



Request for Proposal (RFP) For Empanelment of Infrastructure Providers for Conducting Training Programmes of NIESBUD

**The National Institute for Entrepreneurship and Small
Business Development (NIESBUD)
Ministry of Skill Development and Entrepreneurship
(MSDE),
Government of India**

Important Dates

Particulars	Date
Date of Issue of RFP	24-07-2025
Pre-bid Meeting	04-08-2025
Last date for submission	13-08-2025
Opening of Proposals	15-08-2025

Request for Proposal (RFP)
For Empanelment of Infrastructure Providers for Conducting Training
Programmes of NIESBUD

1. Background

The National Institute for Entrepreneurship and Small Business Development (NIESBUD) is an autonomous institution under the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. NIESBUD is mandated to promote entrepreneurship and small business development through a comprehensive suite of activities including training, consultancy, research, and policy advocacy. Since its inception, NIESBUD has trained over 16.91 lakh participants, including more than 5,600 international participants from 145+ countries, through more than 61,000 training programmes.

The Institute's Head Office is located in Noida (Sector 62), Uttar Pradesh. It operates a Regional Centre at Dehradun and has 21 extension centers across the country, operating from National Skill Training Institutes (NSTIs) at various locations including Bengaluru, Bhubaneswar, Calicut, Chennai, Goa, Howrah, Hyderabad, Indore, Jaipur, Jammu, Jamshedpur, Kanpur, Ludhiana, Mumbai, Noida, Panipat, Patna, Raipur, Shimla, Vadodara, and Visakhapatnam.

To amplify its outreach and deepen its impact across the country, NIESBUD seeks to empanel eligible and competent agencies as **Infrastructure Providers** for the delivery of its diverse entrepreneurship training programmes in various states and Union Territories. The Institute intends to empanel these Infrastructure Providers for organizing sponsored as well as Fee-based Programmes including rendering of Hand-holding Services to the participants inter-alia for increasing outreach of activities of the Institute.

2. Objectives

- To build a national network of reputed and capable Infrastructure Providers for conducting NIESBUD training programmes.
- To ensure comprehensive, high-quality, and standardized delivery of programmes, covering the entire spectrum from mobilisation to post-training handholding and mentoring.

3. Models of Engagement

NIESBUD proposes two models of engagement for empanelled Infrastructure Providers:

i) Model 1: Fixed Emolument Model

The Infrastructure Provider may receive fixed payments for the following services per training programme as per available budget heads:

- Mobilisation of candidates
- Provision of infrastructure (venue)
- Stationery and training kit
- Refreshments/ food for participants
- Banners and publicity material
- Inauguration and valediction
- Post-training mentoring and handholding support

In this model, the Institute may also provide a certain percentage of the sanctioned cost as **Project Management Cost** to the Infrastructure Provider for effective management and coordination of the training programme.

ii) Model 2: Revenue Sharing Model

Under this model, the sanctioned budget from the sponsoring agency will be shared between NIESBUD and the Infrastructure Provider in a **60:40 ratio** (60% to the Infrastructure Provider and 40% to NIESBUD). The Infrastructure Provider will manage the end-to-end execution of the assigned programme.

4. State/UT-wise Indicative Number of Infrastructure Providers

S.No.	State/ U.T.	Indicative Number of Infrastructure Providers
1	Andaman and Nicobar Islands	5
2	Andhra Pradesh	5
3	Bihar	10
4	Chandigarh	5
5	Chhattisgarh	5
6	Dadra and Nagar Haveli and Daman and Diu	5
7	Delhi (National Capital Territory)	5
8	Goa	5
9	Gujarat	10
10	Haryana	5
11	Himachal Pradesh	5
12	Jammu and Kashmir	5
13	Jharkhand	5
14	Karnataka	5
15	Kerala	5
16	Ladakh	5
17	Lakshadweep	5
18	Madhya Pradesh	10
19	Maharashtra	10
20	Odisha	5
21	Puducherry	5
22	Punjab	5

23	Rajasthan	10
24	Tamil Nadu	5
25	Telangana	5
26	Uttar Pradesh	10
27	Uttarakhand	5
28	West Bengal	5

- The above numbers are indicative and proportional to population and expected demand for entrepreneurship programmes and activities of the Institute.
- NIESBUD reserves the right to empanel fewer or more agencies than indicated above, at its sole discretion.

5. Eligibility Criteria

Agencies applying for empanelment must meet the following eligibility conditions:

- The Agency should be a registered body – Company, Society, Trust, NGO, Skill University, State Government Institute, College/Educational Institution, Government or Private ITI with rating of more than 2.5 or PMKY , PMKK Centre.
- The Agency should be in existence for at least 03 years and have experience in training, handholding and mentoring.
(However, the new startups/entrepreneurial ventures can also apply and will be considered on merits).
- The Agency should have a gross average turnover, including taxes, of minimum Rs. 50,00,000/- during each of the last 03 years.
(In case of a Grantee Institution, only Training Programme related Grants-inAid will be considered for calculating the Turnover for the concerned years, as against Recurring Maintenance Grants in Aid.)
(In case, the Books of Accounts for 2024-25 have not been audited till date of submission of EoI, then the agency may mention the turnover of last available 3 FYs.
- The Agency should have adequate infrastructure including classrooms, IT infrastructure etc. for organizing training programmes etc. as briefly detailed in following Clause.
- The Agency should have provided training to average 500 participants through EDP/ ESDP programmes during each of the last 03 years.
- The Agency Should have provided handholding and mentoring services including liaison with state agencies/ Government schemes for enterprise facilitation.
- The Agency should be invariably registered upon Skill Management and Accreditation of Training Centres (SMART) Portal of NSDC, Ministry of MSDE.

6. Infrastructure and Faculty Requirements

Empanelled agencies must possess the following infrastructure and human resource capabilities:

a) Infrastructure:

- **Premises:** Owned or leased premises in the name of the organization with a minimum 2000 sq. ft. plinth area.
- **Classrooms:** Minimum two well-ventilated, well-lit classrooms, each of at least 300 sq. ft.
- **Laboratories:** At least one laboratory with necessary equipment relevant to the training programmes.
- **Computer Lab:** At least 15 computers with high speed internet connectivity.
- **Other Infrastructure:** Geo-tagged biometric attendance system, CCTV with IP camera-enabled classrooms with online monitoring facility, LED Screens, Projectors, Audio visual Facility, Video Conferencing facility, Mic, Speaker, Computer Peripherals, White Boards, Markers, etc., power backup, firefighting equipment, first aid facilities, canteen, separate washrooms, photocopying equipment, printer, proper seating arrangements, and RO drinking water.

b) Faculty and Human Resource:

- The agency must have at least five Master Trainers certified on Entrepreneurship through Training of Trainers (ToT) by NIESBUD, IIE Guwahati, EDII Ahmedabad, or similar recognized institutions.
- The agency should also have area-specific SSC Certified Master Trainers, for conducting specialized ESDP programmes as required.
- The faculties must have been associated with the agency for at least one year.

c) Handholding Capability: The agency must possess demonstrated competence in delivering comprehensive handholding and mentoring support to programme participants, particularly in the post-training phase, to facilitate the successful establishment and sustenance of enterprises. The agency should have a proven track record of having supported at least 200 participants of EDP/ESDP programmes in setting up their enterprises during each of the last three years.

7. Submission of Expression of Interest (Eoi)

- a) The Eoi shall be submitted, in the prescribed Format (ANNEXURE-I) clearly spelling out all the specific and relevant details under each of the columns.
- b) The Eoi shall be accompanied by the following self-attested Documents failing which an Eoi is liable to be rejected summarily:-
 - i) Copy of Registration Certificate with date of incorporation/operation/establishment;

- ii) The relevant extract of the audited Books of Accounts of the Agency for the concerned years.
- iii) Acceptable documentary evidence of having requisite infrastructure for the purpose as outlined in the eligibility conditions including CVs of the Faculty on pay-roll of the Agency for the purpose.
- iv) Acceptable documentary evidence of having provided training to average 500 participants during each of the last 03 years through EDP/ ESDPs.
- v) Acceptable documentary evidence of having experience in rendering handholding and mentoring services and enterprise establishment.
- vi) Copy of Unique ID of DARPAN Portal, if applicable.
- vii) Copy of Registration Certificates under different Statutes like PAN/TAN, GST etc.
- viii) Registration on SMART Portal of NSDC.

8. Application Fee and Security Deposit

- Non-refundable application fee: **Rs. 5,000/-** (Demand Draft in favour of NIESBUD, Noida).
- Refundable security deposit: **Rs. 2,00,000/-** (to be submitted post-approval).

9. Selection Process

- i) The Institute will carry out a preliminary examination of all the Eols received for satisfying that they fulfill the prescribed Eligibility Conditions as evidenced by the enclosed documents. Only those Agencies which fulfill this criteria will be called for making Presentations before the Committee.
- ii) The Eols will be evaluated in terms of respective strengths of the Agencies as regards the following, carrying maximum marks as assigned to each of them as follows:-

Parameter	Maximum Marks
Infrastructure (And Presence in State)	10
Faculty	15
Registration/Accreditation	05
Experience in Entrepreneurship Training & Mentoring	15
Industry Collaborations/Tie-ups	15
Presentation	25
Turnover	15
Total	100

(The focus of the Presentation will be upon assessing competence/capability of the Agency including infrastructure available with it.)

(The Centre/State Government Institutions will be granted 10 additional marks.)

- iii) All the Agencies obtaining a minimum prescribed bench mark will be issued Request for Proposal (RFP) leading towards Empanelment.
- iv) The Empanelment shall be finalized by a duly constituted Committee of the Institute, for the purpose.

10. General Conditions

- i) An Agency may apply for Empanelment for different States/U.Ts. through a single EoI. But in such a case, relevant supporting documents for all the States for which Empanelment is being sought, will have to be enclosed.
- ii) The EoI Envelope should clearly specify all the States/U.Ts. for which Empanelment is being sought.
- iii) The Agencies should keep on following Website of the Institute for any Clarifications of general nature which may be issued by the Institute latest a fortnight prior to the closing date.
- iv) The Institute does not assume any responsibility for delay in delivery of EoIs owing to the prevailing circumstances with EoIs being received after the prescribed date likely to be not considered at all.
- v) An NGOs should be registered with DARPAN Portal of NITI Aayog, Government of India and should have Unique ID. Besides, an Agency seeking Empanelment as Training Partner should also be registered upon SMART Portal of NSDC.
- vi) No TA & DA shall be payable to the Agencies for making Presentation in NOIDA/Delhi, for the purpose, the date for which will be intimated individually to all the concerned Agencies.
- vii) The EoIs are being accepted in hard copies only and should be addressed to Administration Section and may be sent through Post/Courier/In-person.

11. Role and Responsibilities of Empanelled Infrastructure Providers

Empanelled Infrastructure Providers will play a critical role in the successful implementation of NIESBUD's entrepreneurship training programmes. Their responsibilities will encompass the following key areas:

- i) **Mobilisation of Candidates:** The Infrastructure Provider will be responsible for identifying and mobilising suitable candidates from the target communities to ensure optimal batch sizes for each training programme. This will include outreach,

publicity, and engagement with local stakeholders to create awareness about the programmes.

- ii) **Registration and Documentation:** The Infrastructure Provider must ensure the registration of all participants on the NIESBUD Portal and SIDH Portal as per prescribed guidelines. Additionally, they will be responsible for the collection and safe custody of all requisite forms, documents, and supporting credentials from candidates.
- iii) **Data Management:** Maintaining accurate and up-to-date data and records related to each training programme and its participants will be the responsibility of the Infrastructure Provider. This includes programme-wise attendance, feedback, assignments, outcomes, and other required documentation.
- iv) **Execution of Training Programmes:** The Infrastructure Provider must ensure the seamless delivery of training programmes in strict adherence to NIESBUD's prescribed curriculum, guidelines, and quality standards. This will involve:
 - Providing well-equipped infrastructure (classrooms, labs, IT facilities, IP cameras, etc.)
 - Ensuring classes are conducted as per the programme schedule by NIESBUD-approved Master Trainers and qualified faculty
 - Organising field visits and exposure activities as per guidelines
 - Conducting activities, assignments, and practical exercises as per curriculum requirements
 - Maintaining real-time biometric attendance and using IP camera monitoring
- v) **Programme Logistics and Participant Support:** The Infrastructure Provider will arrange necessary logistical support including stationery, training kits, refreshments, banners, publicity materials, and organising the inauguration and valediction ceremonies.
- vi) **Post-Training Mentoring and Handholding:** The Infrastructure Provider must provide sustained post-training mentoring and handholding support to all participants, with the aim of facilitating enterprise establishment, market linkages, financial assistance, and overall business development support.
- vii) **Reporting and Submission:** Timely submission of detailed programme completion reports, outcomes, and supporting documentation in the prescribed format is mandatory. The Infrastructure Provider must also submit bills including GST invoices strictly in accordance with guidelines and within stipulated timeframes.
- viii) **Compliance with Guidelines and Quality Assurance:** Strict adherence to NIESBUD's operational guidelines, quality benchmarks, standardised branding protocols, and other regulatory requirements is compulsory. The Infrastructure

Provider is also responsible for maintaining the overall quality of the programme delivery at all times.

- ix) **Brand Protection:** The use of NIESBUD's name, logo, and brand identity is strictly limited to the approved training activities. Any unauthorised use or misrepresentation is strictly prohibited.
- x) **Fee Collection:** The collection of any participant fees, if applicable, shall be undertaken strictly as per NIESBUD's instructions, ensuring transparency and accountability. No direct fee collection outside the prescribed process is permitted.
- xi) **Coordination with NIESBUD:** The Infrastructure Provider will provide active coordination and support to NIESBUD teams during verification of data, credentials, and monitoring visits. Full cooperation with NIESBUD's review, evaluation, and assessment processes is expected.

12. Monitoring and Evaluation

To maintain the highest standards of training delivery and participant satisfaction, a robust monitoring and evaluation framework will be implemented:

- i) **Continuous Monitoring:** Empanelled agencies will be subject to ongoing monitoring through submission of detailed progress reports, real-time data sharing, and updates on programme implementation.
- ii) **Site Inspections:** NIESBUD officials will conduct regular on-site inspections to assess infrastructure, training quality, participant engagement, and overall compliance with guidelines.
- iii) **Technology-Enabled Oversight:** Infrastructure Providers must ensure the mandatory use of biometric attendance systems, IP camera-enabled classrooms for live monitoring, and submission of photo and video documentation of training activities via NIESBUD's designated digital platforms.
- iv) **Participant Feedback:** Real-time collection and submission of participant feedback through the prescribed online platforms will be mandatory, contributing to continuous improvement and quality assurance.
- v) **Performance-Based Evaluation:** The performance of each Infrastructure Provider will be regularly evaluated against pre-defined parameters, and non-performance may result in termination of empanelment.

13. Duration of Empanelment and Renewal

- i) The initial empanelment of selected Infrastructure Providers will be for a period of **one year** from the date of signing of the Memorandum of Understanding (MoU).
- ii) The empanelment may be renewed annually based on a comprehensive review of the agency's performance, adherence to NIESBUD's guidelines, quality of training delivery, participant satisfaction levels, and overall impact.
- iii) NIESBUD reserves the right to terminate or not renew empanelment in case of non-performance, non-compliance with guidelines, or any act detrimental to the interests of the Institute

14. Submission Details

All applications must be submitted in hard copy addressed to:

Administration Section
National Institute for Entrepreneurship and Small Business Development (NIESBUD)
A-23, Sector-62, Noida, Uttar Pradesh - 201309
Website: www.niesbud.nic.in

Queries, if any may be addressed to :- Dr. Saurabhchandran Sekharan (09643865772)

ANNEXURE – I

Format for Empanelment as Training Partner

GENERAL INFORMATION						
S.No.	Particular	Details				
1	Name of the Organization					
2	Nature of Organization (Registered Company/ Society/ Trust/ NGO/ Skill University/ College/ Educational Institutions/ Government and Private ITI/ PMKVY/ PMKK Centers/ University, etc.)					
3	Office Space whether Owned, Leased, Rented or Franchise?					
4	Year of Incorporation/ Registration					
5	Registered Address					
6	Total Area of Organization					
7	Experience in Training (In Years)					
8	PAN No of Organization					
9	TAN No of Organization					
10	GST No of Organization					
11	No of Employees in the Organization (Enclose details with Name, Qualification, Job Role, Experience)	S.No.	Name	Qualification	Job Role	Experience

12	No of Faculty/ Trainers in the Organization with Area of Specialisation <i>(Enclose details with Name, Qualification, Job Role, Experience)</i> <i>(Mention if the trainers include NIESBUD/EDII/IIE/ other state Govt. Institute Certified Master Trainers as per eligibility)</i>	<table border="1"> <tr> <th>S.No.</th> <th>Name</th> <th>Qualification</th> <th>Job Role</th> <th>Experience</th> <th>Master Trainer Certified Institution</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							S.No.	Name	Qualification	Job Role	Experience	Master Trainer Certified Institution															
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13	Details of Programme Conducted in last 3 Years <i>(Year: Name of Programme:No of Trainees)</i>	<table border="1"> <tr> <th>S.No.</th> <th>FY No.</th> <th>Name of Programme</th> <th>No. of Trainees</th> <th>Sponsoring Agency</th> <th>Outcome</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							S.No.	FY No.	Name of Programme	No. of Trainees	Sponsoring Agency	Outcome															
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14	Details of Experience in the Area of Training, Handholding and Mentoring <i>(Please indicate approximate number of enterprises supported post-training (to match RFP's requirement of handholding 200 entrepreneurs per year))</i>	<table border="1"> <tr> <th>S.No.</th> <th>FY No.</th> <th>Name of Programme</th> <th>No. of Trainees</th> <th>Sponsoring Agency</th> <th>No. of enterprises established</th> <th>Detail of Handholding and Mentoring Support Provided to trainees</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							S.No.	FY No.	Name of Programme	No. of Trainees	Sponsoring Agency	No. of enterprises established	Detail of Handholding and Mentoring Support Provided to trainees														
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15	Details of Currently operational Offices and Training Centres	<table border="1"> <tr> <th>S.No.</th> <th>District of Centres</th> <th>Address of Training Centres</th> <th>Area</th> <th>No. of Rooms</th> <th>Available Infrastructure details as mentioned at Point 6 in RFP Document</th> <th>Detail of available Human Resource</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							S.No.	District of Centres	Address of Training Centres	Area	No. of Rooms	Available Infrastructure details as mentioned at Point 6 in RFP Document	Detail of available Human Resource														
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16	Details of Permanent/ Temporary	<table border="1"> <tr> <th>S.No.</th> <th>Affiliating Body</th> <th>Affiliation Date</th> <th>Affiliation Period</th> <th>Details for courses/ other activity for which the Affiliation has been Provided</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							S.No.	Affiliating Body	Affiliation Date	Affiliation Period	Details for courses/ other activity for which the Affiliation has been Provided																
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	Affiliation/ Accreditation with EDI/ NSDC/ State Skill Mission/ Other Bodies					
17	Industry Collaborations/ Tie-ups	S.No.	Name of Industry	Affiliation Date	Affiliation Period	Details
18	Audited Annual Turnover for the last three years	S.No.	F.Y.	Turnover in Lakhs		
TRAINING CENTRE DETAILS						
1	Name of the Training Center					
2	Whether Owned, Leased, Rented or Franchise?					
3	Address of the Training Center					
4	Details of the training on-going/ proposed to be conducted in the center					
5	Whether training is being conducted under any scheme of govt. to carry out training?					
6	Details of training being conducted					
7	Total Area of Training Centre					
8	No. of Classrooms					
9	Area of each classroom					
10	Details of the Laboratory and Training Equipment available					
11	Details of Available IT Infrastructure (Computer, Printer, Scanner, Internet,					

	<i>Projector, Display Screen, Audio Visual facility, VC Facility, Other Peripherals)</i>	
12	<p>Details of Other Infrastructure available with Centre <i>(Provision of Geo tagged Biometric Attendance, IP Camera Enabled Classes, Power Backup, Training Aids, Firefighting Equipment, First Aid, Canteen, Separate Washroom Facilities, Copying Equipment, Proper Sitting Arrangement, Drinking Water etc.)</i> Furnish Details of above mentioned Infra available with Centre</p>	
13	Unique ID of DARPAN Portal, if applicable.	
DOCUMENT CHECKLIST FOR APPLICATION		
1	Certificate of Incorporation	
2	Rent Agreement/ Franchise Agreement/ Ownership document of the training center, as applicable	
3	PAN Card	
4	TAN Card	
5	GST Certificate	

6	Electricity Bill/Telephone Bill/ Municipal House tax Receipt for the last three months of the Training Center.	
7	EDI/ NSDC/ State Skill Mission/ Sector Skill Council accreditation or Affiliation Certificate	
8	Audited Financial Statements for the last three Financial Years.	
9	Photos of: Training Center Building, Approach Road, Office and Each Classroom Existing Equipments, Infrastructure	
10	Resume and Pay Slips of Trainers	
11	Copy of SMART Portal Registration Certificate of NSDC	
12	Proof of participant enterprise creation and handholding outcomes (<i>even in brief summary form</i>)	
13	Copy of Demand Draft	
14	Bank A/c Details	