

SEMAM/SAMAGRA-SA/VE/RECURRING/ 17/2024/444

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OFFICE OF THE STATE EDUCATION MISSION AUTHORITY OF MEGHALAYA  
SAMAGRA SHIKSHA, MEGHALAYA  
SHILLONG  
INVITING EXPRESSION OF INTEREST (EOI)

FOR ENGAGEMENT OF AGENCY FOR HANDS-ON SKILLS TRAINING IN GOVERNMENT SCHOOLS OF  
MEGHALAYA UNDER SAMAGRA SHIKSHA

#### 1. Background

Samagra Shiksha is an integrated flagship scheme of the Government of India for school education, extending from pre-school to senior secondary levels, with the overarching objective of ensuring inclusive and equitable quality education. One of the critical focus areas of the scheme is to enhance students' exposure to experiential and skill-oriented learning, thereby strengthening their readiness for higher education, employability, and entrepreneurship.

In alignment with national priorities such as competency-based vocational education, experiential learning, and 21st-century skills, the Government of Meghalaya intends to introduce structured **Hands-On Skills Training Programs** in selected Government schools. These programs are designed to complement the existing curriculum by providing practical exposure, applied learning, and problem-solving opportunities to students at the school level.

Accordingly, Samagra Shiksha, Government of Meghalaya invites **Expressions of Interest (EOI)** from experienced and competent organizations for conducting **one-time, school-level Hands-On Skills Training programs** in Government schools across the State.

#### 2. Need of Work

The education ecosystem is undergoing a fundamental shift from rote-based learning to **competency-driven and experiential education**. While curricular reforms have strengthened conceptual understanding, there remains a critical gap in translating classroom knowledge into practical skills, problem-solving abilities, and real-world application, particularly in Government schools serving diverse and remote geographies such as Meghalaya.

Students today are expected not only to acquire subject knowledge but also to demonstrate adaptability, creativity, collaboration, and foundational technical and life skills. However, due to limitations in time, resources, and exposure, schools often find it challenging to consistently deliver structured hands-on learning experiences within the regular academic framework.

The **Hands-On Skills Training** initiative under Samagra Shiksha is envisaged as a focused intervention to address this gap by:

- Providing students with **direct exposure to activity-based vocational and experiential learning** within their own school environment
- Reinforcing concepts through practical demonstrations and guided hands-on activities
- Enhancing students' confidence, curiosity, and engagement in learning
- Introducing students to basic skill-oriented thinking aligned with real-life applications

Given the geographical diversity of Meghalaya and varying levels of infrastructure across schools, there is a strong need for **mobile, trainer-led, low-dependency training models** that can be delivered effectively without reliance on permanent workspaces or equipment.

This initiative is therefore designed as a **structured hands-on training program for each school**, ensuring equitable outreach across schools while maintaining uniform quality standards.

Through this targeted approach, Samagra Shiksha, Government of Meghalaya aims to create meaningful learning experiences that strengthen foundational skills, and inspire students towards applied learning and future career pathways.

### 3. Scope of Work

The selected agency/organization shall be responsible for planning and delivering Hands-On Skills Training programs in identified Government schools of Meghalaya.

#### 3.1 Detailed implementation terms

The scope of work shall include:

- Designing and delivering **one-time Hands-On Skills Training programs** at the school level covering trades as specified in this document
- Conducting practical, activity-based vocational training sessions for students using classroom-friendly methodologies and equipment
- Aligning training content with school grade levels and learning outcomes
- Ensuring student engagement through demonstrations, activities, and collaborative tasks
- Deploying qualified trainers/facilitators with prior experience in school-based training programs
- Coordinating with school authorities for scheduling and smooth execution of training sessions
- Maintaining discipline, safety, and inclusivity during training activities
- Submitting post-training reports, including participant details, session coverage, and outcomes

**The training delivery in the schools will be on the following sectors and focused on given job roles:**

Sl. No.	Sectors	Job Roles	No. of trades
1	Electronics & HW	Junior Field Technician - Home Appliance, Wireman Control Panel	67
2	Tourism & Hospitality	Food and Beverage Service Assistant, Customer Service Executive (Meet and Greet), Tour Guide	61
3	IT-ITeS	Domestic Data Entry Operator, CRM Domestic Voice	42
4	Agriculture	Solanaceous Crop Cultivator, Floriculturist	37
5	Beauty & Wellness	Assistant Beauty Therapist, Beauty Therapist	34
6	Apparel	Sewing Machine Operator, Specialized Sewing Machine Operator,	10
7	Healthcare	Home Health Aide Trainee	8
8	Food Industry	Jam, Jelly and Ketchup Processing Technician	4
9	Automotive	Four Wheeler Service Assistant	1
10	BFSI	Microfinance Executive	1
11	Food Processing	Baking Technician/ Operative	1
12	Plumbing	General Plumber	1
13	Telecom	Optical Fiber Splicer	1

