



**EXPRESSION OF INTEREST (EOI)  
FOR  
EMPANELMENT AS TRAINING PARTNER  
FOR  
COMPREHENSIVE SKILL TRAINING IN PRIORITY  
SECTORS UNDER SIKKIM INSPIRES PROGRAM**

**SKILL DEVELOPMENT DEPARTMENT  
GOVT. OF SIKKIM  
SOKAYTHANG GANGTOK DISTRICT  
SIKKIM INDIA**

**EOI No: SDD/Sikkim INSPIRES/2025/EOI-01**

**Dated: February 25, 2025**



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## Notice Inviting Proposals

Skill Development Department is undertaking the implementation of the Sikkim INSPIRES Program in mission mode with the target of training women and youth over the next two years (FY 2025-26 and FY 2026-27) in **Comprehensive skill training, which denotes Technical, Non-Cognitive and Cognitive Skills** in Priority Sectors, viz. **a) tourism & hospitality b) beauty & wellness, c) IT/ITeS, d) creative design** (including digital design, UI/UX, VFX, animation, digital art, graphic design, product design, traditional design - handicraft, handloom, etc.) **e) green jobs, and f) Child & elderly care.** The target will be achieved through private training providers, industries and government training providers willing to engage in skill development training for the State of Sikkim. This EOI is for empaneling training providers to train the candidates and facilitate their placement.

Proposals are invited from eligible training providers interested in partnering with the Skill Development Department, Government of Sikkim (SDD) for the said purpose. **The time period for receipt of proposals is from February 25, 2025 till March 19, 2025.**

The Expression of Interest (EOI) document is available at SDD's website: <https://sdd.sikkim.gov.in/>

Proposals may be sent to the undersigned at the below mentioned address (through courier / by hand):

**SECRETARY  
SKILL DEVELOPMENT DEPARTMENT  
GOVT. OF SIKKIM  
SHRAM BHAWAN  
SOKAYTHANG GANGTOK DISTRICT  
SIKKIM INDIA, PIN - 737 102**

**EOI Schedule/Timelines:**

SN	Activity	Date/Time
1.	Date of Publishing EOI documents	February 25, 2025 ( <a href="https://sdd.sikkim.gov.in/">https://sdd.sikkim.gov.in/</a> ).
2.	Last Date, Time for Pre-Proposal Queries Submission (Through e-mail ONLY)	March 03, 2025 up to 1500 Hrs. to <b>sdd.sikkiminspires@gmail.com</b>
3.	Date, Time of Pre- Proposal Meeting	March 04, 2025 at 1400 Hrs. (A Virtual Link will be given on the e-mail address provided by interested applicants in the pre-Proposal format. The Pre- Proposal meeting will be held through virtual mode.)
4.	Publishing of Pre-Proposal queries response	To be notified on the SDD website ( <a href="https://sdd.sikkim.gov.in/">https://sdd.sikkim.gov.in/</a> ).
5.	Last Date/Time and place for submission of Proposals	March 19, 2025 up to 1500 Hrs at Skill Development Department, Govt. of Sikkim, Shram Bhawan, Sokaythang, Gangtok District, Sikkim, India.
6.	Date & time for opening of Technical Proposal	March 20, 2025 post 1400 Hrs. at Conference Hall of Skill Development Department, Govt. of Sikkim, Shram Bhawan, Sokaythang, Gangtok District, Sikkim, India.

### Other Key Information

A	Name of the Client / Authority	Skill Development Department, Government of Sikkim
B	Document Intended for	Training Providers interested to implement comprehensive skill training for the women and youth of Sikkim
C	Address where proposals must be submitted	<b>Secretary</b> , Skill Development Department Govt. of Sikkim Sokaythang, Gangtok District Sikkim, India Pin 737102
D	EOI Processing Fee (non-refundable)  <i>(Only Government Training Providers are exempted from submission of Processing Fee)</i>	Rs. 5,000/- (Rupees Five Thousand only) in the form of a <b>Demand Draft</b> in favor of "Secretary, Skill Development Department, Government of Sikkim"
E	Earnest Money Deposit  <i>(Only Government Training Providers are exempted from submission of EMD)</i>	Rs. 2,00,000/- (Rupees Two Lakhs only) in the form of a <b>Fixed Deposit Receipt (FDR)</b> in favor of "Secretary, Skill Development Department, Government of Sikkim"

**Important Notes:**

1. SDD reserves the right to amend any or all conditions of this EOI Document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reasons.
2. Contact person for communication:  
Mr. Samdup Bhutia, SCS, Additional Secretary – cum – Nodal Officer, Sikkim INSPIRES Program, Skill Development Department, Govt. of Sikkim, Room No. 201, Shram Bhawan, Sokaythang, Gangtok - 737102. email: **sdd.sikkiminspires@gmail.com**
3. In case any applicant fails to submit the original Demand Draft for EOI Processing Fee (non-refundable) and the Fixed Deposit Receipt (FDR) for Earnest Money Deposit along with the Proposal, the Technical Proposal of the applicant shall not be opened. The Demand Draft (EOI processing fees) and FDR (Earnest Money Deposit) should be of any Scheduled Commercial Bank drawn in favor of Secretary, Skill Development Department, Government of Sikkim payable at Gangtok.

**Secretary  
Skill Development Department  
Government of Sikkim**



## DISCLAIMER

The information contained in this Expression of Interest (EOI) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Skill Development Department, Govt. of Sikkim (SDD) hereinafter referred to as Client, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided. This EOI is not an agreement and is neither an offer nor invitation by the Client to the prospective Applicants or any other person.

The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EOI may not be appropriate for all persons, and it is not possible for the Client, to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct his own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources. Information provided in this EOI to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Client makes no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Selection Process. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EOI. The Client may in his absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.

The issue of this EOI does not imply that the Client is bound to empanel one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the Program.

## Section A – Preface

### 1. Introduction to Skill Development Department, Government of Sikkim (SDD)

1.1. The Skill Development Department was established in the year 2015 through Government of Sikkim Notification No. 44/Home/2015 dated 21.09.2015. The Department undertakes various programs and schemes aimed at enhancing the overall skills of the youth and younger generation, thereby creating employment and entrepreneurship opportunities under the directions of the **Hon'ble Chief Minister of Sikkim**, who is also the Hon'ble Minister-in-Charge, of the SDD. The Department is located in Shram Bhawan, Sokaythang, Tadong.

#### 1.2. Aims and objectives

To develop an appropriate skill development framework by creating opportunities and avenues for the talented youth of Sikkim and to upgrade the existing sectors under the Skill Development Department.

- To bridge the skill gap between the demand and supply of skilled manpower through vocational and technical training, including skill upgrades and mapping existing skills with proper certifications.
- To raise awareness among unemployed youth and provide essential opportunities for school dropouts, particularly through apprenticeship programs.
- To establish industry-institute linkages and promote public-private partnerships with various industries that require skilled manpower.
- To coordinate with organizations and institutions both within the State and abroad.
- To formulate schemes and programs that facilitate the employment of Persons with Disabilities (PwD).
- To organize pilot projects aimed at improving access to and completion of skill training programs, thereby enhancing female labor force participation.

1.3. SDD is implementing skill training under the World Bank-supported Sikkim INSPIRES Program.

Sikkim INSPIRES (Integrated Service Provision and Innovation for Reviving Economies) is a comprehensive initiative by the Government of Sikkim, supported by the World Bank. Launched in 2024, the Program aims to enhance economic opportunities for women and youth in the State. It focuses on

providing short-term skills training, digital readiness, socio-emotional skills, and placement support in priority sectors. The Program also promotes entrepreneurship by offering financial, technical, and business development support, particularly for women-led and youth-led enterprises.

