



कार्यालय वन मण्डलाधिकारी दक्षिण वनमण्डल पन्ना (म.प्र.)

Office - 07732 - 252016 , E-mail - dfotspanna@mp.gov.in,

क्रमांक/व्यय/2024-25/147
प्रति,

पन्ना दिनांक 28/01/2025

संचालक
सूचना एवं प्रकाशन (बाण गंगा)
मध्य प्रदेश भोपाल

विषय :- वर्ष 2024-25 में वनमण्डल दक्षिण पन्ना अंतर्गत ग्रीन इंडिया मिशन के तहत कौशल विकास प्रशिक्षण हेतु प्रस्ताव आमंत्रण की सूचना का प्रकाशन।

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दक्षिण वनमण्डल पन्ना के अन्तर्गत वर्ष 2024-25 में ग्रीन इंडिया मिशन में संलग्न ग्रामों में ग्रामीणों के कौशल विकास के प्रशिक्षण हेतु प्रशिक्षण संस्थाओं के प्रस्ताव आमंत्रण हेतु ई-निविदा का आयोजन किया गया है। जिसका प्रारूप ऑनलाईन अपलोड किया जा रहा है। कृपया उक्त ई-निविदा की सूचना का प्रकाशन कम से कम एक राष्ट्रीय स्तर एवं दो राज्य स्तरीय प्रमुख समाचार पत्रों में तीन दिवस में प्रकाशित करवाया जाकर प्रकाशित समाचार पत्रों की एक प्रति इस कार्यालय में भेजने का कष्ट करें।

संलग्न:- निविदा सूचना का प्रारूप।

(अनुपम शर्मा)

वन मण्डलाधिकारी
दक्षिण वनमण्डल पन्ना (म.प्र.)

क्रमांक/व्यय/2024-25/148

प्रतिलिपि -

- अपर प्रधान मुख्य वन संरक्षक (सूचना एवं प्रौद्योगिकी) म.प्र. वन भवन, तुलसी नगर भोपाल की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु सम्प्रेषित।
- मुख्य वनसंरक्षक छतरपुर वृत्त छतरपुर की ओर सूचनार्थ सम्प्रेषित।
- समस्त उप वनमण्डलाधिकारी एवं वन परिक्षेत्राधिकारी दक्षिण पन्ना की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित।

संलग्न:- निविदा सूचना का प्रारूप।

वन मण्डलाधिकारी
दक्षिण वनमण्डल पन्ना (म.प्र.)

पन्ना दिनांक 28/01/2025



कार्यालय वन मण्डलाधिकारी दक्षिण वनमण्डल पन्ना (म.प्र.)

अल्पकालिक ई-निविदा आमंत्रण सूचना

सर्वसाधारण को सूचित किया जाता है कि अधोहस्ताक्षरकर्ता के कार्यालय के अंतर्गत वर्ष 2024-25 में वनमण्डल दक्षिण पन्ना के परिक्षेत्र सलेहा, कल्दा, शाहनगर, पवई, मोहन्द्रा अंतर्गत ग्रीन इंडिया मिशन में संलग्न ग्रामों के ग्रामीणों के कौशल विकास के प्रशिक्षण हेतु प्रशिक्षण संस्थाओं से प्रस्ताव आमंत्रण हेतु अल्पकालिक ई-निविदा आमंत्रित की जाती है। निविदा दस्तावेज/प्रारूप/शर्तों का क्रय मध्यप्रदेश ऑनलाईन निविदा प्रणाली की वेबसाइट www.mptenders.gov.in से दिनांक 28.01.2025 समय 06:00 PM से दिनांक 11.02.2025 को समय 06:00 PM तक ऑनलाईन क्रय किये जाकर निविदा में भाग लिया जा सकता है।

क्रमांक	विवरण	
1	निविदा प्रपत्र की उपलब्धता	www.mptenders.gov.in
2	Document Sale Start	28.01.2025
3	Bid Submission Start	28.01.2025
4	Bid Submission End	11.02.2025
5	Technical Bid Opening	12.02.2025

(आदेशानुसार)
वन मण्डलाधिकारी
दक्षिण वनमण्डल पन्ना (म.प्र.)