### 3.2 Implementation Period

- The successful Bidder shall have to start and complete implementation work like appointment of trainers, scheduling training programs in schools, awareness generation, enrolment, training implementation etc. within 45 days of receiving the Work Order
- The successful Bidder shall implement in each school a **Physical, one-time Hands-On Skills Training program** during the implementation period
- The successful Bidder must have experienced trainers to complete the training as per the given timeline
- The successful Bidder must be careful in maintaining the quality of work as well as adhering to the prescribed time schedule for the work
- If there is delay in course completion or lab set up or the performance is not satisfactory, then the Samagra Shiksha, Meghalaya reserves the right to invoke suitable penalty which may be forfeiture of the performance bank guarantee or as may be decided otherwise by the authority of Samagra Shiksha, Meghalaya
- The department shall be responsible for any delay in providing the site to bidder and in such cases penalty will not be applicable

### 4. Financial Provisions

The funding of the Project will be done through MoE, Government of India and Samagra Shiksha, Meghalaya. Samagra Shiksha, Meghalaya will process the bills after receiving duly supported documents of satisfactory project implementation from the schools concerned.

### 5. Information to Bidders about Evaluation Process

- Consortium bidding is not allowed
- Eligibility and Technical criteria will be evaluated by the EoI Evaluation Committee to be formed for the purpose by Samagra Shiksha, Meghalaya
- The EoI Evaluation Committee shall evaluate the Proposals as per the response to the Bid and supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected
- Incomplete and conditional documents will not be entertained. Bidder has to consider implementation for all the sectors as referred to under clause 3.1
- The EoI Evaluation Committee may call upon any bidders for clarification on the statements and supporting documents/documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by the EoI Evaluation Committee. And in case of failure to do so the bidder may be considered disqualified
- The EoI Evaluation Committee reserves the right to accept / reject any bid received and the right to relax any terms and conditions

## 6. Selection Criteria

The selection of the agency shall be based on a competitive evaluation process, focusing on organizational capability, relevant experience, and technical competence.

Key selection considerations shall include:

- Demonstrated experience in delivering hands-on or experiential training in school education
- Understanding of activity-based pedagogy and student engagement strategies
- Past performance in Government or Government-supported education projects

## 7. Eligibility Criteria

The applicant organization must fulfil the following minimum eligibility conditions and supporting documentary evidence must be submitted for all eligibility claims.

Non-compliance of any of the below sub-clauses will lead to rejection as non-responsive and as such will not be considered or the decision of the EoI Evaluation Committee will be final

Sl. No.	Requirements	Documentary Evidence to be uploaded
7.1	The Bidder should be an Indian Registered Company under Companies Act 1956/2013 or A Partnership Firms Registered under the Indian Partnership Act 1932 or a proprietorship firm having valid certificate of incorporation, valid GST registration, PAN Card, valid trade license etc and must have existence for more than 3 years as on the date of notification of the EoI	Certificates of Incorporation / Registration or Trade License + GST Certificate + Pan Card
7.2	The Bidder should have at least <b>1 relevant work experience</b> in providing Hands-on Skill Training / School Mentoring or any other program which included students training in Govt. Schools in Meghalaya awarded by Central Govt / State Government / PSUs / Government Institution in any of the last 3 years (FY 22-23, FY 23-24 & FY 24-25)	Work order / Agreement and Completion Certificate
7.3	The Bidder should have experience in providing Hands-on Skill training / School Mentoring or any other program which included students training in <b>minimum 200 Govt. schools</b> in Meghalaya awarded by Central Govt / State Government / PSUs / Government Institution in a single work order in any of the last 3 years (FY 22-23, FY 23-24 & FY 24-25)	Work order / Agreement and Completion Certificate
7.4	The Bidder should have experience in providing Hands-on Skill training / School Mentoring or any other program which included students training to <b>minimum 2,500 students</b> in Meghalaya awarded by Central Govt / State Government / PSUs / any Government Institution in a single work order in any of the last 3 years (FY 22-23, FY 23-24 & FY 24-25)	Work order / Agreement and Completion Certificate
7.5	The Bidder should have average Annual Turnover of <b>minimum Rs. 2.5 Crores</b> during last 3 Financial Years (FY 22-23, FY 23-24 & FY 24-25)	Copy of Turnover certificate certified by CA
7.6	The Bidder should have an Office in Meghalaya state as on the date of notification of the EoI	Lease agreement + GST Registration Certificate of Meghalaya
7.7	The Bidder should submit self-declaration to the effect that it is not blacklisted with any of the Central Government/State Government	Notarized Self-declaration in stamp paper
<b>Any kind of consortium / Joint Venture with other firms is not allowed</b>		