## 2. Architecture and Strategy for Program Implementation with respect to Skill Development

- 2.1. The Program would target to train and gainfully employ women and youth of Sikkim in non-farm sectors.
- 2.2. The priority sectors in which training would be imparted are **a) Tourism & Hospitality b) Beauty & Wellness, c) IT/ITeS, d) Creative Design** (to include digital design, UI/UX, VFX, animation, digital art, graphic design, product design, traditional design - handicraft, handloom, etc.) **e) Green Jobs, and f) Child & elderly care**. Further, new sectors may be added based on market demand in the future.
- 2.3. Training Partners empaneled by SDD will deliver Comprehensive Skill Training covering technical, non-cognitive and cognitive skills in priority sectors. Technical Skills refers to the practical knowledge and ability to perform specific tasks using specialized tools or software, often related to a particular field or job. Cognitive Skills refers to mental abilities used to process information, think critically, reason, learn, and solve problems. Non-Cognitive Skills refers to personal attributes and behaviors related to social interaction, motivation, emotional regulation, and interpersonal relationships.
- 2.4. Since the primary objective is to skill the youth in priority sectors, the SDD has formulated a four-pronged strategy for Training Partner empanelment and Program implementation:
  - a) **Category A:** Private Training Providers registered in Sikkim willing to implement skilling in Sikkim in the Priority Sectors as stated above.  
*Preference shall be given to Private Training Providers having valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors.*
  - b) **Category B:** Private Training Providers registered outside Sikkim willing to implement skilling within/outside Sikkim in the Priority Sectors as stated above.  
*Preference shall be given to Private Training Providers having valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors.*

- c) **Category C:** Industries willing to implement skilling within/outside Sikkim in any of the Priority Sectors under the Recruit – Train – Deploy (RTD) model<sup>1</sup>.
  - d) **Category D:** Government Training Providers from within and outside Sikkim willing to implement skilling in Sikkim in the Priority Sectors as stated above.
- 2.5. Empanelment will not guarantee award of targets / works. Targets will be awarded through final work order basis a due RFP process and only post readiness of Training Centres and availability of targets in such priority sectors.
- 2.6. SDD shall **continually monitor program performance as per the envisaged monitoring & evaluation framework**. The entire task of Programme Monitoring and Evaluation shall be completed manually or through an online Management Information System (MIS) that would be designed, developed and deployed by the SDD or as notified by SDD from time to time.

## Section B – General

### 3. General Provisions

- 3.1. Once the Training Providers are empaneled, they will be called Training Partners (TPs) of SDD. Such TPs shall not receive any income in connection with the engagement except as provided for in the Letter of Empanelment (LOE) and eventual Agreement. The TPs shall not engage in training activities that conflict with the interests of the SDD under the Agreement.
- 3.2. The TPs shall not charge the candidates for the training being conducted under any pretext.
- 3.3. Neither the TPs nor any of their affiliates shall be engaged for any assignment that, by its nature, may be in conflict with another assignment.
- 3.4. Relationship with Client's staff: For Private TPs (including their personnel) that have a business or family relationship with such member(s) of the Client's staff or its advisors, who are directly or indirectly involved in any part

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<sup>1</sup> As defined in the Process and Cost Norms issued by SDD

of; (i) the preparation of the EOI document, (ii) the empanelment process, or (iii) monitoring and evaluation of such programme; may not be awarded the Agreement unless it is established to the complete satisfaction of the Client, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the empanelment process and monitoring of TP's training.

- 3.5. The TPs shall not try to influence the third-party assessment in any way whatsoever, and shall duly inform the Client in advance in case an assigned assessor had a prior beneficial relationship with the TP.

#### **4. Unfair Competitive Advantage**

- 4.1. The Applicants or their Affiliates competing for empanelment shall not derive a competitive advantage from having provided related services to the SDD. To that end, the client shall make available to all the applicants, together with this EOI, all information that would in that respect give such applicants any unfair competitive advantage over competing applicants.

#### **5. Corrupt and Fraudulent Practices**

- 5.1. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this EOI, the Client shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Empanelment Process. In such an event, the Client shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit as damages payable to the Client for, inter alia, time, cost and effort of the Client, in regard to the EOI, including consideration and evaluation of such Applicant's Proposal.
- 5.2. Without prejudice to the rights of the Client under Clause 5.1 hereinabove, and the rights and remedies which the Client may have under the Letter of Authorization (LOA) or the Agreement, if an Applicant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Empanelment Process, or after the issue of the Letter of Empanelment or the execution of the Agreement, such an

Applicant shall not be eligible to participate in any tender or EOI issued by the Client during the assignment period from the date such Applicant is found by the Client to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

5.3. For the purposes of Clause 5.1. and 5.2., the following terms shall have the meaning hereinafter respectively assigned to them:

- a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Empanelment Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Empanelment Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Agreement, who at any time has been or is a legal, financial or Technical Consultant/ Adviser of the Client in relation to any matter concerning the Project;
- b) "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process.
- c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process.
- d) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and

- e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

5.4. This EOI is covered under World Bank “Guidelines on Preventing and Combating Fraud and Corruption in Program for Results Financing dated February 1, 2012, and revised on July 10, 2015 (<https://ppfdocuments.azureedge.net/3682.pdf>). Requirements under these guidelines include but are not limited to (a) the borrower’s obligation on informing the World Bank about all Fraud & Corruption related allegations and investigations, (b) the World Bank’s right to conduct administrative inquiries, and (c) Ineligibility of debarred firms for contract awards. The latest list of the Bank’s debarred firms is available <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>.

#### **6. Pre-Proposal Meeting:**

SDD shall receive and respond to Pre-Proposal queries of prospective applicants as per the scheduled date and time as mentioned in the above Table of EOI Schedule. The applicants are requested to send their consolidated queries to the e-mail address, as specifically mentioned in the above table, only once and within stipulated time as mentioned. Further queries sent by the applicants or queries sent at the last moment, may not be entertained. SDD will host a Pre- Proposal meeting as per the scheduled date and time as mentioned in the above table of “EOI schedule and timelines” in this EOI. SDD may incorporate any changes in the EOI based on acceptable suggestions received in Pre- Proposal queries. The decision of SDD regarding acceptability or rejection of any suggestion or modification requested, shall be final in this regard and shall not be called upon to question under any circumstances. The response to the queries shall be conveyed by way of hosting amendments/ clarifications on the website and no applicants would be intimated individually about the responses of SDD.

A Virtual Link will also be given on the e-mail address provided by interested applicants in the pre- Proposal format.

Interested Organizations may choose to join virtually. The purpose of the pre-Proposal meeting is to provide the prospective applicants with information regarding the business process of SDD, the EOI and the project requirements and to provide each interested organization with an opportunity to seek clarifications regarding any aspect of the EOI and the Project.



**Note: The queries should necessarily be submitted in the following format with editable file (in word or excel only):**

<b>Organization name:</b> .....			
<b>Name of the representative:</b> .....			
<b>Designation:</b> .....			
<b>e-mail Address:</b> .....			
<b>Sl. No.</b>	<b>EOI Document reference, Section and page No.</b>	<b>Content of EOI requiring clarification (s)</b>	<b>Points of clarification (s)</b>

## Section C – Preparation of Proposals

### 7. General Considerations

- 7.1 The Proposal may be submitted as per the formats enclosed in Annexure - B.
- 7.2 The Proposal shall comprise all the documents as listed in Annexure - B.
- 7.3 In preparing the Proposal, the Applicant is expected to examine the EOI in detail. Material deficiencies in providing the information requested in the EOI may result in rejection of the Proposal.
- 7.4 The Applicants shall bear all costs associated with the preparation and submission of its Proposal, and SDD shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. SDD is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the Empanelment, without thereby incurring any liability to the Applicant.
- 7.5 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Applicant and SDD, shall be written in English.
- 7.6 The Applicant shall include a statement of an undertaking of the Applicant to observe, in competing for and executing an Agreement, Indian laws against fraud and corruption (including bribery).



## 8. Proposal Validity

- 8.1 The Applicant's Proposal must remain valid for at least **180 days** after the Proposal submission deadline. A proposal valid for a shorter period shall be rejected by the Client as non-responsive proposal.
- 8.2 During this period, the Applicant shall maintain its original Proposal without any change.
- 8.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Applicants to extend the period of validity of their Proposals. The EMD shall also be extended for a corresponding period. An Applicant may refuse the request without forfeiture of its EMD. An Applicant granting the request shall not be required or permitted to modify its Proposal. The request and the responses shall be made in writing.

## 9. Sub-contracting or Franchising

- 9.1 Training Partners cannot sub-contract the conduct of training.
- 9.2 Training Partners cannot operate the training centres via a franchisee arrangement.
- 9.3 Joint Venture shall be allowed in the case of "Category A" Applicants only such that the Training Providers registered in the State of Sikkim are the Lead Partners. Details are provided in subsequent sections.

