

**Request for Proposal (RFP)**  
**for Empanelment of Agencies as**  
**“Training Service Providers (TSPs)”**  
**to Implement Skill Development & Employment Training**  
**for beneficiaries of MAPCET schemes/Rules and**  
**Regulations under MAPCET, Government of Madhya**  
**Pradesh**

**September 2025**

(No. MAPCET/RFP/2025-26/415

Date 22/09/2025)

**Madhya Pradesh Council of Employment & Training**  
**(MAPCET)**

**Rajiv Gandhi Bhawan, 35, Shyamla Hills, Bhopal (M.P) 462002**

**Phone: - 0755-2661215,**

**Important Note:**

1. The RFP to be submitted online for “Empanelment of agencies as Training service provider for implementation of Skill Development & Employment Training for Schedule Caste and Schedule tribe Youths of Madhya Pradesh”
2. Tender Fee Rs. 5,000/-(Five Thousand Only) non-refundable and EMD of Rs. 5.00 Lakhs (Five Lakhs only) to be paid online e-procurement portal [www.mptenders.gov.in](http://www.mptenders.gov.in) by all Bidder.

## Contents

1. Introduction to MAPCET	11
1.1. Objective of MAPCET	11
2. General Terms and Conditions of the RFP	11
3. Deliverables	14
4. Training Cost	15
5. Payment Terms	15
6. Signing of Agreement	16
7. Penalty Clause	16
8. Process Guidelines:	16
9. Placement of candidates:	17
10. Post placement tracking	17
11. MAPCET Deliverables	17
12. Eligibility and Evaluation Criteria	17
12.1. Eligibility Related Documents to Training Service Providers / Institutions:	17
12.2. Evaluation Criteria for Training Service Providers / Institutions:	19
12.3. Eligibility Related Documents to Captive Employers:	23
12.4. Evaluation Criteria for Captive Employers:	24
13. Application Process - Preparation and submission of proposals:	28
13.1. Format of Proposal Submission	28
13.2. Submission of Proposals	28
13.3. Address & Contact Number for all communication:	30
13.4. Rejection of Proposals:	30
14. Instructions to the Bidder:	31
14.1. Confidentiality	31
14.2. Sub-let or Joint Venture	31
14.3. Applicable Law	31
14.4. Governing Language	31
14.5. Performance Assessment	31
14.6. Resolution of Disputes	31
14.7. Amicable Settlement	31
14.8. Arbitration	31
14.9. Taxes and Duties	32
14.10. Legal Jurisdiction	32
14.11. Resources to be deployed.	32
14.12. Validity of Contract	32
14.13. Institution/Industry Services	32
14.14. Fraud and Corruption	32
14.15. Correspondence with the Bidder	32
14.16. Performance Bank Guarantee (PBG)	32

14.17. Termination of Agreement by the First Party:	33
15. Evaluation of Bids	33
15.1. Evaluation of Proposals	33
15.2. Tests of responsiveness.	33
15.3. Target Allocation Metrics	34
APPENDIX - Proposal formats	36

**NOTICE**

**Request for Proposal (RFP) for**

**'Empanelment of agencies as Training service provider for implementation of Skill Development & Employment Training for Schedule Caste and Schedule tribe Youths of Madhya Pradesh'**

## **DISCLAIMER**

All information contained in this Request for Proposal (RFP) is in good interest and faith, though adequate care has been taken in the preparation of the RFP document, the interested Training Agencies shall satisfy them that the document is complete in all respects. The information published in this document is not intended to be exhaustive.

Interested Training Agencies are required to make their own enquiries and assumptions wherever required.

MAPCET reserves the right to reject any or all of the proposals submitted in response to the RFP at any stage without assigning any reasons whatsoever. MAPCET also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their proposals in response to the RFP. MAPCET also reserves the right to change/ modify/ amend any or all of the provisions of the RFP document without assigning any reason.

Neither MAPCET nor their employees and associates will have any liability to any prospective respondent of the RFP or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expenses or damages which may raise from or be incurred or suffered in connection with anything contained in the RFP document, any matter deemed to form part of the RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of MAPCET or their employees and RFP respondent or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of RFP process is confidential to MAPCET and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal.

The issue of this RFP does not imply that the Authority is bound to select one or more Applicants or to appoint the selected Applicants, as the case may be, for the implementation of the program.

**Proposal Fact Sheet:**

S.N.	Particular	Details																
1.	Name of Issuer	Madhya Pradesh Council of Employment & Training (MAPCET).																
2.	Availability of the document	The Proposal Document is available on e-procurement portal <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> . All Subsequent changes to the Proposal document shall be published on the above-mentioned web portal.																
3.	Duration of RFP	180 days																
4.	Proposal Document Fee and EMD	Tender Fee Rs. 5000/- (Non-Refundable) and EMD of Rs. 5.00 Lakhs (refundable) to be paid online on the e-procurement portal <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> .																
5	Performance Bank Guarantee	3% of the total sanctioned project cost in the form of Bank guarantee in favour of M.D. MAPCET at the time of signing of agreement with validity of 36 months or end of contract/workorder whichever is later.  Separate PBG to be submitted for each Work Order																
6.	Important Dates	<table border="1"> <thead> <tr> <th><u>Details</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>Tender Publishing Date</td> <td>24<sup>th</sup> Sep 25</td> </tr> <tr> <td>Document Download Start Date</td> <td>24<sup>th</sup> Sep 25</td> </tr> <tr> <td>Submission of Pre-bid queries</td> <td>06<sup>th</sup> Oct 25</td> </tr> <tr> <td>Virtual/Online Pre-Bid Meeting date &amp; time MAPCET will publish the VC Link prior to the pre-bid meeting</td> <td>8<sup>th</sup> Oct 25 3:00 PM</td> </tr> <tr> <td>Issue of pre bid meeting clarifications and its circulations</td> <td>13<sup>th</sup> Oct 25</td> </tr> <tr> <td>Proposal submission closing date &amp; Time</td> <td>30<sup>th</sup> Oct 25 5:00 PM</td> </tr> <tr> <td>Proposal opening date &amp; Time</td> <td>31<sup>st</sup> Oct 25 05:00 PM</td> </tr> </tbody> </table>	<u>Details</u>	<u>Date</u>	Tender Publishing Date	24 <sup>th</sup> Sep 25	Document Download Start Date	24 <sup>th</sup> Sep 25	Submission of Pre-bid queries	06 <sup>th</sup> Oct 25	Virtual/Online Pre-Bid Meeting date & time MAPCET will publish the VC Link prior to the pre-bid meeting	8 <sup>th</sup> Oct 25 3:00 PM	Issue of pre bid meeting clarifications and its circulations	13 <sup>th</sup> Oct 25	Proposal submission closing date & Time	30 <sup>th</sup> Oct 25 5:00 PM	Proposal opening date & Time	31 <sup>st</sup> Oct 25 05:00 PM
<u>Details</u>	<u>Date</u>																	
Tender Publishing Date	24 <sup>th</sup> Sep 25																	
Document Download Start Date	24 <sup>th</sup> Sep 25																	
Submission of Pre-bid queries	06 <sup>th</sup> Oct 25																	
Virtual/Online Pre-Bid Meeting date & time MAPCET will publish the VC Link prior to the pre-bid meeting	8 <sup>th</sup> Oct 25 3:00 PM																	
Issue of pre bid meeting clarifications and its circulations	13 <sup>th</sup> Oct 25																	
Proposal submission closing date & Time	30 <sup>th</sup> Oct 25 5:00 PM																	
Proposal opening date & Time	31 <sup>st</sup> Oct 25 05:00 PM																	
7.	Email Address of MAPCET	Email ID: <a href="mailto:mapcet@mp.gov.in">mapcet@mp.gov.in</a>																
8.	Address for Communication	<b>Managing Director,</b> M.P. Council of Employment & Training (MAPCET), Rajiv Gandhi Bhawan, 35, Shyamla Hills, Bhopal,																

		Ph-0755-2661215
9.	Contact Person	<b>Managing Director/ General Manager,</b> MAPCET Phone No. 0755-2661215 <b>Contact Person for Technical Support</b> <ol style="list-style-type: none"><li>1. Mr. Milan Kumar, Consultant, Mob. - 7781993257</li><li>2. Mr. Ravi Shankar, IT Expert (MAPCET), Mob. - 8319794758</li></ol>
10.	Mechanism For Approval of the proposal	Selection of the Training Service Provider shall be carried out by the MAPCET based on the following criteria: <ol style="list-style-type: none"><li>1. Evaluation of the proposals against the defined evaluation criteria in the RFP</li><li>2. Recommendation by selection committee.</li><li>3. Award of Contract Empanelment by MD, MAPCET.</li></ol>

## List of Abbreviations

D.D.	Demand Draft
DTA	Department of Tribal Affairs
E.M.D.	Earnest Money Deposit
PBG	Performance Bank Guarantee
Gol	Government of India
Lol	Letter of Intent
M.P.	Madhya Pradesh
MAPCET	M.P. Council of Employment & Training
MES	Modular Employable Scheme
MoSDE	Ministry of Skill Development and Entrepreneurship (Government of India)
MPSSDM	Madhya Pradesh State Skill Development Mission
NCVT	National Council of Vocational Training
NOS	National Occupation Standard
NSDC	National Skills Development Corporation
NSQF	National Skills Qualification Framework
QP	Qualification Packs
R.F.P.	Request for Proposal
SSC	Sector Skill Council
MoU	Memorandum of Understanding
FY	Financial Year
TSP	Training Service Provider

