

GOVERNMENT OF MANIPUR
DIRECTORATE FOR WELFARE OF OBCs & SCs
1st Floor, South Block, Secured Office Complex,
A.T. Line, Imphal

C O R R I G E N D U M
Imphal, the 27th July, 2021

No. C/3/SDP/OBC&SC-2020: Tender from NSDC Training Partners for conducting Skill Development Programmes in accordance with National Skill Qualification Framework (NSQF) uploaded vide Tender Notice of even no. dated 03.07.2021 are extended as per the timelines given below:

Particulars	End Time & Date
Downloading Tender Documents	11:30 hrs of 16-08-2021
Submission of Bid Securing Declaration & Tender Fee both as Bank Draft in original	14:00 hrs of 10-08-2021
Submission of online Tender Documents	11:30 hrs of 16-08-2021
Technical Bid Opening	13:30 hrs of 16-08-2021
Price Bid Opening	13:30 hrs of 19-08-2021



(Ng. Bhogendra Meitei)
Director (OBCs & SCs)
Manipur

Copy to (for kind information):

1. The Secretary to Hon'ble Chief Minister (i/c, OBCs & SCs), Manipur.
2. The P.S. to the Secretary (OBCs & SCs), Government of Manipur.
3. The Web-Manager, DIT with a request to upload the Corrigendum in Manipur Government Website.
4. The CFO/Scheme Officers/Account Officers (OBCs & SCs), Manipur.
5. The IT Professional (Minority Affairs/ OBCs & SCs), Manipur for uploading the Corrigendum in the Official Website.
6. The Guard File.
7. The Notice Board.

**GOVERNMENT OF MANIPUR
DIRECTORATE FOR WELFARE OF OTHER BACKWARD CLASSES & SCs
SECURED OFFICE COMPLEX, AT-LINES, IMPHAL**

TENDER NOTICE

Imphal, the 3rd July, 2021

No. C/3/SDP/OBC&SC-2020: As approved by the Work Advisory Board (WAB) of the Department of OBCs & SCs, Government of Manipur in its meeting held on 26-09-2020, Tenders in 2 (two) bids system (Technical and Financial) are invited through e-tender from NSDC Training Partners for conducting Skill Development Programmes in accordance with National Skill Qualification Framework (NSQF).

2. Tender is to be submitted on-line through e-procurement /tender portal <https://manipurtenders.gov.in>

The critical dates of bids are as follows:

Particular	Start Time & Date	End Time & Date
i. Publishing/downloading Tender Documents	11:00 hrs of 13-07-2021	11:30 hrs of 02-08-2021
ii. Seeking Clarification	11:00 hrs of 13-07-2021	14:00 hrs of 22-07-2021
iii. Bid Security Declaration & Tender Fee both as Bank Draft in original	11:00 hrs of 13-07-2021	14:00 hrs of 27-07-2021
iv. Online Submission of Tender Documents	11:00 hrs of 13-07-2021	11:30 hrs of 02-08-2021
v. Technical Bid Opening	13:30 hrs of 02-08-2021	
vi. Price Bid Opening	13:30 hrs of 05-08-2021	

3. Other details can be seen in the bidding documents.
4. Modification/Amendment/Corrigendum, if any shall not be advertised in the newspapers, but shall be uploaded in the website only.
5. Both the technical bid and price bid will be opened in the Directorate for Welfare of OBCs & SCs, Manipur, 1st Floor, South Block, Secured Office Complex, A.T. Lines, Imphal.



(Ng. Bhogendra Meitei)

Director,
Welfare of OBCs & SCs, Manipur

Copy to:

1. Secretary to Chief Minister, (i/c OBCs & SCs), Manipur for kind information.
2. Secretary (OBCs & SCs), Government of Manipur for kind information.
3. The Editor,, with a request to publish the tender notice as advertisement in his esteemed daily for 1 day. The bill in triplicate may be sent to the DDO (Welfare of OBCs & SCs), Manipur for making payment.
4. Web-Manager, DIT. He is requested to upload the Notification in Manipur Government's website.
5. CFO/Scheme Officers/Account Officers (Welfare of OBCs & SCs), Manipur for information.
6. File concerned/Notice Board.