**Request for Proposal (RFP) for
Empanelment of Skill Training Providers
(STPs) for
Skill Training Program under
GIM in South Panna Forest**

Division



सत्यमेव जयते

Green India Mission

South Panna Forest Division

Government of MP,
Panna, Madhya
Pradesh

PROPOSAL SUBMISSION DUE BY: [11/02/2025], 06:00 PM]

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RFP Summary

RFP: GIM	Proposal Submission Due By: 11/02/2025, 05:00 pm www.mptenders.gov.in
Purpose of RFP: <p>The purpose of this RFP is to seek participation of eligible organizations in the Employment through Livelihood Improvement Activities Component of Green India Mission (GIM) program of the Government of India, and to this end, empanel such organizations as Skill Training Providers (STPs) to organize skill training and placement program in villages falling within watershed of GIM as per the TOR given in this RFP document.</p>	
Project Overview: <p>The Employment through Livelihood Improvement Activities Component under GIM is designed to provide skills to the unskilled people living in the vicinity of forest as well as to upgrade their existing skills. The program will provide for skill training of the people living in the vicinity of forest to enable them setting up self-employment ventures and for salaried jobs in the private sector. The GIM Program intends to improve the livelihood opportunities for people living in the vicinity of forest, so that pressure on forest reduces and in turn results in improvement of green cover.</p>	
Project Objectives: <ul style="list-style-type: none">• to improve the livelihood opportunities for people living in the vicinity of forest, so that pressure on forest reduces and in turn results in improvement of green cover• To provide an asset to the people living in the vicinity of forest in the form of skills for sustainable livelihood.• To increase the income of people living in the vicinity of forest through structured, market- oriented certified courses that can provide salaried employment and / or self-employment opportunities which will eventually lead to better living standards, alleviation of poverty on a sustainable basis and reduce dependence on forest.	
Training Targets: <ul style="list-style-type: none">• Target- Around 1000 individuals	
Period of Empanelment: 3 years	
Scope of Work: <p>To train and place / self-employe around 1000 eligible candidates from amongst the people living in the vicinity of forest in South Panna Forest Division of the state of Madhya Pradesh by the end of the financial year 2024-25.</p>	

Current Roadblocks and Barriers to Success

- Candidate Mobilization
- Candidate Placement
- Candidate Post Placement Tracking

Evaluation Criteria

- * Experience: Years of Registration & Skill Development Training as per NSQF
- * Financial health of organization: average annual turnover
- * Training Performance: Number of candidates trained
- * Training Outcomes: Number of Placements, Placement percentage, Average monthly income of trainees
- * Tie-ups with Companies
- * Diversity of Skill Development Courses offered / conducted
- * Technical Presentation

The bids (upto 5) having the highest technical bid score will be selected for the project.

Submission Requirements

- Original copy of the Proposal complete in all respects, including the required fee, to be submitted online only at www.mptenders.gov.in
- Documentary proof for the Essential Eligibility Criteria as mentioned in RFP.
- Documentary proof for the Technical Evaluation Criteria as mentioned in RFP.
- An EMD (Earnest Money Deposit) of Rs 50000/-
- Declaration that a performance Bank Guarantee will be submitted by the RFP applicant at the time of signing of MoU amounting to 3% of the total project cost in case his/her organization is selected for empanelment.

Source of the availability of RFP Document

www.mptenders.gov.in

Mode of Submission of RFP

Online (at www.mptenders.gov.in)

EMD (Earnest Money Deposit): Rs 50000/- (Rs Fifty thousand only)

Performance Guarantee Value: 3% of the total project cost

Mode of Payment

All payments with regard to RFP submission have to be made online through www.mptenders.gov.in portal.

Pre-Submission Queries (Please email your queries within 7 days from the date of publication of RFP to dfotspanna@mp.gov.in)

SN	Name of Organization	Contact Mobile No.	email	Query	Section No.	Page No.
1.						
2.						
3.						
4.						