## Definitions and Glossary

Terms	Description
<b>Aadhar linked Biometric Attendance or OTP based attendance</b>	Aadhar linked Biometric attendance machine captures unique biological/physical feature such as finger(s) print cross verified with data fetched through the UIDAI portal for identity verification. All centre's must capture the biometric attendance of trainers and trainees or OTP based attendance system.
<b>Agreement / Empanelment</b>	Contact between MAPCET and TSPs selected for implementation of scheme signed in form of Memorandum of Understanding (MOU).
<b>Batch Size</b>	The total no. of candidates getting trained in a particular job role at a particular time in a single classroom or practical room. The approved batch size is of minimum 10 candidates to maximum 30 Candidates.
<b>Centre affiliation fees</b>	All TSPs are required to get their training centres affiliated with MAPCET. One-time affiliation fee INR 10,000.00 (Rupees Ten thousand only) per centre would-be charged by MAPCET. This fee would be non-refundable.  Note: - <b>Govt. Institutions will be exempt from the centre affiliation fees.</b>
<b>Client / Authority</b>	The Managing Director/ General Manager (MD/GM) of Madhya Pradesh Council of Employment & Training (MAPCET), who has invited proposals for empanelment with whom (or his designated represented) the empaneled Training Service Provider signs the Contract for the Services and to whom the empaneled Training Service Provider shall provide services as per the terms and conditions and Terms of Reference (ToR) of the contract.
<b>Disqualification</b>	The exclusion of the Applicant from the empanelment process or de-empanelment of the applicant due to any of the following reasons: <ul style="list-style-type: none"> <li>• The Applicant has wrongly stated/manipulated the facts and figures in the proposal at any stage before/after the award of the Assignment.</li> <li>• The Applicant tries to influence the evaluation process by any means.</li> <li>• In case of disqualification, Earnest Money Deposit or Performance Guarantee, as applicable, shall be forfeited.</li> </ul>

## 1. Introduction to MAPCET

**M.P. Council of Employment and Training (MAPCET), Rajiv Gandhi Bhawan 35 Shyamla Hills Bhopal is an institution registered under society's registration act 1973 & fully owned by the Department of Tribal Affairs Govt. of Madhya Pradesh. The main aim of MAPCET is to organize various skill development training programs for scheduled tribe and scheduled caste community of the M.P. to enhance their employment/self-employment opportunities.**

### 1.1. Objective of MAPCET

The main aim of MAPCET is to organize various skill development training programs for scheduled tribe and scheduled caste community of the M.P. State so as to enhance their employment opportunities and working for following objectives:

1. Training of Unskilled and Semi-skilled workers.
2. Arrangement of technical education at all levels in accordance with the scheme in which, skilled workers, technicians etc. should also be included.
3. Entrepreneurship training for trained and un-trained candidates so that they can adopt other employment.
4. Organize programs for large scale technical skill development and necessary arrangement for its implementation.
5. Training to the officers and staff working in govt. departments and undertakings.
6. Provide facilities for all the above objectives viz. stipend, prize, award etc.
7. Purchase, sale and handover of movable and immovable properties for fulfilling the above objectives.
8. Do all other things as may be necessary, desirable or helpful for technical skill development in tribal and scheduled areas.
9. Prepare schemes of vocational training and manage wherever it is necessary.
10. Do such work for various institutions working in tribal areas for vocational, technical & managerial training i.e.:
  - i. Affiliate itself and fix their training level or time to time inspection for the same.
  - ii. In accordance with the requirements affiliate them with such recognized institutions conducting related examinations.
11. Arrangement of technical training in the local institutions.
12. Do all such work which is found necessary by the "General Body" in favor of scheduled caste and scheduled tribes or OBC for their upliftment.

## 2. General Terms and Conditions of the RFP

- a) If it is established that bidder has submitted false information in the proposal, then the bidder will be automatically rejected.
- b) The period of the **Empanelment shall be valid for Three (3) years** from the date of empanelment (the date of publishing the final list of empanelled applicants, which may further extend for period of 24 months subject to the performance of TSP).

- a. Empanelled applicants working as Training Service Provider (TSP) must start Training within 50 calendar days work order issued by MAPCET.
- b. Initially the work order shall be issued for first year only thereafter on the basis of target achieved in the year one the fresh work order shall be issued for consecutive second & third year subject to.
  - i. It is to be ensured by the TSP that 50% of the yearly target is achieved and 40% of the achieved target is placed and has completed three months of employment. For example, if the annual target is 1000 then the minimum 500 candidates should be trained and minimum 200 placement (Employment either in wage or self-employment with three month of tracking and the third milestone (70% verified employment Continuous employment of 3 months-desk and verified placement as per standard norms) has been claimed and received of candidate for receiving next year work order.
  - ii. The TSP continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by MAPCET from time to time; and
  - iii. If required the TSP will be responsible for all data uploaded by it regarding Candidate Registration, mandatorily having verified by Aadhar ceded Bank Account for Direct Benefit Transfer (DBT)/ Aadhar based payment system related to the benefits like Local Travel, Post Placement Support and Rozgar Prattsahan Bhatta, etc. If the data uploading is not done or found incorrect then in such case next year work order will not be issued as per MoSDE Gazette No. 349 Dated 11 Nov. 2020.
- c) Every 3 months the TSP's performance will be evaluated basis the placement number achieved.
- d) Meaning of Placement (Employment)- either employment (as per govt. norms) or self-employment with three month of tracking and the third instalment has been claimed and received. Placement should be insured minimum wages as per the declaration of Governments (UAN, Samagra, EPF/ ESIC required).
- e) MAPCET, at its discretion, can terminate the empanelment of any TSP earlier than the expiry of the agreement period as per the Termination clause mentioned in this RFP.
- f) If any TSP will not start the training within the mentioned timeframe, EMD of the TSP may be forfeited.
- g) MAPCET reserves the right to accept or reject the Proposals without assigning any reason whatsoever. It is not obligatory for MAPCET to accept any Proposal or to give any reasons for their decision.
- h) MAPCET reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.
- i) MD MAPCET may get clarification from the bidder in respect of any of the documents. Only a single submitted proposal will be accepted.
- j) Along with the Proposal, a Bidder is required to deposit a non-refundable Bid Fee as mentioned in Fact Sheet of this RFP. The bidder should deposit the processing fee electronically. The bidder will have to upload details (scanned copy) of the transfers in the specific section of the technical proposal. Without Bid Fee the proposal will not be accepted.
- k) Bidders shall require depositing a refundable EMD as mentioned in Fact Sheet of this RFP. The bidder should deposit the EMD electronically. The bidder will have to upload details (scanned copy) of the transfers in the specific section of the technical proposal. Without EMD the proposal will not be accepted.

- a. Refund of EMD: The EMD of unsuccessful applicants shall be refunded after completion of empanelment process or within 45 days of issue of LOI, whichever is earlier
- b. Refund of EMD: The EMD of successful applicants shall be refunded after receiving the Performance Bank Guarantee for the allocates work order.
- c. Forfeiture of EMD: The EMD taken from the applicant shall be forfeited in the following cases:
  - i. When the applicant does not sign the agreement within a period of 15 working days of issue of Letter of Intent (Lol)
  - ii. When the applicant withdraws or modifies the proposal after opening of proposals.
  - iii. When the applicant does not deposit the Performance Bank Guarantee mentioned in the work order in the form of Bank Guarantee within 15 days from issuance of the work order.
  - iv. Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this RFP.
- l) **Empanelment as Training Service Provider with MAPCET does not guarantee that all the Training Service Providers will get work order.**
- m) All the Skill Development Training programs of MAPCET would be administered through the Portal <https://mapcet.mp.gov.in>.
- n) All the payments TSP will be as per the "Common Cost Norm" Notification and its amendments issued by Ministry of Skill Development and Entrepreneurship, Government of India (MoSDE) (MoSDE Gazztte No. 02 Dated 05 Jan 2021).
- o) Subletting / Franchising of training targets/ part of the training centre under any sub scheme would lead to the blacklisting of the successful bidder and the agency accepting such subletting or franchise.
- p) **MAPCET shall endeavour to adhere to the schedule but reserves the right to alter the same. The date of all the events shall be notified on MAPCET Portal:**
- q) Last four years means (i) FY 2021-22, (ii) FY 2022-23, (iii) 2023-24 & (iv) 2024-25.
- r) **"Training Completed"** means are those candidates who have successfully cleared the assessment & certification, and Placement of Trainees (with 3 months Desk Verification) as per the common cost notification of Government of India.
- s) **"Entity Incorporated in Madhya Pradesh"** means the type of applicant have registration certificate issued by the competent authority of state or central Government as applicable and the applicant should have its registered office at Madhya Pradesh, further the registration document should mention that the applicant has its registered office in Madhya Pradesh.
- t) **"Own Property"** means such property which is owned by the applicant i.e. by the business entity and the property has been mentioned as capital asset in the duly audited books of accounts of the applicant or any property owned any competent authority of the applicant who in not an employee of the applicant and has officially handed over the Property / or has allowed the applicant for use of the property with all legal formalities such as agreement /power of attorney etc. executed on non-judiciary stamp paper duly signed by both parties.
- u) **"Long term lease"** - The lease document should be on non-judiciary stamp paper of minimum Rs. 1000/- (One thousand only) **clearly mentioning that the premises has been taken on long term lease** (at-least till the duration of Workorder/Contract) for the purpose of running skill development centre / hostel with a total built-up covered areas as mentioned in the sub-scheme norms.
- v) **Captive Employer** refers to an organization or industry entity that undertakes the responsibility of training and subsequently employing youth within its own company or one of its subsidiary companies. This model is aimed at ensuring direct, sustained wage employment for the trained

candidates, thereby improving placement outcomes in skill development initiatives. The company must be employing at least 1000 employees on it's or its subsidiary organization's payroll (HR Certificate and EPF/ESIC proof required).

**Key Mandates of a Captive Employer:**

- I. Must provide wage employment to at least 70% of the trained candidates.
- II. Employment must be within the applying organization or its legally affiliated subsidiaries.
- III. The employment should be for a minimum duration as per scheme guidelines (3 months minimum).
- IV. Salaries must meet or exceed the minimum wage standards prescribed under applicable State labor laws.

