

EXPRESSION OF INTEREST
ARE INVITED
TO EMPANEL AGENCIES AS “TRAINING PARTNER”
WITH
COMMISSIONER OF COTTAGE AND RURAL INDUSTRIES DEPARTMENT
FOR UNDERTAKING
OUTCOME BASED SKILL DEVELOPMENT TRAINING PROGRAMS IN GUJARAT



Invitation for Empanelment
Notice No. GMK&RTI/2025-26/01

Published by



GUJARAT MATIKAM KALAKARI & RURAL TECHNOLOGY INSTITUTE

(An Agency of Government of Gujarat)

Near Vishvakarma Temple, Sector -12, Gandhinagar -382 016

Phone: 23251681

Email: sr-dpm-gmkrti@gujarat.gov.in

Disclaimer

It is hereby clarified that this Expression of Interest Document (Eoi) is a document that solicits responses in the form of Expression of Interest from qualified applicants ("Respondents") as per the terms mentioned therein. The Eois received from Respondents would be evaluated based on the criteria specified in this document and qualified Respondents would be shortlisted for further procedure of empanelment.

It is clarified that this Eoi document is not an agreement and is not an offer by Gujarat Matikam Kalakari and Rural Technology Insitute (GMK&RTI) to any party hereunder. The purpose of this Eoi is to provide the potential Respondents with information to assist in the formulation of its response and application submission.

This Eoi document does not purport to contain all the information such Respondents may require. This Eoi document may not be appropriate for all persons, and it is not possible for GMK&RTI to consider particular needs of each Respondent. Each Respondent should conduct its own investigation and analysis, and should check the accuracy, reliability and completeness of information in this Eoi document and obtain independent advice from appropriate sources. GMK&RTI and their advisors make no representation or warranty and shall incur no liability financial or otherwise under any law, statute, rules or regulations or otherwise as to the accuracy, reliability or completeness of the Eoi document.

GMK&RTI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Eoi document.

GMK&RTI reserves the right not to proceed with the selection process or to change the process or procedure to be applied. It also reserves the right to decline to discuss the process further with any party submitting a Response or Application. No reimbursement of cost of any type shall be paid to persons, entities submitting a Response or Application.

GMK&RTI shall not be responsible for any costs or expenses incurred by the Respondents in connection with the preparation and delivery of Response, including costs and expenses related to visits to the sites. GMK&RTI reserves the rights to cancel, terminate, change or modify this selection process and/or requirements of bidding stated in the Eoi, without assigning any reason or providing any notice and without accepting any liability for the same.

1. Expression of Interest (EOI) Notice:

Online Expression of Interest (EOI) is invited by the Gujarat Matikam Kalakari & Rural Technology Institute (GMK&RTI), on behalf of the Commissioner of Cottage and Rural Industries Department, for the empanelment of Training Agencies as “Training Partners” to implement Skill Development Training Program organized by various Boards, Corporations, and Institutes under the Department of Cottage and Rural Industries, Government of Gujarat.

The applicant institute should be a reputed and registered entity in Gujarat. (e.g., registered under the Societies or Public Trust Registration Act/ Academic and Educational Institutions / Cooperative Societies/NGOs/ Reputed Training Institutions / Companies / CSR organization of corporate houses / Government or Semi-Government Institutions), possessing adequate infrastructure and relevant experience. Proposals must be submitted online at <https://tender.nprocure.com/>.

Sr. No.	Department Name	Gujarat Matikam Kalakari & Rural Technology Institute
1.	Address	Nr. Vishvakarma Temple , Sector-12, Gandhinagar, Gujarat 382016.
2.	Joint Venture / Consortium	Not Allowed
3.	Non-Refundable EOI processing Fees	Rs. 5000/- in form of Demand Draft (Non- Refundable)
4.	Non-Refundable EOI processing Fees Payable to	Non-refundable Demand Draft in favor of Director “Gujarat Matikam Kalakari & Rural Technology Institute (GMK&RTI)” payable at Gandhinagar
5.	Bid Start Date	24/07/2025
6.	Bid End Date	14/08/2025 (18.00 HRS)
7.	Pre-Bid Meeting	30/07/2025 (12.30 PM)
8.	Last date for Submission of physical document and EOI Processing fee	Submission of EOI Processing Fees and Documents from date: 25/07/2025 to 19/08/2025 on working day during office hours at Gujarat Matikam Kalakari & Rural Technology Institute (GMK&RTI) Nr. Vishvakarma Temple, Sector-12, Gandhinagar, Gujarat 382016.
9	Information for online participation	Agency who wishes to participate in this EOI will have to procure valid digital certificate as per information Technology Act- 2000. Respondents can procure this certificate from (n) Code Solution.
10	Remarks	The technical documents will be opened and scrutinized with regard to the eligibility criteria as mentioned in the EOI Document. During the scrutiny process, if required, clarification requests will be sent to the respective agencies for their response. Training Agencies who meet the qualification criteria may be invited for a presentation before the committee, if required. The schedule and venue for the presentation, if applicable, will be intimated to the respective agency.

11	Nodal Point of Contact for any query and clarification	Mr. Mukesh Shah , Nodal Training Cell Mob: 9173433005 Email: sr-dpm-gmkrti@gujarat.gov.in Mr. Naran Patel Mob. No. 9909979589 Email: sr-dpm-gmkrti@gujarat.gov.in
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2. Objectives of this EOI:

- 2.1. The objective of this EOI is to empanel training agencies to undertake Outcome-Based Skill Development Training Programs for artisans in Gujarat.
- 2.2. The empaneled training agencies will conduct training programs across various villages, talukas, and districts of Gujarat, in alignment with the approved budget plan, ensuring measurable outcomes such as certification, employment, self-employment, Income enhancement, handholding support, or market linkage for the trained artisans.
- 2.3. The agencies must demonstrate their ability to achieve desired outcomes, focusing on improving artisans' employability, enabling self-employment, and facilitating market linkages for the trained individuals.
- 2.4. In addition, training agencies will stay aligned with current market trends and industry requirements, motivate artisans to participate in the training programs, and provide continuous handholding support to ensure the long-term success and sustainability of the training outcomes.

