

**Invitation of Expression of Interest (EOI)**  
(Ref. RT-MSSU/2024/PR/369)

for Knowledge Partners for

**“Partnership for Skill Course in Public Relations and New Age Media under Skill Programs of Ratan Tata Maharashtra State Skills University”**



**Implementing Agency**

**Ratan Tata Maharashtra State Skills University**  
Established vide the **Maharashtra State Skills University Act, 2021**  
[Act No. VII of 2021] on 23rd March 2021

March 2025

**Ratan Tata Maharashtra State Skills University** (RT-MSSU) or “Authority” is inviting proposals for the scope of work mentioned herein through this Expression of Interest (Eoi). The information contained in this Expression of Interest (“Eoi”) or subsequently provided to applicant, whether verbally or in documentary or any other form by or on behalf of the Authority or any of their employees or advisers, is provided to applicant 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 RT-MSSU to the prospective applicant or any other person. The purpose of this Eoi is to provide Interested applicant with information that may be useful to them in the formulation of their proposals pursuant to 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 its 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.

**Ratan Tata Maharashtra State Skills University** may in its 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 authority is bound to select applicant or to empanel the Selected Applicant.

**Ratan Tata Maharashtra State Skills University** 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. Interested parties are expected to make their own inquiries and research for gathering the insights, knowledge and information that may be required for submitting a proposal.

Intimation of discrepancy, if any, should be given in desired format to the **Ratan Tata Maharashtra State Skills University** immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the EOI document is complete in all respects and firms submitting their application are satisfied that the EOI document is complete in all respects.

Neither **Ratan Tata Maharashtra State Skills University** nor their employees and associates will have any liability to any prospective applicant interested to apply or any other person under the law of contract to the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this EOI document, any matter deemed to form part of this EOI document, the award of the EOI, the information and any other information supplied by or on behalf of **Ratan Tata Maharashtra State Skills University** or their employees and applicant or otherwise arising in any way from the selection process for the EOI.

**Ratan Tata Maharashtra State Skills University** reserves the right not to proceed with the Eoi and tendering process or invite afresh with or without amendments at any stage without assigning any reasons thereof, or to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the proposal further with any party submitting a proposal in response to this Eoi. Information provided at this stage is merely indicative. Any such change would be communicated to the applicant by posting it on <https://mahatenders.gov.in>

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**Glossary**

Abbreviation	Stands for
RT-MSSU	Ratan Tata Maharashtra State Skills University
EOI	Expression of Interest
FAQ	Frequently Asked Questions
GoM	Government of Maharashtra
LoI	Letter of Intent
MSSDS	Maharashtra State Skill Development Society
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
PIA	Project Implementation Agency
PMKUVA	Pramod Mahajan Kaushalya Va Udyojakata Vikas Abhiyan
SEEID	Skills, Employment, Entrepreneurship & Innovation Department
SI	System Integrator
SIP	Skill India Portal
SLA	Service Level agreement
SPOC	Single Point of Contact
STT	Short Term Training
TBN	Training Batch Number
TC	Training Centre
KP	Knowledge Partner

## **PART – A**

## 1. Overview of the Project

### 1.1 Project Name

Partnership for Skill Course in Public Relations and New Age Media under Skill Programs of Ratan Tata Maharashtra State Skills University

### 1.2 Background

**Ratan Tata Maharashtra State Skills University (RT-MSSU)** is pleased to invite expressions of interest from potential agencies, institutions, and universities. exchange of special expertise. We are seeking to establish collaborative partnerships aimed at the exchange of expertise, technology, support in skilling through both short-term and long-term courses in Public Relations and New Age Media. We aim to provide comprehensive skill development opportunities, innovation and contribute to the advancement of knowledge and technology.

This partnership aims to empower and upskill in the Public Relations sector in the state of Maharashtra. Through the master courses, RT-MSSU plans to provide comprehensive skills programs and is seeking industry partners to contribute towards the mobilization, end-to-end course delivery, on-the-job training, and final placement of candidates.

By partnering with the university, industry stakeholders can play a crucial role in shaping the future of the Public Relations and New Age Media industry in Maharashtra. RT-MSSU is committed to fostering strong industry-academia collaboration and encourages interested parties to submit their expressions of interest to explore the possibilities of working together on this impactful initiative.

### 1.3 Schedule of EOI

The complete bidding document shall be published on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender/ bidding document fee through e-Tendering Online Payment Gateway mode only.

Sr. No.	Information	Details
1.	Date & time for commencement of downloading Eoi document	Date: 06.03.2025, 10:30 Hrs
2.	Eoi reference number	RT-MSSU/2024/PR/369
3.	Last date & time for sending requests for clarifications	Date: 11.01.2025 Time: 1000 Hrs.
4.	Date, time and venue for resolving clarifications	Date: 11.02.2025 Time: 1500 Hrs. Venue: Ratan Tata Maharashtra State Skills University 1st Floor, Elphinstone Technical High School Metro Chowk,

		Mahapalika Marg, Dhobi Talao, Chhatrapati Shivaji Terminus Area, Fort, Mumbai, Maharashtra 400001
5.	Last date & time for downloading, online preparation (upload of technical document)	Date: 19.03.2025 Time: 12:00 Hrs.
6.	Last date (deadline) & time for submission of application	Date: 19.03.2025 Time: 12:30 Hrs.
7.	Date and time for opening of technical application	Date: 20.03.2025 Time: 13:00 Hrs.
8.	Address for communication	Registrar Ratan Tata Maharashtra State Skills University 1st Floor, Elphinstone Technical High School Metro Chowk, Mahapalika Marg, Dhobi Talao, Chhatrapati Shivaji Terminus Area, Fort, Mumbai, Maharashtra 400001  Enquiry: <a href="mailto:purchase@mssu.ac.in">purchase@mssu.ac.in</a>

#### 1.4 Objective:

To work jointly on the creation of skilled human resource ready to take up entrepreneurship or jobs in across a wide array of Public Relation and New Age Media domains & other allied fields. To provide employability to the skilled human resource.

#### 1.5 Beneficiaries

Open for all.

#### 1.6 Courses covered under project.

The following MBA courses are being offered under the project in this Eol:

Course Approved by Academic Council of RT-MSSU	Discipline
Master's in Public Relations and New Age Media	Master Program

## 2. Selection Criteria

### 1.1 Minimum Qualification

The minimum eligibility criteria for the bidders are as follows.