GOVERNMENT OF MANIPUR
DIRECTORATE FOR WELFARE OF OTHER BACKWARD CLASSES & SCs
SECURED OFFICE COMPLEX, AT-LINES, IMPHAL

Request for Proposal (RFP)

Imphal, the 3rd July, 2021

No. C/3/SDP/OBC&SC-2020: The Director, Directorate for Welfare of Other Backward Classes & Scheduled Castes, Manipur invites bids from NSDC Training Partners for conducting Skill Development Programmes in accordance with National Skill Qualification Framework (NSQF) under the:

- i) Centrally sponsored Scheme of Special Central Assistance to Scheduled Caste Sub Plan (SCA to SCSP) as below:

Sl. No.	Name of course/domain	Number of trainees	Estimated cost * (Rs. In lakh)	EMD (Rs. In lakh)	Tender fee (Rs.)	Time allowed for supply.
i.	Agriculture and soil conservation	300	30.00	0.00	1,000	12 months
ii.	Handlooms	300	30.00			
iii.	IT/ITeS	620	62.00			
iv.	Personal care	150	15.00			
v.	Cane & bamboo making	200	20.00			
vi.	Mobile repairing	300	30.00			
vii.	Food processing	300	30.00			
viii.	Carpentry	200	20.00			
		2370	237.00			

* the estimated cost is inclusive of honorarium of Rs. 2,000/- per trainee

2. Tender is to be submitted on-line through e-procurement/tender portal <https://manipurenders.gov.in>

The critical dates of bids are as follows:

Particular	Start Time & Date	End Time & Date
i. Publishing/downloading Tender Documents	11:00 hrs of 13-07-2021	11:30 hrs of 02-08-2021
ii. Seeking Clarification	11:00 hrs of 13-07-2021	14:00 hrs of 22-07-2021
iii. Bid Security Declaration & Tender Fee both as Bank Draft in original	11:00 hrs of 13-07-2021	14:00 hrs of 27-07-2021
iv. Online Submission of Tender Documents	11:00 hrs of 13-07-2021	11:30 hrs of 02-08-2021
v. Technical Bid Opening	13:30 hrs of 02-08-2021	
vi. Price Bid Opening	13:30 hrs of 05-08-2021	

Background:

The Directorate for Welfare of OBCs & SCs, Manipur is implementing Special Central Assistance to Scheduled Caste Sub Plan (SCA to SCSP), a Central sponsored scheme funded by the Ministry of Social Justice and Empowerment, Government of India. The scheme has adopted a multi-pronged approach for the socio-economic development of the Scheduled Castes; social empowerment through educational development; economic empowerment through income and employment enhancing avenues and integrated development of SC majority villages; protection through effective implementation of protective legislation and eradication of occupations such as manual scavenging; and holistic development through earmarking of funds for the welfare of Scheduled Castes.

3. Objectives:

- 3.1 The main objective of the scheme is to increase the income of the target population by way of various income generating schemes, skill development and infrastructure development.
- 3.2 To reduce the poverty among the target population and bring them above the poverty lines.

4. Training Courses:

Skill Development Programmes in accordance with National Skill Qualification Framework (NSQF) under the

- 4.1 Centrally sponsored Scheme of Special Central Assistance to Scheduled Caste Sub Plan (SCA to SCSP):

Sl. No.	Name of course/domain	Number of trainees
1	Agriculture and soil conservation	300
2	Handlooms	300
3	IT/ITeS/Banking	620
4	Personal care	150
5	Cane & bamboo making	200
6	Mobile repairing	300
7	Food processing	300
8	Carpentry	200
Total		2,370

An indicative list of NSQF course and job roles is at Format-8 to enable the bidder to assess the various probable courses to be conducted and enable the bidding process. The course and job roles will be finalized after consultation with the L1 bidder and this Directorate.

- 4.2 Training Centre should be accredited and affiliated under Skill India Portal before commencement of training course.
- 4.3 The trainees will be issued "Skill Certification" under Government of India through Sector Skill Council.

5. Target Group:

5.1 Special Central Assistance to Scheduled Caste Sub Plan (SCA to SCSP):

The target group for imparting courses in skills/trade would be Scheduled Castes persons living below the poverty lines in the state of Manipur. In order to give necessary impetus for economic development of women, participation of at least 30% women candidates may be ensured.

6 **Venue of the Training:** The venue of the training programme will be within Imphal/ District Head quarter/Sub-Division or in SC majority villages in the State of Manipur.

