

Institute of Driver Training and Research (IDTR), Edappal, Kerala

Inviting Expression of Interest (EOI) for IDTR Extension Centres

Subject: IDTR Kerala –Establishment of IDTR Sub Centres at Various districts of the state – Regarding.

The Institute of Driver Training and Research (IDTR), located in Edappal, Malappuram District, Kerala, is an institution Established by central Government and managed by Motor vehicle department, Government of Kerala. IDTR is established for sole purpose of promoting road safety through specialized training programs. Responding to public demand, IDTR plans to establish sub-centres across Kerala for spreading the road safety trainings of IDTR, through the state.

IDTR invites Expressions of Interest (EOI) from qualified institutions, including engineering colleges, polytechnics, ITIs, and other organizations having adequate faculty, facility and willingness to collaborate in this social reformation initiative.

Scope of Collaboration: Selected institutions will serve as IDTR sub-centres, providing theoretical and practical training to participants for skill and behavior modification of drivers.

Each centre is expected to have:

- Spacious digital AC class rooms to accommodate minimum 50 trainees.
- Fully equipped automobile workshops to train minimum 5 batches of 8-10 trainees.
- Working and cut models of automobile units and systems , Vehicles, traffic signs, road markings simulators etc.
- Accommodation facility for 40 people (Own/Rented).
- Facility for food and refreshments for trainees and faculty.
- Sufficient engineering faculty strength to organize theory and practical in batches.
- Faculty for first aid, fire, MV act, stress management, counselling, personality management training etc.

General Conditions:

- Application Fee: ₹500 (Transfer to IDTR account at the time of submission of filled EOI).
- Site Visit & Inspection Fee: ₹5,000 (payable after setting up required facility)
- The course is composed of 50% theory and 50% practical. Practical sessions will be done in batches of 10-12 persons per batch.
- Course fee includes fee for training, course materials, and food.
- Faculty can be lecturers from the respective Institutions, retired officials, NGO representatives, or freelance experts.

- After selection processes is completed, MOU will be signed between IDTR and selected institution.
- Course bookings will be through the IDTR website.
- Agreed funds (40 % of course fee) for training will be transferred to the institution within 4 working days after successful completion of each program and submission of claim. Hostel fee at IDTR decided rate will be directly collected and handled by the extension centre.
- Hourly faculty fees can be provided to officials who are not in regular service.
- Serving officers may claim necessary travel and daily allowances.
- Certificates will be issued through IDTR website.

Responsibility of IDTR:

- Provide guideline regarding faculty and facility requirement.
- Provide soft material support like curriculum, notes, presentations etc,
- Provide faculty development training as required.
- Facilitate course booking and issue certificates through website.
- Pay agreed share of course fee to Extension Centers.
- Monitor quality and effectiveness of program.
- Monitor quality and neatness of facility and accommodation.
- Ensure overall quality and performance standard of the extension centre.

Responsibility of selected Extension Centre:

- Conduct program as per curriculum, material and guide line provided by IDTR.
- Arrange technical and infrastructural facility as required by IDTR.
- Arrange enough qualified faculty to conduct practical and theoretical training.
- Pay to all faculty including TA of serving officials if any.
- Set up biometric attendance system for trainees
- Install CCTV cameras in the classrooms and laboratories where training sessions are held, as per the IDTR schedule, and ensure IDTR has access to the feed.
- Arrange food and refreshment for trainees and pay.
- Print the certificate issued by IDTR website and hand over to successfully completed trainees.
- Submit all required documents like bio metric punch report, training report, attendance statement, trainee feedback reports, etc to IDTR on time.
- Claim course fee share as agreed in the MOU after successfully completing the program.
- Arrange a single point contact to communicate with IDTR

Application Process: Interested institutions are requested to submit EOI in the attached format. Additional attachments could be used to explain any information asked in the format, like available facility, staff qualification and experience etc. Give serial number and name of item on top of additional sheets used. While submitting the application, an **application fee of Rs. 500/-** must be transferred to below mentioned IDTR account, transaction ID and date should be written at the specified place in EOI format.

Bank Account Details:

Account Name	- Institute of Driver Training and Research
Account Number	- 67140255791
IFSC Code	- SBIN0070687
Branch	- EDAPPAL TOWN BRANCH
Account Type	- SB

Mode of Submission: Applications must be submitted by **registered post** to the following address, and reach IDTR before dead line.

Submission Dead line: 08.11.2025

Address to submit filled EOI format

Institute of Driver Training and Research (IDTR)
Kandanakam, Edappal,
Malappuram District, Kerala, PIN – 679582
Ph : 9400172100

Contact person for additional information

Appu P M
MVI & Training Coordinator
IDTR Kerala, Edappal, Malappuram
Phone: 9400100200
Email: appu.135948@kerala.gov.in

Joint Director
IDTR Kerala

EOI Format

1	Name of Institution		
2	Address		
3	Name of contact Person		
4	Mobile Number		
5	E mail		
6	Transaction ID and date of application fee paid	Transaction ID:	Date :
7	Number of exclusive Classroom and seating capacity available for IDTR extension centre	NO :	Capacity :
8	Number of toilet facilities	Gents :	Ladies :
9	Provisions for Biometric Attendance	Yes / No	
10	Provision for CCTV Camera in class room and lab	Yes / No	
11	Number and type of Automobile and mechanical Lab available (May use additional sheet)		
12	Facilities available in each lab (May use additional sheet)		
13	Number of running vehicles and their model that can be used for extension centre practical purpose		
14	Food and refreshment facilities available	Yes / No	Seating Capacity :

15	Availability of accommodation	Yes / No Own / Rented
16	Number of qualified faculty who can be spared for serving IDTR extension centre Job (May use additional sheet)	
17	Name, qualification and experience of above faculty members Mention experience in Teaching and industry separately (Use additional sheet to include all)	<p>1. Name : Qualification : Teaching experience : ---- Years Industrial experience : ---- Years</p> <p>2.</p>
18	Name, qualification and experience of potential candidates who can serve as guest faculty	<p>1. Name : Qualification : Teaching experience : ---- Years</p> <p>2.</p>
19	Details of any road safety programs organized/ conducted by your Institution	

Declaration:

I hereby declare that the information provided is accurate and that we commit to supporting IDTR's mission to enhance road safety.

Institution seal

Signature :

Designation