



**Goa Information Technology Development Corporation
Ltd. (GITDC)**

NOTICE INVITING e-TENDER
FOR
**“EMPANELMENT OF INSTITUTIONS IMPARTING
TRAINING IN DRONE TECHNOLOGY AND DRONE
PILOTING”**

GOA INFORMATION TECHNOLOGY DEVELOPMENT CORPORATION

(Government of Goa Undertaking)

IG-2&IG-3, Paraiso-De-Goa, Porvorim, Bardez-Goa 403521.

'Empanelment of Institutions for Drone Trainings/ Drone Piloting'

REQUEST FOR PROPOSAL

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**APPLICATION FOR EMPANELMENT OF DGCA APPROVED
INSTITUTIONS/ AGENCIES FOR DRONE TRAINING AND DRONE
PILOTING IN THE STATE OF GOA**

The application form will be: 18th August, 2025 to 22nd September, 2025 upto 15:00 hrs on the available on website <https://eprocure.goa.gov.in>.

Date of submission : The duly completed tender documents are to be submitted online on or before **22nd September, 2025 upto 15:00 hrs.**

The fee : Nonrefundable fees of Rs 9,000/- (Rupees Nine Thousand Only), out of which, Rs 6,000/- (Rupees Six Thousand Only) is towards the cost of Tender Document Fees and Rs 3,000/- (Rupees Three Thousand Only) towards Tender Processing Fees in the form of: National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS). Bidder requires to download pre-printed Challan towards credit of ITG available on e-tender website for making its payment through any of their Bank.

Net Banking: Payment can be made through the Internet Banking of Any Bank.

Name of the Applicant _____

for **GOA INFORMATION TECHNOLOGY DEVELOPMENT
CORPORATION OF GOA**

Managing Director

SECTION - I

INVITATION NOTICE FOR EMPANELMENT OF DGCA APPROVED TRAINING INSTITUTES/ AGENCIES FOR GOA INFORMATION TECHNOLOGY DEVELOPMENT CORPORATION.

- 1.0 Online applications are invited for empanelment of DGCA approved and experienced Institutions/ Agencies in rendering trainings in Drone Technology, Drone Piloting in State of Goa.
- 2.0 GITDC intends to take up trainings of above nature on behalf of Government of Goa for which consultancy services are required for the next 3 years for works of various values.
- 3.0 Any other information and clarification concerning the application can be had from the office of Goa Information Technology Development Corporation, 1st floor, Paraiso-de-Goa, Porvorim, Goa – 403 501 (INDIA) either in person or email .
- 4.0 The applicant when empanelled as a Training Institute should have their own office in Goa within a stipulated reasonable time after the allotment of any work.
- 5.0 The prospective Training Institute may associate with other experts/consultants to enhance their qualifications and for better service enablement and to provide multi- disciplinary services to GITDC.
- 6.0 The right to reject any or all applications without assigning any reason is reserved by GITDC.

- 7.0** On receipt of applications and after proper evaluation, the qualified Training Institutes/Agencies will be empanelled based on their experience and financial strength. The prospective Training Institutes may indicate the category to be empanelled by giving (☐) tick in the Letter of Transmittal.
- 8.0** The empanelment will be initially for a period of 3 years or till fresh empanelment is done whichever is earlier. However, the empanelment can be renewed after 3 years if GITDC so desires.
- 9.0** Pre-qualification / Empanelment does not necessarily mean that a job will be assigned to the qualified Institutes/Agencies.
- 10.0** Further communication / clarifications will be made with the applicants if found essential before empanelment.
- 11.0** All information submitted will be the property of GITDC and will not be returned.

SECTION - II

INFORMATION AND INSTRUCTION TO APPLICANTS:

1.0 GENERAL :

- 1.1 All information requested for in the enclosed forms should be furnished against the respective columns in the format. If information is furnished in separate documents reference to the same shall be given against the respective column. If information is 'Nil' it shall also be mentioned as 'Nil' or 'No such case'. If particular query is not applicable in case of the applicant, it shall be stated as 'Not applicable'. No columns should be left blank. However, the applicants are cautioned that non-submission of complete information called for in the required formats, or making any change in the prescribed forms may result in the application being summarily rejected.
- 1.2 All information must be submitted in English.
- 1.3 The application shall be type-written. The applicant's name, signature and stamp shall appear on each page of the application form.
- 1.4 Overwriting shall be avoided. Corrections, if any, shall be made by crossing out, initialed with date and rewritten.
- 1.5 Copies of the References, information, *work orders and completion certificates from the respective clients* certifying the

suitability, technical know-how, *experience* or capability of the applicant shall be submitted by the applicant, which could be verified by GITDC, when required.

- 1.6 The applicants are advised to attach any additional information which he / she thinks fit and necessary in regard to proving his / her capabilities. No further information will be obtained after submission of the application unless it is called for by GITDC.
- 1.7 The cost incurred by the applicants in preparing and submitting this application, in providing clarification or attending discussions, conferences in connection with process of empanelment shall be borne by the applicant and GITDC in no case will be responsible or liable for these costs regardless of the conduct or outcome of the process.
- 1.8 The applicants shall follow the instructions mentioned in the e-Tender notice therein

2.0 DEFINITIONS :

- 2.1 In this document the following words and expressions have the meaning hereby assigned to them.
- 2.2 **EMPLOYER** meansthe Goa Information Technology Development Corporation (GITDC), Porvorim, Goa.