## 10. Earnest Money Deposit

- 10.1 Every applicant participating in the empanelment process must furnish the required earnest money deposit (EMD) as specified in the Notice Inviting Proposals (Rs. 2,00,000/-).
- 10.2 EMD of an applicant lying with SDD in respect of other proposals awaiting decision will not be adjusted towards EMD for the fresh proposals. The EMD originally deposited may, however, be taken into consideration in case proposals are re-invited.
- 10.3 The EMD must be deposited in the form of a **Fixed Deposit Receipt (FDR)** in favour of "Secretary, Skill Development Department" payable at "Gangtok".

- 10.4 The EMD shall be valid for the period of Proposal Validity period as mentioned in Clause 8.1.
- 10.5 The FDR for EMD must be non-transferable. The original FDR must be submitted along with the proposal documents. Copies of the FDR and the receipt should be retained by the Applicant Organization for their records.
- 10.6 Failure to submit the EMD in the prescribed instrument will result in the rejection of the proposal.
- 10.7 Refund of EMD: The EMD of applicants, declared ineligible for empanelment, shall be refunded within 30 days of completion of empanelment process. EMD of empaneled applicants shall be refunded if they are not successful at the next stage i.e., the RFP stage. EMD of Empaneled applicants who are also successful at the RFP stage shall be refunded on submission of a Performance Bank Guarantee (Details of which shall be shared at the RFP Stage).
- 10.8 Forfeiture of EMD: The EMD taken from the applicant shall be forfeited in the following cases
- a) When the applicant does not sign the acceptance of Letter of Empanelment (LOE) within a period of 14 days of issue of Letter of Empanelment (LOE)
  - b) When the applicant withdraws or modifies his proposal after opening of proposals.
  - c) Rejection of proposal on account of Corrupt and Fraudulent Practices
  - d) If the applicant is empaneled but fails to submit the response at the next stage i.e., the RFP stage
  - e) as outlined in Clause 5.1 and 5.2

**Note: Category D - Government Training Providers from within and outside Sikkim are exempted from submission of EMD.**

## **Section D – Proposal Submission, Opening and Evaluation**

### **11. Submission, Sealing, and Marking of Proposals**

- 11.1 An authorized representative of the Applicant shall sign the original submission letters in the required formats (Annexure - B) for the Proposal. The authorization shall be in the form of a written “Power of Attorney” attached to the Proposal.

- 11.2 The Applicant shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by hand or by courier.
- 11.3 All pages of the proposal and where corrections or amendments have been made shall be signed by the authorised signatory except where the attestation by Gazetted Officer or Chartered Accountant is required. In case of detection of any forgery, the proposal shall summarily be rejected, EMD shall be forfeited and SDD may also resort to legal action against the Applicant.
- 11.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.
- 11.5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. All copies shall be made from the signed original and shall be stamped on each page. If there are discrepancies between the original and the copies, the original shall prevail.
- 11.6 The **original Proposal and one copy** of the Proposal shall be placed inside a sealed envelope clearly marked "PROPOSAL FOR EMPANELMENT AS TRAINING PARTNER FOR COMPREHENSIVE SKILL TRAINING IN PRIORITY SECTORS".  
The EOI Processing Fee (DD) and Earnest Money Deposit (FDR) must be placed in a separate sealed envelope clearly marked "EOI PROCESSING FEE AND EARNEST MONEY DEPOSIT".  
A sealed Cover Envelope with both the above envelopes must clearly state "PROPOSAL FOR EMPANELMENT AS TRAINING PARTNER FOR COMPREHENSIVE SKILL TRAINING IN PRIORITY SECTORS" along with Name of the Organization and Category.
- 11.7 A soft copy of the unsigned editable proposal in the Word Document format shall be submitted in a Pen Drive which shall be enclosed in the sealed envelope containing the **original proposal and one copy** of the proposal, as mentioned in Clause 11.6 above.
- 11.8 If the envelopes and packages with the Proposal are not sealed and marked as required, SDD will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

- 11.9 The Proposal or its modifications must be sent to the address indicated in the Notice Inviting Proposal and received by SDD no later than the deadline indicated in the Notice Inviting Proposal, or any extension to this deadline. Any Proposal or its modification received by SDD after the deadline shall be declared late and rejected.

## **12. Confidentiality**

- 12.1 From the time the Proposals are opened to the time the Empanelment is announced; the Applicant should not contact SDD on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Applicants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.
- 12.2 Any attempt by shortlisted Applicants or anyone on behalf of the Applicant to influence improperly the Client in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal.
- 12.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of empanelment notification, if an Applicant wishes to contact SDD on any matter related to the selection process, it should do so only in writing / email.

## **13. Proposal Evaluation**

- 13.1 The Applicant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation on the basis of the submitted Proposal. However, the Client may seek clarification on the information submitted by the Applicant, if required.

## 14. Category wise Minimum Eligibility Criteria for Applicants

SN	Category	Eligibility Criteria	Documents to be submitted
1	<p><b>Category A:</b> Private Training Providers registered / incorporated in Sikkim</p> <p>Only for Category A – To provide an opportunity to Sikkim-based organizations to get empaneled as Training Partners, <b>the option to apply in Joint Venture (JV) shall be allowed. In such cases, both the organizations can jointly or at least one organization must meet the eligibility criteria.</b></p>	<p>i. A Partnership / Society / Trust / Private University (UGC - recognized) / Proprietorship registered on or before 31.03.2019</p>	<p><i>Certificate of Incorporation / Registration / Deed / License etc.</i></p> <p><i>In case of JV, details of both the organizations to be submitted. Further, a JV Agreement (no specified format) specifying the purpose and roles &amp; responsibilities must be submitted.</i></p> <p><i>Also, a Power of Attorney must be submitted by the JV member (incorporated as a legal entity) in favour of the Authorized Signatory of the lead JV firm <b>(Private Training Providers registered / incorporated in Sikkim to be the lead firm)</b> to sign the proposal on behalf of the JV.</i></p>
		<p>ii. Should have average annual turnover of INR 50,00,000/- (Fifty Lakh only) during the last two years (FY 2022-23 and FY 2023-24).</p>	<p><i>Audited Financial Statements for the FY 2022-23 and FY 2023-24 need to be submitted. A Chartered Accountant certificate stating turnover also needs to be submitted for the FY 2022-23 and FY 2023-24.</i></p> <p><i>In case of JV, details of both the organizations to be submitted</i></p>
		<p>iii. Should have a positive net worth as on 31.03.2024.</p>	<p><i>Audited Balance Sheet for FY 2023-24 needs to be submitted. A Chartered Accountant certificate stating Net Worth also needs to be submitted</i></p>

SN	Category	Eligibility Criteria	Documents to be submitted
			specifying the net worth as on 31.3.2024 <i>In case of JV, details of both the organizations to be submitted</i>
		<p><b>iv.</b> Should have trained at least 200 candidates on a consolidated basis during the last five years (up to the date of issuance of this EOI)</p> <p><b>“Trained”</b> refers to training in NSQF-aligned skills training in any one or more of the Priority Sectors of SDD viz., tourism &amp; hospitality, beauty &amp; wellness, IT/ITeS, creative design<sup>2</sup>, green jobs, and Child &amp; elderly care.</p>	<p>Self-Certificate signed by Authorized Signatory along with copy of Work Order / Agreement / LOA / any other relevant proof of training as issued by any State Government Department / Central Government Ministry / NSDC</p> <p><i>In case of JV, details of both the organizations to be submitted. At least one of the organizations or collectively both the organizations to meet the criteria</i></p>
		<p><b>v.</b> Should have placed at least 100 candidates in employment on a consolidated basis during the last five years (up to the date of issuance of this EOI).</p> <p><b>“Placed”</b> means the candidates should have been placed within or outside Sikkim at the wages not less than the minimum wages of the State in which they have been employed in any one or more of the Priority Sectors of SDD viz.,</p>	<p>Self-Certificate signed by Authorized Signatory along with relevant proof of Placement</p> <p><i>In case of JV, details of both the organizations to be submitted. At least one of the organizations or collectively both the organizations to meet the criteria.</i></p>

<sup>2</sup> Creative Design includes digital design, UI/UX, VFX, animation, digital art, graphic design, product design, traditional design - handicraft, handloom, etc.

