.

## Aim

**The Agriculture Cooperative Staff Training Institute intends to invite EOI to design Development of Training Information Management System (TIMS). Therefore submit a proposal for "Development of Training Information Management System (TIMS)" as per brief contained in the ToR.**

Your offer comprising of creative, Technical proposal and financial proposal , in separate sealed envelopes should reach on the following address not later than 12<sup>th</sup> March, 2025 at The Principal, Agriculture Cooperative Staff Training Institute, Sangti, Summerhill, Shimla -171005.

## Bidding Process (Two Stages):

For the purpose of the present job, two stages for bidding process will be followed. The response to the present tender will be submitted in two parts, only short listed bidder based on technical bids will be called for demonstration. Only recommended bidder based on demonstration will be called for Commercial bids.

**Technical Bid : (Part-I) in separate envelope.**

**Commercial Bid : (Part-II) - do-**

The Bidder will have to submit the Technical Bid and Commercial bid separately in red Laakh-sealed envelopes (wax Seal) duly super-scribing only short listed bidders based on Technical bids will be called for Demonstration and only recommended bidders based on demonstration will be called for Commercial Bidders.

## Bid Earnest Money Deposit

Bidder has to submit the bid earnest money of Rs.50,000/- ( Rs. Fifty Thousand ) only in the form of FDR/ favouring Principal, Agriculture Cooperative Staff Training Institute, Sangti, payable at Summerhill/Shimla or a fixed deposit of an equivalent amount pledged to Principal, Agriculture Cooperative Staff Training Institute. The technical proposals without EMD/FDR will be rejected straight away. No interest will be paid on EMD/FDR.

## Scope of work.

Development of Training Information Management System (TIMS) on the latest platform which may cover following points:

### 1. Course Management:

- **Course Creation and Scheduling:** TIMS allows administrators to design, schedule, and manage training courses with ease, supporting different formats (in-person, virtual, hybrid).
- **Curriculum Design:** Training programs can be structured with modules, content, assignments, and assessments, ensuring a comprehensive learning experience for participants.

### 2. Learner Registration and Progress Monitoring:

- **Enrollment and Registration:** Facilitates smooth learner registration for courses, tracks attendance, and manages course schedules efficiently.
- **Progress Tracking:** Provides real-time tracking of learner progress, including completion rates, scores from assessments, and overall engagement with course materials.

### 3. Instructor Management:

- **Instructor Assignment:** Instructors can be assigned to courses based on expertise and availability, allowing for optimal course delivery.
- **Performance Feedback:** Learners can provide feedback on instructors, and administrators can evaluate the quality of instruction based on assessments and reviews.

### 4. Assessment and Evaluation:

- **Online Assessments:** The system supports online quizzes, exams, and assignments to assess learner comprehension and progress.
- **Feedback and Survey Tools:** Learners can submit feedback on training content and instructors, which helps improve future training initiatives.

**5. Certification and Compliance:**

- **Certification Generation:** Upon course completion, the system generates digital certificates, which can be customized to meet organizational and regulatory standards.
- **Regulatory Compliance:** The system helps ensure that training programs adhere to industry-specific regulations, ensuring that all necessary certifications are met.

**6. Reporting and Analytics:**

- **Comprehensive Reporting:** Detailed reports on learner performance, course completion rates, and training outcomes can be generated for analysis and review.
- **Data Insights:** The system provides analytical tools to help administrators evaluate the effectiveness of training programs, identify knowledge gaps, and make informed decisions for future training activities.

**7. Integration with Other Systems:**

- **Seamless Integration:** TIMS can be integrated with existing Human Resource Management Systems (HRMS), Learning Management Systems (LMS), and other enterprise applications to centralize data and improve operational efficiency.
- **API Support:** Custom API integrations can be set up to ensure smooth data exchange with third-party systems used within the organization.

**8. Role-Based Access Control:**

- **User Roles and Permissions:** TIMS supports a role-based access control system where different user types (administrators, instructors, learners) have specific access rights based on their responsibilities.
- **Personalized Dashboards:** Each user (whether administrator, learner, or instructor) has access to a customized dashboard displaying relevant information such as course schedules, performance reports, and progress tracking.

**9. Mobile-Friendly Interface:**

- **Mobile Access:** The system is optimized for use on mobile devices, ensuring that learners, instructors, and administrators can access content and track progress from anywhere, making the learning experience more flexible and accessible.

**10. Customizable Training Modules:**

- **Tailored Learning Paths:** The system allows for the customization of learning paths, enabling administrators to design training programs specific to different roles, departments, or learner needs.

- **Flexible Content Delivery:** Content can be delivered in various formats (text, video, interactive modules), allowing for a more engaging and effective learning experience.

