

## NIFTEM Technology Business Incubation Foundation (NTIBIF)

### National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

An Institute of National Importance (INI) under Ministry of Food Processing Industries, GOI

Plot No 97, Sector-56, HSIEDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)

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EOI No. N/NT/N/2025/4/52

Dated: 27.11.2025

#### EXPRESSION OF INTEREST

#### **SUBJECT: EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT/EMPANELMENT OF INFRASTRUCTURE PARTNER(S) FOR CONDUCTING SKILL DEVELOPMENT PROGRAMMES AT VARIOUS STATES.**

The NIFTEM Technology Business Incubation Foundation (NTIBIF), established in August 2020 as a Section 8 Company, operates under the aegis of the National Institute of Food Technology Entrepreneurship and Management (NIFTEM), an institute under the Ministry of Food Processing Industries, Government of India. NTIBIF serves as a national platform for fostering innovation, entrepreneurship, and skill development in the food processing and agri-business sectors through incubation, mentoring, and technology-driven capacity-building initiatives.

Equipped with state-of-the-art incubation facilities, pilot-scale food processing units, and NABL-accredited laboratories, NTIBIF provides a comprehensive ecosystem for startups and entrepreneurs to ideate, develop, and scale sustainable food innovations. The Foundation also facilitates access to expert business mentoring, industry-academia collaborations, and market linkage opportunities to support early-stage enterprises.

Since its inception, NTIBIF has successfully incubated over 40 startups across India and has disbursed seed grants worth nearly ₹114 crore in areas such as ready-to-eat (RTE) and ready-to-cook (RTC) products, functional and fortified foods, alternative proteins, food safety and quality systems, and agri-supply chain innovations.

In collaboration with agencies such as NAFED, NABARD, and the Government of Haryana, NTIBIF has been actively implementing initiatives focused on rural entrepreneurship, value chain development, women-led enterprises, and community nutrition enhancement.

Building upon these successful interventions, NTIBIF now aims to expand its footprint in Punjab, Jharkhand, Haryana and Bihar by implementing Skill Development Programmes in the Food Processing Sector. These programmes will focus on enhancing the employability, technical competency, and entrepreneurial capacity of youth, rural women, and farmers strengthening the overall human resource base for the food processing and agri-value chain ecosystem in the region.

**For and on behalf of NIFTEM online Tenders are invited on CPPP e-Procurement website**

**<https://eprocure.gov.in/eprocure/app> from eligible bidders.**

#### Critical Date Sheet

S.N.	Particulars	Important Dates	Time	EMD	EOI Fees
1.	Issue of EOI documents	27.11.2025	06.00 PM	₹ 5,00,000/-	₹ 500 + GST 18% = ₹ 590/-
2.	Pre-bid Meeting	03.12.2025	11.00 AM		
3.	Bid submission start date and time	05.12.2025	04.00 PM		
4.	Last date & time for submission of EOI	11.12.2025	02.00 PM		
5.	Date & time of opening of Technical Bids	12.12.2025	03.00 PM		
6.	Date & time of PPT Presentation	Will be intimated separately to the successful bidders			

**Note:** The interested bidders/-firms are advised to attend the pre-bid meeting on 03.12.2025 at 11.00 AM for any clarification. Any addendum/ corrigendum will only be published on <https://eprocure.gov.in/eprocure/app>. Therefore, all the bidders are requested to visit CPP portal on regular basis.

**(A) OBJECTIVES OF THE EOI:**

The objective of this Expression of Interest (EOI) is to identify, evaluate, and empanel capable and well-equipped Training Centres for the effective implementation of Skill Development and Employability Enhancement Programmes in the Food Processing Sector under NTIBIF.

This initiative seeks to establish a strong network of specialized training centres possessing the requisite infrastructure, food processing equipment, laboratories, and certified trainers to deliver high-quality, industry-aligned training programmes across the value chain of food processing including food preservation, bakery and confectionery, dairy processing, fruit and vegetable processing, food safety and quality assurance, packaging technology, and cold chain management.

Through this endeavour, NTIBIF aims to build a technically proficient and employment-ready workforce equipped with modern skills and entrepreneurial capabilities to meet the growing demand for skilled professionals in the food and agri-processing industries. The empanelled training centres will act as key partners in imparting structured, technology-driven, and NSQF-compliant training, facilitating certification, placement, and enterprise creation in alignment with the guidelines of the Ministry of Skill Development & Entrepreneurship (MSDE), the National Skill Development Corporation (NSDC), and the Food Industry Capacity & Skill Initiative (FICSI).

The overall goal is to strengthen the food processing ecosystem by fostering quality-driven training, innovation, and employment generation, thereby contributing to India's vision of transforming its food and agri sector into a globally competitive and sustainable industry.

**Note:** "Mere empanelment under this EOI shall not confer any right or guarantee for award of work. Allocation of work, if any, shall be made only to selected entities from among the empanelled training centres, based on past performance, fulfilment of specific terms and conditions, and project requirements. The decision of the implementing agency in this regard shall be final and binding, and the implementing agency shall not be answerable to any party in this respect."

**(B) SCOPE OF WORK:**

The empanelled Infrastructure Partners shall serve as implementing agencies of NTIBIF for the delivery of Skill Development and Employability Enhancement Programmes under PM Vikas Scheme for minority candidates to be trained in the Food Processing Sector across the states of Jharkhand (District- Lohardaga, Ramgarh, Pakur & Palamu) Bihar (District- Samstipur), Haryana (District - Yamunanagar), and Punjab (District - Ludhiana).

