

INDIAN INSTITUTE OF TECHNOLOGY DELHI

EXPRESSION OF INTEREST (EoI)

EoI No. 01

Date of Issue: 10-09-2026

Expression of Interest for Selection of a Reputed Organization for Conducting Sensitization Training for IIT Delhi Community on a Contractual Basis

1. Introduction

The Institute is committed to creating a caring, inclusive and student-sensitive environment. Faculty and staff play a vital role in ensuring that students are treated with empathy, dignity and respect and that their concerns are appropriately addressed and referred to available support mechanisms.

The Institute, therefore, proposes to engage a reputed and experienced organization to conduct sensitization and capacity-building training/workshop for faculty and staff, focusing on empathy, communication, student wellbeing, professional boundaries and appropriate handling of student-related concerns.

This EoI aims to identify suitable organizations with the requisite experience and expertise to deliver such training/workshop effectively. The training/workshop should ultimately enable faculty and staff to respond to students with greater empathy, dignity, care and sensitivity, recognize situations requiring support, and appropriately connect students with available institutional support mechanisms.

EoIs are invited from organizations with relevant credentials for conducting the training sessions on a contractual basis. The engagement shall be for a period of **01 year**. The first session of the training/workshop of all faculty and staff members shall be completed within **05 months from the date of engagement**. Further sessions shall be organized during the remaining period based on feedback received from the participants/community and the evolving needs and requirements of the Institute.

2. Scope of Work

The selected Organization shall design and conduct sensitization and capacity-building training/workshop for faculty (approx. 700) and staff (approx. 1500) of the Institute to promote a caring, compassionate, empathetic and student-sensitive approach.

The scope shall broadly include:

- **Training & Sensitization:** Conduct interactive workshops covering empathy, compassion, active listening, effective communication, student wellbeing, recognizing signs of distress, handling difficult situations, professional boundaries and appropriate referral/escalation mechanisms.
- **Practical Learning:** Use case studies, role plays, scenarios, group discussions and other participatory methods to enable participants to apply the learning in real-life student interactions.
- **Training Materials:** Develop and provide relevant presentations, handouts, case studies and other learning resources.
- **Reporting:** Submit a brief completion and outcome report covering sessions conducted, participation, key learnings, and recommendations for further sensitization.

3. Minimum Qualifying Criteria

The organization must be a registered body (Society/Trust/Company etc as applicable) **with a minimum of two years of experience** in designing and delivering training, sensitization, capacity-building related training/workshop for faculty, staff, educators, administrators, or other personnel working with students/youth, preferably for higher educational institutions, universities, government organizations or other comparable institutions.

The Organization must have successfully undertaken **at least 3 (three)** training/sensitization/capacity-building assignments during the last two years preceding the date of publication of this EoI, involving one or more of the following areas:

- Student wellbeing, care and support.
- Empathy, compassion and sensitivity in dealing with students.
- Student counselling and psychological/emotional support.
- Mental health and wellbeing awareness.
- Prevention and handling of student distress.
- Positive, inclusive and respectful communication with students.
- Handling vulnerable students or students requiring additional support.
- Any other closely related subject relevant to creating a safe, supportive and student-sensitive educational environment.

4. Documents to be Submitted with the EoI

Applicant organizations must submit self-attested copies of the following, failing which the EoI is liable to be treated as non-responsive:

1. Duly filled EoI Covering Letter (Annexure I).
2. Proof of registration of the organization (Registration Certificate/Certificate of Incorporation, as applicable) and PAN.
3. GST registration certificate, if applicable.
4. Organization Profile & Experience Matrix (Annexure II), listing at least 4 qualifying assignments in the last 2 years, with supporting work orders/completion certificates/client letters.
5. Profiles of proposed key trainers/resource persons, with qualifications and relevant experience (Annexure III).
6. Self-Declaration of eligibility and non-blacklisting (Annexure IV).
7. Any other document in support of the organization's credentials (optional).