S. No	Criteria	Supporting Document
1	The applicant must be an independent legal entity incorporated / registered in India such as partnership firm under The Partnership Act 1932, limited liability partnership (LLP) under LLP Act 2008, private limited company registered under Companies act 1956 or 2013, public limited company registered under Companies act 1956 or 2013, or under Societies Registration Act, 1860 or Bombay Public Trust Act, 1950.	Certificate of Incorporation / Registration / Partnership deed; and GST Registration certificate issued by GSTN authorities; and PAN Card.
2	Minimum 3 Years of Incorporation	• Certificate of Incorporation / Registration / Partnership deed / Limited Liability Partnership (LLP)
3	Experience of training in the field of Public Relations and New Age Media. Minimum 2 years. Bidder shall have the experience of teaching of least year long PG Diploma in PR for graduates, combining academic knowledge and experiential learning to prepare students for real-world challenges.	Self-declaration, supporting Work order from client, if corporate training, completion certificate Trainer & Trainee details
4	Average turnover should be equal to or more than INR 60 Lakhs. in any 2 years out of previous 3 financial years (FY 23-24, FY 22-23, FY 21-22)	<ul style="list-style-type: none"> <li>• Copy of the audited Profit &amp; Loss Statement of the company for the 2 years out of the previous 3 financial years</li> <li>• Copy of the audited Balance Sheet of the company for the 2 years out of the previous 3 financial years</li> <li>• Certificate from the Statutory Auditor / Chartered Accountant clearly stating the average turnover as per Annexure-V attached in EOI document</li> </ul>
5	Positive net worth for last 2 consecutive years	• Certificate from the Statutory Auditor / Chartered Accountant clearly stating the Positive Net Worth as per Annexure-V attached in EOI document
5	Applicant must not be blacklisted by Govt of India, Govt of Maharashtra or any other competent authority	As per Annexure-VII attached in EOI document

## 1.2 Technical Qualification

An Evaluation Committee appointed by the Hon'ble Vice Chancellor will short list the Successful bidder based on the criteria below:

Sr. No	Criteria	Max Marks	Supporting Document
01	Experience of training in the field of Public Relations and New Age Media. Minimum 2 years = 10 Marks 2 to 5 years = 15 Marks More than 5 years = 20 Marks	20	Self-declaration, supporting Work order from client, completion certificate, Trainer & Trainee details
02	Bidder should have trained minimum 100 candidates under Diploma/ Bachelors/Master's in public relations during last 3 years (FY 23-24, FY 22-23, FY 21-22) 100 Candidates (10 Marks) 101- 150 Candidates (15 Marks) Above 150 candidates (20 Marks)	20	Self-declaration and Candidate data in the prescribed format (Annexure-IV) signed by the authorized signatory
03	Placement/ Entrepreneurship Performance of previous training/skilling project. 1. For 70% and above of total certified candidates (20 Marks) 2. More than 50% to 69% of total certified candidates (15 Marks) 3. Minimum 50% of total certified candidates (10 Marks)	20	Self – declaration in the prescribed format (Annexure-IV) and supporting document from employer or self.
04	Presentation Understanding of the project (10 marks), Approach & Methodology (10 marks), Action Plan for implementation along with timeline (10 marks) Location specific/innovative courses selected with justification (10 marks)	40	--
	<b>Total</b>	<b>100</b>	

A copy of the Agreement to be signed with the selected bidder is placed at Annexure – III.

## 3. Scope of Work and Implementation Strategy

### 3.1 Definition & Expertise of Knowledge Partners:

Knowledge Partner (KP) should be an institution/organization, specializing in public relations and new age media teaching and education. The primary goal is to develop highly skilled communications professionals. The institute must offer a full-time Post Graduate/ Degree/ Diploma Programme in Public Relations

### 3.2 Mobilization & Selection of candidates:

- a. **Mobilization of Candidates:** Knowledge Partner (KP) shall source the students/participants for the programs/courses. Applications of interested candidates shall be invited through online portal/also along with other physical modes with a transparent process of publicity in regional or local dailies/website/direct counseling at centers etc. All these activities will be supervised by Registrar of RT-MSSU along with authorized signatory of Knowledge Partner.
- b. **Selection of candidates:** Knowledge Partner may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis. It will be the responsibility of Knowledge Partner to ensure that no student is enrolled multiple times in one course.
- c. **Registration Process:** Preliminary Registration for admission in any course will be done in online by candidates and Knowledge Partner will assist candidates in Registration on RT-MSSU application portal. Admission in any course will be granted to registered students after due process of short listing / scrutiny by the Knowledge Partner. Registration fee of the candidate shall be collected by RT-MSSU. While admitting & enrolling a candidate Knowledge Partner will thoroughly check social & economic backwardness through government issued certificates, educational qualification certificate, ID proof and other necessary documents in person of every student in a batch. In case in later stage after admission of a candidate, document of beneficiary is found fake, then KP will not get any reimbursement of such beneficiary.

### 3.3 Attendance, Training & Assessment

#### a) Attendance

Attendance should be maintained by both RT-MSSU and Knowledge Partners for all the students attending the courses/ program.

#### b) Assessment:

After completion of courses/program, assessment will be carried out by office of the Director Assessment & Evaluation of RT-MSSU as per the defined guidelines/norms of RT-MSSU.

#### c) Training:

The training shall be imparted as per the prescribed syllabus and format as approved by RT-MSSU's Academic Council. Knowledge Partner (KP) shall maintain record of shortlisted candidates and biometric attendance of students during the training and provide to Office of the Registrar RT-MSSU for inspection. Promotion of project, study material and library facility shall be provided to students by Knowledge Partner at no additional cost over the RT-MSSU LMS (if required). The Training fee includes all these expenses. Training shall be conducted as per course curriculum approved & provided by RT-MSSU.

#### d) Monitoring Mechanism –

Knowledge Partner (KP) may be asked to submit the CCTV footage/ Photographs/ of class

sessions as and when asked by concerned authorities.

**e) Placement Assistance:**

Bidder should accommodate the candidates on their roll or assist the candidate for getting a job in the relevant sector. On Job Training & placement are the mandatory requirements.

**f) Impact Assessment or Project Implementation Review:**

An impact assessment of the project would be carried out through third party like any consulting organization.