2.3 **APPLICANT** means individual, proprietary firm, firm in partnership, Limited Company.

3.0 METHOD OF APPLYING :

- 3.1 If the application is made by a proprietary firm, it shall be signed by the Proprietor above his / her full typewritten name and full name of his / her firm with the current address.
- 3.2 If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding Power of Attorney for signing the application, in which case a certified copy of Partnership Deed shall accompany the application.
- 3.3 If the application is made by a Limited Company, it shall be signed by a duly authorized person holding the Power of Attorney for signing the application, in which case a certified copy of the Power of Attorney issued by the Board of Directors shall accompany the application.
- 3.4 An independently empanelled applicant may subsequently strengthen his / her capacity by association with another prequalified applicant or any other consultant of repute for specialized services, but should seek the prior approval of GITDC, for such association. However, the Lead

Training Institute only will be responsible to GITDC, and the Lead Training Institute/Agency shall sign the agreement with GITDC, for the contractual obligations.

4.0 FINAL DECISION-MAKING AUTHORITY:

4.1 The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

5.0 ELIGIBILITY AND MINIMUM CRITERIA FOR EMPANELMENT :

5.1 This invitation is open to applicants permitted to carry on trainings in drone technology and drone piloting in India and having office anywhere in India for the last 5 years.

The trainings and/or the Institute should be approved by DGCA.

5.2 To be eligible for empanelment the applicant shall provide evidence satisfactorily to the Employer of their eligibility and of their capability and adequacy of resources to carry out the services. To this end, all applications submitted shall include the following information:

5.2.1 Letter of Transmittal.

5.2.2 Copies of original documents defining the construction or legal status, structure of organization, place of business

of the Company or Firm or Partnership - **SCHEDULE 'A'**.

5.2.3 The financial status of the applicant shall be furnished - **SCHEDULE 'B1'**. Information regarding annual turnover, audited profit and loss account and balance sheet of the last three consecutive years of the Company category wise shall be furnished - **SCHEDULE 'B2'**

5.2.4 The qualification and experience of key personnel with the applicant - **SCHEDULE 'C'**.

5.2.5 Details of the experience and past performance of the applicant on works/trainings within the past five years and details of current works in hand and other commitments - **SCHEDULE 'D'**.

5.2.6 Brief details of best 3 works/trainings as mentioned in para 1.0, completed or in progress - **SCHEDULE 'E'**.

5.2.7 Information in brief - **SCHEDULE 'F'** and any other relevant additional information - **SCHEDULE 'G'**.

5.2.8 *All the information furnished in the above schedules should be substantiated with documentary evidence.*

5.3 EMPANELMENT AND MINIMUM QUALIFICATION CRITERIA.

5.3.1 Empanelment will be made in the following category:

CATEGORY : DGCA approved Training Institutes /
Agencies in Drone Technology and
Drone Piloting

5.3.2 For the purpose of empanelment applicant shall meet the following criteria as a minimum.

5.3.2.1 The applicant shall have minimum average annualized financial turnover as given below :-Rs 2,00,00,000/- and solvency of not less than Rs. 2,00,00,000/-

5.3.2.2 For applicants who are subsidiaries of foreign companies (Equity of Foreign entity more than 50%) and if their turnover are claimed, GITDC shall insist a letter from the Parent Company to make their services available to Indian Company as required and demanded by GITDC without any extra financial liabilities.

5.3.2.3 The applicant must be a well established institute for more than 5years having experience in drone technology and pilot training and allied fields.

5.3.2.4 The applicant should have regular set up of a team of Teachers, trainers, consultants and trainers having sufficient experience.

5.3.2.5 The applicant shall be able to hire the services of some other suitable consulting agencies for specialized jobs and issues relating to the drone technology and piloting.

5.3.3 Even though applicants satisfy the necessary requirements they are subject to disqualification if they have:

- (i) Made untrue or false representation in the form, statements required in the application document.
- ii) Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.

5.3.4 It may be noted that after empanelment, works shall be allotted to qualified Training Institutes in commensurate to their capabilities and capacities as assessed by GITDC. No representation in this respect will be entertained.

5.4 For the purpose of empanelment, applications received will be evaluated based on the details furnished and minimum criteria specified by GITDC in para 5.3 above.

6.0 AWARD CRITERIA:

After the empanelment the successful applicants will be intimated about the empanelment with ***Goa Information Technology Development Corporation (GITDC)***.

The allotment of work will be done to the empanelled Training Institutes/ Agencies in the category by inviting financial bids amongst them or through any other transparent method.

GITDC also reserves the right to allot the work to any of the empanelled Training Institutes/Agencies after giving due consideration to the suitability and competence of them to handle jobs on a fixed cost under special circumstances, with due regard to their proven track record, which shall be reviewed by the Corporation (Employer), as found necessary, from time to time.