The objective of this engagement is to identify, strengthen, and operationalize a network of qualified Infrastructure Partners with the capacity to deliver high-quality, standardized, and outcome-driven training aligned with the National Skills Qualification Framework (NSQF) and the norms prescribed by the Ministry of Skill Development & Entrepreneurship (MSDE), National Skill Development Corporation (NSDC), and the Food Industry Capacity & Skill Initiative (FICSI).

The detailed scope of work for the empanelled Infrastructure Partners shall include, but not be limited to, the following:

### **1. Infrastructure and Facility Management**

- Provide a functional, compliant, and fully equipped infrastructure facility with requisite classrooms, laboratories, and pilot units suitable for food processing training and demonstrations.
- Ensure adherence to all food safety, hygiene, and sanitation standards as per FSSAI and other statutory regulations.
- Provide essential amenities including safe drinking water, power backup, ventilation, sanitation, restrooms, first aid, and fire safety systems.
- Equip the infrastructure with modern IT-enabled teaching and monitoring tools, including projectors, whiteboards, biometric attendance systems, and internet connectivity to support digital oversight by NTIBIF.
- Facilitation during the mobilization campaigns in collaboration with local bodies, FPOs, SHGs, cooperatives, and industry associations to ensure adequate participation of eligible candidates.
- Counselling and awareness sessions to communicate the benefits of food processing sector skilling and entrepreneurship opportunities.
- Candidates from priority groups including rural youth, women entrepreneurs, small farmers, and unemployed individuals seeking employment or self-employment in the food and agri-value chain sectors.
- Facilitate Skill Development Programmes as per approved job roles and curricula under NSQF developed by FICSI or relevant Sector Skill Councils.
- Deliver a balanced combination of classroom instruction and practical training in domains such as food preservation, dairy and meat processing, bakery, fruit and vegetable processing, cold chain management, packaging, and quality assurance.
- Incorporate modules on food safety, hygiene, entrepreneurship development, digital literacy, and financial inclusion.
- Coordinate with authorized assessment agencies nominated by NTIBIF or relevant SSCs to facilitate transparent end-of-programme assessments.
- Maintain complete documentation of the assessment process, results, and verification records.
- Ensure timely issuance of industry-recognized certificates to all successful participants.
- Partnerships with food industries, processing units, logistics companies, and packaging enterprises to create employment opportunities for trained candidates.
- Facilitate entrepreneurship development and incubation support for trainees aspiring to start their own enterprises by linking them with NTIBIF's incubation ecosystem and government schemes.
- Provide post-training mentorship, business handholding, and market linkages to enhance employability and enterprise sustainability.
- The empanelled agency will be responsible for mobilization, training, assessment etc. of the selected beneficiaries.

### **2. Monitoring, Reporting, and Documentation**

- Implement biometric-based attendance systems and maintain digital records for all batches, including trainee data, session schedules, and placement outcomes.
- Submit progress reports, utilization statements, and geo-tagged photographs as per NTIBIF's prescribed formats and schedule.

- Facilitate access for third-party monitoring, inspections, and NTIBIF's audit teams.
- Ensure full compliance with NTIBIF's Standard Operating Procedures (SOPs) and MSDE operational guidelines.

### 3. Quality Assurance and Continuous Improvement

- Follow standardized operational and instructional protocols as defined by NTIBIF to ensure uniformity and excellence in training delivery.
- Conduct regular performance reviews and trainee feedback surveys to identify improvement areas.
- Upgrade equipment, curriculum, and pedagogy periodically to align with technological advancements and industry best practices in the food processing domain.
- Others deliverables will be mentioned in the empanelment letter/ MoU.

### 4. Compliance

All activities undertaken by the Infrastructure Partner must strictly adhere to the guidelines, norms, and quality parameters prescribed by NIFTEM, NTIBIF, MSDE, NSDC, and FICSI, along with statutory compliance under FSSAI, GST, EPF, and ESI regulations, wherever applicable.

## (C) MINIMUM REQUIREMENTS:

To ensure successful delivery of the Skill Development and Employability Enhancement Programmes in the Food Processing Sector, empaneled Infrastructure Partners shall meet the following minimum requirements for the job roles:

- **Assistant Baking Technician**
- **Millet Products Processor**
- **Multi-Skill Technician (Food Processing)**

These requirements are designed to ensure uniform quality, safety, and industry alignment across all participating in Jharkhand (District- Lohardaga, Ramgarh, Pakur & Palamu) Bihar (District- Samstipur), Haryana (District - Yamunanagar), and Punjab (District - Ludhiana).

### 1. Infrastructure Facility

- The Infrastructure Partner must operate a fully functional training facility with a minimum built-up area of 5,000 sq. ft.
- The facility shall comprise at least 03 practical training labs/workshops and 03 classrooms, each with a minimum area of 500 sq. ft.
- The premises must adhere to all food safety, hygiene, and occupational health standards under FSSAI and local regulatory norms.
- The environment must simulate real-world food processing conditions, including temperature control, sanitation, and waste management systems.

### 2. Classroom Facilities

- Each classroom shall have seating capacity for **at least 30 trainees per batch** with proper tables and chairs.
- Each classroom must include:

- LCD Projector and Whiteboard
- Adequate lighting and ventilation
- Fans and/or Air Conditioning systems
- Trainer's workstation with chair, storage, and teaching aids

### **3. Practical Training Area / Food Processing Laboratories**

- Dedicated hands-on training zones for the three job roles must be established:
  - (a) Baking Lab – equipped with ovens, mixers, dough sheeters, proofing cabinets, cooling racks, and hygiene systems for Assistant Baking Technician.
  - (b) Millet Processing Lab – equipped with grinders, roasters, extruders, packaging units, weighing scales, and testing tools for Millet Products Processor.
  - (c) Food Processing Lab – integrated space with processing tables, sealing and filling equipment, dryers, cutting and blanching units, and safety tools for Multi-Skill Technician (Food Processing).
- Labs must have proper ventilation, flooring, drainage, and storage areas compliant with food safety and hygiene standards.
- All trainees must be provided with personal protective equipment (PPE) including aprons, gloves, hairnets, masks, and safety shoes.

### **4. Additional Facility Requirements**

- Reception & Registration Area for visitor management and trainee support.
- Counselling & Mobilization Room for career guidance and enrolment.
- IT Lab / Digital Learning Room with computers and internet access for online modules, digital literacy, and entrepreneurship sessions.
- Dedicated Placement & Incubation Support Cell for job linkage, entrepreneurship handholding, and post-training tracking.
- Drinking water, sanitation, and separate restrooms for male and female trainees.
- First Aid & Fire Safety Arrangements as per local and factory norms.
- Display Boards and Notice Panels for safety guidelines, timetables, and trainee achievements.

### **5. Equipment and Furnishings**

- The Infrastructure Partner must provide a comprehensive equipment list aligned with FICSI/NSDC job role guidelines for each of the three trades.
- All training equipment must be functional, industry-relevant, and safely installed.
- Adequate storage must be available for raw materials, tools, consumables, and PPE.

### **6. Technology and Attendance Systems**

- Installation of Biometric Attendance System for trainers and trainees to ensure real-time monitoring.
- Recommended CCTV surveillance across key training areas for transparency and compliance.

### **7. Documentation and Layouts**

- Submission of a detailed layout plan showing classrooms, labs, utilities, and safety systems.

- Geo-tagged, time-stamped photographs of facilities must be submitted.
- Specification sheets for all tools, machinery, and furnishings to be enclosed.

## **8. Minimum Manpower Requirements**

- The Infrastructure Partner must have qualified and experienced manpower already engaged at the time of proposal submission.
- Trainers must:
  - Possess valid ToT certification issued by FICSI or any NCVET-approved SSC.
  - Have a minimum of 3 years' industry or teaching experience in food processing, bakery, or millet-based product domains.
- Each centre must also employ:
  - Mobilization and Counselling Team
  - Placement & Incubation Coordinator
  - MIS/Administrative Executive
- Documentary proof (appointment letters, resumes, ToT certificates, experience letters) must be attached.

## **9. Additional Compliance Requirements:**

- NTIBIF reserves the right to conduct third-party inspection or verification prior to empanelment.
- Partners must maintain both digital and physical record-keeping for enrolment, attendance, assessments, and placements.
- Compliance with Health, Safety & Environmental (HSE) standards specific to food processing training is mandatory.
- Capacity to handle NTIBIF's MIS/portal-based reporting and provide real-time data updates.

## **(D) MINIMUM TECHNICAL ELIGIBILITY (PRE-QUALIFICATION) CRITERIA:**

The following criteria define the technical eligibility for empanelment as an Infrastructure Partner with NTIBIF for the implementation of training programmes in the three job roles mentioned above.

Non-compliance with any of the below shall result in disqualification.

Applications must be complete in all respects, signed, and supported with verifiable documentation. Incomplete or unsigned proposals shall be summarily rejected. Documents to be enclosed:

### **1. Covering Letter**

Signed and sealed letter on official letterhead (Annexure I).

### **2. Organizational Profile**

Background of the applicant entity including organizational structure, experience, management details, and track record in food processing or skill development (Annexure II).

### **3. Legal Status Proof**

Copy of valid Incorporation/Registration Certificate or equivalent Government proof of entity type (Company / Society / Trust / Individual Proprietor).

### **4. Financial Credentials**

- Audited Financial Statements for the last 3 financial years, with ITR copies.
- CA-certified Turnover Certificate confirming a minimum cumulative turnover of ₹1 Crore over the last three years, specifically from the operations of the proposed infrastructure facility.

- The certificate must explicitly state that the turnover relates only to training or related services.

#### 5. Infrastructure Evidence

- Geo-tagged photographs of the entire facility.
- Layout plan showing classrooms, labs, reception, sanitation, and safety provisions.
- Proof of ownership or registered lease agreement valid for at least 10 months from the date of EOI issue.

#### 6. Trainer and Staff Details

- Resumes of all trainers and key personnel.
- Copies of ToT certificates issued by FICSI or other relevant SSCs.
- Documentary evidence of minimum 03 years' experience in respective food processing domains.

#### 7. Past Project Experience

- Details of previous skill development or vocational programmes executed, including project title, funding agency/client, job roles covered, and number of trainees trained and placed for last 03 years.

#### 8. Statutory Registrations

Copy of valid GST registration certificate, if applicable.

#### 9. Tax and Banking Details

- Copy of **PAN Card**.
- Bank details (cancelled cheque or statement).

#### 10. Declaration of Authenticity and Compliance

Signed declaration affirming:

- Authenticity of all information submitted.
- Commitment to comply with NTIBIF, FICSI, NSDC, and MSDE standards.
- Readiness to upgrade infrastructure/manpower as per programme requirements upon shortlisting.

Only Infrastructure Partners that demonstrate adequate capacity, compliance, and sectoral expertise will be empanelled to execute NTIBIF's Skill Development Programmes in Assistant Baking Technician, Millet Products Processor, and Multi-Skill Technician (Food Processing) job roles Jharkhand (District- Lohardaga, Ramgarh, Pakur & Palamu) Bihar (District- Samstipur), Haryana (District - Yamunanagar) and Punjab (District - Ludhiana), ensuring quality, employability, and entrepreneurship outcomes in the food processing ecosystem.

**Note:** The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in EOI Fee, EMD, Turnover and Experience, etc, must submit claim for the same alongwith support document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for applied category of item(s)/services, etc. Upload proper Udyam Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-9**.