First Impact Assessment shall be carried out after 1st year of execution of the project and second Impact Assessment shall be carried out after 3rd year of execution.

**3.4 Roles and responsibilities of RT-MSSU:**

- a. Shall get the short and long duration courses approved from the university authorities.
- b. Shall support Bidder in participants evaluation and screening for admission.
- c. Shall conduct examinations for the students/participants enrolled in the course.
- d. Shall assess, evaluate and accordingly offer degrees/diploma/certificate to the participants as the case may be.
- e. Supervise the teaching/training done by Bidder.
- f. Fees shall be fixed as determined by the University's authorities.
- g. Fees for admission, eligibility, Tuition & academic fee. Exam fees, certification fees with other incidental charges, security deposits as applicable collected for the course shall be retained by RT-MSSU.

**3.5 Roles and responsibilities of Bidder**

- a. Shall provide required expertise to operate the training center.
- b. Shall provide required equipment to operate the training centers that shall be best in class.
- c. Shall source the students/participants jointly with RT-MSSU.
- d. Shall provide on-the-job (OJT) to the students/participants enrolled in the program wherever required.
- e. Shall provide suitable emolument to the candidate for the OJT as per the norms of Bidder.
- f. Shall design and deliver the short duration and long duration courses at training centers in consultation with RT-MSSU.
- g. Shall provide employment opportunity to candidates, placement support who fulfill the norms of employability to successful candidates.
- h. Will follow common cost norm and its update time to time from the central, state, government and RT-MSSU

**3.6 Joint Responsibilities:**

- i. The Parties shall create a committee of 4 members which shall comprise of:
  - a. Two members who shall be nominated by bidder and
  - b. Two members shall be nominated by the Hon'ble Vice Chancellor of RT-MSSU
  - c. The chairperson of the committee shall be a member of RT-MSSU nominated by the Hon'ble Vice Chancellor

- ii. The committee shall be responsible for reviewing and continuous monitoring of the courses and delivery.
- iii. The Parties shall jointly conduct the skill courses as a part of RT-MSSU skill education program.

### **3.7 Examination & Certification System:**

Examination would be conducted by RT-MSSU in line with the syllabus prescribed in Qualification file of the course.

#### **a) Examination:**

Examination would be conducted by Office of the Director Assessment & Evaluation RT-MSSU, during & at the end of the course for assessing the overall knowledge of the Participants.

#### **b) Certificate:**

All the successful participants would be issued certificates and qualifications as per norms of the university.

### **3.8 Post Certification Activities**

#### **3.8.1 Raising invoice by Knowledge Partner (KP) :**

After completion of training and certification of a batch, invoice will be prepared by the KP along with attendance of students and other necessary documents in that batch after due attestation and forward it to Registrar RT-MSSU.

Registrar shall verify these details, process the payments after due approval of competent authority.

#### **3.8.2 Payment Terms**

The Payments shall be done based on common cost norms vide Government Resolution of Skills, Employment, Entrepreneurship & Innovation Department dated 15.07.2015 and its all amendments time to time following all requirements of central and state implementing agency.

All payments shall be released after successful completion of milestones as per the criteria of Common cost Norms.

#### **3.8.3 Grievance Handling**

All grievances of Knowledge Partner and students will be addressed to Student Grievance Redressal Committee (SGRC) of RT-MSSU. Matters related to changes in policy/implementation strategy of the project will be dealt by RT-MSSU.

### **4. Guidelines for submission:**

#### **4.1 General Terms / Conditions & Instructions for applicant'**

The following conditions should be noted while submitting the Documents:

1. The Application Form (Annexure-II) along with Covering Letter (Annexure-I) may be submitted in a sealed envelope duly super scribed: **“Proposal against EOI for providing Partnership for Skill Course in Public Relations and New Age Media under Skill Programs of Ratan Tata Maharashtra State Skills University”**.
2. Canvassing in any form, direct or indirect, on part of Applicant will render the application liable for exclusion from consideration.
3. Incomplete or late submission of documents will not be considered. This office will not be responsible for any postal delays.
4. Documents complete in all respects, should be submitted by speed post or by hand at following address on or before last date & time:
5. All documents to be submitted online including supporting documents.
6. Proposal should be duly page numbered.
7. The page numbering should be in a proper sequence and the documents should be uploaded in the same sequence.
8. Every page of the submitted proposal including all the documents should be duly sealed and signed by the authorized signatory.
9. Interested parties may submit their Eoi as mentioned in the above schedule along with tender fee of Rs. 20,000/- (Rupees Twenty Thousand Only) in [www.mahatenders.gov.in](http://www.mahatenders.gov.in) as non- refundable processing charges fee. Late submission will not be entertained.
10. RT-MSSU reserves the right to withdraw this Eoi, without assigning any reasons for the same, if RT-MSSU determines that such action is in the best interest of the scheme.
11. The Eoi submitted by the applicant shall remain valid for a period of 180 days after the closing date for submission of Eoi prescribed in this document. Eoi validity expressed for less than 180 days shall be rejected.
12. At any time prior to deadline for submission of Eoi; RT-MSSU may modify the Eoi document. The amended document shall be notified through websites and such amendments shall be binding on the applicant.
13. RT-MSSU may at its sole discretion and at any time during the evaluation of EOI, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
14. RT-MSSU shall have all the rights to disqualify the application during the evaluation of Eoi if:
  - a. Submitted an Eoi without required documentation.
  - b. Use of modified formats for submission.
  - c. Blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.

- d. Been in litigation with any Government agencies/institutions in India.
- e. Processing fee in the form of Demand Draft of Rs. 20,000/- in the favor of – Maharashtra State Skills University, not paid with the proposal.

#### 4.2 Definition:

1. “Service agreement” means the agreement signed between the successful applicant and **Ratan Tata Maharashtra State Skills University** to execute the project mentioned in the EOI.
2. “Applicable Law” shall mean all statutes, enactments, and acts of legislature laws, ordinances, rules, byelaws, regulations, notifications, guidelines, policies, directions, directives, treaties and orders of any authority which has or may have jurisdiction in respect of the subject matter herein (as amended or supplemented from time to time).
3. “Authorized Signatory” means the applicant representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
4. “Technical Proposal” means the technical Proposal submitted by the applicant.
5. The “applicant” means the firm/agency bidding for the EOI.
6. “Competent Authority” means the Registrar, Ratan Tata Maharashtra State Skills University.
7. “Day” means Working day.
8. “Effective date” means the date on which the agreement comes into force and effect.
9. “FAQ” Frequently Asked Questions.
10. “Government” means State Government of Maharashtra.
11. “Services” means the work to be performed by the Successful applicant pursuant to the selection by RT-MSSU and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by RT-MSSU.
12. “SPOC” means Single Point of Contact.