3. General Terms of Empanelment:

- 3.1. The agency shall be eligible to apply for empanelment as per the eligibility criteria mentioned in Clause 3 and shall produce the required documentary evidence for the same.
- 3.2. Agencies applying as a consortium are not permitted.
- 3.3. Agencies meeting the required eligibility criteria shall be considered for empanelment with Gujarat Matikam Kalakari & Rural Technology Institute (GMK&RTI) and shall be invited to present before a competent committee and the concerned department.
- 3.4. The **tenure of the empanelment shall be for a period of three years** from the date of empanelment. If performance is found unsatisfactory at any point, the training partner will be liable for the cancellation of their empanelment upon the receipt of recommendation from the respective HoDs and approval of competent authority. In such case the performance security deposit will be forfeited.
- 3.5. The training partners must submit a **performance security deposit equivalent to 10% of the agreement/contract value** before signing the agreement with the respective HoDs **for each training assignment**. This deposit shall be refunded upon successful completion of the assignment and formal closure of the agreement/contract.
- 3.6. Training partners are required to maintain compliance with the eligibility and qualification standards defined under current empanelment norms, or as updated periodically by GMK&RTI with due approval from the competent authority.
- 3.7. GMK&RTI, at its discretion, may modify or terminate the empanelment at any point in time in the event of a change in policy with due approval from the competent authority.
- 3.8. GMK&RTI, at its discretion, may terminate the empanelment of a training agency in the event of failure to remain eligible under the prevailing eligibility conditions (as revised from time to time), failure to perform as per contract deliverables, or for any other relevant reason(s), with such termination notices issued only after obtaining the approval of the competent authority.
- 3.9. In case of any disputes, differences, or questions arising at any time between the parties regarding quality, quantity, or performance, the decision of the Head of Department (HoD) of the concerned board, department, and corporation will be final and binding to the empaneled agencies.
- 3.10. Only empaneled agencies will be invited to submit a detailed training proposal as and when the need arises. The highest-scoring agency with expertise in the required domain will be given first preference. The training approval committee reserves the right to reject any proposal without assigning any reason.
- 3.11. This empanelment is valid for Department of Cottage and Rural Industries and it's all HoDs.
- 3.12. In case of any dispute, the jurisdiction will fall under Gandhinagar, Gujarat.
- 3.13. Each page of the document shall be duly signed and stamped by the authorized person.
- 3.14. At the time of the pre-bid meeting, the person attending the meeting shall submit a valid letter of authority.
- 3.15. Submission of proposals for empanelment shall be done online through the (n)Procure portal. A physical copy must also be submitted by the last date of EOI submission.
- 3.16. The cost for conducting the training program has been fixed by the department and represents the maximum permissible limit. However, TP must submit their technical proposals strictly as per the prescribed template. Each submission will be evaluated based on technical and qualitative parameters, and final approval will be granted by the Training Approval Committee.
- 3.17. Detailed Standard Operating Procedure (SOP) will be released by the department, and the Training Partner has to strictly follow the guidelines.

4. Eligibility Criteria:

(For Empanelment of Training Partners for Outcome-Based Training Programmes in the Cottage and Rural Industries Sector – Gujarat State)

- 4.1. The agency shall be a reputed and registered entity in Gujarat. (e.g., registered under the Societies or Public Trust Registration Act/ Academic and Educational Institutions / Cooperative Societies/NGOs/ Reputed Training Institutions / Companies / CSR organization of corporate houses / Government or Semi-Government Institutions).
- 4.2. The agency should have been in existence for at least 5 years as on the date of application
- 4.3. Minimum 3 years of relevant experience in conducting skill development, vocational, or livelihood-based training, preferably in the cottage and rural industries sectors.
- 4.4. Agency must have trained minimum 300 numbers of individuals in the last 5 years for Government, Semi-Government, PSUs, Boards and Corporations, Institutions, or Local Government Bodies etc. projects.
- 4.5. The agency should have a total turnover of a minimum of Rs. 50 lakhs in the last 3 financial years. Out of the total turnover, at least 50% must be from training-related activities. The agency must submit a Chartered Accountant's certificate showing a break-up of total turnover and turnover from training-related activities.
- 4.6. The agency must have experienced staff. The agency must have qualified trainers; either directly employed, on hire, or through associates with domain knowledge and experience in cottage and rural industry trades/crafts listed in the Annexure - I. list of trainers along with their biodata must be submitted.
- 4.7. Agency must provide copies of their PAN & GST if applicable.
- 4.8. The training partner must have a registered office in Gujarat.
- 4.9. The agency must submit an undertaking declaring that it has not been blacklisted by any Government department or agency as per format given at **Format - E**.

5. General Conditions:

- 5.1. The agency shall comply with all the criteria and clauses mentioned in the EOI/tender and shall submit the necessary documentary evidence.
- 5.2. Prospective training partners must submit a resolution or power of attorney from their governing body authorizing office bearers to apply for empanelment, along with their official statement.

6. Rejection of Proposals:

Following may lead to rejection of proposals:

- 6.1. Proposals received after the stipulated date and time will be rejected.
- 6.2. Proposals submitted without the EOI processing fee shall be considered null and void.
- 6.3. If it is found that the agency has been blacklisted or delisted by any PSU or Government Department in the past. The applicant Training Agency must submit a notarized self-certification undertaking stating that the agency has not been blacklisted by any Government or Semi-Government Department. The draft format for this declaration is provided in **Format: E**.
- 6.4. Misleading or false representations in the forms, statements, or attachments submitted under this EOI.
- 6.5. Agency will have to submit proposal in both modes, i.e. online and offline, if an online proposal not received then the proposal shall be considered null and void.