SN	Category	Eligibility Criteria	Documents to be submitted
		<p>tourism &amp; hospitality, beauty &amp; wellness, IT/ITeS, creative design, green jobs, and Child &amp; elderly care.</p> <p>vi. Should not be blacklisted as on date of submission of proposal.</p> <p><b>Preferential Criteria:</b>  <b>Private Training Providers</b> having valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors.</p> <p>vii. Certification regarding valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors of SDD viz., tourism &amp; hospitality, beauty &amp; wellness, IT/ITeS, creative design, green jobs, and Child &amp; elderly care.</p>	<p>Self-Certificate on a Non-Judicial Stamp Paper signed by the Authorized Signatory</p> <p><i>In case of JV, both the organizations to submit the Certification</i></p> <p>Self-Certificate signed by Authorized Signatory along with Certificate / proof of valid TP Affiliation and TC Accreditation</p> <p><i>In case of JV, any one or both can submit the Certification</i></p>
2	<b>Category B:</b> Private Training Providers registered outside Sikkim	<p>i. A Company / Section 25 / Section 8 Company / Partnership / Society / Trust / Private University (UGC-recognized) / registered on or before 31.03.2019</p> <p>ii. Should have average annual turnover of INR</p>	<p><i>Certificate of Incorporation / Registration / Deed / License etc.</i></p> <p><i>Audited Financial Statements for the FY 2022-23 and FY 2023-24 need to be submitted.</i></p>



SN	Category	Eligibility Criteria	Documents to be submitted
		5,00,00,000/- (Five Crore only) during the last two years (FY 2022-23 and FY 2023-24).	A <i>Chartered Accountant certificate stating turnover</i> from conducting training programs also needs to be submitted for the FY 2022-23 and FY 2023-24.
		iii. Should have a positive net worth as on 31.03.2024.	<i>Audited Balance Sheet for FY 2023-24 needs to be submitted.</i> A <i>Chartered Accountant certificate stating Net Worth</i> also needs to be submitted specifying the net worth as on 31.03.2024
		iv. Should have trained at least 2000 candidates on a consolidated basis during the last two years (FY 2022-23 and FY 2023-24)  "Trained" refers to training in NSQF - aligned skills training in any one or more of the Priority Sectors of SDD viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and Child & elderly care.	Self-Certificate signed by Authorized Signatory along with copy of Work Order / Agreement / LOA / any other relevant proof of training as issued by any State Government Department / Central Government Ministry / NSDC
		v. Should have placed at least 1000 candidates in employment on a consolidated basis during the last two years (FY 2022-23 and FY 2023-24).	Self-Certificate signed by Authorized Signatory along with relevant proof of Placement



SN	Category	Eligibility Criteria	Documents to be submitted
		<p><b>“Placed”</b> means the candidates should have been placed within or outside Sikkim at the wages not less than the minimum wages of the State in which they have been employed in any one or more of the Priority Sectors of SDD viz., tourism &amp; hospitality, beauty &amp; wellness, IT/ITeS, creative design, green jobs, and Child &amp; elderly care.</p>	
		<p>vi. Should not be blacklisted as on date of submission of Proposal.</p>	<p>Self-Certificate on a Non-Judicial Stamp Paper signed by the Authorized Signatory</p>
		<p><b><u>Preferential Criteria:</u></b>  <b><i>Private Training Providers having valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors.</i></b></p> <p>vii. Certification regarding valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors of SDD viz., tourism &amp; hospitality, beauty &amp; wellness, IT/ITeS, creative design, green jobs, and Child &amp; elderly care.</p>	<p>Self-Certificate signed by Authorized Signatory along with Certificate / proof of valid TP Affiliation and TC Accreditation</p>

SN	Category	Eligibility Criteria	Documents to be submitted
3	<b>Category C:</b> Industries from within and outside Sikkim	i. A Company / Section 25 / Section 8 Company /Partnership registered on or before 31.03.2019	<i>Certificate of Incorporation / Registration / Deed / License etc.</i>
		ii. Should have average annual turnover of INR 10,00,00,000/- (Ten Crore only) from operations in any one or more of the Priority Sectors (viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and Child & elderly care) in the last two years (FY 2022-23 and FY 2023-24).	<i>Audited Financial Statements for the FY 2022-23 and FY 2023-24 needs to be submitted. A Chartered Accountant certificate stating turnover from operations in any one or more of the Priority Sectors needs to be submitted for the FY 2022-23 and FY 2023-24.</i>
		iii. Should have a positive net worth as on 31.03.2024.	<i>Audited Balance Sheet for FY 2023-24 needs to be submitted. A Chartered Accountant certificate stating Net Worth also needs to be submitted specifying the net worth as on 31.03.2024</i>
		iv. Should have in -house human resource requirement of at least 200 candidates over the next 2 years in any one or more of the Priority Sectors as mentioned above.  Commitment to hire at least 75% of the youth skilled by the Organization under	<i>Self-Certificate (on a non-judicial stamp paper) by Authorized Signatory stating in -house human resource requirement of at least 200 candidates over the next 2 years in any one or more of the Priority Sectors and commitment to hire at least 75% of the youth skilled by the Organization under Sikkim INSPIRES Program.</i>

SN	Category	Eligibility Criteria	Documents to be submitted
		Sikkim INSPIRES Program.	
		v. Should not be blacklisted as on date of submission of Proposal.	Self-Certificate on a Non-Judicial Stamp Paper signed by the Authorized Signatory
4	Category D: Government Training Providers from within and outside Sikkim	i. Should provide documentary evidence of being a Central / State Government Training Provider (including ITIs, Polytechnics, Government Universities, Tool Rooms etc.)	Self-Certificate signed by the Authorized Signatory <b>AND</b> documentary evidence as a proof of being a Government Training Provider
		ii. Should have suitable training infrastructure and be willing to undertake training in any one or more of the Priority Sectors (viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and Child & elderly care)	Self-Certificate signed by the Authorized Signatory stating availability of suitable infrastructure and willingness to undertake training in any one or more of the Priority Sectors

## Section E – Empanelment of the TPs

### 15. Signing of Agreement

- 15.1 Applicants who are found to be eligible based on the criteria stated in clause 14, shall be issued a Letter of Empanelment (LOE). After issuance of **LOE<sup>3</sup> by SDD and acceptance of the same by the respective training providers**, the successful Applicants will be called as Empaneled Training Partners of SDD.

<sup>3</sup> SDD will issue LOE in a phased manner as per the directions of the Empowered Committee

- 15.2 As a next step, the SDD would issue a **Request for Proposal** (RFP) only to the empanelled Training Partners for evaluating priority sector wise strengths, which would form the basis for issuance of Provisional Work Orders.
- 15.3 **Provisional Work Order** shall be issued post the RFP stage. Accordingly, the empaneled TPs would be required to attain Affiliation from NSDC (if it is not already in place) and then set up their Training Centres for getting accreditation from NSDC (if it is not already in place).
- 15.4 Once Affiliated and Accredited, based on the accredited capacity **Final Work Order** shall be issued for commencement of training programs.
- 15.5 On Acceptance of the Final Work Order by the TP, the **Agreement** will be signed.
- 15.6 The Empaneled, Affiliated, Accredited TPs / TCs are then expected to commence the work within ten days of signing of the Agreement. Commencement of work shall mean:
- (a) Deployment of manpower for candidate registration, training and placement.

## **16. Adherence to Process and Cost Norms of SDD**

- 16.1 All TPs will be bound to follow the Process and Cost Norms as notified by SDD
- 16.2 Further, a SOP will be notified by SDD which will have to be followed for purpose of implementation, reporting, billing / invoicing etc.

## **Section F – Scope of Work**

The scope of work to be undertaken by the empaneled training partners would be as follows (not exhaustive):

### **17. Mobilization, Pre-Counseling and Registration of eligible candidates**

- 17.1 Awareness creation in the districts for which targets for enrolment has been provided by SDD.