#### 8. Technical Bid Criteria

Technical proposals of bidders will be considered only after fulfilment of the eligibility criteria under the clause 7.1 to 7.7 under Eligibility Criteria. The eligible bidders shall be awarded points as per the following evaluation parameters in the following table:

Sl. No.	Criteria	Marks Range	Max Marks
8.1	<p><b>Bidders would be awarded marks based on Average Turnover during last 3 Financial Years (FY22-23, FY 23-24 and FY 24-25)</b></p> <p>Copy of Turnover Certificate from CA for the FY 22-23, 23-24 and 24-25</p>	<ul style="list-style-type: none"> <li>For avg. turnover between INR 2.5 - 5 Crores = 5 Marks</li> <li>For avg. turnover between INR 5 - 10 Crores = 10 Marks</li> <li>For avg. turnover more than INR 10 Crores = 15 Marks</li> </ul>	15
8.2	<p><b>Bidders would be awarded marks based on the number of Govt. schools engaged for Hands-on Skill training / School Mentoring or any other program which included students training in Meghalaya awarded by Central Govt / State Government / PSUs / any Government Institution in a single work order in any of the last 3 years (FY 22-23, FY 23-24 &amp; FY 24-25)</b></p> <p>Copy of Work Order / Agreement along with Certificate of successful completion</p>	<ul style="list-style-type: none"> <li>For 200 – 300 schools = 5 Marks</li> <li>For 301 – 400 schools = 10 Marks</li> <li>For 400+ schools = 15 Marks</li> </ul>	15
8.3	<p><b>Bidders would be awarded marks based on the number of Work Orders for Hands-on Skill training / School Mentoring or any other program which included students training in minimum 100 schools in Meghalaya awarded by Central Govt / State Government / PSUs / any Government Institution in any of the last 3 years (FY 22-23, FY 23-24 &amp; FY 24-25)</b></p> <p>Copy of Work Order / Agreement along with Certificate of successful completion</p>	<ul style="list-style-type: none"> <li>1 Work Order = 5 marks</li> <li>2 Work Orders = 10 marks</li> <li>2+ Work Orders = 15 marks</li> </ul>	15
8.4	<p><b>Bidders would be awarded marks based on the number of Students participated/trained as part of Hands-on Skill training / School Mentoring or any other program which included students training in Meghalaya Govt. schools awarded by Central Govt / State Government / PSUs / any Government Institution in a single work order in any of the last 3 years (FY 22-23, FY 23-24 &amp; FY 24-25)</b></p> <p>Copy of Work Order / Agreement along with Certificate of successful completion. The completion certificate should clearly mention the number of students</p>	<ul style="list-style-type: none"> <li>For 2500 – 15,000 students = 5 marks</li> <li>For 15,001 – 25,000 students = 10 marks</li> <li>For 25,000+ students = 15 marks</li> </ul>	15
8.5	<p><b>Physical presentation to the Evaluation Committee as part of Technical evaluation</b></p> <p>Physical presentation covering the following points:</p> <ul style="list-style-type: none"> <li>Past experience of similar work</li> <li>Concept Note for this project</li> <li>Action Plan and Implementation Schedule</li> </ul> <p>(Presentation should not be submitted at the time of bid submission. Presentation shall be called from bidders who qualify the eligibility criteria)</p>	40 Marks	40
<b>TOTAL</b>			<b>100</b>

The Selection Committee of Samagra Shiksha, Meghalaya would evaluate the technical proposals on the date and time of opening of the bid. The bidders are suggested to be ready for any information or queries posed by Committee through email or in presence.

Bidders need to score minimum 75% marks from Technical Criteria clauses 8.1 to 8.5, i.e. 75 marks out of 100, to be shortlisted for the empanelment and work allotment.

#### **9. Bidder Selection Process**

- Bidders scoring minimum 75% marks from Technical Criteria clauses 8.1 to 8.5 will be considered qualified for the work
- The Evaluation Committee reserves the right to:
  - Allocate work to one or more qualified bidders
  - Vary the distribution of work in the interest of effective implementation
  - Reduce, enhance, or redistribute the scope of work without assigning any reason
- The final decision regarding selection, empanelment, work allocation, and work-sharing proportions shall rest solely with the Evaluation Committee constituted by Samagra Shiksha, Government of Meghalaya

Samagra Shiksha, Government of Meghalaya reserves the right to modify, amend, or cancel this EOI process at any stage without prior notice.