Important Dates

SN	Milestone	Date	Time
1.	Issue of RFP	28/01/2025	06:00 PM
2.	Last date for the Submission of Queries by email Only	02/02/2025	12:00 PM
3.	Date of Publication of Pre-Bid queries responses	03/02/2025	05:00 PM
4.	Proposal Submission starts on	04/02/2025	10:00 AM
5.	Last Date of Submission of RFP	11/02/2025	06:00 PM

List of Abbreviation

1.	CNN	Common Cost Norm
2.	CTC	Cost to Company
3.	GIM	Green India Mission
4.	FY	Financial Year
5.	GoMP	Government of Madhya Pradesh
6.	MoU/ MOU	Memorandum of Understanding
7.	MP	Madhya Pradesh
8.	NSDC	National Skill Development Corporation
9.	NSQF	National Skill Qualification Framework
10.	PwD	People with Disability
11.	RFP	Request for Proposal
12.	SPOC	Single Point of Contact
13.	SSC	Sector Skill Council
14.	STP	Skill Training Provider
15.	TOR	Terms of Reference
16.	SDO	Sub-Divisional Officer

Disclaimer

1. South Panna Forest Division reserves the right to change /modify/alter/amend any or all the provisions of this Request for Proposal (RFP).
2. South Panna Forest Division shall have no liability for non-receipt of any communication from the RFP applicant to South Panna Forest Division and vice-versa due to any technical delay or otherwise.
3. The issue of this RFP does not imply that the South Panna Forest Division is bound to select and shortlist the RFP applicant for Empanelment or award of work to the empaneled STPs, as the case may be, for the Program.
4. Selected organizations will be empaneled for 3 years; however, work-order will be issued/executed on yearly basis. Therefore, performance of the empaneled organizations will be a key factor in being able to remain empaneled till the end of the empanelment period. Any organization lacking in performance will be de-empaneled forthwith. Criteria of performance mentioned here will be target achievement and adherence to the project stipulations and quality standards as prescribed in the RFP document.
5. Empanelment of Skill Training Providers will be based purely on technical evaluation as per the criteria set in the RFP document and the information provided by the interested parties in their proposal.

**Divisional Forest Officer
South Panna Forest
Division
Government of Madhya Pradesh, Panna**

Date:

Place:

Details of RFP

1. Eligible Organizations

For this RFP, following organizations are eligible to apply (**Essential Eligibility Criteria**)-

- 1.1 Any Registered private sector training organization /government or quasi/ deemed /semi government organization, PSU under Government of India / State or institute capable of conducting skill training.
- 1.2 An organization, **registered for minimum 5 years.**
- 1.3 NSDC Affiliated
- 1.4 The organization must have work experience in Madhya Pradesh anytime in last 3 Financial Years and should also have at least one skill development training Completion Letter Issued by any state Govt. Department of Madhya Pradesh.
- 1.5 Blacklisted organizations across the nation or those not meeting the above criteria will be ineligible to apply. To apply in Consortium is also not allowed.

2. Period of Empanelment

- 2.1 Selected organizations will be empaneled for 3 years
- 2.2 However, work-order will be issued/executed on yearly basis and non-performing/defaulting STPs will be de-empaneled at the earliest incidence of non-performance/default.

3. Scope of Work and Deliverables

- 3.1 To train around 1000 eligible candidates from amongst the people living in the vicinity of forest and from villages / places under GIM watersheds by the end of the financial year 2024-25.
- 3.2 The work of an STP would include mobilizing and registering eligible candidates from amongst the people living in the vicinity of forest and from villages under GIM watersheds for Livelihood Improvement Activities Component of GIM, setting up/ running training centers in the allotted villages/places, organizing skill training program against the physical target of training as given in the work-order/ MoU post empanelment, organizing internal and third-party assessment and certification of the trainees any assessment agency approved by respective SSC/NSDC, the certificate must be issued by SSC/NSDC. arranging trainee placement in wage-based jobs or self-employment. Training of fresh entrants can be residential or non-residential depending upon the field requirement and the operational capability of the STP. However, prior intimation to and permission of South Panna Forest Division will be necessary in this regard.