- 17.2 Candidate Pre-Counseling: Counseling skill / job seekers for their training needs, career options and career planning
- 17.3 Listing out the type and categories of jobs and mapping them with available modules
- 17.4 Counseling the candidates and their parents on the available job opportunities / training locations and set their expectations on jobs, relocation requirements and compensation.
- 17.5 The above data shall be provided to SDD for display on its website.
- 17.6 The eligible candidates are to be registered as per SOP set forth by SDD.
- 17.7 Candidates registered by a TP shall be allocated to that TP during batch formation as far as possible.
- 17.8 TPs will be responsible for providing career counselling services. Career counselling refers to counselling that focuses on helping individuals develop self-awareness and make informed decisions about their career pathway by providing information and guidance taking into consideration the individual's aptitude, motivation, skills, constraints, and market opportunities. It may be delivered in-person, online, or over the phone. It may be delivered in a single session or over multiple sessions.

#### **18. Course and Curriculum:**

Process and Cost Norms of SDD must be adhered to.

#### **19. Training**

- 19.1 Assignment of TOT certified trainers to the batches will be mandatory.
- 19.2 The TPs / TCs would need to install biometric attendance devices to capture the biometric attendance of trainers and trainees.
- 19.3 The TPs / TCs would need to install/include AI-enabled CCTV systems that provide data analytics on trainer and trainee attendance, training duration, infrastructure, etc., along with alerts on any discrepancies.

- 19.4 Ensuring adequate coverage of the topics specific to the requirements of the module. Assessment would be based on NSQF aligned NOSs/Qualification Packs.

## **20. Placement of Candidates**

Training partners will be responsible for placement of graduated trainees in relevant job roles and for provision of comprehensive placement support services. Placement support services include identification of relevant job opportunities (based on the individual's education, experience, skills, aptitude, etc.), assistance in contacting prospective employers (e.g., job applications, organizing a job fair, etc.), guidance on job application (e.g., advice on preparation of a resume), preparation for job interviews (e.g., conduct of mock interviews), guidance on settling into new job (e.g., orientation for work readiness), etc. All Training Partners will be required to maintain a placement cell managed by a placement officer who will keep regular contact with prospective employers to understand their workforce needs, collect information about the skills, qualifications, and preferences of job seekers and match them with job openings in various industries, manage campus placement processes, etc.

Further, Process and Cost Norms of SDD must be adhered to.

## **21. Post-placement counselling and tracking of candidates for a period of 12 months after training / placement.**

After completion of training, TPs will be required to provide post-training support which will include counselling, peer network support, refresher training etc. to ensure that candidates are tracked.

After job placement, TPs will be required to provide post-placement support (counselling, peer network support, refresher training etc.) to ensure that candidates are adjusting well in their new roles. They may also collect feedback from both employers and employees to improve their services.

The period of 12 months of tracking will start immediately post successful certification of the candidates and for the candidates who are placed in jobs will be required to be tracked for a period of 12 months from the date of placement.

**Note:** The SDD / SICB will initiate IT-enabled refresher training program/refresher training courses for alumni delivered over digital platforms such as websites, mobile apps, interactive voice response (IVR) systems, etc. This initiative will ensure continued and updated skill development of the

alumni. The refresher training content will reflect the emerging trends in the priority sectors. The refresher training will also provide for scope for online testing and certification. The details of the IT-enabled refresher training programs will be notified by SDD from time to time. TPs will be required to ensure participation as part of their post training / placement tracking process.

Further, Process and Cost Norms of SDD must be adhered to.

## Section F – Key Terms of Agreement

### 22. Process Guidelines:

The TPs would need to follow the Process and Cost Norms of SDD as notified by SDD from time to time for conduct of any of the activities outlined in this section.

### 23. Sectors, Modules and Fees Structure

23.1 At the RFP stage, all empaneled TPs irrespective of categories are expected to select the list of sectors that they specialize in from the Priority Sectors only. An organization can apply for as many sectors as they prefer. The list must be chosen from the priority sectors only or as notified by SDD from time to time. The sector specific strengths of the organizations would be evaluated on a set of objective criteria at the RFP stage which would form the basis for issuance of Work Orders.

23.2 The list of sectors is enclosed in Annexure A. The detailed list of courses will be notified by SDD at the RFP Stage and also from time to time.

### 24. Allocation of Districts (for enrolment of candidates)

24.1 The SDD shall allocate the districts to TPs for **enrolment of candidates** such that there is equitable coverage of candidates from all districts of the State.

24.2 The TP may open the centres at suitable locations across the State / country based on the approval provided by SDD in phases over a period of six months from empanelment or as intimated by SDD at the RFP stage. Irrespective of the location of Centres, the TP shall have to mobilize and enroll candidates from the allocated districts only. In case of any deviation, prior approval of SDD will have to be taken.

**25. District – TP – Sector combination**

25.1 The SDD will formulate the District - TP - Sector combination at the RFP Stage.

**26. Infrastructure and faculty requirements**

26.1 The TP would be expected to adhere to the Training Centre Specifications as laid out by NSDC (or as notified by SDD from time to time).

26.2 All Faculty must have valid TOT Certification for the Sector / Job Role in which training is to be imparted.

**27. Assessment & Certification**

27.1 Each candidate must be assessed and certified as per the mechanism laid down by the SDD / NSDC / respective SSCs. The certification would be done as per standard procedures followed which will be notified from time to time.

27.2 Also, TPs need to Refer to the Process and Cost Norms as laid down by SDD

**28. Placement criteria:**

28.1 Refer to the Process and Cost Norms as laid down by SDD

**29. Training Cost and Incentives**

29.1 Refer to the Process and Cost Norms as laid down by SDD

**30. Payment Terms**

30.1 Refer to the Process and Cost Norms as laid down by SDD

**31. Repeat Enrolment**

31.1 A candidate who had previously enrolled for training cannot be enrolled again within the same Financial Year regardless of whether he / she completed / passed the previous training.



**32. Deliverables and Timelines**

- 32.1 Training and Assessment: Number of trainees who successfully complete the training and pass the third-party assessment. The milestones with respect to this deliverable shall be reviewed by SDD every six months.
- 32.2 Employment facilitation: Number of candidates who get placed. The milestone with respect to this deliverable shall be reviewed by SDD every six months.

**33. Targets**

- 33.1 Allocation of Target will be done by the Empowered Committee of SDD post Empanelment and subject to setting up of Accredited TCs.

**34. Batch Size**

- 34.1 The minimum batch size allowed for the programme is 20 and maximum is 30.

**35. Period of the Agreement:**

The Agreement once signed shall remain valid for 2 years from signing of agreement, unless it is terminated earlier.

**36. Performance Review**

- 36.1 The first Performance Review shall be scheduled nine months from the date of signing of the Agreement. The subsequent Performance Reviews shall be conducted every six months from thereon.
- 36.2 Performance of TPs shall be reviewed against the target on a set of quantitative and qualitative parameters (indicative) as listed below:
- Target Achievement of training
  - Assessment Success Rate
  - Placement Rate
  - Attendance of students
  - Attendance of trainers
- 36.3 The consolidated performance of the TPs shall be marked on a weighted scale as specified below:

Criteria (Target Achievement with respect to)	Weight
Training	30
Assessment Success Rate	20
Placement Rate (Target: 70%) (75% for Industries)	20
Attendance of Students (Target: 80%)	15
Attendance of Trainers (Target: 85%)	15
<b>TOTAL</b>	<b>100</b>

Based on the score thus obtained, a TP would be put in one of the four categories:

Score	Category
>= 80	High Performing
60 – 80	Satisfactory
40 – 60	Needs Improvement
< 40	On probation

The TPs in the “On Probation” category who fail to move up a category within six months after first performance evaluation shall be de-empaneled. The TPs in the category “Needs Improvement” who fail to move up a category within a year shall be de-empaneled.

## Section G – General Terms & Conditions

### 37. Interpretation

- 37.1 If the context so requires, singular means plural and vice versa
- 37.2 Entire Agreement: The Agreement constitutes the entire agreement between the SDD and the empaneled Applicant and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of the Agreement.
- 37.3 Amendment: No amendment or other variation of the Agreement shall be valid unless it is in writing, is dated, expressly refers to the Agreement, and is signed by a duly authorized representative of each party thereto.
- 37.4 Non-waiver: Subject to the condition (37.5) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Agreement or the granting of time by either

party to the other shall prejudice, affect, or restrict the rights of that party under the Agreement, neither shall any waiver by either party of any breach of Agreement operate as waiver of any subsequent or continuing breach of Agreement.