### 3. Deliverables

**Phase I:**

1. Presentation of self-employment modules with policies, procedures, guidelines and standard templates etc.
2. Conduct Trainings in accordance with NSQF with relevant training material.
3. Share progress report on Skill Development every fortnight.
4. Plan of the activities and share with the stakeholders.
5. Interactive training for applied skill development of ST/SC youths.
6. To take affidavits from trainees/students/their guardians about their serious intent to complete the course to avoid dropouts.

**Phase II:**

1. Skill assessment as per the norms of MoSDE.
2. Offers for wage employment.
3. Monitoring of wage employment.
4. Tracking of employment.
5. The presentation of successful trainees includes their success stories.
6. Training Service Provider shall ensure that on successful completion of course, employment will be provided to at least 70% (continues employment of three months Desk & Verified placement as per the standard norms).
7. Any Entrepreneurial Ventures started by trainees will be considered as self-employment.
8. If any trainee/ student refuses to take the job being offered to them then alternative offers of employment in another organization shall be offered.

## 4. Training Cost

The Training Service Provider shall submit their claim for reimbursement of training cost and boarding and lodging to the MAPCET for eligible trainees as per the norms of MoSDE.

Training cost shall be paid on as per hour basis as per the Training Cost guidelines issued by MoSDE based on the recommendations of the Common Cost Norms Committee. The training cost will be applicable on the Qualification Packs based on the category in which the course falls. Category wise training cost for different Sectors will be as follows:

<b>Category/Module (as per Schedule-II) of Gazette of India- 5 January 2021 and revised as latest for MoSDE</b>	<b>Per hour Rate (w.e.f 1 Jan 2021)</b>
For trades/sectors listed in Category I	<b>49.00</b>
For trades/sectors listed in Category II	<b>42.00</b>
For trades/sectors listed in Category III	<b>35.10</b>

Category wise reimburse Boarding & Lodging Costs up to a maximum per trainee per day as per table below -:

<b>S.N.</b>	<b>Category/Module (as per Gazette of India - 5 January 2021 and revised as latest for MoSDE)</b>	<b>Rs. (per day)</b>
1	X Category Cities/ Town per day per Trainee	375
2	Y Category Cities/Town per day per Trainee	315
3	Z Category Cities/ Town per day per Trainee	250
4	Rural Areas and any Area not notified as a municipal/town area	220

The rates decided by the Common Cost Norms Committee of Government of India would be final. The Circulars / guidelines / instructions issued by this Committee regarding rates and norms for training cost would be followed in true word and spirit. All applicable taxes would be borne by the Training Service Provider.

## 5. Payment Terms

Training cost payments would be based on the prevalent Government norms and in INR (Indian Rupees)

**Payment Norms for Training Service Providers in Batch Mode:-**

S.N.	Instalments	% of Instalment (of Batch)	Milestone
1	1 <sup>ST</sup>	30%	On Training Commencement.
2	2 <sup>nd</sup>	40%	On completion of successful certification (Payment made for number of candidates certified after adjusting the advance payments)
3	3 <sup>rd</sup>	30%	On 70% verified employment (Continuous employment of 3 months-desk and verified placement as per standard norms).

## 6. Signing of Agreement

After the notification of selection to successful applicants, the Training Service Provider shall be required to sign the agreement with MAPCET within the stipulated time mentioned in this RFP after which Work Order will be issued. The selected Training Service Provider is expected to commence the work within the stipulated time as mentioned in the General Terms and Conditions of the RFP. This would include:

- Mobilization of candidates with Aadhaar registration and setting up training centres.
- Submission of work plan for the places for which the Training Service Provider is selected.

## 7. Penalty Clause

Penalty shall be levied on Training Service Provider against short falls as per the following norms:

If the Training Service Provider fails to open even one Centre out of the allotted places or allotted target within three months of the signing of the agreement, the Performance Bank Guarantee amount will be forfeited.

Suo Motu: In exceptional cases, penalty may be imposed suo motu, directly by the competent authority, without initiating separate penalty proceedings but after recording the reasons for such imposition.

## 8. Process Guidelines:

The Training Service Provider will need to follow the Guidelines and the Standard Operating Procedures (SOP) issued by MAPCET from time to time for conduct any of the activities. The changes made to the guidelines will be done as addendum and will be binding on all the applicants for any/all future activities with respect to the program without any additional payment.

## 9. Placement of candidates:

A minimum placement of 70% (continues employment of three months Desk & Verified placement as per the standard norms). The Training Service Provider will make sure of the following:

- Placing the trained candidates in industries through placement tie-ups
- Salaries must meet or exceed the minimum wage standards prescribed under applicable State labour laws.
- MSME / Business registration certificate or documents provided by Govt. Administration. for candidates who opt for self-employment.
- Counselling for candidates opting for entrepreneurship.

## 10. Post placement tracking

Tracking of candidates for a period of 3 months (at least once each month) post completion of training. Candidate wise records shall be maintained including mode of tracking, date of tracking, person by whom tracking was done, latest status of the candidate (working/ not working, satisfied/ unsatisfied with job, wants new job etc.) and remedial measures to be taken (if required).

A three-tier mechanism would be followed to track the candidates after placement (UAN, Samagra, EPF/ESIC required): -

- Desk verification. (All Placed Candidates)
- SMS and Telephonic Verification. (All Placed Candidates)
- Physical Verification (20% of total Placed Candidates).

## 11. MAPCET Deliverables

- Shall make payment to the Training Service Provider after the verification of the cost claims and documents submitted.
- Shall provide/approve the software (portal) for registration of the candidates and monitoring of the training centre

## 12. Eligibility and Evaluation Criteria

### 12.1. Eligibility Related Documents to Training Service Providers / Institutions:

S.N.	Criteria	Mandatory Documents
1	Details of Training Service Providers	<ul style="list-style-type: none"> <li>• Certificate of Incorporation under Company Act / Society/ NGO/ Trust/ any other relevant document for government agencies.</li> <li>• Copy of PAN card</li> <li>• GST Registration Number</li> <li>• ESIC Registration Number</li> <li>• EPF Registration</li> </ul>

S.N.	Criteria	Mandatory Documents
		<ul style="list-style-type: none"> <li>Any other trade related certifications mandatory for the certification of the candidates</li> </ul>
2	Details of skill development experience in the FY, 2021-22, 2022-23, 2023-24 & 2024-25	Proof with Audited Annual Report of last 4 years FY 2021-22, 2022-23, 2023-24 & 2024-25.  CA Certificate
3	Employment assurance in proposed sector of training.	MoU signed with associated established Employer's/ Letter of Intent (LOI) received from reputed employers for Placement assurance of 500 candidates every year, starting FY 2025-26.
4	Training Experience in the FY_ 2021-22, 2022-23, 2023-24 & 2024-25	Copy of previous work order/MOU/ Sanction order with completion/closer certificate/ On-going for skill development from Govt. Organization/ from Industries (including CSR).
5	Financial Capability: - Consolidated Annual Turnover of FY 2021-22, 2022-23, 2023-24 & 2024-25 should not be less than Rs. 10.00 Crores.	Audited financial statement along with all schedules & complete audit report for FY 2021-22, 2022-23, 2023-24 & 2024-25 with CA Certificate.
6	Training Capability: Should have trained minimum 3000 persons on consolidated basis in FY 2021-22, 2022-23, 2023-24 & 2024-25 including skill upgradation training programs.	Self-certified details by the TSP/Institutions as desired in the Appendix IV along with the Work Order.
7	Placement Capability: - Should have / Employed/placed 2000 persons on consolidated basis in the year FY 2021-	Self-certified details by the TSP/Institutions as desired in the Appendix X.

S.N.	Criteria	Mandatory Documents
	22, 2022-23, 2023-24 & 2024-25	
8	Declaration of not being blacklisted on the non-judicial stamp paper of Rs 1000/- duly notarized	In the Appendix II
9	Training facility	Self-certified brief description of training facilities in 200 words duly supported by photographs and video minimum 5 minutes. (To be shown at the time of presentation)

## 12.2. Evaluation Criteria for Training Service Providers / Institutions:

S.N.	Parameters	Max. Marks
<b>Part-A: Technical Proposal submitted in MAPCET</b>		
A.1	<b>Legal Status (10 Marks)</b>	
a)	<p><b>Eligibility Criteria for Participation:</b></p> <p><b>An entity shall be eligible if any of the following conditions are met:</b></p> <ul style="list-style-type: none"> <li>• <b>Entity Incorporation / Experience:</b></li> <li>• <b>The entity is incorporated in Madhya Pradesh, or</b></li> <li>• <b>The entity has a permanent office in Madhya Pradesh, or</b></li> <li>• <b>The entity has a minimum of 5 years of work experience in skill development sector (Project Sanctioned by State or Central Govt,) within Madhya Pradesh of the following conditions are met.</b></li> <li>• <b>Trained at least 50% of the sanctioned target.</b></li> <li>• <b>Achieved a minimum of 50% placement out of the trained candidates.</b></li> </ul> <p><b>No. of Training Centre's and Trainee Capacity (In year) in Madhya Pradesh (in different locations)</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum 1 to 3 training centre and capacity of 100 to 300 Trainees: 7 Marks</b></li> <li>• <b>More than 3 training centre and capacity of more than 300 Trainees: 10 Marks</b></li> </ul> <p><b>Verifiable document to be submitted:</b></p>	<b>10</b>

	<ul style="list-style-type: none"> <li>• <b>Copy of the incorporation certificate under seal and signature of the applicant.</b></li> <li>• <b>Training centre approval documents with Capacity. (Provided by Target Sanctioned Department/ CSR Company)</b></li> </ul> <p><b>Formats to be submitted:</b>  <b>Filled and duly seal and signed copy of Appendix/s- III</b></p>	
<b>A.2</b>	<b>Technical Capability (30 Marks)</b>	
<b>a)</b>	<p><b>Number of Years of Experience in Skill Development</b></p> <ul style="list-style-type: none"> <li>• Up to 3 years -2 Marks</li> <li>• 3 to 5 years -5 Marks</li> <li>• More than 5 years -10 Marks</li> </ul> <p><b>Verifiable document to be submitted:</b></p> <ol style="list-style-type: none"> <li>i. Declaration by the competent authority along with authorized signatory for bid that the applicant has achieved the numbers mentioned above through implementation of different schemes.</li> <li>ii. Declaration by the auditor under seal and sign that the above sector/s are part of their business of the applicant and the organization has earned through the above sector/s.</li> <li>iii. Copies of year wise work order received agreement signed for government skill development schemes &amp; Client Certificate / Project Completion Certificate.</li> </ol> <p><b>Formats to be submitted:</b>                  Filled and duly seal and signed copy of <b>Annexure/s- VII (a) and VII (b)</b></p>	<b>10</b>
<b>b)</b>	<p><b>NSQF compliant Skill Development Training Completed (Certified) Minimum 3000 trainees under Government Schemes in the past 4 completed financial years.</b></p> <p><b>Verifiable document to be submitted:</b></p> <ol style="list-style-type: none"> <li>i. Declaration by the competent authority along with authorized signatory for bid of the applicant that the applicant has achieved the numbers mentioned above through implementation of different schemes.</li> <li>ii. Declaration by the auditor under seal and sign that the above numbers have been achieved by the applicant under various schemes of central and state government.</li> <li>iii. Copies of year wise work order received agreement signed for government skill development schemes &amp; Client Certificate / Screenshot of MIS Portal (like - NSDC portal, DDU-GKY ERP system, &amp; State Skill Development Mission dashboards.)</li> </ol> <ul style="list-style-type: none"> <li>• 3000 to 3500: 6 Marks</li> <li>• 3501 to 4000: 8 Marks</li> <li>• More than 4000: 10 Marks</li> </ul>	<b>10</b>

	<p><b>Formats to be submitted:</b></p> <p>Filled and duly seal and signed copy of Appendix/s - IV (a) and Iv (b)</p>	
c)	<p><b>Minimum 2000 Number of Trainees Placed after Skill Development Training in the past 4 completed financial years.</b></p> <ul style="list-style-type: none"> <li>• 2000 to 2250: 6 Marks</li> <li>• 2251 to 2500: 8 Marks</li> <li>• More than 2500: 10 Marks</li> </ul> <p><b>Verifiable document to be submitted:</b></p> <ol style="list-style-type: none"> <li>i. Declaration by the competent authority along with authorized signatory for bid that the applicant has achieved the numbers mentioned above through implementation of different schemes.</li> <li>ii. Declaration by the auditor under seal and sign that the above numbers have been achieved by the applicant under various schemes of central and state government.</li> <li>iii. Copies of year wise work order received agreement signed for government skill development schemes &amp; Client Certificate / Screenshot of MIS Portal (like - NSDC portal, DDU-GKY ERP system, &amp; State Skill Development Mission dashboards.)</li> </ol> <p><b>Formats to be submitted:</b></p> <p>Filled and duly seal and signed copy of Appendix/s -IV (a) and IV (b)</p>	10
<b>A.3</b>	<b>Financial Capability (30 Marks)</b>	
a)	<p><b>Average annual turnover in the past 4 completed financial years</b></p> <ul style="list-style-type: none"> <li>• INR 10.00 Crore: 5 marks</li> <li>• Prorated at the rate of 1 mark for every INR 1.00 Crore (after 10.00 Crore), up to a maximum of 15 marks in total.</li> </ul> <p><b>Verifiable document to be submitted:</b></p> <ol style="list-style-type: none"> <li>i. Declaration by the auditor / CA certification with UDIN under seal and sign that the above numbers have been achieved by the applicant under various schemes of central and state government.</li> <li>ii. Copies of year wise audited books of accounts.</li> </ol> <p><b>Formats to be submitted:</b></p> <p>Filled and duly seal and signed copy of <b>Appendix/s V (a) and V (b)</b></p>	15
b)	<p><b>Net worth in the past 4 completed financial years.</b></p> <ul style="list-style-type: none"> <li>• Less than and equal to 50.00 Lakh 5 Mark</li> <li>• Prorated at the rate of 1 mark for every INR 5.00 Lakh (after 50.00 Lakh), up to a maximum of 10 marks in total.</li> </ul> <p><b>Verifiable document to be submitted:</b></p> <ol style="list-style-type: none"> <li>i. Declaration by the auditor / CA certification with UDIN under seal and sign that the above numbers have been achieved by the applicant under various schemes of central and state government.</li> </ol>	15

	<b>Formats to be submitted:</b> Filled and duly seal and signed copy of <b>Appendix/s-V (a) and y (b)</b>	
<b>A.4</b>	<b>Tie-up, MoUs/ Lol from the prospective employer (Max. Marks: 15)</b>	
<b>a)</b>	Industry Tie-up, MoUs/ Lol from the Reputed companies/ prospective employers and Associated Industries/ placement partners (companies should be small and above as per Norms of MSME and GoI) for FY 2024-25 for 500 candidates Marks as follows for LOI (No. of candidates) a. 500 to 800 Trainees = 08 marks b. 801 to 1000 Trainees = 10 marks c. 1001 to 1200 Trainees = 15 marks  Relevant documentary support regarding the size of the employer as per the government norms should be submitted along with the Lol.  <b>Formats to be submitted:</b> Filled and duly seal and signed copy of <b>Appendix/s –VIII</b>	<b>15</b>
<b>Part B: Technical Presentation by Selection Committee:</b>		
<b>B.1</b>	<b>Technical Presentation (Maximum Marks: 15)</b>	
<b>a)</b>	<b>Break-up:</b> <ul style="list-style-type: none"> <li>• Applicant's understanding of skill development</li> <li>• Applicant's understanding of Madhya Pradesh and suitability for the state (Data and published report)</li> <li>• Applicant's approach &amp; methodology for skilling</li> <li>• Applicant's faculty, infrastructure, placement track record, etc. 5 Min Video recording of the training facility.</li> </ul>	<b>15</b>

**\* Note:**

- a. For the purpose of this Evaluation Process, Applicant are required to submit information and supporting documents on only such trainings which qualify as per the guidelines mentioned below:
- b. Skill development training implies at least 200 hours of domain-specific skill training aligned to NSQF oriented towards employment of trainees, through a government-sponsored programmer including but not limited to DDU-GKY, NULM, SDIS, PMKVY, other skill development schemes and CSR projects.
- c. UDIN CA certificate indicating the project cost and revenue generated along with training target and achievement number accompanied by supporting documents like work order / agreement/ completion certificate for which the achievement has been claimed.
- d. Only completed skill development trainings (i.e. training followed by assessment/certification & Placement with desk verification) shall be considered for evaluation under this RFP.

- e. Only such data shall be considered for evaluation which is substantiated by the Applicant through adequate documentary proof (list of acceptable/suggested documents provided). The onus of providing adequate and verifiable supporting evidence lies upon the Applicant.
- f. Proposal/candidature will be rejected if any data / information's /documents mentioned in the response document is found to be forged/illegitimate / misleading in any point in time. Also, the bidder will be blacklisted from all future programs of MAPCET.

### 12.3. Eligibility Related Documents to Captive Employers:

S.N.	Criteria	Mandatory Documents
1	Details of Training Service Providers	<ul style="list-style-type: none"> <li>• Certificate of Incorporation under Company Act / Society/ NGO/ Trust/government agencies. c</li> <li>• Copy of PAN card</li> <li>• GST Registration Number</li> <li>• ESIC Registration Number</li> <li>• EPF Registration</li> <li>• Any other trade related certifications mandatory for the certification of the candidates</li> </ul>
2	Details of placement experience in the FY, 2021-22, 2022-23, 2023-24 &2024-25	Proof with Audited Annual Report of FY 2021-22, 2022-23, 2023-24 &.2024-25. CA Certificate
3	Employment assurance in proposed sector of training.	MoU signed with associated established Employer's/ Letter of Intent (LOI) received from reputed employers for Placement assurance of 500 candidates every year, starting FY 2025-26.
4	Training Experience in the FY_ 2021-22, 2022-23, 2023-24 &2024-25	Copy of previous work order/MOU/ Sanction order with completion/closer certificate/ On-going for skill development from Govt. Organization/ from Industries (including CSR).
5	Financial Capability: - Consolidated Annual Turnover of 2021-22, 2022-23, 2023-24 &2024-25 should not be less than Rs. 10.00 Crores.	Audited financial statement along with all schedules & complete audit report for FY 2021-22, 2022-23, 2023-24 &2024-25with CA Certificate.
6	Training Capability: Should have trained minimum 3000 persons on consolidated basis in FY 2021-22, 2022-23,	Self-certified details by the TSP/Institutions as desired in the Appendix IV along with the Work Order.