5. Submission Details

Particular	Detail
Mode of submission	Offline
Last date & time for submission	21-09-2026 at 12:00 PM
Address for physical submission (if applicable)	Office of the Asstt. Registrar (SA), IIT Delhi, Hauz Khas, New Delhi – 110016
EoI reference number	IITD/ISTA/2026/01
Contact for queries	01126591747/1766

6. Evaluation & Shortlisting Process

1. EoIs received by the due date/time will be opened by the Evaluation Committee constituted for this purpose.
2. Each EoI will be scrutinized strictly against the minimum qualifying criteria at para 3 above.
3. Organizations meeting the minimum qualifying criteria will be shortlisted and issued a detailed Request for Proposal (RFP) inviting Technical and Financial Bids.
4. The Institute may, at its discretion, invite shortlisted organizations for a presentation before the Evaluation Committee as part of the RFP stage.
5. Submission of an EoI does not, by itself, entitle an organization to be shortlisted or awarded the work.

7. Terms and Conditions

- The applicant shall submit details of its relevant experience, credentials, proposed methodology and profiles of key trainers/resource persons.
- The selected organization shall undertake a brief assessment of the Institute's requirements before the training/workshop for faculty and staff.
- The organization shall maintain strict confidentiality regarding any faculty/staff/student related information shared during the training/workshop.
- The Institute reserves the right to seek clarification, shortlist organizations, invite presentations/proposals, accept or reject any or all EoIs, and modify the scope of work as considered necessary.
- Submission of an EoI shall not constitute any assurance or commitment by the Institute for award of work. The final engagement shall be subject to the Institute's applicable rules and approval.
- The selected organization shall comply with all applicable laws, Institute rules, policies and instructions during the engagement.
- Canvassing in any form will lead to disqualification of the applicant.
- The Institute shall not be liable for any costs incurred by the applicant in preparing and submitting the EoI.

8. Important Dates

Activity	Date/Timeline
Publication of EoI	10-09-2026 at 05:00 PM
Last date for queries/clarifications (if any)	15-09-2026
Last date & time for submission of EoI	21-09-2026 at 12:00 PM
Opening & scrutiny of EoIs	21-09-2026 at 12:30 PM
Expected communication of shortlisting	25-09-2026
Issue of RFP to shortlisted organizations	30-09-2026 (Expected)

9. Disclaimer

This EoI is issued for the purpose of identifying and shortlisting eligible organizations only and does not constitute an offer or contract. The Institute reserves the right to withdraw this EoI, or to reject any or all EoIs, at any stage without assigning any reason, and without any liability whatsoever to the applicants.

Annexure I — EoI Covering Letter

(To be submitted on the applicant organization's letterhead)

Covering Letter

To:

Subject: Submission of EoI for conducting Sensitization Training for IIT Delhi Community — EoI No.

Sir/Madam,

We, _____, having examined the EoI document, hereby submit our Expression of Interest for the captioned assignment. We confirm that we meet the minimum qualifying criteria stated in the EoI and enclose all supporting documents.

We confirm that the information furnished herein and in the enclosures is true and correct to the best of our knowledge, and that our organization is not blacklisted/debarred by any Government/PSU/academic institution as on date.

Name & Designation of Authorised Signatory: _____

Organization Name & Seal: _____ Date: _____

Annexure II — Organization Profile & Experience Matrix

S.No	Client/Institution	Assignment & Scope	Period	Value (Rs.)	Reference contact
1					
2					
3					

Note: List at least 3 assignments in the last 2 years covering the thematic areas at para 3. Attach supporting work orders/completion certificates/client letters for each.

Annexure III — Profile of Proposed Trainers/Resource Persons

S.No	Name	Qualification	Relevant experience (yrs)	Key certifications	Role in this assignment
1					

S.No	Name	Qualification	Relevant experience (yrs)	Key certifications	Role in this assignment
2					
3					
4					
5					
6					

Annexure IV — Self-Declaration

Self-Declaration (Eligibility & Non-Blacklisting)

We, _____, declare that:

- (a) We are a registered body under _____, since _____, and meet the minimum qualifying criteria of this EoI;
- (b) We are not blacklisted/debarred by any Central/State Government Department, PSU, university or academic institution as on the date of this submission;
- (c) All information and documents furnished with this EoI are true and correct to the best of our knowledge and belief; we understand that furnishing false information may lead to disqualification/blacklisting.

Signature, Name, Designation, Seal, Date