37.5 Any waiver of a party's rights, powers, or remedies under the Agreement must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

37.6 Severability: If any provision or condition of the Agreement is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Agreement.

### **38. Governing Law:**

The Agreement shall be governed by and interpreted in accordance with the laws of the Sikkim State and under the jurisdiction of Sikkim High Court at Gangtok.

### **39. Force Majeure**

#### **39.1 Definition**

- a) For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.

- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- d) SDD will decide the eventuality of Force Majeure which will be binding on both the parties.

39.2 No Breach of Agreement: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

### 39.3 Measures to be Taken

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

39.4 Extension of Time: Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

39.5 Payments: No payment shall be made during the period of TP's inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.

39.6 Consultation: Not later than thirty (30) days after the TP has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

#### **40. Change Orders and Agreement Amendments**

- 40.1 SDD may at any time, order the TPs through Notice, to make changes within the general scope of the Agreement in case of services to be provided by the TP.
- 40.2 If any such change causes an increase or decrease in the cost of, or the time required for, the TPs' performance of any provisions under the Agreement, an equitable adjustment shall be made in the Agreement Price or in the Delivery and Completion Schedule, or both, and the Agreement shall accordingly be amended. Any claims by the TPs for adjustment under this clause must be asserted within thirty (30) days from the date of the TPs' receipt of the SDD's order.

#### **41. Roles and Responsibilities of the SDD**

- 41.1 Launch support for the Programme:
- a. A campaign may be launched by SDD for awareness generation amongst the women and youth
- 41.2 Timely Monitoring and Evaluation of the TP's Performance.
- 41.3 Timely Disbursal of payment on submission of invoice.
- 41.4 The Roles and Responsibilities of the SDD shall be discharged on a best effort basis and they do not absolve the TP from discharging the activities outlined under the Scope of Work section of this EOI document to achieve the targets.

#### **42. Termination of the Agreement**

- 42.1 **Termination for Default:** SDD may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the TP, terminate the Agreement in whole or in part (provided a cure period of not less than 30 days is given to the TP to rectify the breach):
- a) The agreement may be terminated if it is discovered at any stage that the TP has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to programme.

- b) If the TP, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
- c) If the TP commits breach of any condition of the Agreement.

42.2 **Termination for Insolvency:** SDD may at any time terminate the Agreement by giving a written notice of at least 30 days to the TP, if the TP becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the TP, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to SDD.

42.3 **Termination for Convenience -** SDD, by a written notice of at least 30 days sent to the TP, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for SDD's convenience, the extent to which performance of the selected Applicant under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the selected Applicant may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement if any due to such termination.

42.4 **Termination by the Client -** The Client may, by not less than thirty (30) days' written notice of termination to the TP, such notice to be given after the occurrence of any of the events, terminate this Agreement, if:

- a) the TP fails to remedy any breach hereof or any 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 Client may have subsequently granted in writing.
- b) the TP becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
- c) the TP fails to comply with any final decision reached as a result of arbitration proceedings.
- d) if the TP fails to comply to the decisions of SDD.
- e) the TP submits to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the TP knows to be false.

- f) any document, information, data or statement submitted by the TP in its Proposals, based on which the TP was considered eligible or successful, is found to be false, incorrect or misleading; or
- g) as the result of Force Majeure, the TP is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

42.5 **Termination by the TP** - The TP may, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- a) the Client is in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the TP may have subsequently agreed to in writing) following the receipt by the Client of the TP's notice specifying such breach; the TP becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- b) as the result of Force Majeure, the TP is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- c) The Client fails to comply with any final decision reached as a result of arbitration.

42.6 **Payment upon Termination** – Upon termination of the Agreement, no payment shall be made by the Client to the TP.

42.7 **Limitation of Liability** - In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Applicant shall not be liable to the other hereunder or in relation hereto (whether in Agreement, tort, strict liability or otherwise) for more than the annual value of the training cost and any incentive paid (including any amounts invoiced but not yet paid) under this Agreement.

### 43. **Suspension:**

The Client may, by written notice of suspension to the TP, without any obligation (financial or otherwise) suspend all the payments to the TP hereunder if the TP shall be in breach of the Agreement or shall fail to perform any of its obligations under the Agreement, including the carrying out of the Services; provided that such notice of suspension

- a. shall specify the nature of the breach or failure, and
- b. shall provide an opportunity to the TP to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the TP of such notice of suspension. The above action will be taken by Client after appropriate approvals.

#### **44. Cessation of Rights and Obligations and Services**

- 44.1 Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except
- a) such rights and obligations as may have accrued on the date of termination or expiration,
  - b) the obligation of confidentiality set forth in EOI,
  - c) the TP's obligation to permit inspection, copying and auditing of its accounts and records by SDD.
- 44.2 Upon termination of this Agreement by notice of either Party to the other the TP shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

#### **45. Disputes Resolution**

45.1 Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice.

#### **45.2 Arbitration**

- a) In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the relevant Arbitration Conciliation Act. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30



days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by Client and other appointed by the TP and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of the relevant Arbitration and Conciliation Act. Arbitration proceedings shall be conducted in, and the award shall be made in Nepali and English language. Arbitration proceedings shall be conducted at Gangtok and following are agreed.

- b) The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement.

## ANNEXURE A – Priority Sectors / Areas

1. Tourism & hospitality
2. Beauty & wellness
3. IT/ITeS
4. Creative design
5. Green jobs
6. Child & elderly care

The list of courses / qualification packs shall be notified by SDD later / at the RFP Stage.

**ANNEXURE – B – Formats/Checklist for Proposal Submission**

<b>S. NO.</b>	<b>Description</b>
1	EOI Processing Fee (non-refundable)
2	Earnest Money Deposit (FDR)
3	TECH 1: Proposal Submission Cover Letter (Applicable for all Categories)
4	TECH 2: Format for Power of Attorney for Signing of Application (Applicable for all Categories).  For Category A - In case of JV, a JV Agreement (no specified format) specifying the purpose and roles & responsibilities must be submitted. Also, a Power of Attorney must be submitted by the JV member in favour of the Authorized Signatory of the lead JV firm (Private Training Providers registered / incorporated in Sikkim to be the lead firm) to sign the proposal on behalf of the JV.
5	TECH 3: Firm Overview & Application Parameters (Applicable for all Categories)
6	TECH 3A: Sectors and Job Roles Proposed (Applicable for all Categories)
7	TECH 4: Eligibility Related Information
8	TECH 4A: Financial Capability declaration and CA certificate
9	TECH 4B: Technical Capability
10	TECH 4B (c): Technical HR Requirement (Category C only)
11	TECH 4C: Placements Capability (Category A, B only)
12	TECH 4D: Certification regarding Valid NSDC accredited Training Centres within the State of Sikkim for any of the priority sectors of SDD
13	TECH 5: Availability of suitable training infrastructure and Willingness to undertake training in any one or more of the priority sectors
14	TECH 6: Non-Blacklisting Certificate (Applicable for Category A, B, C only)

**To be filled by all categories of Applicants**

**TECH 1: Proposal Submission Cover Letter**

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(On the letterhead)

{Location, Date}

To

The Secretary,  
Skill Development Department (SDD),  
Government of Sikkim,  
Sokaythang, Gangtok.

Dear Sir,

We, the undersigned, wish to be empaneled as Training Partner to the Skill Development Department in accordance with your Expression of Interest dated..... We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by SDD.
- b. Our Proposal shall be valid and remain binding upon us for the period of time specified in the Clause 8.1.
- c. We have no conflict of interest as stated in the EOI.
- d. We meet the eligibility requirements as stated in EOI.
- e. In competing for (and, if we are empaneled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per EOI.
- f. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.

We understand that SDD is not bound to accept any Proposal that SDD receives.

We remain,

Yours sincerely,

**Signature (of Organization's authorized representative)**

Full name: {insert full name of authorized representative}

\_\_\_\_\_

Title: {insert position of authorized representative}:

\_\_\_\_\_

Name of Organization (company's name or JV's name):

\_\_\_\_\_

Capacity: {insert the person's capacity to sign for the Organisation}

\_\_\_\_\_

Address: {insert the authorized representative's address}

\_\_\_\_\_

Mobile: {insert the authorized representative's Mobile}

\_\_\_\_\_

E-mail: \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney in the name of the lead member, to sign on behalf of all members shall be attached}

**To be filled by all categories of Applicants**

**TECH 2: Format for Power of Attorney for Signing of Application**

(To be submitted along with Covering Letter. Refer Clause 11.1)

Know all men by these presents that We.....  
 ..... (name of the firm and address of the registered  
 office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms  
 (name) .....  
 son/daughter/wife of .....  
 and presently residing at  
 .....  
 ..... who is presently employed with us and holding the position  
 of ..... as our true and lawful attorney (hereinafter  
 referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds  
 and things as are necessary or required in connection with or incidental to submission  
 of our proposal for the "EMPANELMENT AS TRAINING PARTNER FOR  
 COMPREHENSIVE SKILL TRAINING IN  
 PRIORITY SECTORS" being implemented by Skill Development Department,  
 Government of Sikkim (SDD). The attorney is fully authorized for providing information/  
 responses to the SDD, representing us in all matters before the SDD including  
 negotiations with the SDD, signing and execution of all agreements including the  
 Memorandum of Understanding and undertakings consequent to acceptance of our  
 proposal, and generally dealing with the SDD in all matters in connection with or  
 relating to or arising out of our proposal for the said Empanelment.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts,  
 deeds and things done or caused to be done by our said Attorney pursuant to and in  
 exercise of the powers conferred by this Power of Attorney and that all acts, deeds  
 and things done by our said Attorney in exercise of the powers hereby conferred shall  
 and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,  
....., THE ABOVE NAMED  
PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS  
.....DAY OF .....

For .....

(Signature, name, designation and address)

Accepted

.....  
(Signature)  
(Name, Title and Address of the Attorney)

Witnesses:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Notes:

TECH 2 is a mandatory form to be filled up by all applicant organisations

*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*

**To be filled by all categories of Applicants****TECH 3: Firm Overview & Application Parameters**

Name of Organization / Institution	
Category (Mention any one category only)	Whether <b>Category A:</b> Private Training Providers registered in Sikkim. <i>Only in case of JV, specify about the JV</i> <b>OR</b> <b>Category B:</b> Private Training Providers registered outside Sikkim <b>OR</b> <b>Category C:</b> Industries from within and outside Sikkim (R-T-D Model) <b>OR</b> <b>Category D:</b> Government Training Providers from within and outside Sikkim
Type	Company / Partnership Firm / Society / Trust / Government Institute / Government University / Private University / Sole proprietorship
Registered Address	
Corporate Head-Office Address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted by any Govt./semi-Govt. organization (If yes, by whom)	<i>Self-Certificate on a Non-Judicial Stamp Paper signed by the Authorized Signatory</i>  <u><i>Not applicable for Category D</i></u>
Name of Authorized Representative (in whose favour Power of Attorney has been provided)	
Designation	



Mobile	
Email	
Sectors Applied for (TECH 3A to be filled)	<ol style="list-style-type: none"><li>1. Tourism &amp; hospitality</li><li>2. Beauty &amp; Wellness</li><li>3. IT/ITeS</li><li>4. Creative design</li><li>5. Green jobs</li><li>6. Child &amp; elderly care</li></ol> <p>(pick at least one sector)</p>

**To be filled by all categories of Applicants**

**TECH 3A: Sectors and Job Roles Proposed**  
*please specify the Sector (s) in which your organization would like to train candidates*

S. No.	Sectors	Job Roles	Indicate if you have a valid NSDC Accreditation for the Training Centre (Yes/ No) if yes please provide the valid affiliation & accreditation certificate

*\* Certificate to be mandatorily provided in case of valid Affiliation & Accreditation  
 Add more rows as necessary / applicable*

*\*\*In case of more than one Centre against any one job role, please indicate the name and details of all of them*

Authorized Signature  
 {In full and initials}

Name and Title of Signatory:

\_\_\_\_\_

Name of Organization:

\_\_\_\_\_

In the capacity of:

\_\_\_\_\_

Address:

\_\_\_\_\_

Contact information (phone and e-mail):

\_\_\_\_\_

**To be filled by Applicants in Category A Only**

**TECH 4: Eligibility Related Information (Category A)**

Eligibility Parameter	Response against the eligibility criteria as mentioned in the EoI	Supporting Document	Page No(s).
Organization Type: Company / Partnership / Society / trust / Private University (UGC recognized) /Proprietorship		Certificate of Incorporation/Registration	
Registration Date			
Average annual turnover during the last two years (FY2022-23 and FY2023-24).		Audited Financial Statements. CA certificate and Self certificate in <b>TECH 4A</b>	
Net Worth as on 31.03.2024		Audited Financial Statements. CA certificate and Self certificate in <b>TECH 4A</b>	
<u>Training Capability</u> Candidates trained on a consolidated during the last five years (up to the date of issuance of this EOI).		Self-Certificate signed by Authorized Signatory along with copy of Work Order / Agreement / LOA / any other relevant proof of training (from online MIS) as issued by any State Government Department / Central Government Ministry / NSDC  <b>TECH 4B</b> to be enclosed	
<u>Placement Capability</u>		Self-Certificate signed by Authorized Signatory along	

Eligibility Parameter	Response against the eligibility criteria as mentioned in the EoI	Supporting Document	Page No(s).
Candidates placed in employment on a consolidated basis during the last five years (up to the date of issuance of this EOI).		with relevant proof of Placement / Employer References <b>TECH 4C</b> to be enclosed	
Certification regarding Valid NSDC accredited Training Centres within the State of Sikkim for any of the priority sectors		Self-Certificate signed by Authorized Signatory along with Certificate / proof of valid TP Affiliation and TC Accreditation <b>TECH 4D</b> to be enclosed	

**To be filled by Applicants in Category B Only**

**TECH 4: Eligibility Related Information (Category B)**

Eligibility Parameter	Response against the eligibility criteria as mentioned in the EoI	Supporting Document	Page No(s).
Organization Type: Company / Partnership / Society / trust / Private University (UGC recognized)/Proprietorship		Respective valid Certificate.	
Registration Date			
Average annual turnover during the last two years (FY2022-23 and FY2023-24).		Audited Financial Statements. CA certificate and Self certificate in <b>TECH 4A</b>	
Net Worth as on 31.03.2024		Audited Financial Statements. CA certificate and Self certificate in <b>TECH 4A</b>	
<u>Training Capability</u> Candidates trained on a consolidated during the last two years (FY 2022-23 and FY 2023-24)		Self-Certificate signed by Authorized Signatory along with copy of Work Order / Agreement / LOA / any other relevant proof of training (from online MIS)  <b>TECH 4B</b> to be enclosed	
<u>Placement Capability</u> Candidates placed in employment on a consolidated basis during the		Self-Certificate signed by Authorized Signatory along with relevant proof of Placement / Employer References	

last two years (FY 2022-23 and FY 2023-24).		<b>TECH 4C</b> to be enclosed	
Certification regarding Valid NSDC accredited Training Centres within the State of Sikkim for any of the priority sectors		Self-Certificate signed by Authorized Signatory along with Certificate / proof of valid TP Affiliation and TC Accreditation <b>TECH 4D</b> to be enclosed	

**To be filled by Applicants in Category C Only**

**TECH 4: Eligibility Related Information**

<b>Eligibility Parameter</b>	<b>Response against the eligibility criteria as mentioned in the EoI</b>	<b>Supporting Document</b>	<b>Page No(s).</b>
Organization Type: Company/Partnership		Certificate of Incorporation/Registration	
Incorporation Date			
Average annual turnover from operations in any one or more of the priority sectors (viz., tourism, hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and Child & elderly care) in the last two years (FY2022-23 and FY2023-24).		Audited Financial Statements. CA certificate and Self certificate in <b>TECH 4A (c)</b>	
Net Worth as on 31.03.2024		Audited Financial Statements. CA certificate and Self certificate in <b>TECH 4A (c)</b>	
Human resource requirement over the next 2 years in any one or more of the priority sectors.  And commitment to hire at least 75% of the youth skilled by the Organization in Sikkim		Self-Certificate (on a non-judicial stamp paper) by Authorized Signatory stating in house human resource requirement of at least 200 candidates over the next 2 years in any one or more of the priority sectors and commitment to hire at least 75% of the youth skilled by the Organization in Sikkim <b>TECH 4B (c)</b> to be enclosed	