7. Scope of Engagement & Work

- 7.1. The eligible Training Agencies shall be engaged by the Heads of Departments (HoDs) under the Department of Cottage and Rural Industries through a signed Memorandum of Understanding (MoU) to carry out mobilization, interest mapping, counseling, screening, and training in domain skills, design innovation, and the establishment of backward and forward linkages for the trained artisans.
- 7.2. Training shall be imparted in the trades listed in the EOI document, which may be revised from time to time. The duration of training for each batch shall be in accordance with the duration specified in the approved list of trades, as suggested by the HoDs under the Department of Cottage and Rural Industries. However, the duration may be modified by the respective HoDs, subject to approval from the competent authority.
- 7.3. The selected agencies will be required to carry out the following activities within stipulated timelines, as decided by the HoDs. Work will be allocated only if the proposed training is sanctioned by the competent authority. The detailed scope of work shall be incorporated into the agreement signed between the HoDs and the selected Training Agency under the General Plan, Tribal Plan (ST), and Special Component Plan (SC), prior to commencement.
- 7.4. **Curriculum and Training Module Development**
 - 7.4.1. Develop training modules and curriculum for the proposed program.
 - 7.4.2. Content must be developed in Gujarati language.
 - 7.4.3. Curriculum should incorporate entrepreneurship competencies, soft skills, marketing, packaging, skill upgrading techniques, domain skills, financial literacy, costing and pricing, transportation and market exposure etc.
 - 7.4.4. Integrate market-relevant products into the training curriculum.
 - 7.4.5. Update product prototypes periodically to align with current market trends.
- 7.5. **Mobilization of Artisans/Trainees/ToT**
 - 7.5.1. Ground-level mobilization must be carried out by the selected Training Partner (TP) at their own cost.
 - 7.5.2. On-field interest mapping of artisans should be conducted before registration.
 - 7.5.3. Develop a database that includes background details and income from the craft before training.
 - 7.5.4. Mobilization must include counseling to inform artisans and their families about craftwork, market potential, risks, and opportunities.
 - 7.5.5. The Agency shall be responsible for all aspects of training delivery, including quality, assessment, certification, and outcomes.
 - 7.5.6. Mobilized artisan data must be uploaded/shared with the department.
 - 7.5.7. A mobilization plan must be submitted prior to training commencement.
 - 7.5.8. Training batches should be formed at the village, taluka, and district levels, covering artisans across Gujarat, in alignment with the origin of the craft and the availability of the supporting ecosystem.
 - 7.5.9. The Training Partner must be operational across all regions of Gujarat.
 - 7.5.10. Batch formation and training commencement will only proceed after intimation and approval from the respective HoDs.
 - 7.5.11. Mobilization activities should include field-level awareness strategies such as door-to-door visits, community meetings, and distribution of information materials.
 - 7.5.12. Only candidates belonging to the target group defined in the scheme guidelines shall be considered for enrollment.
 - 7.5.13. Screening and aptitude assessments must be conducted before final selection of trainees.
 - 7.5.14. Each selected candidate must submit a signed undertaking and a valid Government-issued ID proof

during registration.

7.6. **Training Centre Readiness**

- 7.6.1. Training may be conducted as doorstep or centralized residential programs, depending on local feasibility and trainee need as suggested by respective HODs.
- 7.6.2. Training Partners must have a dedicated owned or rented space suitable for conducting skill training programs.
- 7.6.3. The training center must be equipped with classrooms that accommodate enrolled trainees, a practical lab setup aligned with course requirements, essential tools and training materials, uninterrupted power supply with proper ventilation, and access to clean drinking water and sanitation facilities.
- 7.6.4. The venue must be located in a safe, accessible area, preferably within the local community.
- 7.6.5. The training premises must be clean, well-maintained, and compliant with basic safety standards.
- 7.6.6. The Training Partner must inform and seek prior concurrence from the respective HoDs before training commencement.

7.7. **Trainer Deployment**

- 7.7.1. The TP must ensure the deployment of qualified trainers in alignment with the specific job role requirements.
- 7.7.2. Trainers must be domain experts, award-winning artisans, and possess either a valid Training of Trainers (ToT) certification or a craft certification from an ITI, a reputed craft institute, or be empaneled with relevant Government departments.
- 7.7.3. Trainers must have adequate industry experience to ensure effective and practical delivery of course content.
- 7.7.4. In case of trainer absenteeism, a suitable replacement must be arranged within 48 hours to ensure training continuity.

7.8. **Training**

- 7.8.1. Training must comprehensively cover domain skills, entrepreneurship, soft skills, marketing, packaging, transportation, branding, costing, marketplace engagement, vendor interaction, and market exposure visits.
- 7.8.2. For trades requiring hands-on output (e.g., pottery, sewing, hand embroidery), each trainee must prepare a prototype or final product during training.
- 7.8.3. Prototype details - including design, materials used, and photo documentation—must be submitted to concern HoD along with the final batch report.
- 7.8.4. Prototype quality may be evaluated during final assessments or monitoring visits by designated officials.
- 7.8.5. Training Partners must upgrade craft designs at least twice a year to align with market trends.
- 7.8.6. Maintain all training-related data and submit weekly / monthly reports to the respective HoDs.
- 7.8.7. Maintain and submit artisan attendance records to the respective HoDs and relevant Boards/Corporations in a timely manner.
- 7.8.8. The Training Partner must maintain master data of trainees, including assessment results, progress tracking, and skill levels.
- 7.8.9. Training schedules/calendars must be submitted in advance and approved by the respective HoDs.
- 7.8.10. All relevant training records and documents must be readily available for inspections by HoDs, GMK&RTI (Nodal cell), or authorized officials.

7.9. Toolkit and Raw Material

- 7.9.1. The TP must procure raw materials required for training.
- 7.9.2. The agency must provide sufficient quantity of raw materials and consumables throughout the training duration.
- 7.9.3. The TP must procure or rented relevant tools and equipment required for training.
- 7.9.4. Raw material quality must reflect current market trends.
- 7.9.5. All materials must align with the curriculum requirements.
- 7.9.6. Batch-wise records of raw materials must be maintained.
- 7.9.7. Lack of raw material or inadequacy can lead to penalties or disqualification.
- 7.9.8. The sanctioned training cost includes consumables, machinery rental, and transport. The detailed toolkit plan must be presented in the technical presentation.