#### 4.3 Shortlisting Criteria:

The Applicant should submit the proposal as per the attached annexures of Part-B of this Eoi. The applicant must also submit document proofs in support of the information provided in annexures of Part-B. Application without document proofs shall be liable to be summarily rejected.

#### 4.4 Following agencies/ training providers are eligible to apply:

Industry specialized in the domain having their own learning & development division & willing to train & recruit, and support in placement of candidates in the areas mentioned in the scope.





## PART B

**5. Important Instructions**

- a. The applicant should fill the details in each table forms given in Annexure 1 to 6 and attach all supporting documents.
- b. Proposal should carry the covering letter, as per the format enclosed at Annexure-1.

**6. Applicant's Details**

SN.	Description	Supporting Document/s	Details
1.	Organization name	<ul style="list-style-type: none"> <li>• If Proprietorship Firm               <ul style="list-style-type: none"> <li>✓ Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant.</li> <li>✓ Copy of trade license/GST registration/IT registration</li> </ul> </li> <li>• If Partnership Firm               <ul style="list-style-type: none"> <li>✓ Copy of Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.</li> </ul> </li> <li>• If Public/ Private Limited Company               <ul style="list-style-type: none"> <li>✓ Copy of Registration/Incorporation Certificate and Memorandum and Articles of Association.</li> </ul> </li> <li>• If Society / Trust / Association               <ul style="list-style-type: none"> <li>✓ Copy of Registration Certificate and Bylaws of Society / Trust / Association.</li> </ul> </li> </ul>	
2.	Type of organization (Government/Govt. Approved Private)		
3.	Registration number		
4.	Date of registration		
5.	Place of registration		
6.	PAN CARD	Copy of the PAN Card	
7.	Registered address	Copy of the Electricity Bill	
8.	Single Point of Contact (SPOC)	Name, Designation, Mobile Number & E-mail	

**7. Other key points for applicant' consideration:**

- a. No consortium is allowed.
- b. Applicants are advised to study the EoI document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of EoI document with full understanding of its implications.
- c. The EoI document is uploaded / released on <https://mahatenders.gov.in> EoI document should be downloaded from above mentioned e-procurement portal. Subsequently, proposal has to be prepared and submitted online ONLY on above mentioned e-procurement portal.
- d. All the technical applications shall have to be submitted online on the e-procurement portal.
- e. If due to any reason, any prospective applicant fails to complete any stages of the EoI RT-MSSU shall not be responsible for such failure and no grievances will be entertained by the RT-MSSU regarding the same.
- f. Application should be complete in all respects, must be uploaded, by the due date and time.

- g. RT-MSSU may, at its own discretion, extend the date for submission of application. In such a case all rights and obligations of RT-MSSU and the applicant shall be applicable to the extended time frame.
- h. At any time prior to the last date for receipt of application, RT-MSSU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant may modify the Eol document by an amendment. The amendment will be notified on e-procurement portal and should be taken into consideration by the applicant while preparing their application.
- i. For any reason, any prospective applicant if fails to submit before stipulated time, RT-MSSU shall not be responsible for that and any grievance regarding that shall not be entertained.
- j. Printed terms & conditions of the applicant will not be considered as forming part of their proposal.
- k. Local internet, computers, laptops etc. are the sole responsibility of the applicant.
- l. RT-MSSU right to terminate the tendering process.
  - a. RT-MSSU may terminate the process at any time and without assigning any reason. RT-MSSU makes no commitments, express or implied that this process will result in a business transaction with anyone. This document does not constitute an offer by RT-MSSU. The commencement of such negotiations does not, however, signify a commitment by RT-MSSU to execute an agreement or to continue negotiations. RT-MSSU may terminate negotiations at any time without assigning any reason.

#### **8. Award Criteria**

- a. The selection committee will select Knowledge Partner and Work Order shall be awarded to the successful applicant/applicants, as per evaluation criteria as mentioned in the Eol.
- b. The selection committee shall have the final authority to decide on the allocations. In cases where a qualifying Entity is allocated any location, that location shall be excluded from the allocation made to the successful applicant for the balance locations of that District.

#### **9. Right to accept any proposal and to reject any proposal(s)**

The RT-MSSU reserves the right to accept or reject any proposal, and to annul the Eol process and reject any or all proposals at any time prior to award of Eol, without thereby incurring any liability to the affected applicant or applicant or any obligation to inform the affected applicant or applicant on the grounds for RT-MSSU action.

#### **10. Notification of Award**

Prior to the expiration of the period of Eol validity, the RT-MSSU will notify the successful applicant/applicants that their application has been accepted. The notification of award will constitute the formation of the agreement. When the successful applicant/applicants, furnish performance bank guarantee to the RT-MSSU then they may notify each successful applicant/applicant.

#### **11. Confidentiality of the Eol document**

This Eol document is confidential, and the applicant shall ensure that anything contained in this Eol document shall not be disclosed in any manner, whatsoever.

#### **12. Eol related conditions**

- a. The applicant should confirm unconditional acceptance of full responsibility of completion of the project and for executing the 'scope of work' mentioned in this Eol. This confirmation

should be submitted as part of the technical proposal. The applicant shall also provide single point of contact for all purposes of the agreement.

- b. The successful applicant must submit performance bank guarantee (PBG) of 3% of the value of the project at the time of agreement.
- c. The applicant should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under the agreement. If at any stage of Eol process or during the term of the agreement, any suppression / falsification of such information is brought to the knowledge of the RT-MSSU, the RT-MSSU shall have the right to reject the proposal or terminate the agreement without any compensation to the applicant or applicants.

### **13. Rejection Criteria**

1.1. Besides other conditions and terms highlighted in the Eol document, application may be rejected under following circumstances:

#### **13.1 General rejection criteria**

- a. If the information provided by the applicant is found to be incorrect / misleading at any stage / time during the Eol Process.
- b. Any effort on the part of an applicant to influence the RT-MSSU contract award decisions.
- c. Application received by RT-MSSU after the last date for receipt of application prescribed by the RT-MSSU.
- d. Application without signature of person (s) duly authorized on required pages of the Eol.
- e. Application without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the applicant.

#### **13.2 Technical rejection criteria**

- a. Applications not quoting for the complete scope of work as indicated in the Eol documents, addendum (if any) and any subsequent information given to the applicant.
- b. Application not complying with the technical and general terms and conditions as stated in the Eol documents.
- c. The application not confirming unconditional acceptance of full responsibility of providing services.

### **14. Proposal Preparation Cost**

- a. The applicant shall be responsible for all costs incurred in connection with participation in the Eol process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by RT-MSSU to facilitate the evaluation process, and in negotiating a definitive SLA or all such activities related to the Eol process.
- b. RT-MSSU will, in no event be responsible or liable for those costs, regardless of the conduct or outcome of the Eol process.

### **15. Language of proposal**

The proposal prepared by the applicant, the correspondences as well as all the document relating to the Eol exchanged between the applicant and the RT-MSSU, shall be in English language.

### **16. Proposal submitted after designated time of submission.**

Application submitted after the due date will not be accepted by <https://mahatenders.gov.in> and hence will automatically be rejected. RT-MSSU shall not be responsible for any delay in the online submission of the Eol response.

### **17. Applicable law**

The agreement shall be interpreted in accordance with laws of Government of India and Government of Maharashtra.

### **18. Code of Integrity**

No official of a procuring entity or an applicant shall act in contravention of the codes which includes.

- a. Prohibition of making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
  - Any collusion Eol rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
  - Improper use of information provided by the procuring entity to the applicant with intent to gain unfair advantage in the procurement process or for personal gain.
  - Any financial or business transactions between the applicant and any official of the procuring entity related to Eol or execution process of agreement, which can affect the decision of the procuring entity directly or indirectly.
  - Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - Obstruction of any investigation or auditing of a procurement process.
  - Making false declaration or providing false information for participation in a Eol process or to secure a contract.
- b. Disclosure of conflict of interest.
- c. Disclosure by the applicant of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.
- d. In case of any reported violations, the procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that an applicant or prospective applicant, as the case may be, has contravened the code of integrity, may take appropriate measures.

### **19. Confidentiality**

- a. Successful applicant will come into possession of confidential information. Successful applicant shall maintain the highest level of secrecy, confidentiality and privacy with regard thereto. Successful applicant would be required to sign a non-disclosure agreement (NDA) with RT-MSSU.
- b. Additionally, the successful applicant shall keep confidential all the details and information regarding the project, including systems, facilities, operations, management and maintenance of the systems, during implementation or after completion of the project.
- c. The successful applicant shall ensure that all its employees execute individual non - disclosure agreements, which have been duly approved by RT-MSSU with respect to this project.

### **20. Force Majeure**

No party shall be liable to the other if, and to the extent, that the performance or delay in performance of any of its obligations under this agreement is prevented, restricted, delayed or interfered with, due to circumstances beyond the reasonable control of such party, including but

not limited to, Government legislations, fires, storms, floods, explosions, epidemics, earthquakes, pandemics, accidents, acts of God, any other natural calamities, wars, riots, strikes, lockouts or other concerted acts of workmen, acts of Government. The party claiming an event of force majeure shall promptly notify the other party in writing and provide full particulars of the cause or event and the date of first occurrence thereof, as soon as possible after the event and also keep the other party informed of any further developments. The party so affected shall use its best efforts to remove the cause of non-performance and the parties shall resume performance as soon as such cause is removed.

## **21. Corrupt or Fraudulent Practices**

- a. RT-MSSU requires that the successful applicant must observe the highest standard of ethics during the performance and execution of the agreement. For this purpose, the following definitions of unethical behavior will be assumed:
  1. "Corrupt practice" means offering, giving, receiving or soliciting of anything in value or favor to influence the action of RT-MSSU official in agreement executions, and
  2. "Fraudulent practice" means a miss-representation of facts in order to influence execution of a contract to the detriment of the interests of the RT-MSSU.
- b. In case of any applicant being found to be indulging in unethical practices, RT-MSSU may terminate the agreement and take legal action against successful applicant as well as recover agreement of liquidated damage. RT-MSSU may also declare the successful applicant blacklisted either indefinitely or for a stated period, for technical evaluation in future Project.

## **22. Resolution of Disputes**

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

- a. In case if any dispute arises between the RT-MSSU and successful applicant, which have not been settled amicably. Any party to the agreement can refer the dispute for arbitration under (Indian) Arbitration and Conciliation Act, 1996 and the amendments made thereafter. Such disputes shall be referred to Sole Arbitrator appointed by the mutual consent of both the parties to the agreement. The Indian Arbitration and Conciliation Act, 1996 and any the amendments made thereof, shall apply to these arbitration proceedings. Arbitration proceedings will be held in Mumbai and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the arbitrator shall be final and binding upon both the parties. The arbitration awards shall be in writing. The expenses of the arbitration as determined by the arbitrators shall be shared equally by the RT-MSSU and successful applicant.
- b. Successful applicant shall be deemed, to have exhaustively examined the technical proposal, to obtain all information and clarifications on all matters whatsoever, that might affect carrying out of the work and to have satisfied himself as to the adequacy of the technical criteria. Applicant is deemed to have known the scope, nature and magnitude of the work and as to all work they should complete in accordance with the terms and conditions of the agreement.
- c. Any negligence or omission or failure on the part of the successful applicant in obtaining necessary and reliable information as stated above or on any other matter affecting the successful applicant shall not relieve him from any risks or liabilities or the entire responsibility for completion of the work in accordance with the technical proposal.

## **23. Notices**

Any notice, request or consent required or permitted to be given or made in this agreement shall be in writing. Any such notice/ request shall be deemed to have been given or made when delivered in person to the authorized representative of the party to whom the communication is addressed or sent by registered mail or email to such party.

**24. Turnover of Organization**

The applicant should give declaration by chartered accountant on their letter head duly signed and sealed in following format provided in Annexure V.

## 25. Annexures

### Annexure -I: Covering Letter Downloaded from WWW.SKILLSPEDIA.IN

{Strictly on applicant's letterhead}

Date:

To,  
Registrar  
Ratan Tata Maharashtra State Skills University  
1st Floor, Elphinstone Technical High School Metro Chowk,  
Mahapalika Marg, Dhobi Talao, Chhatrapati Shivaji Terminus Area,  
Fort, Mumbai, Maharashtra 400001

Dear Sir/Madam,

Sub: EoI published by **Ratan Tata Maharashtra State Skills University** for selection of Knowledge Partners for Implementation of the project "Partnership for Skill course in Public Relations and New Age Media under Skill Programs of Ratan Tata Maharashtra State Skills University"

Please find enclosed proposal in respect of the selection of Knowledge Partners for Implementation of the project "Partnership for Skill course in Public Relations and New Age Media under Skill Programs of Ratan Tata Maharashtra State Skills University" in PR and New Age Media to the Expression of Interest (EoI) document issued by .....

We hereby confirm that:

1. The proposal is being submitted by (name of the agency who is the applicant, in accordance with the conditions stipulated in the EoI).
2. We have examined in detail and have understood the terms and conditions stipulated in the EoI document issued by ..... and in any subsequent communication sent by ..... We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the EoI or in any of the subsequent communications from .....
3. The information submitted in our proposal is complete, is strictly as per the requirements as stipulated in the EoI and is correct to the best of our knowledge and understanding.
4. We would be solely responsible for any errors or omissions in our proposal. We acknowledge that ..... will be relying on the information provided in the proposal and the documents accompanying such proposal for selection of the applicant for the aforesaid program, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
5. We acknowledge the right of ..... to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We satisfy the legal requirements and meet all the eligibility criteria as laid down in the EoI.
7. This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the EoI.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
9. We have uploaded the scan copy of processing fee with the proposal.

In witness thereof, we submit our proposal for the EoI published by RT-MSSU.

For and on behalf of:

Signature:

Name:

Designation

(Company seal)

(Authorized signatory)



## Annexure -II: Application Form

### Section A-

Downloaded from [WWW.SKILLSPEDIA.IN](http://WWW.SKILLSPEDIA.IN)

#### A. Details of Skill Centre/Institute:

a)	Name of College/ Institute/ LLP/ Industry/Training Establishment under which the skill center is established	
b)	Institute Location (Provide complete address along with Pin Code)	
c)	Telephone and Fax No	
d)	Mobile No.	
e)	Date of Establishment (atleast one year prior to the application)	
f)	Website Address	
g)	E-Mail:	-
h)	Name of the Director/Principal/ Head/ In-charge of Skill Centre	

#### B. Details of Promoting Trust/Society/Company/Govt. Body (Management):

a)	Name of the Trust/Society/ Company/ Govt. Body	
b)	Registered Address	
c)	Pin Code	
d)	Registration No. of the Trust/Society/ Company/ Govt. Body	
e)	Registration Under (Strike-off whichever is not applicable)	<ul style="list-style-type: none"><li>- Societies Registration Act, 1860</li><li>- Maharashtra Public Trusts Act, 1950</li><li>- Companies Act, 2013/1956</li></ul>
f)	Date of Registration	
g)	PAN/TAN/GST No.	
h)	Telephone, Mobile & Fax No.	
i)	Website Address	
j)	Email	

#### C. Establishment / Registration Documents

Downloaded from [WWW.SKILLSPEDIA.IN](http://WWW.SKILLSPEDIA.IN)

S. No.	Particulars	Yes/No	Remark, if any
1	Is the Management registered atleast one year prior to the date of the application?		
a.	Proof of Registration of Society/ Trust/ Company along with details of constitution and Memorandum of Association (where relevant)		
b.	Proof of Constitution of the Management of the Society/Trust/Company (MOA, AOA/Trust Deed etc.)		
c.	Copy of - PAN - TAN - GST No. of Trust/Society/Company/Govt. Body		

#### D. Funds

S. No.	Particulars	Yes/No	Remark, if any
1	<b>Does the Management possess adequate funds (to operate program for 3 months)?</b>		
a.	Certified financial statements for the last three years issued by the Chartered Accountant		
b.	Detailed financial estimate (budget) of the current financial year		
c.	Bank details of the Fixed Deposit at a Scheduled/Nationalized bank only of the amount prescribed by the University		
d.	Letter given by the Society/Trust/Company jointly with the Nationalized / Scheduled Bank concerned undertaking that the fixed deposit in the bank shall not be withdrawn without prior permission of the University		

#### E. Approval of Skill Centre

Downloaded from [WWW.SKILLSPEDIA.IN](http://WWW.SKILLSPEDIA.IN)

S. No.	Particulars	Yes/No	Remark, if any
1	<b>Has the Management passed a resolution/ approval for starting up a New Skill Centre/ Courses?</b> (Copy of Resolution/ Approval of the Society/ Trust/ Company regarding starting up a new Skill Centre/Courses)		
2	<b>Has the Management appointed the Director/Principal/ Head/ In-charge of Skill Centre?</b> (Copy of Appointment Letter along with Joining Report to be provided)		

#### F. Building

S. No.	Particulars	Yes/No	Remark, if any
1a	Does the Institute intend to run the new programme in an existing building?		
1b	If Yes, is there a designated space earmarked for conducting the programme? (Attach a copy of the building plan clearly highlighting the earmarked area along with utilization wise area statement in Sq. Mtr. / Sq. Ft.)		
2	Does the Institute intend to run the new programme in a new building? (Attach building plan approvals for the new building along with utilization wise area statement in Sq. Mtr/ Sq. Ft.)		

#### G. Academic Programme/s for which Affiliation sought from Ratan Tata Maharashtra State Skills University [RT-MSSU]:

S. No.	Name of the Programme/s	Specialization	Intake applied


**H. Details of Land and Building**

<b>A</b>	<b>Land</b>			
(i)	Title of land (Whether the land where the skill centre is established is leased/ owned) (attach latest documentary proof)*			
<b>B</b>	<b>Building</b>			
<b>1</b>	<b>Has the Management provided an approval for use of demarcated area/building for proposed Skill Centre?</b> (Provide a copy of the approval/resolution by the Management confirming the demarcated area by way of a plan and an area statement)			
<b>C</b>	<b>Specifications of Infrastructure (where applicable)</b>	<b>Numbers</b>	<b>Size (in Sq. Mtrs.)</b>	<b>Shared/ Exclusive</b>
i.	Number of class/tutorial rooms			
ii.	Laboratories			
iii.	Library			
iv.	Workshop			
v.	Computer Center			
vi.	Any other facilities			

**I. Details of Library**

<b>A</b>	<b>Details of Books(course-wise)</b>	<b>Programmes</b>					
(i)	No. of Titles*						
(ii)	No. of Volumes*						
(iii)	Total number of books*						
<b>B</b>	<b>Details of Digital Facilities</b>						
(i)	Whether library operations computerized, internet facility, Reading room facilities, Photocopying facilities available, If yes, give details.*						

\*The institute may indicate information as per their own programmes using the above as a sample and append duly attested details (as applicable).

**J. Details of the Labs/Workshops/Work stations available:**

Course/ Program	Name of Laboratory/ Workshop/ Work station	Major Equipment (if any)

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#### K. Teaching Staff for

S. No.	Name	Designation	Qualification	Scale of pay, Other Allowances /remuneration paid	Date of joining	Regular(R)/ Adhoc (A)/ Contract (C)/ Visiting (V)/ Guest (G)

Append duly attested proofs i.e., Appointment Letters (as Applicable)

#### L. Non - Teaching and Technical Supporting

S. No.	Name	Designation	Qualification	Scale of pay, other allowances/remuneration paid	Date of joining	Regular/ Adhoc/ Contract/

Append duly attested proofs i.e., Appointment Letters (as Applicable).

#### M. Detail of Industry Partner(s) (wherever applicable):

S. No.	Name of the Course for which occupied	Detail of Industry Partnership				No. of Students who can be accumulated
		Name of Organization and address	Name, Designation and Phone of the Contact Person	Nature of Partnership and Support	Total No. of Employees working	

--	--	--	--	--	--	--

Attach MoU(s) with Industry Partner(s).

**N. STUDENT PLACEMENT PLAN:**

**How would the College/ Institution set up an effective mechanism for placement of students?**

Append details if required.

**O. Details of Fee Structure for the existing programs**

Programmes	Intake capacity	Cycle	Amount	Remark

Append copy of the receipt

**DECLARATION**

We undertake that the information furnished above is true and correct to the best of my knowledge and belief and is based on facts. Nothing material has been concealed/misrepresented therein. If any information furnished above found to be false or misleading, concealed or suppressed, undersigned will be liable for the consequences thereof including rejection of application and debarment and/or any other action that RT -MSSU may deem fit.

We further undertake that we will inform RT-MSSU, if we start any new course or increase/decrease in the intake of the existing courses full time/part time/distance education/open learning nature affiliated to any other central/state/deemed/private University or any statutory body/autonomous body.

Signature with Date: .....  
 Chairman/ Secretary of the Society/Trust  
 Name:  
 Designation:  
 Seal of the Society:

Signature with Date: .....  
 Director/Principal of the Institute/College  
 Name:  
 Designation:  
 Seal of the Institute:

**SECTION B –Minimum Eligibility/Qualifying Criteria**

SI No	Criteria	Supporting Documents	Criteria Fulfilled (Yes/No)	Reference Page Number
1	The applicant must be an independent legal entity incorporated / registered in India such as partnership firm under The Partnership Act 1932, limited liability partnership (LLP) under LLP Act 2008, private limited company registered under Companies act 1956 or 2013, public limited company registered under Companies act 1956 or 2013, or under Societies Registration Act, 1860 or Bombay Public Trust Act, 1950.	Certificate of Incorporation / Registration / Partnership deed; and GST Registration certificate issued by GSTN authorities; and PAN Card.		
2	Minimum 3 Years of Incorporation	• Certificate of Incorporation / Registration / Partnership deed		
3	Experience of training in the field of Public Relations and New Age Media. Minimum 2 years	Self-declaration, supporting Work order from client, completion certificate, Trainer & Trainee details		
4	Average turnover should be equal to or more than INR 60 lakhs in any 2 years out of previous 3 financial years (FY 23-24, FY 22-23, FY 21-22)	<ul style="list-style-type: none"> <li>• Copy of the audited Profit &amp; Loss Statement of the company for the 2 years out of the previous 3 financial years</li> <li>• Copy of the audited Balance Sheet of the company for the 2 years out of the previous 3 financial years</li> <li>• Certificate from the Statutory Auditor / Chartered Accountant clearly stating the average turnover as per Annexure-V attached in EOI document</li> </ul>		
5	Positive net worth for last 2 consecutive years	• Certificate from the Statutory Auditor /		

SI No	Criteria	Supporting Documents	Criteria Fulfilled (Yes/No)	Reference Page Number
		Chartered Accountant clearly stating the Positive Net Worth as per Annexure-V attached in EOI document		
6	Applicant must not be blacklisted by Govt of India, Govt of Maharashtra or any other competent authority	As per Annexure-VII attached in EOI document		

**SECTION C – Evaluation Criteria:**

Sr. No	Criteria	Supporting Document	Criteria Fulfilled (Yes/No)	Reference Page Number
01	Experience of training in the field of domain	Self-declaration, supporting Work order from client, completion certificate, Trainer & Trainee details		
02	Bidder should have trained minimum 100 candidates in short/long term training in Public Relations during last 3 years (FY 23-24, FY 22-23, FY 21-22)	Self-declaration and Candidate data in the prescribed format (Annexure-IV) signed by the authorized signatory		
03	Placement/ entrepreneurship Performance of previous training/skilling project	Self – declaration in the prescribed format (Annexure-IV) and MoU signed with Partners, supporting document from employer or self.		
04	Presentation Understanding of the project Approach & Methodology Action Plan for implementation along with timeline Location specific/innovative job roles selected with justification.	--		

**DECLARATION**

- (i) I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ have read and understood the RULES/ GUIDELINES for conduction of RT-MSSU courses, program and Training candidates and agree to abide



by the same.

- (ii) I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by to furnish the above information and to undertake the above stated commitment on behalf of my /our organization.
- (iii) I am aware that in case any information given by me is false or misleading, the Institute would be debarred from the conduction of training programs and / or debarred besides being subjected to any other action that may be deemed fit by RT-MSSU.
- (iv) I agree to abide by the decisions of the RT-MSSU or its designated agencies in respect of my application for permission to conduct RT-MSSU courses for candidates.

Date:           Signature of the authorized person

Name: Designation:

Seal of the institute:

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### **Annexure -III: Agreement Format**

#### **For RT-MSSU**

Name: Dr. Rajendra Talware

Designation: Registrar (I/C)

Address: Ratan Tata Maharashtra State Skills University,  
1<sup>st</sup> Floor, Elphinstone Technical School, 3,  
Mahapalika Marg, Dhobi Talao, Mumbai – 400 001

#### **1. Governing Law and Jurisdiction:**

This Agreement is to be construed, performed and enforced in accordance with the laws of India with exclusive jurisdiction of the Courts of Mumbai, India.

#### **2. Miscellaneous:**

- 2.1 Both the Parties will review the activities on quarterly basis at the place/location agreed mutually.
- 2.2 Severance: Any provision of this MOU, which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. Accordingly, this MOU shall be construed as if such portion had not been inserted and the remaining provisions of this MOU shall remain in full force and effect.
- 2.3 Force Majeure: No Party shall be liable to the other if, and to the extent, that the performance or delay in performance of any of its obligations under this MOU is prevented, restricted, delayed or interfered with, due to circumstances beyond the reasonable control of such Party, including but not limited to, Government legislations, fires, storms, floods, explosions, epidemics, earthquakes, pandemics, accidents, acts of God, any other natural calamities, wars, riots, strikes, lockouts or other concerted acts of workmen, acts of Government. The Party claiming an event of force majeure shall promptly notify the other Party in writing and provide full particulars of the cause or event and the date of first occurrence thereof, as soon as possible after the event and also keep the other Party informed of any further developments. The Party so affected shall use its best efforts to remove the cause of non-performance and the Party shall resume performance as soon as such cause is removed.
- 2.4 Waiver: Except as otherwise provided in this MOU, failure on the part of either Party to exercise any right hereunder or to insist upon strict compliance by the other Party with any of the terms, covenants or conditions hereof shall not be deemed a waiver of such right, term, covenant or condition.
- 2.5 Amendments: No Party shall be bound by any modification or amendment of this MOU unless such modification or amendment is set forth in a written instrument signed by both the Parties.
- 2.6 No Assignment: Neither of the Party to this MOU will assign the MOU to any third party without prior written consent of other Party.

2.7 Further Acts and Assurances: Each Party agrees to execute and deliver all such further instruments and to do and perform all such further acts and things, as shall be necessary and required to carry out the provision of this MOU and to consummate the transactions contemplated herein.

2.8 Entire MOU: This MOU constitutes the entire MOU between the Parties with respect to the subject matter hereof as of the date hereof and supersedes all prior oral and written discussions and understandings between them with respect to the subject matter hereof.

**Signed for and on behalf of:**

**Bidder**

**Name:**

**Designation:**

**Signed for and on behalf of:**

**Ratan Tata Maharashtra State Skills  
University**

**Registrar**

**Witness 1:**

**Name:**

**Designation:**

**Witness 1:**

**Name:**

**Designation: Finance & Accounts Officer  
RT-MSSU**

**Witness 2:**

**Name:**

**Designation:**

**Witness 2:**

**Name:**

**Designation:**

**Annexure IV: Format for Submission of Placement details****Past Training & Placement Performance:**

S. No	Name of Courses/ Programme/s	Project Duration (Start & End Date)	Total students enrolled	Total Candidates passed/ Certified	Total Candidates Placed against Certified	Placeme nt %	Page Numbers (on which supporting documents are provided)

\*Candidate details will be verified on random basis and verification outcome will be used for the proposal evaluation purpose.

Authorized Signatory

Seal:

Date:

Place:

**Annexure V: Format for Submission of Financial details****To whomsoever it may concern**

- i. On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has average overall annual turnover of Rs. .... which is equal to or more than Rs. .... (Rupees ..... ) in the past three years and have a positive net worth for the last two consecutive financial years.

Sl. No.	Financial Year	Overall Annual Turnover (in Lakhs)	Net worth (In Lakhs)
1	2021-22		
2	2022-23		
3	2023-24		
Total Turnover (INR) (in Lakhs)			
Average turnover (INR) (in Lakhs)			

**Note:**

1. Audited financial statements for the past 4 years (FY 2019-20, 2020-2021, 2021-22, 2022-23) should be submitted by the Applicant (for FY 2022-23 provisional financial statement shall be considered)
2. Work orders/sanction letters/completion certificates supporting the skill development turnover should be provided and page numbered properly.

(Chartered Accountant):

Signature, Name, Registration No., Contact No.

Seal:

Date:

Place:

### **Annexure VI: Format for Power of Attorney**

*(Required only if the Signatory to the proposal is not directly authorized by the Company Board, or Partners. Otherwise, the Board Resolution/Partners Resolution would suffice)*

Date:

To,  
Registrar  
Ratan Tata Maharashtra State Skills University  
1st Floor, Elphinstone Technical High School Metro Chowk,  
Mahapalika Marg, Dhobi Talao, Chhatrapati Shivaji Terminus Area,  
Fort, Mumbai, Maharashtra 400001

Dear Sir,

Sub: Eol published by ----- for selection of knowledge partners for Skill Course in Public Relations and New Age Media under Skill Programs of Ratan Tata Maharashtra State Skills University.

**<Proposer's name>** hereby authorizes **<Designated Representative's name>** to act as a representative of **<Proposer's name>** for the following activities vide its Board Resolution (and Power of Attorney if applicable) attached herewith.

- To attend all meetings conducted by ....., ----- and shall discuss, negotiate, finalize and sign any proposal or agreement and contract with ....., ----- related to Eol.

Yours faithfully,

**<Signature and Name of appropriate authority of the Proposer >**

**<Signature and name of the Designated Representative of the Proposer for acceptance of this Power of Attorney>**

For

**<Name of Proposer >**

**Encl: Board resolution for Authorized signatory**

**Annexure VII: Format for Self-Declaration (Anti-Blacklisting)**

Downloaded from [WWW.SKILLSPEDIA.IN](http://WWW.SKILLSPEDIA.IN)

***Format for Self - Declaration certifying that the Entity/Promoter/s / Director/s of Entity are not blacklisted (On a Stamp Paper of INR 500)***

**Anti-Blacklisting Declaration**

I M/s. .... (Name of the Proposer), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred by Government of Maharashtra (GoM) / any other entity of GoM or blacklisted by any state government or central government / department / Local Government / Municipal Body/ Public Agency in India or from abroad either individually or as member of a Consortium as on the ..... - (Proposal submission 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 tendering Process or thereafter during the agreement period. Dated this ..... Day of ....., 2025.

Name of the Proposer

Signature of the Authorized person

Name of the Authorized Person