#### **10. Award of contract**

- Samagra Shiksha, Meghalaya will notify the successful bidder after final selection. The successful bidder shall submit its acceptance immediately after the notification.
- The contract period is to commence from the date of Award of Contract to the bidder and shall continue for the next 3 years, unless it is curtailed or terminated by the Samagra Shiksha, Meghalaya

#### **11. General Instructions**

##### **11.1 Amendment of Bid Document**

At any time prior to the date of issuing Award of Contract, Samagra Shiksha, Meghalaya may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify clause/s of the bid through the issuance of addendum/corrigendum

In order to give the Bidders reasonable time in which to take an addendum/corrigendum into account, or for any other reason, the Samagra Shiksha, Meghalaya may, at its discretion, extend the bid submission date or bid validity

##### **11.2 Validity of Proposal**

The Proposal shall remain valid for a period not less than one hundred and eighty (180) days from the bid end date. Samagra Shiksha, Meghalaya reserves the right to reject any Proposal that does not meet this requirement. A Declaration by the Bidder mentioning the Proposal Validity must be submitted along with the bid documents.

##### **11.3 Language and Currency**

The Proposal and all related correspondence and documents shall be written in English language. If any supporting document attached to the bid is in any other language, the same may be supported by an English translation.

The currency for the purpose of the Proposal shall be Indian National Rupee (INR).

#### **11.4 Bidder's Responsibility**

It shall be deemed that prior to the submission of Proposal; the Bidder has made a complete and careful examination of:

- The requirements and other information set forth in this EoI document
- All other matters that might affect the Bidder's performance under the terms of this bid, including all legal obligations, risks, timelines and contingencies associated with the Project
- Bidders should submit readable documents. Unreadable documents if submitted may lead to cancellation of bids
- The Department shall not be liable for any mistake or error or neglect by the Bidder in respect of the above. Proposals that are not substantively responsive to the requirements of this bid document will be rejected

#### **11.5 Disqualification**

Samagra Shiksha, Meghalaya may at its sole discretion and at any time during the evaluation of proposals, disqualify any bidder, if the bidder:

- Makes misleading or false representations in the documents and statements submitted as proof of the eligibility requirements which may be verified by the authority of Samagra Shiksha, Meghalaya
- Exhibits a record of poor performance such as abandoning works, not properly completing the contractual obligations, or makes inordinate delay in completion
- Submits proposals that are not accompanied by required documentation

#### **11.6 Termination**

Termination for Default: If the organization fails to carry out the award / work order/contract in terms of this document within the stipulated period or any extension thereof, as may be allowed by Samagra Shiksha, Meghalaya without any valid reasons acceptable to Samagra Shiksha, Meghalaya the contract may be terminated by giving one months' notice

#### **11.7 Disputes**

All disputes between the Successful Bidder and Samagra Shiksha, Meghalaya shall be settled as per the dispute resolution procedure elaborated in the Agreement and shall be governed in accordance with the laws of India and courts in Meghalaya. State shall have exclusive jurisdiction to adjudicate disputes arising from the terms herein. During the bidding process no dispute of any type would be entertained. Even in such cases where Samagra Shiksha, Meghalaya asks for additional information from any Bidder, the same cannot be adduced as a reason for citing any dispute.

#### **11.8 Governing Law**

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Shillong, Meghalaya shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

#### 11.9 Force Majeure

The State Project Director, Samagra Shiksha, Meghalaya may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event or effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms, pandemic etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidder's OEM premises.

#### 11.10 Bid Submission Format

The Expression of Interest (EoI) shall be submitted physically to the Office of the State Project Director, Samagra Shiksha, Meghalaya, Shillong, Meghalaya within the stipulated date and time as notified by the authority.

The EoI submission shall be made in a sealed envelope and all documents submitted must be attested by the bidder.

#### General conditions

- Incomplete, improperly sealed, or wrongly labelled submissions are liable to be rejected
- Submission of the EoI does not create any right or claim for selection
- The authority may modify submission instructions, timelines, or requirements at any stage of the EoI process

#### 11.11 EoI Fees and Earnest Money Deposit

The bid documents are to be submitted along with:

- Bid security or Earnest Money Deposit (EMD) for an amount of Rs. **10,00,000/- (Rupees Ten Lakhs only)** valid for a period of 90 days from the date of submission, in the form of Demand Draft in favour of "THE STATE PROJECT DIRECTOR, SEMAM, MEGHALAYA" payable at Shillong
- The EoI document should be collected from the SEMAM office at least 3 days before the last date of submission of bid document, on payment of **EoI fee of Rs. 10,000 (Rupees Ten Thousand Only)** vide demand draft in favour of "THE STATE PROJECT DIRECTOR, SEMAM, MEGHALAYA" payable at Shillong
- There is no exemption for EMD and EoI Fees for any category of bidders.

#### 11.12 Address for Communication

All the communications with respect to the tender shall be addressed to the Office of the State Project Director, Samagra Shiksha, Meghalaya

(Banteilang Kharshandi, MCS)  
Director of School Education & Literacy  
Nodal Officer PM SHRI  
Meghalaya, Shillong