4. Prospective Skill Training Sectors: (Maximum 2 batches for each)

Mobile Repair,
Gond-Painting,
Organic Farming of Nutri-cereals,
Mushroom Cultivation,
Paper mache and Paper Carft
Hospitality: Receptionist & Room Attendant,
Chef/Cooking: Multi-cuisine including Bundeli traditional food,
Beauty Parlour/Salon,
Ayurvedic Massage & Therapies,
Herbal Soap, Shampoo, Oil, Cream making,
Graphics Designing for Banners, Posters, Flyers, Cards,
Website & App Development,
Computer Operator: Typing, MS Office,
Vehicle Repair,
Bamboo or Lantana furniture Making

5. Target achievement Schedule/ Timeframe

- 5.1 The skill training by the STPs would be done in batches of minimum 20 and maximum 50 candidates. Duration and the number of hours of training would depend upon SSC guidelines for a particular trade of the training, which should not however be less than 200 hours. This will mean that skill training of no such trade can be organized in this project of which SSC prescribed number of hours of training is less than 200.

6. Evaluation Criteria for Technical Evaluation and award of work

6.1 Criteria

Evaluation of the proposals meeting eligibility criteria as mentioned in section 1 will be done by a selection committee based on the following criteria-

- * Experience: Years of Registration & Skill Development Training as per NSQF
- * Financial health of organization: average annual turnover
- * Training Performance: Number of candidates trained
- * Training Outcomes: Number of Placements, Placement percentage, Average monthly income of trainees
- * Tie-ups with Companies
- * Diversity of Skill Development Courses offered / conducted
- * Technical Presentation

The bids (upto 5) having the highest technical bid score will be selected for the project.

6.2 Methodology for Technical Evaluation of Proposals

SN	Evaluation Criteria	Obtainable Marks	Benchmarks	Documentary Proof
A				
1.	Experience: Years of Registration & Skill Development Training as per NSQF	10	1 point for each year, upto max 10 points	Registration certificate / COI, Any proof of trainings
2.	Financial health of organization: average annual turnover in last 3 FY	10	0.5 point for every 10 lakh, upto max 10 points	CA certificate with UDIN
3.	Training Performance of the Organization: Number of candidates trained in last 5 Years	10	0.1 point for every 100 trainees (or 1 point for every 1000 trainees), upto max 10 points	Copy of Work Order/Contract/Agreement/relevant document in which the no. of the trained candidates clearly mention.
4.1	Training Outcomes: Number of Placements in last 5 years	20	0.2 point for every 100 trainees (or 1 point for every 500 trainees), upto max 20 points. Include self-employed also if earning >10k per month	Any valid supporting document or proof required
4.2	Training Outcomes: Placement percentage in last 5 years	10	0.1 point for every 1% (or, 1 point for each 10%), max 10 points	Any valid supporting document or proof required
4.3	Training Outcomes: Average monthly income of trainees placed or self-employed in last few years	10	0.5 point for every Rs.1000 (or, 1 point for every Rs.2000), max 10 points	Any valid supporting document or proof required
5.	Tie-ups with Companies: Number of Companies in which trainees placed in last 5 years	10	1 point per company, max 10 points	Any valid supporting document or proof required
6.	Diversity of Skill Development Courses offered / conducted in last 5 years	10	1 points for each different course, upto max 10 points	Any valid supporting document or proof required
	TOTAL	90		
B.	Technical Presentation	10	Marking by a committee out of 10 points	Proposed project execution plan along with details of Organization.
	TOTAL	100		

- **Minimum 50 marks will be needed to qualify the Technical Presentation Round.**

7. Cost and Payment Norms

7.1 The base cost for training will be as follows:

Category 1-

Rs.49.00/hour

Category 2-

Rs.42.00/hour

Category 3-

Rs.35.10/hour

Please refer to govt. of India Gazetted notification for the list of trades as per the above cost categories.