7.10. Assessment and Certification

- 7.10.1. The TP must submit a comprehensive assessment report at the end of training, including mid-term and final evaluations.
- 7.10.2. Artisans will be graded based on skills acquired.
- 7.10.3. The TP must ensure the involvement of external experts or departmental representatives in the final assessment (both theory and practical).
- 7.10.4. Trainees must be assessed and certified upon completion of the program.
- 7.10.5. Certificates must bear the logos of the Training Partner and the concerned office.
- 7.10.6. Stipend payments to trainees, as well as payments to the Specialized trainer, Entrepreneurship development expert, Trainer, Assistant Trainer, Coordinator, and Rent for training space Rent, must be made only through RTGS/NEFT.

7.11. Training Outcomes (Placement and Self-Employment Linkages)

- 7.11.1. The agency must strive to ensure that at least 70% of certified trainees are linked with either wage employment or self-employment.
- 7.11.2. Placement support should encompass industry linkage, job fairs, employer meets, and career counseling, while self-employment assistance include guidance on credit linkage, registration, and handholding support. Additionally, detailed placement reports with supporting documents such as offer letters, photos, contact numbers, and Udyam registration proof should be submitted.
- 7.11.3. It is mandatory that the TP ensures sustainable income enhancement for trainees in their respective domains post-training.
- 7.11.4. A post-training performance report must be submitted to the respective HoDs, along with supporting evidence.
- 7.11.5. The TP must ensure the linkage of trainees with relevant Government schemes, such as MKY, VBY, etc.
- 7.11.6. The Training Partner (TP) must submit an income enhancement certificate for each trainee, in the prescribed format, duly signed by both the trainee and the TP.

7.12. Post-Training Support

- 7.12.1. TPs must provide post-training support to ensure trainees can generate income using their acquired skills.
- 7.12.2. Support must include identification of vendor, market, capital, and credit linkage.
- 7.12.3. TPs must assist trainees in establishing themselves in self-employment, job work, or artisan roles to enhance income opportunities.

7.13. Reporting, Monitoring & Compliance

- 7.13.1. Agencies must maintain batch-wise records encompassing attendance sheets, time-stamped photographs, daily training logs, trainer feedback, and pre- and post-assessment results.
- 7.13.2. Agencies must comply with real-time or weekly data entry in any online portal or monitoring tool shared by the respective HoDs.
- 7.13.3. Nodal training cell of GMK&RTI reserves the right to conduct surprise inspections, third-party check and video documentation.
- 7.13.4. The Training Partner shall submit weekly / monthly / quarterly progress reports to the respective HoD.
- 7.13.5. The Partner must maintain updated records and provide access to officials from GMK&RTI, the Department, or third-party evaluators for audit or inspection purposes.
- 7.13.6. Real-time data entry and documentation of training progress, assessments, and post-training outcomes on prescribed formats is mandatory.
- 7.13.7. The TP must adhere to the existing compliance guidelines, and any revisions thereof, issued by the Department of Cottage and Rural Industries and the respective HoDs, as approved by the competent authority.
- 7.13.8. Any deviation from the agreed scope, schedule, or outcome targets must be reported immediately with justifications and corrective action plans.
- 7.13.9. The Partner must ensure transparency and accountability in financial and operational aspects.
- 7.13.10. A final completion report summarizing activities, outcomes, impact, and challenges must be submitted after the completion of each training project cycle.

7.14. Branding and Publicity

- 7.14.1. Training centers must display signboards with respective HoDs logo, scheme name and training details as prescribed in SOP.
- 7.14.2. Any publicity material (banner, certificate, stationary) must include the logos of respective HoDs and sponsoring department as per branding guidelines.

7.15. Financial Norms and Payment

- 7.15.1. All cost components (trainer honorarium, rent, raw material, etc.) will be reimbursed as per approved cost sheet.
- 7.15.2. Payments will be milestone-based (e.g., batch initiation, mid-term, completion, placement).
- 7.15.3. No advance will be paid unless approved by HoDs under special circumstances.

7.16. Performance Review and Termination Clause

- 7.16.1. Continuation of empanelment will be subject to periodic performance reviews based on parameters such as batch completion rate, assessment pass percentage, placement or self-employment rate, and timely reporting.
- 7.16.2. GMK&RTI reserves the right to terminate empanelment at any stage if performance is found unsatisfactory, or in case of any fraudulent practice with due approval of competent authority.

8. Payment Schedule

- 8.1. Payment of 5% of Order value shall be paid at the time of completion of screening, mobilization and Batch Formation after submission of Screening and Mobilization and Batch Formation report as per prescribed format in SOP.
- 8.2. Payment of 10% of Order value shall be paid after completion of first week of the training programme after submission of beneficiaries' form, final list of trainee and attendance sheet in prescribed formats.
- 8.3. Payment of 55% of the order value shall be paid upon successful completion of the full duration of the training program, subject to submission of the actual expenditure statement certified by a Chartered Accountant, along with the Training Completion Report. Any applicable dropout penalty will be deducted from the payment.
- 8.4. Payment of 10% of order value shall become payable after submission of the proof of placement/Self-employment/income enhancement of at least 70% batch trainee and handholding for a period of 4 months and beyond.
- 8.5. The remaining 20% amount of order value shall become payable after submission of the proof of placement/Self-employment/Income enhancement of at least 70% batch trainee and handholding for a period of one year.
- 8.6. Training partner must submit detailed utilization certificate certified by a qualified chartered accountant for expenditure incurred in respect of various components of a training program within 30 days of completion of a training program along with detailed report. Training partner must submit utilization certificate with regards to expenditure incurred during the hand holding period within 15 days of completion of one year of handholding.
- 8.7. Stage wise Payment will be made after receipt of Invoice with necessary documents.
- 8.8. The Security Deposit shall be released after furnishing the documents as mentioned in 8.6 above.