SECTION - III

LETTER OF TRANSMITTAL APPLICATION

To

THE MANAGING DIRECTOR,
Goa Information Technology Development Corporation
2nd floor, Paraiso-de-Goa,
Porvorim, Goa – 403 501 (INDIA)

Dear Sir,

Having examined the application form including information, instructions and other details, we hereby submit all the necessary information and relevant documents for empanelment of our firm for DGCA approved trainings with *Goa Information Technology Development Corporation (GITDC)*.

Please find enclosed herewith the download pre-printed Challan towards the cost of Tender Document Fees of Rs 6,000/- (Rupees Six Thousand Only) and cost of Tender Processing Fees of Rs 3,000/- (Rupees three Thousand Only)

We desire to get empanelled in the category of:

1. DGCA approved Training Institute in Drone Technology and Drone Piloting

We understand that Employer reserves the right to reject any application without assigning any reason.

Encl.:

Date

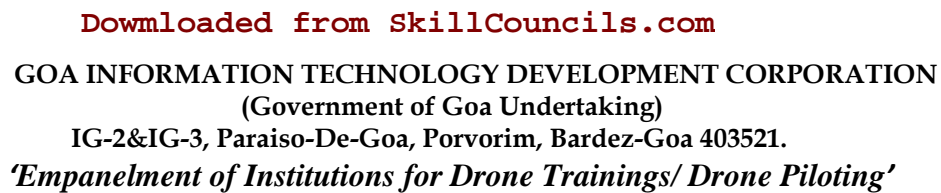
Signature and
stamp of the Applicant.

SCHEDULE 'A'

STRUCTURE AND ORGANISATION

(Documentary proof to be enclosed wherever required)

1.	Name of applicant with full address	:	
2.	Tel. No.	:	
3.	Fax No.	:	
4.	Email	:	
5.	Whether the firm is an individual proprietary concern, a Registered Partnership firm or a Limited Company.	:	
6.	Name and address of the person holding the Power of Attorney.	:	
7.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
8.	Name of bankers with full address.	:	
9.	Permanent Account Number (copy of PAN Card to be enclosed)	:	
10.	GST Registration (copy to be enclosed)	:	
11.	Copy of annual turnover, audited profit and loss account and balance sheet of the last 3 consecutive years duly examined and certified by a Chartered Accountant.	:	
12.	Details of Prizes & Awards, if any.	:	
13.	Any other information about the organization.	:	



(Documentary proof to be enclosed wherever required)

- ## FINANCIAL STATUS

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SCHEDULE 'B2'

(Documentary proof to be enclosed wherever required)

1. Give information regarding annual turnover, audited profit and loss account and balance sheet of the last three consecutive years of the Company category wise.
2. Information in following format.

FINANCIAL STATUS

SR. NO .	CATEGORY	TURNOVER	
		YEAR	AMOUNT
1	CATEGORY	-	Rs _____ Crore
	Training for:-	-	Rs _____ Crore
	(a) Central Government,	-	Rs _____ Crore
	(b) State Government,		
	(c) Private Bodies		Average Rs.Cror

SCHEDULE 'C'

(Documentary proof to be enclosed wherever required)

- Information about Technical and Training Staff

S.NO.	FIELD OF SPECIALISATION	NO. OF PERSONS

CURRICULUM VITAE OF TECHNICAL PERSONS

- Name :
- Date of Birth :
- Qualification :
- Membership of Professional Institutes :
- Total experience in the field of Engineering / Architecture :
- Experience in particular field :
- From when employed in the Company :
- Present salary or salary last paid :
- Specify the period of serving, if there is any bond signed with the company.

GIVE DETAILS OF EMPLOYMENT RECORD FOR LAST 10 YEARS

SR. NO.	YEAR		ORGANISATION	POSITION	TYPE OF WORK DONE
	FROM	TO			

SCHEDULE'E'

**GIVE BRIEF INFORMATION ABOUT BEST 5
WORKS/TRAININGS COMPLETED OR IN PROGRESS IN DRONE
TECHNOLOGY, DRONE PILOTING AND ALLIED TRAININGS AS
THE CASE MAY BE WITH NO OF TRAINEES, DURATION,
PLACE, EMPLOYER, ETC.**

SCHEDULE 'F'

(Documentary proof to be enclosed)

INFORMATION IN BRIEF

S. No.			
1.	Name of Firm		
2.	Year of Incorporation		
3.	Turnover during last 3 consecutive years	YEAR	AMOUNT
		-	_____Crore
		-	_____Crore
		-	_____Crore
4.	(a) No. of Senior Trainers (more than 10 years experience) with Firm (for more than 3 years).	Nos.	
	(a) No. of Junior Trainers (more than 3 years experience) with Firm (for more than 2 years).	Nos.	
6.	Details of additional staff / personnel		
7.	Company's Head Office area (sq.mts.) No. of Branch offices	Sq. mts. Nos.	
8.	Registration / Empanelment with other organization.		
9.	Institutional and office complexes	Sq.mts.	
10.	Computer facility.		

SCHEDULE 'G'

ANY OTHER RELEVANT DOCUMENTS SHALL BE UPLOADED.