7.2 The hourly rates shall be inclusive of cost components such as:

- 1) Mobilization of candidates
- 2) Post-placement tracking/monitoring
- 3) Curriculum
- 4) Placement expenses
- 5) Trainers' training
- 6) Equipment
- 7) Amortization of Infrastructure costs/ Utilities
- 8) Teaching Aid
- 9) Raw material
- 10) Salary of trainers

7.3 **Third Party Certification & Assessment Costs-** To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to any assessment agency approved by respective SSC/NSDC, the certificate must be issued by SSC/NSDC. conducting assessments and certifications. The assessment cost shall be included in the training cost it self and to be paid by the empaneled Training Partner, no additional assessment cost will be provided by the South Panna Forest Division.

7.4 Schedule of Release of Payment:

a) The release of payment to STPs will be batch-wise and as per the table given below.

Instalment and % of cost	Output parameter
1st instalment: 30%	On commencement of training batch against validated nt Candidates
2nd Instalment: 50%	On successful certification of the trainees
3rd Instalment: 20%	On 70% verified employment.

The above payment schedule is subject to the following:

- It is applicable only for fresh training.
- The second tranche of 50% will be calculated on the basis of total cumulative 80% payment candidates actually certified.
- The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of the dropouts will be adjusted in next tranche.

8. Proposal Submission Requirements

The proposal will require the following at the time of its submission in soft copy-

- 8.1 Original copy of the Proposal completes in all respects, including the required fee, to be submitted online only at www.mptenders.gov.in
- 8.2 Documentary proof for the Essential Eligibility Criteria as mentioned in RFP.
- 8.3 Documentary proof for the Technical Evaluation Criteria as mentioned in RFP.
- 8.4 An EMD (Earnest Money Deposit) of Rs 50,000/- (Rs Fifty thousand only)
- 8.5 Declaration that a performance Bank Guarantee will be submitted by the RFP applicant at the time of signing of MoU amounting to 3% of the total project cost in case his/her organization is selected for empanelment.

9. Pre-Submission Queries and Clarification

- 9.1 Prospective applicants requiring any technical clarification related to the RFP documents should email to the division office for their queries & clarifications before submission of RFP.
- 9.2 The queries should be emailed to the division in advance in the following format latest by 02/02/2025 by 12:00 pm.

SN	Name of Organization	Contact Mobile No.	Email	Query	Section No.	Page No.

10. Terms of Reference (TOR)

The scope of work as mentioned in section 3 of this RFP would be governed by the following terms and conditions.

10.1 Training Methodology

- a. Training for fresh entrants will be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute or as specifically approved by the Ministry. However, for any course beyond 200 hours of duration, exact number of training duration hours will be as per SSC guidelines.
- b. The maximum and minimum number of hours of training permissible per day is 8 hours and 4 hours respectively. In case of residential training, however, 8 hours training per day is mandatory.
- c. In case of reskilling or skill up-gradation of persons already engaged in an occupation, trainings will be of a minimum duration of 16 hours including practical and/or on the job training, depending on the number of NOSs being covered.
- d. Soft skills (which would include computer literacy, language, and workplace interpersonal skills relevant for the sector/trade) are integral part of the Qualification Packs under NSQF.
- e. Additionally, inputs should also be given on financial literacy (savings, credit, subsidy, remittance, insurance, and pension) and entitlements of poor under other Central/State schemes for social benefits and poverty alleviation.
- f. All training centers to have training staff, and training and IT infrastructure as per SSC guidelines for a specific course.
- g. All training centers should have proper record of daily Attendance and shall submit it to the department on a monthly basis.
- h. The STP shall at all times maintain proper documentation at the training center of all processes associated with the training and placement program such as inception report, placements report, post placements report, staff & trainees' attendance report, visitors register, etc. and make the same available for inspection and verification by the client.
- i. The forest department functionaries will be inspecting training centers during the batch period and the information will be collected in a prescribed proforma containing various parameters such as quality of training, infrastructure, faculty, attendance, environment etc. A log of such inspections shall be maintained for each training course by the STP and the client both.

10.2 Course Curriculum

All Skill Development courses offered must conform to the National Skills Qualification Framework (NSQF)/SSC. All STPs would need to comply with this requirement of the NSQF, failure to do which would lead to their de-listing by the empaneling/approving authority.