**11. Any other latest development if any.**

**Last Date Receipt of Documents/ Bids:**

Last date for submission of Bids **12<sup>th</sup> March, 2025.**

**Eligibility Criteria:**

- The Agency/Firms should have minimum of 5 years of experience of Web site development.
- The Agency/ firm should have experience of working on cross platforms and must have experience of developing and designing website for at least three Reputed organisation (list to be attached). Having turnover more than 50 lac during last 3 years.
- Completion Certificate / purchase order contact details to be submitted as proof.

**Competencies:**

- Past Experience in creating and maintaining very professionally and exceptionally creative Websites.
- Excellent IT skills.
- Strong editorial team with communication skills to write clearly and compelling in English/Hindi.
- Ability to juggle priorities and deadlines and performs well under pressure;
- Awareness and belief in the Urban local bodies mission and mandate.

**Essential Knowledge and Experience:-**

- Good information technology skill, with previous experience of website maintenance, management, editing and / or development.
- Expertise with HTME/PHP/ASI any other/latest platform and trendy technology in website content and social media.
- Strong analytical and research skills, including the ability to analyse audiences, attitudes, communications, products and messages and to translate them into design and implementation of effective Website.
- iv)** Knowledge of the mandate and work of the Urban Local bodies would be desirable.

### **Award Criteria award of Contact:**

The Bank reserve the right to accept or reject any proposal and to annul the solicitation process and reject all proposal at any time prior to award of contract, without thereby incurring any liability to the affected organisations.

The award of the contract to the qualified organisations whose proposals after being evaluated is considered to the most responsive to the needs of the organisations and activity concerned.

### **Terms of Reference (ToR)**

1. The firms/ Company must be registered bodies with Govt. of India.
2. Rate should be quote inclusive of the cost services, Manpower's Cost.
3. The firms/ Company shall also ensure complete confidentiality of the information and data provided to carrying out the job.
4. The firms has to complete the job assigned within the joint agreement time and if the job is not completed within the stipulated time, a penalty @ 10% of the cost of uncompleted job for each day will be imposed on the firm.
5. Under no circumstances the firms shall not appoint any sub- contractor or sub lease the contract. If violated the conditions the firms will be terminated.
6. The rate quoted once will remain firm for that particular dealing.
7. Any conditions of the firm sent along with proposal if any shall not binding on us.
8. It is not binding on Bank that to accept the lowest of the bidding.
9. In case if any dispute between the parties the arbitration shall be at Shimla.
10. The Bank reserve the right to accept or reject any or all EOIs without assigning any reasons.
11. EoI submitted by firms through post after due date and time will be rejected.

### **Governing Law and Disputes**

Any dispute or differences what so ever arising between the parties which cannot be resolved amicably, shall be referred to arbitration under The HP State Cooperative Societies Act, 1968 to Registrar Cooperative Societies, H.P. and his decision will be binding on both the parties. In case of any dispute, Shimla H.P. shall be the area of jurisdiction.

The bidders shall take "B-Class" nominal membership of the bank under HP State Cooperative Societies Act, 1968.

## Proposal Submission Forms.

Dear Sir/Madam

Having examined the Solicitation Documents we, the under signed , offer to undertake a scoping study as per the TORs for sum as may be ascertained in accordance with the Technical and Finance/ Budget Plan attached herewith technical and Finance/ Budget Plan attached herewith and made part of this proposal.

We undertake, if our proposal is accepted to commence and complete all activities specified in the contract within the time frame stipulated.

We agree to abide by this proposal for a period of \_\_\_\_\_days from dated fixed for opening of proposals in the Invitation for proposal and shall remain binding upon bank may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive.

Date

Signature (in capacity)

Duly authorised to sign proposal for and on behalf of.

**Technical Bid- (Annexure- I)**

S. No.	Descriptions	
1.	Name , Address, email and telephone Number of Agency/ Firm.	
2.	Name , Designation, Address and telephone number of Authorised person.	
3	Registered Number of Firms / Company/ firm/PAN (Copy attach pl.)	
4	Details of experience in developing Website and maintenance of past five years ( please attach copy)	
5	Details of similar assignment of Govt.( Pl. attach copy)	
6	Copies of sanction letter/ work order of similar assignment to Govt. agencies/Multi state Cooperative Banks.( attach Copies)	
7	Latest Tax return .	
8	Annual Turn over of past three years.( copy attach)	
9	Proposed Work Plan and Approach.	
10	Please enclose the list of permanent professional and no. of years of association with organisation.	
11	Details of experience with all stages of development Website, Technology skills, with previous experience of Website maintenance, management , editing and /or development.	
12	Please explain organisation knowledge / Experience before the authorities of the bank.	

**Declaration:**

This is to certify I/ We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firms with name, designation, seal and date.**



**Financial Bid (Annexure- II)**

Sr. No.	Descriptions	Amount
1	Please provide details of financial implications the organization with break up.	
2	All prices / rates quoted must be inclusive of all taxes.	
3	The Financial /Budget plan must provide the detailed cost breakdown.	
4	Please provide separate figures for each functional grouping or category.	

**Declaration:**

This is to certify I/ We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firms with name, designation, seal and date**