7 Eligibility Criteria:

- i) The firm/agency shall be a firm/company/partnership firm registered under the Indian Companies Act, 1956/ the Partnership Act, 1932 or Society Registration Act and who have their registered office in India.
- ii) The firm/company/agency should be in the business of providing NSDC training programme services for at least 3 years as of 31.03.2020.
- iii) The Organization/ firm /agency should have GST and PAN registration certificate
- iv) Bidder should have minimum average turnover of Rs. 80 lakhs from Skill Development Training as per the last three years audit report i.e., 2017-18, 2018-19 and 2019-20.
- v) Bidder should be NSDC Training Partner (both funded and non-funded) and have conducted Skill Development Programmes under NSQF in North Eastern Region/ Manipur.
- vi) The organization/ firm/ agency shall have experience in executing similar Skill Development assignments under NSQF framework for the Central Government /State Governments/ PSUs/ Government bodies, agencies and organization including self-funded training programmes approved by NSDC with a minimum average work value of not less than Rupees 80 lakh during the last 3 Financial Years as on March 31, 2020.
- vii) Bidder should have sufficient infrastructure for training facilities in Imphal.
- viii) Bidder should have adequate manpower and faculties to impart the training Format programme.
- ix) The organization/ firm/ agency shall have placed at least 70% of the trained persons during the last three Financial Years (average) as on March 31, 2020.
- x) The firm should not have been blacklisted by any Central Government/State Government /PSU/ Government Bodies.
- xi) The Organization/ firm /agency has to be profitable and should not have incurred loss in three consecutive Financial Years (2017-18, 2018-19 and 2019-20)
- xii) The medium of instruction will be English/Manipuri/Hindi.

8 **Earnest Money Deposit:** Provision of Bid Security (EMD) has not been kept in the bid document in pursuance of Secretariat: Finance Department, Government of Manipur (Finance Commission Cell) O.M. no. 7/2/2020-e-FD dated 13/11/2020. The bidder shall submit a **Bid Security Declaration** in the prescribed format as per Format-9.

9 **Validity:** Proposals shall remain valid for 1 (one) year after submission date.

10 **Security Deposit:** Successful bidder shall deposit Performance security deposit for an amount of 3% of the contract value in the form of DD/ Bank Guarantee payable to OBC & SC, DDO, Manipur from a nationalized bank which shall be retained and valid for a period for one year/ completion period of the agreement.

11 Payment schedule:

Payment to the training programme will be linked to actual number of trainees, attendance, certification and placement.

- i) 30% of the cost will be paid in advance on commencement of a particular training after signing of contract. The advance will be paid per training wise and not against the tendered amount.
- ii) 30% on utilization of 70% of the first installment and continuation of training with at least 70% of initial trainees continuing.
- iii) 20% on completion of the training and certification of the successful trainees
- iv) 20% after providing sustainable employment to at least 70% of the trainees by the training provider.

12 **Start of training:** Training should start after signing of agreement and within one month of award of contract.

Participating organizations/ firms/ agencies/ institutes shall not start any training without the formal orders issued for the same by Directorate for Welfare of OBCs & SCs, Manipur

13 **Placement:** The candidate should be in job for a continuous period of 90 days after training by the qualified training provider and an approximate pay package on being placed may be specified. The Training provider will create an online placement database and upload the placement data. Self-employment is also considered as placement under this category, for which Training Provider shall provide documents (self-declaration) related to self-employment as per the existing norm of NSDC.

14 **Amendment:** Any addenda/corrigendum issued subsequent to this RFP, but before proposal due date, will be deemed to form part of the RFP and uploaded on the website.

15 **Selection:** The training provider will be selected in accordance with the procedures set out in this tender following the "Quality and Cost based Selection (QCBS)" method, wherein 70% weightage will be given to technical bids and 30% on financial bids. Technical Bids will be opened first and evaluated. Financial bids will be opened only for technically qualified bidders. Bidders scoring 70% and more of technical bids will be qualified/ shortlisted. Technical evaluation will be done in accordance with the rating procedure as mentioned below:

No	Item	Documents to be furnished	Maximum Marks
1.	Manpower strength of full-time trainers on its pay rolls (a) Bio-data of the key personnel (b) Area of specialization of the key personnel i) Four full –time trainers and upto 9 full-time trainers:5 ii) Ten full-time trainers and above:10	Certificate by Statutory Auditor or Company Secretary of the bidder's organization	10
2.	Average turn over from Skill Development over the last 3 Financial Years i) Average turnover in the last three years –Rs. 80 lakhs:5 ii) Above Rs 80 lakhs and less than Rs1.50 crore:10 iii) Rs 1.50 crore and above:15	Copy of the Audited Statement.	15
3.	Completion of Skill development Training within North East and Manipur in the past three financial year i) Upto 5000 trainees trained in Manipur (one mark for each 500 trainees):10 ii) One additional mark for every 500 trainees trained in North East excluding Manipur	Copy of work order and completion report	15
4.	Number of trainees placed after skill training during the last 3 Financial Years; i) 70% of the candidates-10 ii) Above 70% -15	Copy of the signed copy of the record of placement.	15
5.	Experience in conducting Skill Development Programmes in Manipur State for not less than 5 years: 10	Firm/ Agency registration certificate and work completion order	10
6.	Infrastructure for training facilities i) Infrastructure facility for Intake capacity upto 60 per shift but not less than 40 per shift at Imphal - 10 ii) Infrastructure facility not less than 60 per shift each at Imphal and one infrastructure worth intake capacity of 40 per shift at SC majority village in Manipur - 25 * Infrastructure at Imphal is compulsory	Copy of the intake capacity for training	25
7	Capability of providing certificates by Skill Council of National Skill Development Corporation i) Certification by Sector Skill Council of NSDC – 10	Copy of the relevant order/ document	10

16 Working of the “Quality and Cost based Selection (QCBS)”:

The Method of selection will be on Quality (70%) cum Cost (30%) Based Selection (QCBS) - 70:30. The technical quality of the proposal shall be given weightage of 70%. The price Proposal of only those bidders who qualify technically (Minimum Qualifying Marks: 70%) will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposal will be given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weightage of 30%. For working out the combined score, the Directorate for Welfare of OBCs & SCs, Manipur will use the following formula:

Example:

Stage 1. Technical Bids Evaluation (Table A)

Bidder details	Technical Marks obtained (Out of 100)
Bidder 1	85
Bidder 2	75
Bidder 3	80

Stage 2. Normalization of marks: (Table B)

Normalised score = (Technical marks obtained by the bidder under consideration/Highest technical marks)*100

Bidder Details	Normalized score
Bidder 1	$(85/85)*100=100$
Bidder 2	$(75/85)*100= 88$
Bidder 3	$(80/85)*100=94$

- Based on the results of Technical evaluation, Commercial bids for those bidders will then be opened who qualify in the Technical evaluation.
- The Financial bid amount shall be converted into financial score, while considering the commercial quote given by each of the Bidders in the commercial bid as follows:

Commercial Score of a Bidder = {Lowest commercial bid/Quote of bidder under consideration}
* 100

Example: (Table C)

Bidder Details	Commercial quote	Calculation	Commercial score
Bidder 1	1,30,000	$\{1,00,000/1,30,000\}*100$	77
Bidder 2	1,20,000	$\{100,000/1,20,000\}*100$	83
Bidder 3	1,00,000	$\{100,000/1,00,000\}*100$	100

Final Score Calculation through QCBS

The final score will be calculated through Quality and Cost Selection method based with the following weightage:

Technical: 70%

Commercial: 30 %

Combined Technical and Financial score = (0.70*Technical score) + (0.30*Commercial Score)

Example: (Table D)

Bidders	Technical Score(i) (0.7xNormalised Technical Score)	Financial Score(ii) (0.3 X Normalised Financial score)	Final Score(70:30) (iii) = (i) + (ii)	Rank of the bidder
Bidder 1	70	23.10	93.10	H2
Bidder 2	61.60	24.90	86.50	H3
Bidder 3	65.80	30	95.80	H1

The proposals will be ranked in terms of total scores of each applicant. The proposal with the highest total score (H-1) will be considered for award of contract and will be called for negotiations, if required.

17 Arbitration:

- i. In the event of dispute and difference arising between Directorate for Welfare of OBCs & SCs, Manipur and the Firm/ Agency, the same shall be discussed and settled amicably between the parties.
- ii. In the event of failure to settle the dispute amicably, the parties shall resort to arbitration and the provisions of the Arbitration and Conciliation Act, 1996 shall be applicable.
- iii. In case of arbitration, the parties shall appoint a sole arbitrator or a panel of arbitrators as agreed to between the parties in accordance with the Arbitration and Conciliation Act, 1996.
- iv. The place of arbitration shall be Imphal.

18 Force Majeure:

If the performance of any obligation of any of the parties is prevented or restricted or interfered with by reason of fire, explosion, strike, casualty, riots, sabotage, accident, lack or failure of transportation facilities, flood, war, civil commotion, terror attack, lightning, acts of God, any law, order or decree of any government or subdivision thereof or any other cause similar to those above enumerated, beyond the reasonable control of the party, the party so affected shall, upon the giving of prompt notice to the other parties, be excused from performance hereunder to the extent and for the duration of such prevention, restriction or interference.

19 Governing Law:

This Agreement and the obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the internal laws of India, without giving effect to the conflict of laws / principles thereof. Any legal dispute arising out of this contract will be subject to the jurisdiction of the High Court of Manipur.

20 Indemnity:

The Service Provider shall keep the Directorate for Welfare of OBCs & SCs, Manipur fully indemnified against all actions, claims, proceedings, costs, damages and all legal costs or other expenses and losses incurred or suffered by the Customer arising directly or indirectly out of or in relation to:

- (a) any breach of any terms of this Agreement (including but not limited to any claim or action by a third party alleging infringement of any intellectual property rights of such third party); or
- (b) any claim by third party (including without limitation claims by any employee or agent of the Service Provider or the general public) for any damage, injury, loss or accident sustained in relation to the Service Provider's performance of the Contract, provided such damage, injury, loss or accident is not caused by the gross negligence or willful default of the Service Provider.

21 Submission requirement:

The Tender document is to be submitted in the manner prescribed below:

1. Organizational Contact Details as per Format-1
2. Infrastructure and equipment available with the Organization as per Format-2
3. List of at least 4 key personnel/experts/consultants on payroll as per Format-3
4. Financial strength of the company as per Format-4
5. Additional information as per Format-5, copy of work order & completion should be submitted.
6. Declaration as per Format-6
7. All other information documents sought in support of Technical bids like experience, scanned copy of tender fee and Bid Security Declaration (Format – 9), PAN, GSTIN etc.
8. Financial Bids quotation as per format-7 through e-bidding.
9. Trade/Job Role in which firm intend to Participate (Format – 10).

22 General:

- 22.1 The Directorate for Welfare of OBCs & SCs, Manipur reserves the right to accept or reject any or all applications without assigning any reason thereof. In case of any dispute, the matter would be decided as per the jurisdiction of the High Court of Manipur.
- 22.2 Participating organizations/ firms/ agencies/ institutes shall not start any training without the formal orders issued for the same from the Directorate for Welfare of OBCs & SCs, Manipur.
- 22.3 The original copies of the Bid Security Declaration and Tender Fee of Rs. 1,000/- drawn in favour of **OBC & SC, DDO, Manipur** should be submitted to the Director, Welfare of OBCs & SCs, Manipur on or before **14:00 hrs of 27-07-2021**. No proposal will be accepted in physical form except Bid Security Declaration and Tender Fee. Incase Bid Security Declaration, Tender Fee in originals are not received within the specified time, the Bid shall be considered non-responsive and shall not be considered/evaluated.

- 22.4 The Directorate shall not be responsible for any delay in postal service or disruption of web service.
- 22.5 Subsequent Corrigendum/Addendum if any shall be available in website indicated above.
- 22.6 The Authority reserves the right to cancel/split any or all bids without assigning any reason thereof. After verifying the infrastructure of the Training Provider, splitting shall be done at L1 rates from amongst the technically qualified Training Provider only, as per discretion of the Authority.
- 22.7 **The rates quoted should be inclusive of all taxes/GST.**
- 22.8 The rates in the price bid is to be quoted per trainee for Skill development component only. Honorarium to trainees is fixed @ Rs. 2,000/- and need not be included in the price bid.
- 22.9 The Training Partner may bid for selected Trades/Job Roles in which they have the requisite infrastructure (manpower, domain lab, tool & equipment etc.) for conducting Skill Development Programme under Sector Skill Council norms/ National Skill Qualification Framework. It is not compulsory for the Training Partner to participate in all the Trades. While filling the BoQ in the e-Tender, the bidder may fill the price bid for interested Trades/Job Roles in which they wish to participate and other Trades/Job Roles may be filled as zero (0), since filling all the items in the BoQ is compulsory.
- The bidder shall submit the Trades/Job Roles in which they intend to participate as per "Format-10", the same will have to tally with price bid in the BoQ of the e-Tender.
- 22.8 Uploaded documents of successful bidder will be verified with the original documents before signing the contract agreement or issue of supply order / work order, whichever is earlier. The successful bidder has to provide the **original documents** to the designated authority on receipt of such letter for award of contract and within such deadline as may be specified therein; the said original documents shall be sent through registered post or submitted directly to the designated authority.
- 22.9 Subsequent **Corrigendum/Addendum**, if any, shall be notified through the website indicated above.
- 22.10 The bidders must possess Digital Signature Certificate of Class II or Class III for submission of bids through online in the aforementioned website.
- 22.11 Both the Technical bid and the Price bid will be opened in the Directorate of Other Backward Classes & SCs, Manipur in its office located at 1st Floor, South Block, Secure Office Complex, AT Lines, Imphal.
- 22.12 Wherever mentioned, the '**designated authority**' is the Director of the Directorate for Welfare of OBCs & SCs, Manipur.
- 22.13 In case of discrepancy between the price bid quoted in figure and in words, in the prescribed format, the amount in words shall prevail.
- 22.14. All documents/papers uploaded/submitted by the bidder must be legible.

PRE-QUALIFICATION CRITERIA

Following will be the minimum pre-qualification criteria. Each eligible organization/ firm/ agency should possess all the following pre-qualification criteria. Responses not meeting any of the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. No	Pre-qualification Criteria	Supporting/ Compliance document	Reference (Yes/No)
1.	The firm/agency shall be a firm/company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 or society registration Act and who have their registered office in India.	Copy of Certificate of Incorporation and Partnership Deed, registration if any	
2.	The firm/agency should be in the business of providing NSDC training programme services for at least 3 years as of 31.03.2020.	Certificate by authorize person of the bidder's organization	
3.	The Organization/ firm /agency should have GST and PAN registration certificate	Copy of the relevant documents	
4.	Bidder should have minimum average turnover of Rs.80 lakhs from Skill Development Programme as per the last three years audit report i.e. 2017-18, 2018-19 and 2019-20.	Copy of the last three years audited statement.	
5.	Bidder should be NSDC Training Partner (both funded and non-funded) and have conducted Skill Development Programmes under NSQF in North Eastern Region / Manipur.	Copy of work order and completion report	
6.	The organization/ firm/ agency shall have experience in executing similar Skill Development assignments under NSQF framework for the Central Government/ State Governments/ PSUs/ Government bodies, agencies/ organization including self-funded training programme approved by NSDC with a minimum average work value of not less than Rupees 80 lakh during the last 3 Financial Years as on March 31, 2020.	Copy of the Certificate issued by authorized person.	
7.	Bidder should have sufficient infrastructure for training facilities in Imphal.	Detail to be furnished in format 2.	
8.	Bidder should have adequate manpower and faculties to impart the training programme.	Detail to be furnished in format 3.	
9.	The organization/ firm/ agency should have at	Certificate by	

	least four full-time trainers on its pay rolls a) Bio-data of the key personnel b) Area of specialization of the key personnel	Statutory Auditor or Company Secretary of the bidder's organization	
10.	Firm/Agency should have been empaneled with National Skill Development Corporation as Training Partner.	Proof to be attached	
11.	The firm/ agency should not have been blacklisted by any Central Governments/State Government/ PSU/ Government Bodies.	Undertaking signed by the Authorized signatory	
12.	The Organization/ firm /agency has to be profitable and should not have incurred loss in three consecutive Financial Years (2017-18, 2018-19 and 2019-20)	Format-4 to be certified & validated by Chartered Accountant (CA) of the bidder's organization.	
13.	The organization/ firm/ agency shall have placed at least 70% of the trained persons during the last three Financial Years (average) as on March 31, 2020.	Copy of the signed copy of the record of placement.	
14.	Medium of instruction	English /Hindi/ Manipuri	

Organizational Details

1. Name of the Agency/Institute/Firm:
2. Registration No of society/ firm/ establishment:
3. Corresponding address with E-mail, Telephone/Mobile:
4. PAN No of the firm/agency:
5. GSTIN No.:
6. Area of specialization/ trade:
7. Year of establishment of the firm:
8. Registered office, address and contact person:
9. Intake capacity at a time /per shift:
10. Whether hostel facilities are available (if required):
11. If hostel facility is not available (training within the State),
Whether arrangement will be made at safe secure place by the agency:
12. Medium of instruction:
13. Location of training:

The above information is correct and true. Any wrong information detected at any stage, Directorate for Welfare of OBCs & SC, Manipur can cancel the work awarded to us.