10.3 Candidate Eligibility and Selection

The candidates selected for training under GIM should be from the villages/places falling under GIM watersheds only.

10.4 Candidate Assessment & Certification

- a. Assessment Agency will conduct assessment of all the trained candidates with a minimum attendance of 70% at the end of the training period. The STP shall comply

with all the certification norms and should work in coordination with certifying agency during assessment.

- b. The STP should approach assessment agency and follow the procedure established by them to conduct candidate assessment and obtain NSQF compliant certificates for candidates successfully trained under GIM.
- c. Each candidate undertaking training under GIM should be awarded a certificate issued by SSC/NSDC.
- d. STPs will be responsible for re-training and re-assessing if any candidate fails in assessment and the cost of retraining/ re-assessing the unsuccessful candidates shall be borne by the STP.

10.5 Training Outcome

It is important that the skill training programs by STPs result into tangible outcomes as envisaged. Outcomes of skill training of fresh candidates must include the following:

- a. Employment (both wage employment and self-employment) on an annual basis of at least 70% of the successfully certified trainees within two months of completion of training, with at least 50% of the trainees passing out being placed in wage employment or self-employment.
- b. In case of wage employment, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of two months, with not more than a 10-day break, from the date of placement in the same or a higher level with the same or any other employer.
- c. For the purpose of wage employment, enrolment of candidates for apprenticeship and Work permit (work visa) for overseas employment would also be treated as proof of employment. In case the employer pays minimum wages in terms of Cost to Company (CTC), at least 80% of CTC should comprise cash in hand, of the candidate.

In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise self-declaration or becoming a member of a producer group or proof of additional earnings or securing a relevant enterprise development loan or any other suitable and verifiable document, showing an income as per minimum wages approved by Govt. of India. or any verifiable proof of self-employment.

10.6 Support & Handholding

- a. **Micro-enterprise:** For candidates interested in setting up micro-enterprises, the STPs shall be responsible to assist in setting-up the micro enterprise within 3 months of successful completion of the training. The STPs shall provide support for proposal

writing, ensure credit from banks, provide support for availing subsidy to candidates regarding any of the micro- enterprise development schemes such as SEP component under Prime Minister's Employment Generation Programme (PMEGP) under Ministry of Micro, Small and Medium Enterprises (MoMSME), Cluster Development Schemes under MoMSME or any other such scheme.

10.7 Reporting

The STP shall have the responsibility of regular reporting on progress of training, placement, and micro-enterprise establishment to the South Panna Forest Division on a regular basis as per in the format provided by South Panna Forest Division from time to time.

10.8 Role and Responsibilities of STPs

- a. Undertaking market scanning to assess employment potential and tying-up for Placements in reputed Industries prior to starting the batches to be trained. It should only start the course, when forward linkages for placement up to 70 % of batch strength are ensured.
- b. Imparting domain and soft skill training in the identified employment sector as per the agreement.
- c. Ensuring the quality in the training as per the NSQF level standards and specifications with minimum quantifiable guaranteed skills as per the course delivered.
- d. Undertaking regular candidate assessment during training and updating the same to the South Panna Forest Division.
- e. Coordinating with potential employers and industrial networks for candidate placement.
- f. Providing placements to all the trained candidates.
- g. Maintaining candidate placement records such as appointment letter, salary-slip, etc. and submit to South Panna Forest Division.
- h. Organizing extracurricular activities for wholesome personality development of trainees after the daily training hours.
- i. To carry out any other task as assigned by South Panna Forest Division from time to time.

10.9 Role and Responsibilities of the Forest Department

- a. To identify and counsel suitable unemployed youths based on their qualification, aspirations, mobility, skill gap etc. and provide the list of suitable candidates to STPs. Candidate Mobilization is STP work.
- b. To release payments on completion of training.

- c. To appoint a nodal officer to supervise the training and other project activities on day to day basis.
- d. To monitor and assess quality of training.