S.N.	Criteria	Mandatory Documents
	2023-24 & 2024-25 including skill upgradation training programs.	
7	Placement Capability: - Should have / Employed/placed 2000 persons on consolidated basis in the year FY 2021-22, 2022-23, 2023-24 & 2024-25	Self-certified details by the TSP/Institutions as desired in the Appendix X.
8	Declaration of not being blacklisted on the non-judicial stamp paper of Rs 1000/- duly notarized	In the Appendix II
9	HR Certificate on company's letter head - declaring employment of at least 1000 employees on it's or its subsidiary organization's payroll (HR Certificate and EPF/ESIC proof required).	Self-declaration duly signed by Authorized signatory and EPF/ESIC Certificate.
10	Training facility	Self-certified brief description of training facilities in 200 words duly supported by photographs and video minimum 5 minutes. (To be shown at the time of presentation)

#### 12.4. Evaluation Criteria for Captive Employers:

S.N.	Parameters	Max. Marks
<b>Part-A: Technical Proposal submitted in MAPCET</b>		
A.1	<b>Legal Status (10 Marks)</b>	
a)	<b>Eligibility Criteria for Participation:</b> <b>An entity shall be eligible if any of the following conditions are met:</b> <ul style="list-style-type: none"> <li>• <b>Entity Incorporation / Experience:</b></li> <li>• <b>The entity is incorporated in Madhya Pradesh, or</b></li> </ul>	<b>10</b>

	<ul style="list-style-type: none"> <li>• The entity has a permanent office in Madhya Pradesh, or</li> <li>• The entity has a minimum of 5 years of work experience in training and employment services within Madhya Pradesh of the following conditions are met. <ul style="list-style-type: none"> <li>○ Trained at least 50% of the sanctioned target.</li> <li>○ Achieved a minimum of 50% placement out of the trained candidates.</li> </ul> </li> </ul> <p><b>Formats to be submitted:</b> Filled and duly seal and signed copy of Appendix/s- III</p>	
<b>A.2</b>	<b>Technical Capability (30 Marks)</b>	
<b>a)</b>	<p><b>Number of Years of Experience in Skill Development</b></p> <ul style="list-style-type: none"> <li>• Up to 3 years -2 Marks</li> <li>• 3 to 5 years -5 Marks</li> <li>• More than 5 years -10 Marks</li> </ul> <p><b>Verifiable document to be submitted:</b></p> <ul style="list-style-type: none"> <li>iv. Declaration by the competent authority along with authorized signatory for bid that the applicant has achieved the numbers mentioned above through implementation of different schemes.</li> <li>v. Declaration by the auditor under seal and sign that the above sector/s are part of their business of the applicant and the organization has earned through the above sector/s.</li> <li>vi. Copies of year wise work order received agreement signed for government skill development schemes &amp; Client Certificate / Project Completion Certificate.</li> </ul> <p><b>Formats to be submitted:</b> Filled and duly seal and signed copy of <b>Annexure/s- VII(a) and VII (b)</b></p>	<b>10</b>
<b>b)</b>	<p><b>NSQF compliant Skill Development Training Completed (Certified) Minimum 1000 trainees under Government Schemes in the past 5 completed financial years.</b></p> <p><b>Verifiable document to be submitted:</b></p> <ul style="list-style-type: none"> <li>iv. Declaration by the competent authority along with authorized signatory for bid of the applicant that the applicant has achieved the numbers mentioned above through implementation of different schemes.</li> <li>v. Declaration by the auditor under seal and sign that the above numbers have been achieved by the applicant under various schemes of central and state government.</li> <li>vi. Copies of year wise work order received agreement signed for government skill development schemes &amp; Client Certificate / Screenshot of MIS Portal (like - NSDC portal, DDU-GKY ERP system, &amp; State Skill Development Mission dashboards.)</li> </ul>	<b>10</b>

	<ul style="list-style-type: none"> <li>• 1000 to 1500: 6 Marks</li> <li>• 1501 to 2000: 8 Marks</li> <li>• More than 2000: 10 Marks</li> </ul> <p><b>Formats to be submitted:</b></p> <p>Filled and duly seal and signed copy of Appendix/s - IV (a) and IV (b)</p>	
<b>c)</b>	<p><b>Minimum 500 Number of Trainees Placed after Skill Development Training in the past 4 completed financial years.</b></p> <ul style="list-style-type: none"> <li>• 500 to 750: 6 Marks</li> <li>• 751 to 1000: 8 Marks</li> <li>• More than 1000: 10 Marks</li> </ul> <p><b>Verifiable document to be submitted:</b></p> <ul style="list-style-type: none"> <li>iv. Declaration by the competent authority along with authorized signatory for bid that the applicant has achieved the numbers mentioned above through implementation of different schemes.</li> <li>v. Declaration by the auditor under seal and sign that the above numbers have been achieved by the applicant under various schemes of central and state government.</li> <li>vi. Copies of year wise work order received agreement signed for government skill development schemes &amp; Client Certificate / Screenshot of MIS Portal (like - NSDC portal, DDU-GKY ERP system, &amp; State Skill Development Mission dashboards.)</li> </ul> <p><b>Formats to be submitted:</b></p> <p>Filled and duly seal and signed copy of Appendix/s -IV (a) and IV (b)</p>	<b>10</b>
<b>A.3</b>	<b>Financial Capability (30 Marks)</b>	
<b>a)</b>	<p><b>Average annual turnover in the past 4 completed financial years</b></p> <ul style="list-style-type: none"> <li>• INR 10.00 Crore: 5 marks</li> <li>• Prorated at the rate of 1 mark for every INR 1.00 Crore (after 10.00 Crore), up to a maximum of 15 marks in total.</li> </ul> <p><b>Verifiable document to be submitted:</b></p> <ul style="list-style-type: none"> <li>iii. Declaration by the auditor / CA certification with UDIN under seal and sign that the above numbers have been achieved by the applicant under various schemes of central and state government.</li> <li>iv. Copies of year wise audited books of accounts.</li> </ul> <p><b>Formats to be submitted:</b></p> <p>Filled and duly seal and signed copy of <b>Appendix/s V (a) and V (b)</b></p>	<b>15</b>
<b>b)</b>	<p><b>Net worth in the past 4 completed financial years.</b></p> <ul style="list-style-type: none"> <li>• Less than and equal to 50.00 Lakh 5 Mark</li> <li>• Prorated at the rate of 1 mark for every INR 5.00 Lakh (after 50.00 Lakh), up to a maximum of 10 marks in total.</li> </ul>	<b>15</b>

	<p><b>Verifiable document to be submitted:</b></p> <p>ii. Declaration by the auditor / CA certification with UDIN under seal and sign that the above numbers have been achieved by the applicant under various schemes of central and state government.</p> <p><b>Formats to be submitted:</b></p> <p>Filled and duly seal and signed copy of <b>Appendix/s-V (a) and y (b)</b></p>	
<b>A.4</b>	<b>Proposed placements (Max. Marks: 15)</b>	
<b>a)</b>	<p>Proposed number of placements of the trainees within own/group companies/subsidiaries</p> <p>a. 500 to 800 Trainees = 08 marks</p> <p>b. 801 to 1000 Trainees = 10 marks</p> <p>c. 1001 to 1200 Trainees = 15 marks</p> <p><b>Formats to be submitted:</b></p> <p>Filled and duly seal and signed copy of <b>Appendix/s –VIII</b></p>	<b>15</b>
<b>Part B: Technical Presentation by Selection Committee:</b>		
<b>B.1</b>	<b>Technical Presentation (Maximum Marks: 15)</b>	
<b>a)</b>	<p><b>Break-up:</b></p> <ul style="list-style-type: none"> <li>• Applicant's understanding of skill development</li> <li>• Applicant's understanding of Madhya Pradesh and suitability for the state (Data and published report)</li> <li>• Applicant's approach &amp; methodology for skilling</li> <li>• Applicant's faculty, infrastructure, placement track record, etc.</li> <li>• Applicant's employer partnerships</li> </ul>	<b>15</b>

**\* Note:**

- g. For the purpose of this Evaluation Process, Applicant are required to submit information and supporting documents on only such trainings which qualify as per the guidelines mentioned below:**
- h. Skill development training implies at least 200 hours of domain-specific skill training aligned to NSQF oriented towards employment of trainees, through a government-sponsored programmer including but not limited to DDU-GKY, NULM, SDIS, PMKVY, other skill development schemes and CSR projects.**
- i. UDIN CA certificate indicating the project cost and revenue generated along with training target and achievement number accompanied by supporting documents like work order / agreement/ completion certificate for which the achievement has been claimed.**
- j. Only completed skill development trainings (i.e. training followed by assessment/certification & Placement with desk verification) shall be considered for evaluation under this RFP.**

- k. Only such data shall be considered for evaluation which is substantiated by the Applicant through adequate documentary proof (list of acceptable/suggested documents provided). The onus of providing adequate and verifiable supporting evidence lies upon the Applicant.
- l. Proposal/candidature will be rejected if any data / information's /documents mentioned in the response document is found to be forged/illegitimate / misleading in any point in time. Also, the bidder will be blacklisted from all future programs of MAPCET.

## 13. Application Process - Preparation and submission of proposals:

### 13.1. Format of Proposal Submission

1. The Bidder shall provide all information sought under this RFP. MAPCET will evaluate only those proposals that are received in the required formats and complete in all respects.
2. The proposal should be neatly typed in indelible ink and signed by the authorized signatory (The letter from the competent authority must be attached) of the Bidder. **All pages should be numbered.** All alterations, omissions, additions or any other amendments made to the Proposal must be initiated by the person(s) signing the proposal.

### 13.2. Submission of Proposals

1. **Tender/ Processing Fee:** All Institutions are required to pay non-refundable tender/ processing fee Rs. 5000/- (Five Thousand only). To be paid online e-procurement portal [www.mptenders.gov.in](http://www.mptenders.gov.in). Proposals that are not accompanied with the proposal processing fee shall be rejected by MAPCET.
2. **Earnest Money Deposit (EMD)**
  - i. The Institutions are required to submit refundable Earnest Money Deposit (EMD) as mentioned in the Fact sheet of this RFP, to be paid online e-procurement portal [www.mptenders.gov.in](http://www.mptenders.gov.in). Proposals that are not accompanied by the above Earnest Money Deposit (EMD) shall not be considered. The EMD of the unsuccessful applicant would be returned within 60 days of decision of rejection.
  - ii. The RFP security shall be forfeited, if a bidder withdraws its proposal during the period of RFP validity specified by the MAPCET i.e.180 days from the submission date of RFP.
3. **Amendment of RFP Documents:** At any time prior to the deadline for submission of RFPs, MAPCET may, for any reason, whether on its own initiative or in response to the clarification request by prospective Institutions, the RFP documents may be modified.
4. **Language:** The Proposal prepared by the Industries & Institutions as well as all Correspondence and documents relating to the RFP shall be exchanged with MAPCET in English/Hindi language.
5. **Right to Accept Proposal:** MAPCET reserves the right to accept or reject any proposal, and to cancel the proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Industries & Institutions of the grounds for such decision.