9. Penalties for the Training Partner Agencies

- 9.1. A penalty shall be levied if the Training Partner fails to deliver the services specified by the respective HoDs within the pre-confirmed time schedule as outlined in the relevant table of this Article. The quantum of the penalty shall be determined by the respective HoDs and shall be final and binding on the Training Partner. In the event of persistent non-performance by the Training Partner, the respective HoDs, upon obtaining approval from the competent authority and based on documented evidence, may terminate the Agreement by providing a one-month notice.
- 9.2. Training partner will be levied penalty as follows:

Minimum 70% of those who are trained in craft/domain with regular wages. Placement / Self-employment/ Income enhancement for this purpose is defined as continuous employment for a minimum of four months during one year of hand holding	Penalty
70%	NIL
60% to 69%	5% of Order Value
50% to 59%	10% of Order Value
40% to 49%	20% of Order Value
Less than 40%	20% of Order Value and Cancellation of Empanelment and Forfeiting of Performance Security Deposit.

- 9.3. The penalty Amount shall be recovered from the final release of Payment.
- 9.4. Drop-out of candidate at any stage during training program. The penalty for the drop-out candidates will be levied as follows.

Sr. No.	Duration of Training Program	Penalty Rs.
1	15 Days	14000/- per candidate
2	One Month (30 days)	14000/- per candidate
3	One and half month (45 days)	16000/- per candidate
4	Two Months (60 day)	20000/- per candidate
5	Three Month (90 Day)	24000/- per candidate

- 9.5. The penalty for the drop out candidates will be recovered from the 3rd stage Payment.

10. Patent Rights

The Training Partner shall indemnify the GMK&RTI against all third-party claims of infringement of patent, trademark/copyright arising from the use of services or any part thereof.

11. Intellectual Property Rights

GMK&RTI and respective HoDs will own IPR (Intellectual property Right) generated from this Assignment.

12. Explanatory to the Terms and Conditions

- 12.1. The Training partner is expected to handhold Trainee for the period of one-year post-training. The training partner is expected to remain in close contact with the trainee during his employment for period of one year. The training partner is expected to provide necessary support to the trainee to ensure his continued employment.
- 12.2. All physical facilities like classroom, Machines/equipment/instrument, raw materials etc. will be provided by Training partner. These facilities must be as per or better than the craft industry standards.
- 12.3. The Training Partner shall proactively endeavor to enhance the quality norms across the project value chain.
- 12.4. The Training partner is expected to issue the trainee a formal training certificate on successful completion of the training i.e. after evaluating the extent of skill/ knowledge gained by the trainee during the course period.
- 12.5. The Training Partner is expected to identify land/ building or place from where he desires to provide training. Obtaining necessary approvals of the local authorities as applicable will be the responsibility of the Training Partner.
- 12.6. The Training Partner shall be solely responsible for the selection of trainees, imparting training, and facilitating their employment.
- 12.7. It is the responsibility of the Training Partner to conduct the training program smoothly and safely. The respective HoDs shall not be held liable for any loss or damage incurred to property or person during the training program.
- 12.8. The Training Partner must ensure that the training center maintains hygienic conditions and is equipped with essential facilities, including drinking water, washrooms, proper air circulation and ventilation, fire safety measures, CCTV surveillance, and internet connectivity.

13. Process and Stages for Selection

Short listing and Selection based on Expression of Interest (Eoi).

- 13.1. **Submission of Proposal:** The agency shall submit their proposals online only through the (n)Procure portal and must also submit a hard copy of the same at the office address within the prescribed time limit.
- 13.2. **Preliminary Scrutiny:** Preliminary scrutiny of the proposals for eligibility will be done to determine whether the training partners are qualifying the criteria specified in the EOI document.
- 13.3. **Presentation:** The eligible agency would be required to give a detailed presentation about their Proposal as per the prescribed template.

14. Technical Evaluation Matrix

14.1. Part A: Parameters for Preliminary Screening

Sr. No.	Evaluation Parameter	Range and Score	Max. Score
1	Average annual turnover during the last three Financial Years 2022-23, 2023-24 and 24-25 (Minimum: Rs. 50.00 Lakhs)	< Rs. 50 Lakhs: Not eligible for empanelment Rs. 50+ lakhs to 60 Lakhs: 7 marks Rs. 60+ lakhs to 80 Lakhs: 9 marks More than Rs. 80 Lakhs: 10 marks	10
2	Average annual turnover during the last three Financial Years from Skilling Activities 2022-23, 2023-24 and 24-25 (Minimum: Rs. 25.00 Lakhs)	< Rs. 25 Lakhs: Not eligible for empanelment Rs. 25+ lakhs to 30 Lakhs: 7 marks Rs. 30+ lakhs to 40 Lakhs: 9 marks More than Rs. 40 lakhs: 10 marks	10
3	Relevant Experience in Skill Development / Livelihood Training (Minimum 3 years)	< 3 years: Not eligible for empanelment Between 3+ years and 5 years: 12 marks Between 5+ years and 8 years: 16 marks 8+ years: 20 marks	20
4	No. of individuals trained in last 5 years (Govt/PSU/ Govt. Boards and Corporation/ Govt. Local Bodies projects)	< 300: Not eligible for empanelment No. of Individual trained: 300 - 350: 5 Marks 351 - 400: 7 Marks 401 - 450: 9 Marks 451 + : 10 Marks	10
5	No. of qualified trainers with minimum 5 years of domain related experience.	Less than one qualified trainers: Not eligible for empanelment. 2 marks will be awarded for each available trainer, maximum up to 10 marks	10
		Total	60

14.2. Part B: Parameters for Technical Presentation

Sr. No.	Evaluation Area	What is expected from the agency	Max. Marks
1	Overview of the agency	<ul style="list-style-type: none"> Formation, History, Expertise, Highlight background in skill development and empowerment, geographical presence and experience in livelihood generation. Demonstrated experience in implementing skill development programs including practical, livelihood-oriented training with or without enterprise promotion and market linkage. 	10
2	Training Methodology & Curriculum Quality	<ul style="list-style-type: none"> Adoption of practical experience-based training methods tailored to local contexts and livelihood opportunities. Emphasis on skill transfer through hands-on learning, use of regionally relevant tools and materials and delivery in local languages wherever possible. The curriculum should reflect an understanding of traditional practices, evolving rural/urban market needs and enterprise development, whether through direct engagement in crafts or through broader vocational or livelihood training relevant to the cottage and rural industries ecosystem. 	8
3	Mobilization & Inclusion Strategy	<ul style="list-style-type: none"> A well-defined and structured approach outlining how the agency will identify, reach and enroll eligible trainees. The strategy must demonstrate targeted outreach to marginalized and under-represented groups, particularly women, Scheduled Castes (SC), Scheduled Tribes (ST), tribal communities and economically weaker sections of the society. 	8
4	Outcome-Oriented Strategy	<ul style="list-style-type: none"> Present a comprehensive strategy focused on ensuring income generation for trainees after training completion. Include clearly defined pathways for wage employment, self-employment and entrepreneurship. Explain strategy and methods to track income/outcomes over the time. Proposed strategy for market driven prototype development, product innovations and diversification. 	8
5	Post-Training Support & Government Scheme Linkage	<ul style="list-style-type: none"> Handhold support strategy for follow-up, tracking and connecting trained beneficiaries to credit linkage and market linkages schemes of the state or central Government. The strategy must outline support mechanisms such as job work or placement services, market linkages, access to credit, post-training handholding and partnerships with industries, MSMEs, or financial institutions. 	6
		Total	40

14.3. Methodology for being eligible for empanelment.

- 14.3.1. A minimum score of 36 out of 60 (60%) in the Preliminary Screening round is required to qualify for the Presentation Round.
- 14.3.2. Cutoff score out of the combined score is 60 (out of total 100 score, Both the rounds Preliminary Screening & Presentation Round). Agency securing combined score less than 60 out of total 100, shall be ineligible for empanelment.
- 14.3.3. Weightage ratio between Preliminary Screening & Presentation Round is 40:60.
- 14.3.4. Normalized Preliminary Screening Score & Normalized Presentation Score will be calculated out of 100.
- 14.3.5. Combined score shall be calculated as follows.
 - For Example, Agency XYZ secures 36 marks in Preliminary Screening out of 60 then normalized Preliminary Screening Score shall be **60 marks**. $(36 \times 100)/60$
 - XYZ secured 30 marks in presentation round then normalized Presentation Score shall be **75 marks**. $(30 \times 100)/40$
 - Total Combined score = (Normalized Preliminary Screening Score X 40%) + (Normalized Presentation Score X 60%)
 - Total Combined score = $(60 \times 40\%) + (75 \times 60\%) = 24 + 45 = \mathbf{69 \text{ Marks}}$

15. Short listing and Selection

Agencies will be shortlisted by the Director, GMK&RTI, based on the recommendations of the Evaluation Committee, considering their demonstrated capability, competence, and potential. Upon completion of due diligence, GMK&RTI shall recommend the shortlisted agencies to the Committee for final approval.

16. Address for Communication and Submission of Documents

Director,
Gujarat Matikam Kalakari and Rural Technology Institute
Nr. Vishvakarma Temple, Sector-12, Gandhinagar - 382016
Email: sr-dpm-gmkrti@gujarat.gov.in

17. General Instructions to Applicants

- 17.1. Agencies must submit their proposals in two formats: online through the (n)Procure portal and as a physical copy via Registered Post or Speed Post. The physical copy must be properly bound and clearly labeled with **"Application for Empanelment as Training Partner"**.
- 17.2. The submitted EOI document must be properly bound and submitted with an index page, all pages serially numbered, and arranged in the sequence outlined in Schedule-I, along with all necessary supporting evidence to meet the evaluation criteria. All documents must be legible and easily readable.
- 17.3. EOI Processing fee in the form of demand draft to be submitted physically and scan copy of DD to be uploaded online on (n)procure portal.

- 17.4. The cost of Application i.e. EOI processing fees will not be refunded under any circumstances.
- 17.5. Interested agencies can visit GMK&RTI office prior to submission of Application to get better understanding and perspective about the assignment.
- 17.6. GMK&RTI retains the right to ask for any further information, document or clarification that may be required from the Applicant for the purpose of evaluation of application.

18. SCHEDULE:1 Agency's Information

No.	Details	Reply		Page Number
1	Name of Agency/Institution/NGO			
2	Postal Address with Pin Code			
3	Telephone & Fax Number			
4	Email			
5	Contact Person			
6	Mobile Number			
7	Legal Status of the Institution (e.g., Trust/Company/Firm/Institute/Society/Mandli, etc.)			
8	Registration Number		Registration Certificate	
9	Date of Registration			
10	Validity Period (if applicable)			
11	Date of Establishment			
12	GST Registration Details (Number and Date)		Registration Certificate	
13	PAN Details		Copy of PAN	
14	Brief objective of the Institution			
15	Trainers Available with the Institution	As per Format: A	Supporting documents as per EOI requirements to be enclosed	
16	Agency Past Performance	As per Format: B	Supporting documents such as work orders, project completion certificates, and list of self-employed/placed trainees with contact numbers to be enclosed	
17	Average Annual Turnover of last three years	As per Format: C	Turnover certificate certified by a Chartered Accountant	
18	Letter of Authorization	As per Format: D	To be submitted on letterhead	
19	Self-Certified Undertaking that the Firm has Not Been Blacklisted	As per Format: E	Notarized self-certified undertaking to be enclosed	
20	Experienced staff available with the institution		Supporting documents such as Professional Tax Challan to be enclosed	
21	Infrastructure Facilities Available (e.g., Work-sheds, Lecture Halls, Hostel, Machinery & Equipment, etc.)		Supporting documents (including time-stamped and geo-tagged photos) to be enclosed	

Seal & Signature

FORMAT: A - Trainers available with the institution

No	Name of Trainer	Qualification	Subject Experience	Contact Number

Note: Documentary evidence to be attached Biodata of Trainers, Degree Certificate and Experience Certificate

19. FORMAT: B – Agency's Past Performance

Details of trainees trained and placed under Government, Semi-Government, PSUs, Boards and Corporations, Institutions, Government Local Bodies, or CSR Projects.