10.10 Penalty/Termination Clause:

General:

- a) In case of non-performance, non-compliance, deficiency in quality of services, subletting/ training-in-franchise mode, or any deliberate breach of contract by the STP at any point of association, the South Panna Forest Division will have the right to cancel the empanelment, or the contract, or both forthwith and if necessary, the South Panna Forest Division may also take punitive action against the STP as per law of contract.
- b) In normal condition during the implementation period, other than breach of contract and where no liabilities remain due, both parties can terminate the contract in case they do not wish to continue association by giving three months' prior notice in writing. In this case the contract may also be ended earlier than 3 months if both the parties agree to do so.

Earnest Money Deposit:

- a) If the RFP applicant has participated in the selection process and deposited the EMD amount, EMD will be refundable only after signing of MOU. In case Bidder has been selected for empanelment but refuses to Sign the MOU, in that case the EMD will be forfeited in full.
- b) EMD of unsuccessful Bidders will be refunded within 30 days of the publication of the final list of Empaneled STPs declared by the South Panna Forest Division.

Performance Guarantee:

- a) Empaneled STP will submit the specified amount of Performance Guarantee along with the MOU Agreement. Post MoU If the empaneled STP has been allotted the target by the South Panna Forest Division, but the STP fails to start the training batches within the stipulated time, then the South Panna Forest Division can forfeit the Performance Guarantee of the Empaneled STP.
- b) After successful completion of training BG will be return to STP.

Anti-corruption Measure

- a) Any effort by RFP Applicant(s) to influence the forest personnel in the evaluation and ranking of technical Proposals, and recommendation for award of Contract, shall result in the rejection of the Proposal
- b) A recommendation for award of Contract shall be rejected if it is determined that the recommended applicant has directly, or through an agent, engaged in corrupt,

fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases South Panna Forest Division shall blacklist the applicant either indefinitely or for a stated period, disqualifying it from participating in any future RFP of the department.

11. Contact Information

For questions or concerns connected to this RFP, we can be reached at:

South Panna Forest Division	dfotspanna@mp.gov.in
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12. Checklist of Documents/ Attachments		
Particulars/Details of documents	From Page no.	To Page No.
Covering Letter (Annexure-I)		
Basic Details of the Applying Organization (Annexure-II)		
Certificate of Registration of the Organization		
Articles of Incorporation/ Memorandum of Association/ Trust Deed		
Copy of Permanent Account Number (PAN)		
Copy of Goods and Services Tax (GST) Registration		
Copy of Valid NSDC Certificate		
Turnover Certificate (Annexure-III)		
Audited account statement/P&L/Income statement/balance sheet signed by an independent financial auditor for FY 2021-22, 2022-23, 2023-24		
Annexure-IV (copy of Work Order/Contract/Agreement/relevant document in which the no. of the trained candidates clearly mention.)		
Annexure-V (copy of Valid supporting documents / Portal Screen Shots in which the no. of the placed candidates clearly mention.)		
Annexure-VI (The copy of completion certificates issued (at least one month before the date of Publication RFP) by the state Govt. of Madhya Pradesh)		
Annexure-VII (Self-affidavit for non-blacklisting on non-judicial stamp paper of Rs.100/- duly Notarized.		

13. Proposal Submission Format

Annexure I

COVERING LETTER

(On the letter head of the Organization)

[Location, Date]

To: [Name and address of

Client] Dear Sir or Madam

I, the undersigned, offer to provide the Skill Training Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. I am hereby submitting this proposal sealed under a separate envelope. I hereby declare that I have read the Instructions to the STPs as given in the RFP. I hereby declare that all the information and statements made in this proposal are true to the best of my knowledge and belief, and accept that any misleading information contained in it may lead to our disqualification.

I undertake, if our Proposal is accepted, to initiate the Skill Training Services related to this assignment not later than the date indicated in the Data Sheet. I, however, understand that you are not bound to accept any proposal you receive.

I hereby declare and solemnly affirm that we as an organization or in any respect have not been debarred or blacklisted by any central or state government agency.