Place:

Signature of the authorized person & seal

Date :

FORMAT-2Infrastructure and equipment available with the Organization

1. Imphal/ District Head Quarters:

Name & Address:

Sl. No.	Sector/Area	Capacity per classroom	Classrooms	Tools & Equipment	Remarks (Domain Lab)
i).					
ii).					
iii).					
iv).					

2. Schedule Caste majority Village in Manipur:

Name & Address:

Sl. No.	Sector/Area	Capacity per classroom	Classrooms	Tools & Equipment	Remarks (Domain Lab)
i).					
ii).					
iii).					
iv).					

Note: The information should indicate the availability of infrastructure, equipment and capacity of intake as on the date of submission of the application.

Signature of the applicant

Full name of the applicant

Seal & Date

FORMAT-3

List of key personnel/experts/consultants for conducting training programmes on payroll of the organization/ firm/ agency

Sl. No	Name	Designation	Education Qualification	Papers published, if any	Relevant Experience	Sectors	Years of experience as a trainer
1.							
2.							
3.							
4.							
5.							

- Note: i). The list should include only those experts/ consultants who are directly associated with the training programmes for employment and self-employment.
- ii) Certificate by Statutory Auditor or Company Secretary of the bidder organization/ firm/ agency.

Signature of Statutory Auditor/

Company Secretary:

Stamp & Date:

FORMAT-4**-----Letter Head of the CA Firm-----**

Name of the Firm/ Agency/ Organization :
Address :

Sl. no	Financial Year	Whether profitable Yes/No	Overall Annual Turnover (in Rs. lakh)	Annual Turnover from conducting Skill Development Programmes (in Rs. lakh)	Average Annual Turnover from conducting Skill Development Programmes. [Average of three consecutive financial years- FY 2017-18, FY 2018-19, FY 2019-20] (in Rs. lakh)
1.	2017-18				
2.	2018-19				
3.	2019-20				

Note: Please enclose auditor's certificate in support of your claim.

Date:
Place:

Signature & Seal of the CA Firm

ICAI Registration No:
Region code no:

Additional Information

1. List all enclosures related to the previous sanctions/ work experience financial year wise (copy of work order & completion report).

Sl. no	Financial year	Description	Amount	Number of trainees	Remarks (pl specify whether trainees from Manipur/ North East/ Rest of India)

2. Number of trainees placed after skill training during the last 3 financial years (copy of the signed copy of the record of placement).

Sl. no	Financial year	Total number of trainees	Number of trainees placed	Percentage
i.	2017-18			
ii.	2018-19			
iii.	2019-20			

3. Additional information to support the eligibility of the organization/ firm/ agency. (Not more than 2pages).

Signature of the applicant

Full name of the applicant

Stamp & Date

Declaration

We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document produced by us.

We also understand that Directorate for Welfare of OBCs & SCs, Manipur shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us.

We hereby confirm that we are interested in competing for the services to conduct the training programmes on the following:

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization and should be sealed and signed by an authorized signatory of the organization.

NSQF ALLIGNED SKILL DEVELOPMENT COURSES							
TRADES	Sl.no	SECTOR SKILL COUNCIL	COURSES/JOB ROLE/QO	QP/Course Code	NSQF Level	Training Hours	Training Duration (4 Hrs Per Day)
IT/ITES/ BANKING	1	IT-ITeS Sector Skill Council	Domestic Data entry Operator	SSC/Q2212	4	400	100
	2	BFSI Sector Skill Council of India	Accounts Executive Version - 2	BSC/Q0901	4	350	87.5
	3	BFSI Sector Skill Council of India	Goods & Services Tax (GST) Accounts Assistant	BSC/Q0910	4	100	25
BEAUTY & WELLNES (PERSONAL CARE)	4	Beauty & Wellness Sector Skill Council	Assistant Beauty Therapist (Version 2)	BWS/Q0101	3	350	87.5
	5	Beauty & Wellness Sector Skill Council	Assistant Hair Stylist (Version 2)	BWS/Q0201	3	300	75
	6	Beauty & Wellness Sector Skill Council	Bridal Fashion and Photographic Makeup Artist	BWS/Q0301	5	500	125
BAMBOO	7	Handicrafts and Carpet Sector Skill Council	Bamboo Basket Maker	HCS/Q8704	3	240	60
MOBILE REPAIRING	8	Electronics Sector Skills Council of India	Mobile Phone Hardware Repair Technician	ELE/Q8104	4	360	90
FOOD PROCESSING	9	Food Industry Capacity & Skill Initiative	Pickle Making Technician	FIC/Q0102	4	240	60
CARPENTRY	10	Furniture & Fittings Skill Council	Lead Carpenter-Wooden Furniture (Option: Lock Installer)	FFS/Q0104	4	308	77
	11	Furniture & Fittings Skill Council	Lead Furniture Maker - Bamboo Version 2	FFS/Q4102	4	260	65
HANDLOOM	12	Textile Sector Skill Council	Hank dyer	TSC/Q7201	4	300	75
	13	Textile Sector Skill Council	Two shaft Handloom Weaver	TSC/Q7303	4	300	75
AGRI SECTOR	14	Agriculture Skill Council of India	Organic Grower	AGR/Q1201	4	200	50
	15	Agriculture Skill Council of India	Dairy Farmer/ Entrepreneur	AGR/Q4101	4	200	50
	16	Agriculture Skill Council of India	Aquaculture technician	AGR/Q4903	5	200	50

-----LETTER HEAD OF THE BIDDER/FRIM-----

Bid Securing Declaration Form

Tender No: 2/F(CSS)/SCA/T(Fishery)/OBC&SC-2020 dated 07/04/2021

To

The Director,
Directorate for Welfare of OBCs & SCs, Manipur
1st Floor, South Block, Secured Office Complex,
North AOC, Imphal

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from that date of notification, if I am/ We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/ modified/ amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/ our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on day of (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

FORMAT- 10

NSQF ALLIGNED SKILL DEVELOPMENT COURSES					
TRADES	Sl. no.	SECTOR SKILL COUNCIL	COURSES/JOB ROLE/QO	QP/Course Code	Whether participating in the Trade/Course (Yes/No)
IT/ITES/ BANKING	1	IT-ITeS Sector Skill Council	Domestic Data entry Operator	SSC/Q2212	
	2	BFSI Sector Skill Council of India	Accounts Executive Version - 2	BSC/Q0901	
	3	BFSI Sector Skill Council of India	Goods & Services Tax (GST) Accounts Assistant	BSC/Q0910	
BEAUTY & WELLNES (PERSONAL CARE)	4	Beauty & Wellness Sector Skill Council	Assistant Beauty Therapist (Version 2)	BWS/Q0101	
	5	Beauty & Wellness Sector Skill Council	Assistant Hair Stylist (Version 2)	BWS/Q0201	
	6	Beauty & Wellness Sector Skill Council	Bridal Fashion and Photographic Makeup Artist	BWS/Q0301	
BAMBOO	7	Handicrafts and Carpet Sector Skill Council	Bamboo Basket Maker	HCS/Q8704	
MOBILE REPAIRING	8	Electronics Sector Skills Council of India	Mobile Phone Hardware Repair Technician	ELE/Q8104	
FOOD PROCESSING	9	Food Industry Capacity & Skill Initiative	Pickle Making Technician	FIC/Q0102	
CARPENTRY	10	Furniture & Fittings Skill Council	Lead Carpenter-Wooden Furniture (Option: Lock Installer)	FFS/Q0104	
	11	Furniture & Fittings Skill Council	Lead Furniture Maker - Bamboo Version 2	FFS/Q4102	
HANDLOOM	12	Textile Sector Skill Council	Hank dyer	TSC/Q7201	
	13	Textile Sector Skill Council	Two shaft Handloom Weaver	TSC/Q7303	
AGRI SECTOR	14	Agriculture Skill Council of India	Organic Grower	AGR/Q1201	
	15	Agriculture Skill Council of India	Dairy Farmer/ Entrepreneur	AGR/Q4101	
	16	Agriculture Skill Council of India	Aquaculture technician	AGR/Q4903	