Year	Total Number of Trainees trained	Out of total trained No. of trainee availed loan under various schemes of state/ central Government.	Out of total trained No. of trainee Self employed	Out of total Trained No. of trainee Placed.
2024-25				
2023-24				
2022-23				
2021-22				
2020-21				
Total				

20. FORMAT: C – Average Annual Turnover of last three years

Year	Total Turnover (Rs. Lakh)	Turnover from Skilling Activities (Rs. Lakh)
2024-25		
2023-24		
2022-23		
Total		
Average		

Note: Submit a Practicing Chartered Accountant's (CA) Certificate as per this format, on CA letterhead, mentioning the UDIN.

21. Format: D - Format for 'Letter of Authorization'

(On Letter Head of the Agency)

Dated:

To,
 Director
 Gujarat Matikam Kalakari and Rural Technology Institute
 Nr. Vishvakarma Temple, Sector-12, Gandhinagar - 382016
 Phone: 079- 23251681
 Email: **sr-dpm-gmkrti@gujarat.gov.in**

Dear Sir,
 Subject: Reference to Your EOI Dated [Insert Date]

[Applicant's Name] hereby authorizes [Designated Representative's Name] to act as a representative of [Agency Name] for submitting an application in the form of an EOI document for the Gujarat Matikam Kalakari and Rural Technology Institute (GMKARTI). This is in response to the EOI issued for the empanelment of training agencies as "Training Partners" with the Commissioner of Cottage and Rural Industries Department for undertaking a skill development training program in Gujarat.

The Power of Attorney/Resolution (if applicable) is attached herewith. [Designated Representative's Name] is authorized to attend all meetings conducted by GMKARTI and is empowered to discuss, negotiate, finalize, and sign any application, proposal, or agreement related to the EOI with GMKARTI.

Yours faithfully,

[Applicant's Name]
 <Seal of the agency >

Signature and Name
 [Designated Representative of the Applicant]
 For
 [Name of Applicant Firm]
 Enclosures:

- Agency resolution for authorized signatory
- If the Signatory to the bid is not directly authorized through a Department/Partners Resolution of the firm, then a Power of Attorney granting the relevant authority to the Signatory must be attached. This ensures proper authorization can be traced to a Department/Partner's Resolution.

22. Format: E – Self declaration certifying non-blacklisting earlier

(On a Stamp Paper of Relevant Value)

No Blacklisting Declaration

I, M/s. [Name of the Proposer], located at [Registered Office Address], hereby certify and confirm that neither we nor any of our promoters/directors/Members have been barred by the Government of Gujarat (GoG), any GoG entity, or blacklisted by any state Government, central Government department, local Government, or agency in India or abroad from participating in the provision of Consulting/Advisory Services of any kind, either individually or as a member of a consortium, as of the Proposal Submission Date.

Furthermore, we acknowledge that our application for Empanelment as Training Partner will be liable for rejection if any material misrepresentation is made or discovered at any stage of the EOI process or thereafter during the agreement period.

Dated this [Day] of [Month], 2025

Name of the Proposer

Signature of the Authorized Person

Name of the Authorized Person

23. ANNEXURE 1 - List of Courses

23.1. HoD: Gujarat Matikam Kalakari & Rural Technology Institute (GMK&RTI)

Sr. No.	Training Program	Training Duration (Days)
1	Bag Making (Canvas/Jute/fabric)	60
2	Bamboo Article products	60
3	Mason and Plumbing	30
4	Kite Making	30
5.	Matikam (Mudwork/Pottery/Lipikam/idol)	45

23.2. HoD: Gujarat State Handloom & Handicrafts Development Corporation Limited

Sr. No.	Training Program	Training Duration (Days)
1	Hand Embroidery	60
2	Patchwork-Applique work	60
3	Block Printing	60
4	Tie n dye	60
5.	Bead Work	60
6	Hanging articles- Copper bell, Toran	60
7	Weaving- two paddle	60
8	Weaving- multiple paddles	60

23.3. HoD: Gujarat Rural Industries Marketing Corporation Limited (GRIMCO)

Sr. No.	Training Program	Training Duration (Days)
1	Leather Handbags	90
2	Rexene Articles	90

23.4. IV. HoD: Industrial Extension Cottage (Indext-C)

Sr. No.	Training program	Training Duration (Days)
1	Metal Craft work	15
2	Embroidery	15
3	Beadwork	15
4	Applique work and Patch work	15
5	Bandhani	15
6	Block Printing	15
7	Painting- Registered craft of Gujarat	15
8	Natural Fiber- Coir, Banana, Bhindi etc.	15
9	Clay craft	15
10	Leather work	15
11	Bamboo	15
12	Woodwork	15

Note: This is an illustrative list of training trades. Any addition or deletion of trades, as well as changes in the duration of training, may be made with the approval of the competent authority.

24. Cost Sheet

24.1. Basic Training program 60 Days

1. Number of candidates per batch: 25 Candidates.
2. Duration: 2 months

Sr. No	Particular	Rate (INR)	Amount Rs.	Remarks
1	Honorarium per Faculty (per month) a) Specialized trainer @20,000/month b) Assistant trainer @ 15,000/month c) Entrepreneurship development expert for 10 days max d) Coordinator @10,000/month	a) 40,000 b) 30,000 c) 8,000 d) 20,000	98,000	
2	Administrative Expenses @ Rs. 175/-per candidate	4,375	4,375	
3	Pre-operative expenses @ Rs. 125/- per candidate	3,125	3,125	
4	Raw material @ Rs. 1000/- per candidate per month		25,000	
5	Study material @ Rs.125/- per candidate	3,125	3,125	
6	Mobilization and screening of beneficiary		50,000	
7	Stipened to trainee/day for 60 day	150/day/trainee	2,25,000	
8	Documentation and report		20,000 (Fixed)	
9	Exposure Visit		20,000 (Fixed)	
10	Market Linkage and hand holding		50,000 (Fixed)	
11	Training module		20,000 (Fixed)	One Time cost
12	Rent for training space	10,000/month	20,000	
13	Tools for training as per actual		Up to 1,00,000/ batch (Max)	As per requirement Consumable tools, Tools for rented, Power, transport
	Total		6,38,625.00	