I hereby also declare that at no point of our association with the project, subletting or training work in-franchise mode will be attempted at by us and in case we are found guilty, necessary action may be taken against us by you at the earliest.

I am submitting the RFP for the following Training courses-

SN	Trainin g Course
1.	
2.	
3.	
4.	
5.	

Yours faithfully,
Authorized Signature [In full and initials]: Name and Title of Signatory:
Name of Organization/Agency:
Address:

Annexure II

Basic Details of the Applying Organization

(On the letter head of the Organization)

S.N.	Particular	Details
1.	Organization Name	
2.	Address of registered office with pin code	
4.	Phone/ mobile no.	
5.	Organization's email ID	
6.	Organization's website	
7.	Name of authorized representative	
8.	Designation	
9.	Mobile No	
10.	Email Id	
11.	Organization Type (Registered private sector training organization /government or quasi/deemed /semi government organization, PSU under Government of India / State or institute capable of conducting skill training)	
12.	Registration/ Incorporation Number	
13.	Act under which organization is registered	
14.	Date of registration/ incorporation	
15.	Place of registration/ incorporation	
16.	Permanent Account Number (PAN)	
17.	Goods and Services Tax (GST) registration details	
18.	NSDC Affiliation certificate No.	

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organization/Agency:

Address:

Annexure III

Turnover Certificate
(On the letter head of Chartered Accountant)

We/I have verified the Audited Financial Statements and other relevant records of M/s.....
and certify the following:

SN	Financial Year	Turnover (In lakhs)
		Total
1.	2021-22	
2.	2022-23	
3.	2023-24	
	Total	
	Average	

The M/s.....have a positive net worth of Rs. Lakhs as on 31st March, 2024

(Signature and Seal) Certified by
CA Membership No.- UDIN No.-

(On the letter head of the Organization)

This is to certify that (Name of the organization) have trained..... candidates during the financial year 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 through skill training. The details of the same areas mentioned below:

Year	Name of Project	Name of Client	Start Date	Completion Date/Ongoing	Approx. Project value	Name of Sector	No. of trainees trained
2019-20							
2020-21							
2021-22							
2022-23							
2023-24							
						TOTAL	

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organization/Agency:

Address:

Note: To be submitted copy of Work Order/Contract/Agreement/relevant document in which the no. of the trained candidates clearly mention.

Annexure V

(On the letter head of the Organization)

This is to certify that (Name of the organization) have placed candidates during the financial year 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 through skill training. The details of the same areas mentioned below:

Year	Name of Project	Name of Client	Start Date	Completion Date/Ongoing	Approx. Project value	Name of Sector	No. of trainees placed
2019-20							
2020-21							
2021-22							
2022-23							
2023-24							
						TOTAL	

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organization/Agency:

Address:

Note: To be submitted copy of Valid supporting documents / Portal Screen Shots in which the no. of the placed candidates clearly mention.

Annexure VI

(On the letter head of the Organization)

This is to certify that (Name of the organization) have successfully conducted and completed training projects under State Govt. Department in last 3 financial year 2021-22, 2022-23 and 2023-24.

The details of the same areas mentioned below:

Year	Name of Project	Name of the Madhya Pradesh State Govt. Department	Start Date	Completion Date	Completion Letter /certificate no. and date	Approx. Project value	Name of Sector	No. of trainees trained
2021-22								
2022-23								
2023-24								
							TOTAL	

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organization/Agency:

Address:

Important Note: The copy of completion certificates issued (at least one month before the date of Publication RFP) by the state Govt. of Madhya Pradesh has to be submitted along with this annexure.

Annexure VII

Self-Declaration of Non-Blacklisted/Bankrupted /Debarred Organization

(To be submit in prescribed format only on the non-judicial stamp paper of Rs.100/- duly Notarized)

TO WHOMSOEVER THIS MAY CONCERN

This is to certify that weregistered under..... (Name of the Act) vide registration no. and GSTIN do hereby declare and confirm that we have never been Blacklisted/Bankrupted/Debarred 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.

We further confirm that we are aware that our application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EoI at any stage of the Bidding Process or thereafter during the agreement period.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organization/Agency:

Address: