

National e-Governance Division

9/NeGD/A&C/2014-17

18th April 2016

Subject: Empanelment of agencies/Knowledge Partner for organizing State Consultation and Capacity Building Workshops for Digital India Program

Dear All,

The Department of Electronics and Information Technology, Government of India has formed the National e-Governance Division (NeGD) as an autonomous business division within Media Lab Asia, under the Ministry of Communication and Information Technology, Government of India, for supporting and assisting Department of Electronics and Information Technology in the Program Management of NeGP and supporting of Digital India Program, A&C & Capacity Building project.

To enhance awareness and sensitizing awareness about Digital India program and provide a unique platform to all stakeholders to collect State Specifics inputs regarding the challenges related to speeding up delivery of e-services as well as sort out problems of the State Governments in the area of e-Governance. A RFE was published on 28th December, 2015 (<http://negd.gov.in/>) regarding the Empanelment of Agencies/Knowledge Partner for organizing State Consultation Workshops and Capacity Building workshops for Digital India Program. The objective of State Consultation Workshop is to provide platform to all state stakeholders to collect states specific issues, challenges related to Digital India and Capacity Building Workshops

Scope of Work:

- Organize the event in close association with SeMT members/State IT department.
- Prepare a calendar of events and finalize a suitable date time and venue for the workshop in the respective metros/cities.
- Ensure participation from 100-150 relevant participants with a mix of government, academia and industry representatives.
- The agency will coordinate with SeMT and finalize all activities (e.g. Venue booking, local logistics, kit to participants (Managing invitation at the state level with follow-ups, Brochure, hand outs, notepad, pen, ID card etc.).
- To create background document and other literature related to theme of the workshop, design backdrop, standee, and mementos in consultation with DeitY/SeMT/State IT Department.
- Liaison with state media and promote the activity through social and digital media for wider coverage of the event
- The agency will be required to design and print backdrop, standee, stage arrangement, audio visual system etc.
- To prepare event report in a timely manner which comprises of records of the meeting, photographs, event report for each of the workshops within 10 days after the completion of event.
- Prepare 2 case studies for each event in desired format and publish compendium of all


- case-studies.
- To create an online system for event registration that will be integrated to Digital India portal.
- Any other work assigned to the agency.

Deliverables/Expected Outcome of the Event Agency /Knowledge Partner:

- To organize State Consultation workshops and submit case studies (i.e. 2 case studies per workshop)
- Prepare a Compendium of all Case Studies in a print ready format in a CD
- Submit report of each event with all details (Agenda, presentations by invited speakers, copy of each document distributed in the meeting, photographs of the event, cuttings of news paper etc.
- Submit original bills of the expenditure on each event along with report, case studies, photographs, participants list data base
- To organize Capacity building workshops on thematic themes and on miscellaneous themes in the region of (North, East, West, South & North East). The number of workshops will be depending on demand basis.

The competent authority has empanelled the following agencies for organizing State Consultation and Capacity Building Workshops for one year with effect from 18th April, 2016.

No	Agency	Applied for
1	Nine dot Nine (9.9) Mediaworx Pvt Ltd	State/CB
2	TMI e2E Academy Pvt Ltd	State/CB
3	ABP Pvt Ltd	State
4	Cyber Media Research & Services Ltd	State
5	Management Development Institute (MDI)	CB
6	CIM Global Conferences & Incentive Management (I) Pvt Ltd	State/CB
7	Falcon Exhibitors Pvt Ltd.	State/CB


Sunil Sharma
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To:

All the Agencies

Copy to:

1. P& CEO, NeGD
2. Directors, NeGD
3. Finance & Administration Division, NeGD