24.2. Cost Sheet for 15 Days Upskilling program:

1. Number of candidates per batch: 25 Candidates.
2. Duration: 15 days

Sr. No	Particular	Fund (INR)	Amount Rs.
1	Honorarium for Faculty a) Specialized Trainer (for 15 days max) b) EDP/Capacity building trainer	a) 22000 b) 18,000	40,000
2	Administrative Expenses @ Rs. 175/- per candidate	4,375	4,375
3	Pre-operative expenses @ Rs. 125/- per candidate	3,125	3,125
4	Raw material @ Rs. 1500/- per candidate	37,500	37,500
5	Study material @ Rs.125/- per candidate	3,125	3,125
6	Mobilization and screening of beneficiary		50,000(Fixed)
7	Stipend to trainee/day for 15days	300/day/trainee	1,12,500
8	Documentation and report		20,000(Fixed)
9	Exposure Visit		15,000(Fixed)
10	Market Linkage and hand holding		25,000(Fixed)
11	Training module		10,000(Fixed)
12	Rent for training space		30,000
13	Lodging and Boarding/ To & From 300 max/candidate/day	300/day/trainee	1,12,500
	Total		4,63,125.00

24.3. Cost Sheet of Basic 90 Days Training program

1. Number of candidates per batch: 25 Candidates.

2. Duration: 90 Days

Sr. No	Particular	Rate (INR)	Amount Rs.	Remarks
1	Honorarium per Faculty (per month) a) Specialized trainer@20000/month b) Assistant trainer @ 15000/month c)Entrepreneurship development expert for 10 days max d) Coordinator @10000/month	a) 60,000 b) 45,000 c) 8,000 d) 30,000	1,43,000	
2	Administrative Expenses @ Rs. 175/- per candidate	4,375	4,375	
3	Pre-operative expenses @ Rs. 125/- per candidate	3,125	3,125	
4	Raw material @ Rs. 2000/-to Rs. 3000/- per candidate as per trade	75,000 OR 50,000	75,000	Max 75,000/-
5	Study material @ Rs.125/- per candidate	3,125	3,125	
6	Mobilization and screening of beneficiary		50,000	-
7	Stipend to trainee/day for 90 days	150/day/trainee	3,37,500	
8	Documentation and report		20,000(Fixed)	
9	Exposure Visit		20,000 (Fixed)	
10	Market Linkage and hand holding		50,000 (Fixed)	
11	Training module		20,000 (Fixed)	One Time cost
12	Rent for training space	10,000/month	30,000	
13	Tools for training as per actual		To be provided by concerned HoD. (To be discussed)	
	Total		7,56,125.00	

24.4. Cost Sheet of Basic 30 Days Training program

1. Number of candidates per batch: 25 Candidates.

2. Duration: 1 months

Sr. No	Particular	Rate (INR)	Amount Rs.	Remarks
1	Honorarium per Faculty (per month) a) Specialized trainer @20,000/month b) Assistant trainer @ 15,000/month c) Entrepreneurship development expert for 10 days max d) Coordinator @10,000/month	a) 20,000 b) 15,000 c) 8,000 d) 10,000	53000.00	
2	Administrative Expenses @ Rs. 175/-per candidate	4,375	4375	
3	Pre-operative expenses @ Rs. 125/- per candidate	3,125	3,125	
4	Raw material @ Rs. 1000/- per candidate		25000	
5	Study material @ Rs.125/- per candidate	3,125	3,125	
6	Mobilization and screening of beneficiary		50,000	
7	Stipened to trainee/day for 30 day	150/day/trainee	1,12,500	
8	Documentation and report		20,000(Fixed)	
9	Exposure Visit		20,000(Fixed)	
10	Market Linkage and hand holding		50,000(Fixed)	
11	Training module		20,000(Fixed)	One Time cost
12	Rent for training space	10,000/month	10,000	
13	Tools for training as per actual		1,00000	As per requirement Consumable tools, Tools for rented, Power, transport
	Total		4,71,125.00	

24.5. Cost Sheet of Basic 45 Days Training program

1. Number of candidates per batch: 25 Candidates.

2. Duration: 45 Day

Sr. No	Particular	Rate (INR)	Amount Rs.	Remarks
1	Honorarium per Faculty (per month) a) Specialized trainer @20,000/month b) Assistant trainer @ 15,000/month c) Entrepreneurship development expert for 10 days max d) Coordinator @10,000/month	a) 30000 b) 22500 c) 8000 d) 10000	70,500	
2	Administrative Expenses @ Rs. 175/-per candidate	4,375	4,375	
3	Pre-operative expenses @ Rs. 125/- per candidate	3,125	3,125	
4	Raw material @ Rs. 1000/- per candidate		25,000	
5	Study material @ Rs.125/- per candidate	3,125	3,125	
6	Mobilization and screening of beneficiary		50,000(Fixed)	
7	Stipened to trainee/day for 30 day	150/day/trainee	1,68,750	
8	Documentation and report		20,000 (Fixed)	
9	Exposure Visit		20,000 (Fixed)	
10	Market Linkage and hand holding		50,000(Fixed)	
11	Training module		20,000(Fixed)	One Time cost
12	Rent for training space	10,000/month	15,000	
13	Tools for training as per actual		up to 1,00,000 /batch (Max)	As per requirement Consumable tools, Tools for rented, Power, transport
	Total		549875.00	

24.6. Cost Sheet for 5 Days Soft Skill Training program:

1. Number of candidates per batch: 45 Candidates.
2. Duration: 5 days
3. Hours: 40 Hours

Sr. No	Particular	Fund (INR)	Amount Rs.
1	Training Cost (Entrepreneurship development, Soft skills, Marketing and online payment systems) Rs. 35.10 per Hour per beneficiaries 35.10 x 40 = 1404.00 per beneficiaries	1404.00 per beneficiaries	63180.00
2	Lodging and Boarding/ To & From 300 max/candidate/day	300/day/trainee	67500.00
3	Stipened to trainee	500/day/trainee	112500.00
	Total		243180.00