**To be filled by Applicants in Category D Only**

## TECH 4: Eligibility Related Information

Eligibility Parameter	Response against the eligibility criteria as mentioned in the EoI	Supporting Document	Page No(s).
Organization Type:		Self-Certificate signed by the Authorized Signatory <i>(no specific format – letter to the client’s authority stating it is a Government TP along with relevant proof attached will suffice)</i>  <b>Additionally, provide documentary evidence of being a Government Training Provider</b>	
Incorporation Date			
Has suitable training infrastructure and is willing to undertake training in any one or more of the priority sectors (viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and Child & elderly care)		Self-Certificate signed by the Authorized Signatory stating availability of suitable infrastructure and willingness to undertake training in any one or more of the priority sectors  <b>TECH 5</b> to be enclosed	



To be filled by Category A & B only

**TECH 4A – Financial Capability**

“On the Letter Head of the Organization”

Ref. No.:

Date:

**Certificate**

S.No.	Financial Year	Turnover (in Rs.)
1	2022-23	
2	2023-24	
	<b>Average</b>	

**Net worth as on 31.03.2024 (in Rs.):**

(Authorized Signatory)  
Stamped and Signed

**Applicable for Category A & B only****Certificate by a Chartered Accountant**

This is to certify the below details for the \_\_\_\_\_ (Entity Name):

<b>S. No.</b>	<b>Financial Year</b>	<b>Turnover (in Rs.)</b>
<b>1</b>	<b>2022-23</b>	
<b>2</b>	<b>2023-24</b>	
	<b>Average</b>	

**Net worth as on 31.03.2024 (in Rs.):**

(Signature & Seal)

Certified by CA

Name of CA:

Membership Number:

Firm Name:

UDIN:

**Applicable for Category C only****TECH 4A (c) – Financial Capability**

“On the Letter Head of the Organization”

Ref. No.:

Date:

**Certificate**

Turnover from operations in any one or more of the priority sectors (viz., **mention one or more sectors from the list** – tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care)

S.No.	Financial Year	Turnover (in Rs.)
1	2022-23	
2	2023-24	
	<b>Average</b>	

**Net worth as on 31.03.2024 (in Rs.):**

(Authorized Signatory)  
Stamped and Signed

**Applicable for Category C only****CA Certificate**

This is to certify the below details for the \_\_\_\_\_ (Company Name):

Turnover from operations in any one or more of the priority sectors (viz., **mention one or more sectors from the list** - tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care) is as follows:

S.No.	Financial Year	Turnover (in Rs.)
1	2022-23	
2	2023-24	
	<b>Average</b>	

**Net worth as on 31.03.2024 (in Rs.):**

(Signature & Seal)

Certified by CA

Name of CA:

Membership Number:

Firm Name:

UDIN:

**Applicable for Category A only**

**TECH 4B – Technical Capability**

“On the Letter Head of the Organization”

Ref. No.:

Date:

**Self-Certificate**

With reference to the EOI No. \_\_\_\_\_, this is to certify that we have trained \_\_\_\_\_ candidates over the last five years as specified in the EOI document.

Copy of Work Order / Agreement / LOA / any other relevant proof of training as issued by State Government Department / Central Government Ministry / NSDC (please mention): \_\_\_\_\_ have been enclosed at Page Nos. \_\_\_\_\_ - \_\_\_\_\_.

(Authorized Signatory)  
Stamped and Signed

**Applicable for Category B only**

**TECH 4B – Technical Capability**

“On the Letter Head of the Organization”

Ref. No.:

Date:

**Self-Certificate**

With reference to the EOI No. \_\_\_\_\_, this is to certify that we have trained \_\_\_\_\_ candidates over the last two years as specified in the EOI document.

Copy of Work Order / Agreement / LOA / any other relevant proof of training as issued by State Government Department / Central Government Ministry / NSDC (please mention the proof provided): \_\_\_\_\_ have been enclosed at Page Nos. \_\_\_\_\_ - \_\_\_\_\_.

(Authorized Signatory)  
Stamped and Signed

**Applicable for Category C only**

**TECH 4B – Technical HR Requirement**

“On the Letter Head of the Organization”

Ref. No.:

Date:

**Self-Certificate**

With reference to the EOI No. \_\_\_\_\_, this is to certify that we have in house human resource requirement of at least \_\_\_\_\_ nos. over the next 2 years in sectors such as \_\_\_\_\_  
*(mention any one or more of the priority sectors as mentioned in the EOI).*

And we commit to hire at least 75% of the youth skilled by the us in Sikkim.

(Authorized Signatory)  
Stamped and Signed

**Applicable for Category A only**

**TECH 4C – Placements Capability**

“On the Letter Head of the Organization”

Ref. No.:

Date:

**Certificate**

With reference to the EOI No. \_\_\_\_\_, this is to certify that we have placed \_\_\_\_\_ candidates over a period of five years as specified in the EOI document.

Copy of relevant proof of placements which includes (please mention):  
\_\_\_\_\_ have been enclosed at Page Nos. \_\_\_\_\_  
- \_\_\_\_\_.

(Authorized Signatory)  
Stamped and Signed



**Applicable for Category B only**

**TECH 4C – Placements Capability**

“On the Letter Head of the Organization”

Ref. No.:

Date:

**Certificate**

With reference to the EOI No. \_\_\_\_\_, this is to certify that we have placed \_\_\_\_\_ candidates over a period of two years as specified in the EOI document.

Copy of relevant proof of placements which includes (please mention): \_\_\_\_\_ have been enclosed at Page Nos. \_\_\_\_\_  
- \_\_\_\_\_.

(Authorized Signatory)  
Stamped and Signed

**Applicable for Category A & B (Preferential Criteria). Category D applicants can also indicate, if available.**

### TECH 4D

**Certification regarding Valid NSDC accredited Training Centres within the State of Sikkim for any of the priority sectors of SDD viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and Child & elderly care**

“On the Letter Head of the Organization”

Ref. No.:

Date:

### Certificate

With reference to the EOI No. \_\_\_\_\_, this is to certify that we have NSDC Accredited Training Centres in the State of Sikkim for the following sectors:

Centre Name	Address	Sector in which Training is imparted	Job Role	Contact Details	Operational Details	NSDC Accreditation Valid till
				<i>Authorized Representative Mobile:</i>	<i>Annual Capacity:</i>	

Copy of Relevant Proof / Certificate of valid NSDC Accreditation have been enclosed at Page Nos. \_\_\_\_\_ - \_\_\_\_\_.

(Authorized Signatory)  
Stamped and Signed

**Applicable for Category D only****TECH 5 – Availability of suitable training infrastructure and Willingness to undertake training in any one or more of the priority sectors**

“On the Letter Head of the Organization”

Ref. No.:

Date:

**Certificate**

With reference to the EOI No. \_\_\_\_\_, this is to certify that we have suitable training infrastructure and are willing to undertake training in sector (s) viz., \_\_\_\_\_ (mention one or more from - **Tourism, hospitality | Beauty & wellness | IT/ITeS | Creative design | Green jobs | Child & elderly care**) in the **State of Sikkim (if any other State, please specify)** and if empaneled we will set up Training Centre(s) as per the specifications provided by SDD.

*We also have NSDC Accredited Training Centres at \_\_\_\_\_ (mention the districts and provide details in Tech 4D / mention NA if not applicable).*

(Authorized Signatory)  
Stamped and Signed

**Applicable for Category A, B and C only**

Self-Certificate on a **Non-Judicial Stamp Paper** signed by the Authorized Signatory

**TECH 6 - Non-Blacklisting Certificate**

**Date:**

This is to state that \_\_\_\_\_ (Organization Name)  
has not been blacklisted by any Government Agency / PSU / any other Statutory Body  
as on date of submission of the proposal to Skill Development Department,  
Government of Sikkim.

(Authorized Signatory)  
Stamped and Signed

***Disclaimer:  
Targets will be allocated only through final work order post training centres  
are set up, affiliated and accredited by NSDC or as notified by SDD***

\*\*\*\*\*