6. Proposals submitted by hardcopy, fax, telex, telegram or e-mail shall not be entertained.
7. Bidders may not modify, substitute or withdraw their Proposals after submission, unless the same has been expressly sought for by MAPCET.
8. Information submitted in the RFP is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the RFP for Skill Development & Employment of ST/SC Youths” Programs for MAPCET. Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
9. The EMD of unsuccessful bidders shall be returned within 60 days of communication to the unsuccessful bidders. The EMD of successful bidders shall be returned upon signing of agreement and submission of performance security by the Preferred Bidder. Scanned copy of the same needs to be attached to the technical proposal.
10. The Bidders are required to submit the complete proposal along with required forms and documents etc. The proposal shall be exactly according to the prescribed formats given in the RFP documents. All columns of the prescribed formats should be filled, and all questions in the RFP document must be answered. Any additional information may be enclosed separately and referred to in the relevant column in the proposal formats. Modifications / rewording of formats shall not be acceptable.
11. The Bidders are expected to examine carefully all instructions, forms, terms and specifications of this RFP document. Failure to furnish all information required in the RFP Document or submission of a proposal not substantially responsive to the RFP Document in every respect will be at Institutions risk and shall result in rejection of the proposal.
12. The documents in the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

<b>S.N.</b>	<b>Description</b>	<b>Reference</b>
1	Cover Letter	Appendix-I
2	Affidavit on not being blacklisted	Appendix- II
3	Bidder / Applicant's Details	Appendix-III
4	Technical Capability Statement	Appendix-IV (a & b)
5	Financial Capability Statement	Appendix-V (a & b)
6	Power of Attorney	Appendix VI
7	Declaration of nature of business	Appendix-VII (a & b)
8	Eligibility Related Documents for Industries, Institutions (Including training providers)	Appendix-VIII

9	Pre-bid query	Appendix IX
10	Placement details	Appendix –X
11	Summary Sheet of Lol's (Minimum 500)	Appendix- XI
12	List of SC/ST populated Districts	Appendix –XII

13.3. Address & Contact Number for all communication:

**As per Factsheet in this RFP**

13.4. Rejection of Proposals:

- MAPCET reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for MAPCET to accept any Proposal or to give any reasons for their decision.
- MAPCET reserves the right not to proceed with the bidding process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

## 14. Instructions to the Bidder:

### 14.1. Confidentiality

- All participating bidders shall be allowed to view documentary evidence submitted by the other bidder raise concerns/ objection/ any time before opening the financial bid.
- If any objection or concerns raised for the documentary evidence submitted by the bidders shall be examined and investigated by competent authority.

### 14.2. Sub-let or Joint Venture

Sub-let or joint venture is not allowed.

### 14.3. Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

### 14.4. Governing Language

The Contract/Work order etc. shall be written in English/Hindi Language. English/Hindi version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the work, which is exchanged between the parties, shall be written in the English/ Hindi.

### 14.5. Performance Assessment

This RFP is for "Skill Development & Employment of ST/SC Youths". The performance of the Institutions would be considered on the basis of employment percentage of successful trainees.

### 14.6. Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

### 14.7. Amicable Settlement

In the case dispute arising between the MAPCET and the Training Service Provider, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to Arbitral Tribunal as prescribed by Ministry of Law, Government of India. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification thereof, shall apply to these arbitration proceedings.

### 14.8. Arbitration

Arbitration proceedings will be held at Bhopal, Madhya Pradesh and the language of the Arbitration proceeding and that of all documents and communications between the parties shall be in English/Hindi. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. However, the expenses incurred by each party in connection with the preparation, shall be borne by the party itself. Arbitrator will be appointed by the department.

#### 14.9. Taxes and Duties

The institution shall fully familiarize themselves about the applicable Taxes. On amount payable by MAPCET under the contract. The Training Service Provider, sub Training Service Provider and personnel shall pay such domestic tax, duties, fees and other impositions (Wherever applicable) levied under the applicable law.

#### 14.10. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Bhopal, M.P only.

#### 14.11. Resources to be deployed.

The resources to be deployed for this assignment must be on payroll of Training Service Provider and should have good experience in the field of skill development and employment. The Training Service Provider is expected to initiate the above services within 1 month of issuing of work order.

#### 14.12. Validity of Contract

The validity contract would be initially for period of **36 months**. The timeline may be adjusted as per MAPCET schedule of activities/priorities.

#### 14.13. Institution/Industry Services

The institution/ industries shall employ and provide such qualified and experienced personnel and training infrastructure as may be required to perform the services under the specified project as assigned by MAPCET and in accordance with the curriculum prescribed in NSQF.

#### 14.14. Fraud and Corruption

1. MAPCET requires that the Institution empanelment through this RFP must observe the highest standards of ethics during the performance and execution of such contract, in pursuance of this RFP of MAPCET.
2. **MAPCET** may declare the Institution ineligible, and blacklisted either indefinitely or for a stated period of time, for awarding the contract, if at any time the Training Service Provider has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the contract. The same shall be conveyed to Department of Tribal Affairs.

#### 14.15. Correspondence with the Bidder

MAPCET reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

#### 14.16. Performance Bank Guarantee (PBG)

PBG shall be submitted as mentioned in the Factsheet of this RFP with validity of 36 months and will be returned after successful completion of project.

#### 14.17. Termination of Agreement by the First Party:

The First Party may terminate this Agreement, by giving not less than thirty (30) days' written notice of termination to the Second Party, after occurrence of any of the events specified in the sub-clauses detailed below:

1. If the Second Party fails to remedy any breach hereof or failure in "the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the First Party `may have subsequently granted in writing.
2. If the Second Party becomes insolvent or bankrupt.
3. If the Second Party fails to comply with any final decision reached as a result of arbitration proceedings.
4. If the Second Party fails to comply with the decisions of the First Party;
5. If the Second Party submits to the First Party a statement which has a material effect on the rights, obligations or interests of the First Party and which the Second Party knows to be false;
6. If any document, information, data or statement submitted by the Second Party in its proposals, based on which the Second Party was considered for executing this project, is found to be false, incorrect or misleading; or
7. If there is any breach of terms & conditions of this Agreement or any guidelines issued by the First Party

## 15. Evaluation of Bids

### 15.1. Evaluation of Proposals

1. Evaluation Committee will examine and evaluate the Proposals in accordance with the provisions set out in Clause mentioned.
2. Those TSP's fulfilling the eligibility criteria shall be considered for the further evaluation.
3. If at any time during the evaluation process MAPCET requires any clarification, it reserves the right to seek such information from any or all the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

### 15.2. Tests of responsiveness.

1. Prior to evaluation of Proposals, MAPCET shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if
  - it is received by the Proposal Due Date including any extension thereof.
  - it is accompanied by the Processing Fee;

- it does not contain any condition or qualification; and
- it is not non-responsive in terms hereof.

### 15.3. Target Allocation Metrics

#### Eligibility and Priority Table

S. No	Priority	Category of TSP	Eligibility Criteria
1	Priority - 1	Category A	Captive Employer as defined in Section 2 – General terms and Condition of the RFP, Point (V).
2	Priority - 2	Category B	<ul style="list-style-type: none"> <li>• Existing Skilling agencies having experience of greater than 50% placement outcome achievement.</li> <li>• More than 5000 Candidates trained in M.P State in Skills development projects with 70% Placed Candidates.</li> </ul>
3	Priority - 3	Category C	<ul style="list-style-type: none"> <li>• Existing Skilling agencies having experience of greater than 50% placement outcome achievement.</li> <li>• More than 3000 Candidates trained in M.P State in Skills development projects with 50% Placed Candidates.</li> </ul>

Target distributions will be done on the basis of the following metrics.

S.N.	Category of TSP	Category - A		Category - B		Category - C	
1	Minimum Technical Score Required for empanelment	70		60		50	
2	Sub-Category	A.1	A.2	B.1	B.2	C.1	C.2
3	Technical Score Range	86 - 100	70 - 85	81 - 100	60 - 80	76 - 100	50 - 75

<b>4</b>	Target Distribution	5% of the total scheme/ MAPCET target	4% of the total scheme/ MAPCET target	5% of the total scheme/ MAPCET target	4% of the total scheme/ MAPCET target	3% of the total scheme/ MAPCET target	2% of the total scheme/ MAPCET target
		Subject to 40% of the total scheme/ MAPCET target		Subject to 60% of the total scheme/ MAPCET target			

**Note 1:** TSP's fulfilling the eligibility criteria as per section 12 of the RFP shall be considered for further evaluation.

**Note 2:** The allocation of training targets shall be determined in accordance with the eligibility criteria and priority framework outlined in Section 15.3 of the Request for Proposal (RFP). Target allocation is further subject to availability. It is expressly clarified that empanelment as a Training Service Provider with MAPCET does not, in itself, constitute a guarantee of target allocation.

**Note 3:** Target allocation under sub-categories shall be determined based on the relative technical scores of the empanelled Training Service Providers (TSPs). TSPs attaining higher technical scores shall be accorded priority over those with lower scores for the purpose of target allocation. For illustrative purposes, if two TSPs are evaluated under sub-category A.1 and receive technical scores of 89 and 87 respectively, the TSP with the score of 89 shall be prioritized for allocation

**Note 4:** Of the total targets available under the scheme/MAPCET, forty percent (40%) shall be reserved for Training Service Providers (TSPs) categorized under Category A. The remaining sixty percent (60%) shall be allocated to TSPs falling under Categories B and C. In the event that the reserved Category A targets are not fully exhausted, the unallocated portion thereof shall be reallocated to eligible TSPs under Categories B and C, subject to the applicable terms and conditions of the RFP.

## APPENDIX - Proposal formats

The following are the response formats to be used by Industries & Institutions for Proposals related to selection of Training Service Provider.

### Appendix-I

#### Covering Letter

*(To be submitted on the Institutions/Industries Letter head)*

Date:

To,

**MD, MAPCET**

M.P. Council of Employment & Training (MAPCET),

Rajiv Gandhi Bhawan, 35, Shyamla Hills, Bhopal (M.P.)

**Ref: RFP Notification no \_\_\_\_\_ dated \_\_\_\_\_**

**Sub: Submission of proposal in response to the RFP for "Empanelment of Agencies as "Training Service Provider (TSP)"to Implement Skill Development & Employment Training for Scheduled Tribes and Scheduled Caste Youths of Madhya Pradesh."**

Dear Sir/Madam,

1. We, the undersigned, herewith submit our proposal in response to your RFP Notification no \_\_\_\_\_ dated \_\_\_\_\_ for "Skill Development & Employment for BPL Scheduled Caste (SC) youths of M.P." in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to the RFP by this Proposal, consisting of this letter, the Qualification Criteria forms and the Proposal form, the duly notarized Board Resolution/ Power of Attorney, and all attachments, for a period of 180 days from the date of opening, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. We hereby declare that all the information and statements in this proposal are true and accept that any mis interpretation contained in it may lead to our disqualification.

5. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
6. We acknowledge the right of MAPCET to reject our Proposal without assigning any reason or otherwise, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

For and on behalf of:

Signature:

Name:

Designation:

(Seal)

## Appendix-II

### **Affidavit on not being blacklisted.**

**< On INR 100 non-judiciary stamp paper only, due notarized >**

(Affidavit on non-judicial stamp paper by Authorized Signatory of the Bidder / Applicant with his/her signature and company seal)

### **TO WHOMSOEVER THIS MAY CONCERN**

This is to certify that we \_\_\_\_\_ (Name of the Training Service Provider) with its registered office at ..... registered under \_\_\_\_\_ (Name of the Act) vide registration no. \_\_\_\_\_ do hereby declare and confirm that we have neither been black-listed nor bankrupt by any Ministry/ Department/ Board/Corporation / Any other entity of the Central or State Government or by any quasi-government or any Public Sector Undertaking or any bank or any Other Entity till date.

**For and on behalf of:**

**Signature:**

**Name:**

**Designation: Date:**

**(Company Seal) (Authorized Signatory)**

**Note –**

1. This affidavit should be duly notarized

## Appendix-III

### Bidder / Applicant's Details

(To be provided by Authorized Signatory on Letterhead

With his/her signature and company seal)

S.N.	Particulars	Details to be furnished
1.	Name of the Applicant Training Service Provider	
	<b>I. Apply as a Captive Employer (Yes/No)</b>	
	<b>II. IF Captive Employer No. of candidates proposed for captive placement.</b>	
2.	Address of Training Service Provider	
<b>3</b>	Status of Training Service Provider (legal Constitution of the applicant Firm)	
<b>4.</b>	Name of Registering Authority	
5.	Date & Place of Registration	
6.	PAN No.	
7.	GST Registration no.	
8.	<b><u>EPF / ESIC Registration no.</u></b>	
9.	Annual Turnover of Year: 2021-22	
	Annual Turnover of Year: 2022-23	
	Annual Turnover of Year: 2023-24	
	Annual Turnover of Year: 2024-25	
10	Primary Point of Contact (For all communication purpose)	
11	Email id	
	Contact Number	
	Mobile Number	
12	Landline Number	
13	Secondary Point of Contact (Mobile + Landline)	

14	Bank Account No.	
15.	Bank Name:	
16.	IFSC Code:	
17	Proposed Training Targets	
18	Proposed District (For Candidates Mobilization/Selection)	
19	Proposed Location of Training Centre's (District)	
20	Proposed Trade Wise Targets	
	(a).....	
	(b).....	
21	Proposed Training Target Distribution	
	(a) Residential Facility	
	(b) Non-Residential Facility	
22	Proposed Target of Categories wise.	
	(a) SC	
	(b) ST	
	(c) Other /Special Group	

**For and on behalf of:**

**Signature:**

**Name:**

**Designation:**

**Date:**

**(Company Seal)**

**(Authorized Signatory)**

**Note:** Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table.

## Appendix -IV (a)

### Format - Technical Capability Statement

<On the letterhead of Chartered Accountant, duly signed and sealed>

(Duly signed by the Authorized Representative and certified by a Chartered Accountant)

**Skill Development Training & Placement in past 4 financial years:**

**a. Total Training & Placement:**

S.N.	Financial Year	Number of Certified Candidates for which Skill Training Completed	Number of Candidates Placed after Skill Training
1	2021-22		
2	2022-23		
3	2023-24		
4	2024-25		
<b>Total</b>			

That the <name of the bidder/ applicant> has received the second instalment pertaining certification and the same has been recorded in the books of records of the <name of the bidder/ applicant>

**For and on behalf of:**

<b>Chartered Accountant Firm</b>
<b>Signature</b>
<b>Name</b>
<b>Designation</b>
<b>Membership No</b>
<b>UDIN</b>
<b>Seal</b>

**Note - without UDIN the document is invalid.**

## Appendix-IV (b)

<On the letterhead of bidder/Applicant, duly signed and sealed>

### Format - Details of Technical Capability

**b. Details of Training & Placement:**

Declaration

It is hereby declared that the information submitted by <name of the bidder/applicant> is true and verifiable in all respect. That MAPCET has every right to verify the details submitted with Ministry /state department for which the scheme implementation has been done.

Finan cial Year	Sche me Nam e	Ministry / State Depart ment of the Govern ment	Work order Numbe r and Date / Agree ment signing date and valid till	No of Certifie d Candid ates	Certifie d Candid ates details availabl e in the followi ng portal	No of Candid ates Placed	Details of suppor ting proof provid ed	Page num ber	Appr ox Proj ect Valu e in lakh s

**Authorized Representative of the Bidder / Applicant**

**Signature**

**Name**

**Designation**

**Seal**

**Notes:**

Please provide Supporting proof as given below:

- A. For Training Conducted:** - To be submitted the project completion certificate issued by the sponsoring organization and copy of work order/contract/ agreement/ any other relevant documents.
- B. For Placements conducted** - List of placed trainees in the prescribed Annexure-x duly signed by Authorized signatory.

## Appendix-V (a)

**<On the letterhead of Chartered Accountant, duly signed and sealed>**

### Format - Financial Capability Statement

*(Duly certified by a Chartered Accountant)*

On the basis of audited financial statements, I <Name of the Chartered Account> hereby submit that the <Name of Bidder / Applicant>, is having registered office at <Name of the State>, and is registered under <Name of the registering authority> on the <date> bearing the <registration number> has the following annual turnover and net worth in past five consecutive financial years, as follows:

1. Name of institution/organization: .....
2. Date of Incorporation: .....
3. Annual turnovers:

S.N.	Financial Year	Annual Turnover (INR in Lakhs)	Net Worth (INR in Lakhs)
1	2021-22		
2	2022-23		
3	2023-24		
4	2024-25		
<b>TOTAL</b>			
<b>AVERAGE</b>			

4. Number of Employees working:.....
- 5.Address:.....  
.....
- 6.Email id:  
.....
- 7.Contact Person: .....
- 8.Mobile Number: .....
- 9.Details of Activities: .....
- .....
10. Number of industrial plants/centres in India:  
.....
11. Major Activities and achievements:  
.....  
.....

12.Potential for supporting employment to trainees:

.....

13.Details of wages to employees:

.....

14.EPF Account Number:.....

15.Future prospects: .....

.....

For and on behalf of:

**Chartered Accountant Firm**

**Signature**

**Name**

**Designation**

**Membership No**

**UDIN**

**Seal**

**Note - without UDIN the document is invalid.**

## Appendix-V-(b)

<On the letterhead of bidder /applicant, duly signed and sealed>

### Format --Financial Capability Statement

*(Duly signed by the Authorized Representative)*

I <Name of the Competent Authority> hereby submit that the <Name of Bidder / Applicant> has the following annual turnover and net worth in past five consecutive financial years, as follows:

S.N.	Financial Year	Annual Turnover (INR in Lakhs)	Net Worth (INR in Lakhs)
1	2021-22		
2	2022-23		
3	2023-24		
4	2024-25		
TOTAL			
AVERAGE			

For and on behalf of:

Authorized Representative of the Bidder / Applicant:

Signature

Name

Designation

Seal

## Appendix-VI

### Format - Power of Attorney in Favor of Authorized Signatory in letter head of the applicant

(On Non-Judicial Stamp Paper of INR 100 and duly notarized)

Know all men by these present that we authorize Mr./Ms. ....  
son/daughter/wife of ..... and presently residing at  
..... who is presently employed with  
us and/or holding the position of ..... for doing in our  
name and signing on our behalf all such acts, deeds and things as are required in connection with  
submission of our bid for "Empanelment of Training Partner for  
..... (name of the scheme)" including but not limited to  
signing and submission of all applications, bids and other documents, participating in Bidder /  
Applicants' conferences and providing information / responses to Madhya Pradesh Skill  
Development Mission Society (MAPCET), representing us in all matters before MAPCET or  
concerned Authority, signing and execution of all contracts including the Agreement and  
undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all  
matters in connection with or relating to or arising out of our bid for the said Project and/or upon  
award thereof to us and/or till the entering into of the Agreement with MAPCET.

IN WITNESS WHEREOF <BIDDER / APPLICANT> .....  
..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF  
ATTORNEY ON THIS ..... DAY OF ..... 2024

Signed on behalf of .....

**(Signature)**

**(Name, Title and Address)**

**Accepted**

**(Signature)**

**(Name, Title and  
Address)**

#### Witnesses:

1. ....
2. ....

#### Notes:

To be executed on Rs 100/= non-judicial stamp paper

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Wherever required, the Bidder / Applicant should submit for verification the extract of the charter documents and documents such, as a board or shareholders resolution/ Power of attorney in

favour of the person executing this Power of Attorney for the delegation of Power hereunder on behalf of the Applicant.

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidder / Applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostle certificate.

## Appendix-VII (a)

<On the letterhead of Chartered Accountant, duly signed and sealed>

### Format- Declaration of nature of Business.

It is hereby declared that the applicant is engaged in <Name of the business> as per the list mentioned in the RFP document for past <number of years> there has been income by the applicant from the named business. It also further declared that the applicant is engaged in skill development business for <number> years and it has received <number> of work order/s from <number> of agencies starting from the <number> year.

**For the support work orders copies are attached in the page No..... to .....**

<b>Chartered Accountant Firm</b>
<b>Signature</b>
<b>Name</b>
<b>Designation</b>
<b>Membership No</b>
<b>UDIN</b>
<b>Seal</b>

## Appendix-VII (b)

<In the letterhead of the bidder / applicant>

### Declaration of nature of Business by Agency

It is hereby declared that <Name of the bidder / Applicant> is engaged in the business <Name of the Business> as per the list mentioned in the RFP document for past <number of years> and there has been income by the applicant from the named business. It is also further declared that the applicant is engaged in skill development business for <number> years and <Name of the bidder / Applicant> has received the first work order from <name of the agency> in the <year> The copy of the work order is attached with proposal.

For the support work orders copies are attached in the page No ..... to .....

For and on behalf of:

<b>Authorized Representative of the Bidder / Applicant</b>
<b>Signature</b>
<b>Name</b>
<b>Designation</b>
<b>Seal</b>

## Appendix-VIII

### Eligibility Criteria

#### Eligibility Related Documents for Industries, Institutions (Including training providers)

S.N.	Criteria	Mandatory Documents	Page Number
1	Details of Industry	<ul style="list-style-type: none"> <li>• <u>Certificate of Incorporation under Company Act / Society/ NGO/ Trust.</u></li> <li>• <u>Copy of PAN card</u></li> <li>• <u>GST Registration Number</u></li> <li>• <u>ESIC Registration Number</u></li> <li>• <u>EPF Registration</u></li> </ul>	
2	Details of achievement in the FY 2021-22, 2022-23, 2023-24, 2024-25	Proof with Audited annual report of FY 2021-22, 2022-23, 2023-24, 2024-25 along with CA Certificate	
3	Employment assurance in proposed sector of training.	MoU signed with associated established Employer's/ Letter of Intent (LOI) received from reputed employers for Placement assurance of 500 candidates every year, starting FY 2023-24.	
4	Training Experience in the FY_ 2021-22, 2022-23, 2023-24, 2024-25	Copy of previous work order/MOU/ Sanction order with completion/closer certificate for skill development from Govt. Organization/ from Industries (including CSR).  Appendix IV (a) & (b).	
5	Financial Capability: - Consolidated Annual Turnover of 2021-22, 2022-23, 2023-24, 2024-25 should not be less than Rs. 10.00 Crores.	Audited financial statement along with all schedules & complete audit report for FY 2021-22, 2022-23, 2023-24, 2024-25 with CA Certificate.  Appendix V (a) & (b).	
6	Training Capability: - Should have trained minimum 3000 persons on consolidated basis in FY 2021-22, 2022-23, 2023-24, 2024-25 including skill upgradation training programs.	Self-certified details by the TSP/Institutions as desired in Appendix IV along with the Work Order.	
7	Placement Capability: - Should have Employed 2000 persons on consolidated basis in the year 2021-22, 2022-23, 2023-24, 2024-25.	Self-certified details by the TSP/Institutions as desired in the Appendix X.	

8	Declaration of not being blacklisted on the non-judicial stamp paper of Rs 1000/- duly notarized	In the Appendix II	
9	Training facility	Self-certified brief description of training facilities in 200 words duly supported by photographs and video minimum 5 minutes (To be shown at the time of presentation)	

## Appendix -IX

### Pre-Bid Queries Format

<b>Name of the Prospective Bidder / Agency:</b>				
<b>Contact Person:</b>				
<b>Designation:</b>				
<b>Address:</b>				
<b>Telephone No.:</b>				
<b>Email:</b>				
S. No	Reference Page No. in the RFP	Clause No.	Observation / Clarification sought	Suggestion by the Prospective Bidder / Agency
1				
2				
3				
4				
5				
6				
7				
8				
9				

**Note: Pre-Bid queries from Prospective Bidders will be accepted in this format only and in Excel.**

## Appendix -X

**PLACEMENT DETAILS OF TRAINEES BY THE TRAINING SERVICE PROVIDER FOR THE  
 FY 2019-20 to 2023-24**

S. N.	Name of Scheme/ Dept.	Year	Name of candidates	Mobile No. of candidate	Sector	Course/ Trade	Employer Name	Mobile No. of employer	Email id of Employer	Name of Post	Salary details	Place of Placement
1												
2												
3												
4												
5												
6												
7												
8												

## Appendix-XI

### Summary Sheet of Lol's (Minimum 500)

S.N.	Name & Address of Employer	Core Working Area of Employer and Total No. of Employee	Sector/ Job Role offered	Places of offered Employment	Total	Job Role Offered	Salary Per Month

**Seal & Signature**  
**of Authorized Representative**  
**Name**  
**Designation**  
**Mob no. & Address**

## Appendix -XII

Below is the indicative list of districts, trades for which trainings may be allocated. The districts/trades may increase or decrease.

### A. Proposed List of SC populated Districts

S.N.	Name of Districts
1	Agar Malwa
2	Ashoknagar
3	Bhind
4	Chhatarpur
5	Damoh
6	Dewas
7	Datia
8	Guna
9	Harda
10	Katni
11	Mandsaur
12	Morena
13	Narsinghpur
14	Neemuch
15	Panna
16	Raisen
17	Rajgarh
18	Rewa
19	Satna
20	Sehore
21	Shajapur
22	Shivpuri

23	Tikamgarh
24	Ujjain
25	Vidisha

### B. Proposed List of SC populated Districts

S.N.	District	No.	Block
1	Burhanpur	1	Khaknar
2	Khandwa	2	Khalwa
3	Jhabua	3	Jhabua
		4	Rama
		5	Ranapur
		6	Petlawad
		7	Thandla
		8	Meghnagar
4	Alirajpur	9	Alirajpur
		10	Jobat
		11	Bhabhra
		12	Sondwa
		13	Katthiwada
		14	Udaigarh
5	Barwani	15	Barwani
		16	Pati
		17	Thikri
		18	Rajpur
		19	Pansemaal
		20	Sendhwa
		21	Niwali

6	Khargone	22	Khargone
		23	Maheshwar
		24	Bhikangaon
		25	Jhirnya
		26	Gogawan
		27	Segaon
		28	Bhagwanpura
7	Dhar	29	Dhar
		30	Nalchha
		31	Dahi
		32	Nisarpur
		33	Gandhwani
		34	Umarvan(Bakner)
		35	Manawar
		36	Dharampuri
		37	Kukshi
		38	Tirla
		39	Sardarpur
		40	Bagh
8	Mandla	41	Mandla
		42	Nainpur
		43	Ghughri
		44	Bichhiya
		45	Mawai
		46	Mohgaon
		47	Niwas

		48	Narayanganj
		49	Bijadandi
9	Seoni	50	Dhanora
		51	Ghansaur
		52	Kurai
		53	Lakhnadon
		54	Chhapara
10	Chhindwara	55	Junnardev
		56	Bichhua
		57	Harrai
		58	Tamiya
11	Balaghat	59	Baihar
		60	Birsa
		61	Paraswada
12	Dindori	62	Mehdwani
		63	Karanjia
		64	Amarpur
		65	Shahpura
		66	Samanapur
		67	Bajag
		68	Dindori
13	Narmadapuram	69	Kesla
14	Betul	70	Aathner
		71	Bhainsdehi
		72	Bhimpur
		73	Chicholi

		74	Ghoradongri
		75	Shahpur
		76	Betul
15	Ratlam	77	Sailana
		78	Bajna
16	Shahdol	79	Sohagpur
		80	Burhar
		81	Gohparu
		82	Jaisingh Nagar
17	Anuppur	83	Anuppur
		84	Jaithari
		85	Kotma
		86	Pushprajgarh
18	Umaria	87	Pali
19	Sidhi	88	Kusmi
20	Sheopur	89	Karahal

**A. Proposed Sector – Applicants Apply for only Live trade (Not Retired) of SSC.**

S.N.	Sector
1	Agriculture
2	Apparel
3	Automotive
4	Beauty & Wellness
5	BSFI
6	Capital Goods
7	Construction

8	Domestic Workers
9	Electronics
10	Food Industry
11	Furniture & Fitting
12	Gem & Jewellery
13	Handicrafts
14	Healthcare
15	Indian Iron and Steel
16	Infrastructure Equipment's
17	IT & ITES
18	Leather Sector
19	Life Science
20	Logistics
21	Management & Entrepreneurship Professional
22	Media & Entertainment
23	Power Sector
24	Retail
25	Rubber, Chemical & Petrochemical Sector
26	Green Jobs
27	Mining Sector
28	Telecom
29	Textile Sector
30	Tourism and Hospitality
31	Water Management & Plumbing

----- End of Document -----