### (E) EVALUATION CRITERIA:

#### A. Technical Evaluation (70 Marks)

S.N.	Parameter	Detailed Criteria	Marks Distribution	Max. Marks
1	Infrastructure & Facility Readiness	Evaluation based on total built-up area, number of classrooms/ labs, food processing-specific setup, and compliance with prescribed	a) Meets minimum infrastructure criteria – 7 marks b) 25–50% additional area with upgraded facilities – 12 marks	15



		NTIBIF standards (minimum 5,000 sq. ft., 5 classrooms, 5 practical labs).	c) Excellent setup (≥7,000 sq. ft.) with modern food processing labs, IT/digital classrooms, placement cell, hygiene & safety compliance, and smart teaching aids – 15 marks	
2	Trainer Qualification & Domain Experience (Food Processing Sector)	Assessment of trainer profiles, ToT certification under FICSI/or approved body, and relevant industrial or instructional experience.	a) Trainers with minimum 3 years of experience and valid ToT – 5 marks b) 50% trainers with more than 5 years' experience and multiple ToT certifications – 7 marks c) 75% or more trainers with over 5 years' experience, FICSI/SSC certification, and exposure to live projects – 10 marks.	10
3	Experience in Skill Development & Capacity-Building Projects	Evaluation of prior experience in implementing food/agri-based skill development, entrepreneurship, or incubation programmes under government or institutional projects.	a) Minimum 1 relevant project executed – 5 marks b) 3 projects executed with completion or appreciation certificates – 7 marks c) More than 5 projects successfully executed with verifiable completion and placement/ enterprise outcomes – 10 marks	10
4	Financial Capacity & Operational Sustainability of the infra provider	Based on CA-certified turnover from skill development or food processing-related operations during the last three financial years.	a) Cumulative turnover of ₹ 5.00 Crore – 5 marks b) Cumulative turnover of ₹ 6.00 Crore – 7 marks c) Cumulative turnover of ₹ 7.00 Crore or more – 10 marks	10
5	Revenue Generated from proposed centre	Project executed on the proposed training centre	Minimum 1.00 Crore revenue generated in last three years at proposed training centre.	5
6	Legal, Statutory & Quality Compliance	Evaluation of statutory documentation (incorporation, GST, PAN, ownership/lease validity, declaration) and quality certifications.	a) All mandatory documents submitted – 5 marks b) Additional certifications such as ISO/NSDC affiliation, or safety certification – 10 marks	10
7	Placement, Industry & Incubation Linkages	Assessment of linkages with food industries, processing units, incubation networks, and evidence of past placement or entrepreneurship facilitation.	a) More than 10 active linkages with 70% or higher placement or incubation success record – 5 marks b) More than 15 active linkages with 70% or higher placement or incubation success record – 10 marks	10
<b>Total (Technical Evaluation)</b>				<b>70</b>



## B. Presentation & Interaction Evaluation (30 Marks)

S.N.	Parameter	Evaluation Focus	Max. Marks
1	Understanding of Programme Objectives & Implementation Framework	Assessment of the applicant's conceptual clarity, understanding of NTIBIF's Skill Development framework, alignment with NSQF and Sector Skill Council (FICSI) standards, and proposed methodology for achieving programme objectives in food processing job roles.	10
2	Mobilization, Training Operations & Execution Strategy	Evaluation of the proposed strategy for candidate mobilization, counselling, batch formation, training delivery plan, quality assurance, and adherence to NTIBIF's operational and monitoring protocols.	10
3	Infrastructure Readiness, Digital Enablement & Innovation Practices	Review of the physical and digital readiness of the proposed infrastructure, including training labs, safety compliance, use of smart technology tools, and innovative approaches to enhance learning outcomes, employability, and incubation linkage.	10
<b>Sub Total (Presentation - 2)</b>			<b>30</b>
<b>Total (Technical + Presentation)</b>			<b>100</b>

- The applicants shall be assessed based on the Minimum Eligibility Requirements specified in the relevant sections of this EOI document.
- Only those applicants who meet all the mandatory eligibility conditions will be considered for further evaluation under the Technical Scoring Criteria as detailed in the respective chapters.
- Applicants must obtain a minimum score of 55 marks out of 70 in the Technical Evaluation to qualify for the subsequent stage of Presentation and Interaction before the Evaluation Committee. In case, no agency or only one agency has scored 55 marks out of 70 marks, the criteria can be further relaxed to ensure sufficient competition between the parties (minimum 3, in order of merit) and marks obtained upto 45 marks out of 70 marks, will also considered as technically qualified for PPT Presentation.
- The Tender Evaluation Committee (TEC) can propose further criteria or filter for selection of a suitable agency for the work.
- The scope can be increased/decreased based on interaction-cum-PPT presentation; hence, agencies are advised to be in touch for corrigendum/addendum/clarification.
- The combined final score (H-1) shall be considered to award the work. The assignment shall be awarded to the Agency scoring the highest final weighted score in both the parameters (Technical + Presentation). The Institute has liberty to empanel multiple bidders (maximum 5, in order of merit).

## (F) APPROVED RATES FOR THE TRAINING MODULES:

The base cost for the different sectors will be as under with effect from **01.01.2021**:

- ₹ 49.00 per hour of training for trades/sectors listed in Category I of **SCHEDULE-II**.
- ₹ 42.00 per hour of training for trades/sectors listed in Category II of **SCHEDULE-II**.
- ₹ 35.10 per hour of training for trades/sectors listed in Category III of **SCHEDULE-II**.

- Please refer to the Gazette Notification No. H-22011/2/2014-SDE (Vol. IV) dated 01.01.2021 of Ministry of Skill Development and Entrepreneurship for Skill Development Schemes as notified by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India – For base cost.
- Please refer to the Gazette Notification No. H-22011/2/2014-SDE dated 15.07.2015 of Ministry of Skill Development and Entrepreneurship for Skill Development Schemes as notified by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India – For Schedule-II.

#### (G) FINANCIAL NORMS AND RETENTION POLICY:

1. The Skill Development Programme shall be implemented in accordance with the prevailing Common Norms (Ministry of Skill Development and Entrepreneurship Notification dated 1st January 2021; No. H-22011/2/2014-SDE (Vol. IV) for Skill Development Schemes as notified by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India. The approved cost per candidate shall be applicable as per the respective sector, NSQF level, and job role under the Food Processing domain.
2. A minimum of 5% of the total approved training cost shall be retained by NTIBIF towards administrative, monitoring, and quality assurance expenses, including MIS operations, third-party verification, and audit-related compliances.
3. The approved training cost shall be released to the empanelled Infrastructure Partners in a stage-wise manner, strictly based on the satisfactory completion of assigned deliverables, submission of verified documentation, and successful validation by NTIBIF or its authorized representatives.
4. The assessment and certification fees, wherever applicable, shall be released separately to the respective Sector Skill Council (FICSI) or authorized assessment agency as per the provisions of the Common Norms (Ministry of Skill Development and Entrepreneurship Notification dated 1st January 2021; No. H-22011/2/2014-SDE (Vol. IV)) and the guidelines of MSDE/NSDC.
5. Any deviation from the prescribed norms, false reporting, or failure to comply with quality standards shall result in withholding or forfeiture of payment, and the decision of NTIBIF in this regard shall be final and binding.

#### (H) PAYMENT TERMS & CONDITIONS:

1. The funding pattern for implementation of skill development programmes under NTIBIF shall follow a three-installment structure in the ratio of 30:40:30, in accordance with the prevailing guidelines of the Ministry of Skill Development & Entrepreneurship (MSDE) and the approved Common Norms.
2. Payments to the empanelled Infrastructure Partners shall be released based on the achievement of defined milestones and submission of verified deliverables, as per the following schedule:

Stage	Milestone / Deliverable	Payment %
Mobilization & Batch Commencement	1) Signing of Memorandum of Understanding (MoU) with NTIBIF. 2) Submission of Performance Bank Guarantee (PBG) equivalent to 5% of the total approved cost for the allocated number of trainees. 3) Successful mobilization and registration of trainees on the designated MIS/SDMS portal. 4) Verification and accreditation of infrastructure facilities by NTIBIF or its authorized agency.	30%

Completion of Training	1) Completion of 100% training, followed by assessment and certification of all eligible candidates through the authorized Sector Skill Council (FICSI) or designated assessment body. 2) Submission of Training Completion Report, Trainee Feedback, and Attendance Records (biometric verified). 3) Submission of Utilization Certificate for the first instalment released.	40%
Project Completion & Placement	1) Submission of Final Project Completion Report, duly verified by NTIBIF. 2) Placement of at least 70% of certified trainees, supported with placement documentation and 90-day post-placement tracking report. 3) Submission of Utilization Certificates for both the first and second instalments.	30%

3. The assessment and certification cost, wherever applicable, shall be released separately to the respective Sector Skill Council (FICSI) or authorized assessment agency, as per the Common Norms (Ministry of Skill Development and Entrepreneurship Notification dated 1st January 2021; No. H-22011/2/2014-SDE (Vol. IV).
4. All payments shall be made subject to:
  1. Submission of required reports, documents, and evidence in the prescribed NTIBIF formats.
  2. Verification of trainee data, attendance, and outcomes on NTIBIF's digital MIS platform.
  3. Compliance with audit, inspection, and performance standards.
5. NTIBIF reserves the right to withhold, adjust, or recover any payment in cases of non-compliance, delayed reporting, or deviation from the approved implementation plan.

#### (I) EARNEST MONEY DEPOSIT (EMD):

- a. An **Earnest Money Deposit (EMD)** of **Rs. 5,00,000/- (Rupees Five Lakh Only)** shall be submitted separately in the form of a **Demand Draft** drawn in favour of **"NIFTM Technology Business Incubation Foundation (NTIBIF)"**, payable at **Sonipat, Haryana**, issued by any **Nationalized or Scheduled Commercial Bank** in India, with a validity period of at least **three (3) months** from the last date of submission of the EOI.
- b. The EMD must be enclosed in a sealed envelope clearly marked **"Earnest Money Deposit for EOI – Empanelment of Infrastructure Partners for Skill Development Programmes in the Food Processing Sector."**
- c. Any proposal submitted **without the prescribed EMD** shall be treated as **non-responsive** and **liable for rejection** without further evaluation.
- d. **No interest** shall be payable on the Earnest Money Deposit under any circumstances.
- e. The **EMD shall be forfeited** by NTIBIF under the following conditions:
  - (i) If the successful bidder fails to sign the **Memorandum of Understanding (MoU) / Contract** within the stipulated time.
  - (ii) If the bidder fails to furnish the required Performance Bank Guarantee (PBG) within the prescribed period.

- (iii) If the bidder withdraws, alters, or amends the proposal unilaterally after submission but before finalization.
- (iv) If any misrepresentation or false information is found at any stage of evaluation or implementation.
- f. Refund of EMD: The EMD will be refunded without interest to all **unsuccessful bidders** within **30 working days** from the finalization of the empanelment process. For **successful bidders**, the EMD shall be released **after submission of the Performance Bank Guarantee (PBG)** in the prescribed format from a Nationalized/Scheduled Bank operational in India. In case of withdrawal or non-compliance by the bidder after selection, the **EMD shall stand forfeited** in full.

#### (J) PERFORMANCE BANK GUARANTEE:

The successful bidder shall be required to furnish a **Performance Bank Guarantee (PBG)** equivalent to **5% of the total contract value** in favour of “**NIFTEM Technology Business Incubation Foundation (NTIBIF)**”, payable at **Sonipat, Haryana**, within fifteen (15) days from the date of signing of the agreement or receipt of the Letter of Award (LoA). The PBG must be issued by a **Nationalized or Scheduled Commercial Bank** (as listed in the annexure) and shall remain valid for a period of **one year from the date of issuance**. The bidder shall ensure timely extension or renewal of the PBG as may be required during the course of the contract. Failure to submit or maintain a valid PBG within the stipulated time frame shall entitle NTIBIF to terminate the contract without any further notice and to forfeit any dues payable. The **format of the Performance Bank Guarantee** to be used for submission is provided in the **Annexure** of this EOI document.

#### (K) TERMINATION OF CONTRACT:

If the deliverables are not completed within the stipulated timeline due to reasons attributable to the selected Infrastructure Partner, NIFTEM Technology Business Incubation Foundation (NTIBIF) reserves the right to terminate the agreement without incurring any cancellation liability and to invoke the Performance Bank Guarantee submitted by the partner.

#### (L) SPECIAL CONDITIONS:

- By participating in this EOI, bidders confirm that they have reviewed and accepted all terms and conditions outlined in this document and agree to abide by them in full. The agreement shall comprise the EOI, the Letter of Award (LoA), the finalized work order, and all supporting documents exchanged between NTIBIF and the selected partner.
- The contract shall be governed by the laws of the Republic of India, and any dispute arising shall be subject to the jurisdiction of courts at Sonipat, Haryana.
- Any dispute or difference arising out of or in connection with this contract shall be resolved through arbitration, conducted in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations, with proceedings held in New Delhi and conducted in English.
- Neither party shall be held liable for failure to perform its obligations under the contract in the event of Force Majeure, including acts of God, war, natural disasters, epidemics, government regulations, or other events beyond its reasonable control.
- The selected Infrastructure Partner shall execute all contractual obligations using sound management practices, ensuring quality, efficiency, and adherence to NTIBIF's standards. All statutory taxes, levies, and duties arising from the contract shall be borne entirely by the partner.

- NIFTEM shall deduct income tax and other applicable statutory recoveries from all payments as per prevailing laws. All deliverables and reports must be submitted in English (or in Hindi upon request, without additional cost).
- NTIBIF reserves the right to terminate the contract in whole or in part if the partner fails to deliver the agreed outputs, violates contractual obligations, or is found engaged in any fraudulent or corrupt practices. In such cases, NTIBIF may reassign the work to another qualified agency at the partner's cost, without prejudice to any other remedies available under law.
- The Infrastructure Partner shall not use or disclose any intellectual property, branding, or confidential materials of NTIBIF or NIFTEM without prior written consent.
- NTIBIF also reserves the right to accept or reject any proposal, annul the selection process, or terminate the contract at its sole discretion, without assigning any reason and without liability to the bidders.
- Bidders must declare the absence of any conflict of interest and ensure that no engagement or affiliation compromises their ability to perform the contract. Any concealment or misrepresentation in this regard may lead to disqualification or termination.
- Negotiations, if required, may be held at NTIBIF's registered office. Representatives attending such meetings must hold written authorization to conclude binding agreements.

#### **(M) FORCE MAJEURE:**

The Infrastructure Partner shall not be held liable for penalties, liquidated damages, or termination if delays or non-performance are caused by events beyond their control, including acts of God, natural calamities, war, or regulatory restrictions.

Upon the occurrence of a Force Majeure event, the partner must notify NTIBIF immediately in writing, specifying the nature, duration, and expected impact. NTIBIF may decide whether to continue, suspend, or terminate the agreement depending on the situation.

NTIBIF also reserves the right to **terminate the agreement for convenience**, with or without assigning any reason, and without any liability for compensation. NTIBIF may modify, amend, or withdraw any part of this EOI or its terms and conditions at any time, at its sole discretion, without prior notice or justification.

#### **(N) MODIFICATION AND WITHDRAWAL OF BIDS:**

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawn is allowed only once in a tender. If a bidder withdraws his bid, he cannot participate in the particular tender again.

#### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.



- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**10. Clarification on Bid Documents:** - Bidder requiring any clarification to this EOI shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the tenders. The address and contact number for seeking clarification regarding this EOI are given below:-

Queries to be addressed to:

**Purchase related queries:**

Purchase Section

NIFTEM, Kundli, Sonapat (Haryana) – 131028

Phone No. - 0130-2281057

E-mail ID - [purchase.niftem@gmail.com](mailto:purchase.niftem@gmail.com)

**Technical queries:**

Dr. Sapna Arora, Professor

NIFTEM, Kundli, Sonapat (Haryana) – 131028

Phone No. - 0130-2281253

E-mail ID – [sapna@niftem.ac.in](mailto:sapna@niftem.ac.in)

**Registrar, NIFTEM**

**Annexure – 1**  
**COVERING LETTER**  
**(on Letterhead)**

Date:

To,  
The Chief Executive Officer (CEO)  
NIFTEM Technology Business Incubation Foundation (NTIBIF)  
National Institute of Food Technology Entrepreneurship and Management (NIFTEM)  
Ministry of Food Processing Industries, Government of India  
Plot No. 97, Sector-56,  
Kundli, Sonipat, Haryana – 131028

**Subject: Expression of Interest (EOI) for Engagement/Empanelment of Infrastructure Partner(s) for Conducting Skill Development Programmes at Various States.**

Sir,

With due respect, I/We hereby submit our *Expression of Interest (EOI)* for engagement/empanelment as an **Infrastructure Partner(s)** for implementing **Skill Development and Employability Enhancement Programmes** under the aegis of NTIBIF in accordance with the terms and conditions set forth in the EOI document.

I/We have thoroughly examined and understood the contents of the EOI and hereby declare and confirm that:

1. All information furnished in our submission, including organizational details, infrastructure, manpower, financial data, and relevant experience, is true, complete, and accurate to the best of our knowledge.
2. We unconditionally accept all terms, conditions, and stipulations contained in the EOI and undertake to comply with them in full.
3. Our organization has **never been blacklisted, debarred, or declared ineligible** by any Central or State Government department, PSU, or statutory body in India.
4. We shall immediately inform NTIBIF of any material change or fact that may affect the accuracy or completeness of the information provided in this proposal.
5. We understand that any misrepresentation, concealment, or false statement may lead to disqualification, termination of empanelment, or legal action, as deemed appropriate by NTIBIF.
6. We acknowledge and agree that NTIBIF reserves the absolute right to accept, reject, or disqualify any application at any stage in the interest of institutional integrity, public policy, or administrative discretion, without assigning any reason thereof.

I, **(Name), (Designation)**, hereby certify that I am duly authorized to sign and submit this EOI on behalf of my organization and affirm that all information furnished herein is true and correct to the best of my knowledge and belief.

Thanking you,

**Yours faithfully,**

**(Signature of Authorized Signatory)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Seal/Stamp:** \_\_\_\_\_

**Annexure –2**

**Infrastructure Partner's Profile**

S. No.	Particulars	Details / Documents Enclosed
1	Name of the Applicant / Company / Firm / Society / Individual	
2	Registered Office Address	
	Communication / Correspondence Address (if different)	
3	Contact Details of Authorized Person	
3.1	Name & Designation	
3.2	Mobile Number	
3.3	E-mail ID	
4	Type of Entity (Private Limited / Public Limited / Partnership / Proprietorship / Society / Trust / Individual)	Attach copy of Registration Certificate as applicable
5	Date of Incorporation / Establishment	
6	Year(s) of Existence in Skill Development / Training Operations (Minimum 3 years)	
7	GST Registration Number	Attach Copy
8	Permanent Account Number (PAN)	Attach Copy
9	Tax Deduction Account Number (TAN)	Attach Copy
10	Corporate Identification Number (CIN) (if applicable)	Attach Copy
11	Proof of Legal Status (Certificate of Incorporation / Registration Certificate / Valid Government-Issued Proof)	Attach Copy
12	Constitution Documents (MOA & AOA / Partnership Deed / Trust or Society Registration Documents, as applicable)	Attach Copy
13	Audited Financial Statements for the Last 3 Financial Years (FY 2022-23, 2023-24, 2024-25)	Attach Copies
14	CA-Certified Turnover Certificate confirming cumulative turnover of minimum ₹5 crore from training centers operations in the last 3 years	Attach Original / Certified Copy
15	Bank Details of the Applicant	
	(i) Name & Address of Bank Branch (ii) Account Number (iii) IFSC Code (iv) Scanned Copy of Cancelled Cheque	Attach Copy
16	Details of Authorized Signatory for Signing Bid Documents (Name, Designation, Authorization Letter / Board Resolution)	Attach Copy
17	Any Other Relevant Information (Affiliations with SSC / NSDC / MSDE, Quality Certifications, ISO, etc.)	Attach Supporting Documents

Declaration: I/We hereby declare that the information furnished above is true, complete, and correct to the best of my/our knowledge and belief. All documents attached herewith are authentic, valid, and duly certified. I/We understand that any misrepresentation, false declaration, or concealment of information may result in disqualification from the empanelment process and/or termination of any contract subsequently awarded.

**(Signature of Authorized Signatory)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Date & Place:** \_\_\_\_\_

**Seal/Stamp**

### ANNEXURE – 3

#### SELF-DECLARATION FOR NON-BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

#### TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_, is participating in the *Expression of Interest (EOI)* issued by NIFTM Technology Business Incubation Foundation (NTIBIF) for Empanelment of Infrastructure Partners for Implementation of Skill Development Programmes in the Food Processing Sector.

We hereby declare and confirm that:

1. Our organization has not been blacklisted, debarred, suspended, or declared ineligible by any Central/State Government Department, Public Sector Undertaking, Autonomous Institution, Statutory Authority, or any other Government agency in India as on the date of this declaration.
2. Our organization has not been involved in any fraudulent, unethical, or corrupt practices and no criminal or civil proceedings are pending against us in any court of law in connection with similar projects.
3. We further undertake that, in the event any such information is found to be incorrect or concealed at any time, NTIBIF shall have the right to cancel our empanelment, forfeit any security deposit or EMD, and initiate appropriate legal proceedings without any liability toward our firm.
4. We affirm that the information provided herein is true, correct, and complete to the best of our knowledge and belief, and that this declaration is made in good faith for submission under the above-mentioned EOI.

Issued under my signature and company seal for all official and legal purposes.

(Signature)

Name of the Authorized Signatory:

Designation:

Date & Place:

Official Seal

**Annexure - 4**

**FINANCIAL STRENGTH OF THE BIDDER**

**(To be certified by a Chartered Accountant on the firm's letterhead)**

Sr. No.	Financial Year	Turnover (₹ Crore)	Net Worth (Positive / Negative)	Net Profit / (Loss)
1	2022-23			
2	2023-24			
3	2024-25			
Average of Last 3 Financial Years			N.A.	N.A.

**Note:**

- The bidder must attach a **Chartered Accountant's Certificate** certifying the above details.
- The certificate should confirm that the turnover figures pertain **exclusively to training, incubation, or infrastructure operations** relevant to this EOI.
- Only **audited financial statements** will be accepted. Unaudited or provisional data shall not be considered for evaluation.

**Certification by Chartered Accountant**

This is to certify that the above financial information has been verified from the audited books of accounts and financial records maintained by **M/s** \_\_\_\_\_, and the same are true and correct to the best of our knowledge and belief.

**Name of CA Firm:** \_\_\_\_\_  
**Registration No.:** \_\_\_\_\_  
**Name of Partner / Proprietor:** \_\_\_\_\_  
**Membership No.:** \_\_\_\_\_  
**Signature & Seal:** \_\_\_\_\_  
**UDIN:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Annexure – 5**  
**Prior Work Experience of the Bidder**

All projects listed below should be supported by documentary evidence, such as work orders, completion certificates, or client acknowledgments.

S. No.	Assignment / Project Name with Sanction Order No. & Date	Client / Funding Agency	Scope of Assistance / Services Provided	State(s) Covered	No. of Beneficiaries / Trainees	Value of Contract / Services (₹)	Document Reference Page No.
1							
2							
3							
4							

**Declaration:**

All information provided above is true and correct to the best of my knowledge and belief. All the projects mentioned are supported by relevant documentary evidence enclosed with this EOI submission.

**For and on behalf of:** \_\_\_\_\_

*(Name of Applicant / Organization)*

**Signature of Authorized Signatory:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_

*(Seal / Stamp of Organization)*

**Annexure – 6**  
**Centre Team Details**  
**(To be filled by the Applicant / Infrastructure Partner)**

S. No.	Designation / Position / Domain Expertise	No. of Personnel	Minimum Qualification	Desirable Qualification	Cumulative Years of Experience	Relevant Experience Required (as per EOI/SSC)
A. Minimum Manpower Required (as per EOI/SSC)						
1						
2						
3						
B. Additional / Support Manpower Proposed as per SSC						
1						
2						
3						

**Declaration:**

I/We hereby certify that the above information is true and correct to the best of my/our knowledge and belief. All personnel listed above are either engaged or proposed to be engaged for the implementation of the skill development programme under NTIBIF, and their credentials can be verified upon request.

For and on behalf of: \_\_\_\_\_  
(Name of Applicant / Organization)

Signature of Authorized Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

(Seal / Stamp of Organization)



## ANNEXURE – 7

### Infrastructure Details

(To be filled separately for each proposed Training Centre)

#### 1. Basic Information

S. No.	Particulars	Details
1	Name of Training Centre	
2	Name of Organisation / Entity Owning or Operating the Centre	
3	Legal Status (Company / Society / Trust / Individual)	
4	Registered Address of Centre	
5	District	
6	State	
7	Contact Person Name	
8	Designation	
9	Mobile Number	
10	Email ID	
11	Year of Establishment Centre	
12	Total Operational Years of the Centre	

#### 2. Infrastructure Details

S. No.	Particulars	Details
1	Total Built-up Area (in sq. ft.)	
2	Ownership Type (Owned / Leased / Rented)	
3	If Leased / Rented – Name of Owner	
4	Rent Agreement / Lease Deed Valid Upto (Date)	
5	Copy of Ownership / Rent Agreement Attached (Yes / No)	
6	Total Seating Capacity (per batch)	
7	Total No. of Classrooms	
8	Average Classroom Size (sq. ft.)	
9	Availability of Practical / Lab Area (Yes / No)	
10	Area of Lab / Workshop (sq. ft.)	
11	Equipment Available (As per NSQF Job Role Requirements)	
12	Reception Area (Yes / No; Size)	
13	Counselling Room / Placement Cell (Yes / No)	
14	Washrooms (Separate for Male / Female)	
15	Power Backup (Generator / Inverter)	
16	Internet Connectivity (Type and Bandwidth)	
17	Fire Safety Equipment (Yes / No)	
18	CCTV Surveillance (Yes / No; No. of Cameras)	
19	Drinking Water Facility (Yes / No)	
20	First Aid & Safety Equipment (Yes / No)	

### 3. Human Resource Details

S. No.	Particulars	Details
1	Total Trainers	
2	Trainer Qualification (Min. Graduate / Diploma / ITI etc.)	
3	Trainer Experience (Years)	
4	Placement Coordinator Available (Yes / No)	
5	Centre Manager / Head Name	

### 4. Training Capacity and Performance

S. No.	Particulars	Details
1	Average Training Capacity per Batch	
2	No. of Batches Completed in Last 3 Years	
3	Total Candidates Trained in Last 3 Years	
4	Placement Percentage Achieved	
5	Major Recruiters (if any)	
6	Past Government Projects Implemented (Yes / No; details)	

### 5. Supporting Documents Checklist

S. No.	Document Description	Attached (Yes/No)
1	Proof of Ownership / Lease / Rent Agreement	
2	Fire Safety Certificate (if applicable)	
3	Electricity Bill / Property Tax Receipt	
4	Trainer Qualification Certificates	
5	Photos of Training Centre (Exterior, Classrooms, Labs)	
6	Last 3 Years' Training Records / MIS Reports	

I/We hereby certify that the above information is true and correct to the best of my/our knowledge and belief. All information listed above are for the implementation of the skill development programme under NTIBIF, and their credentials can be verified upon request.

**(Signature with Seal)**

**Authorized Name:**

**Designation:**

**Organization:**

**Date & Place:**

**ANNEXURE – 8**

**PERFORMANCE BANK GUARANTEE FORMAT**

(To be executed on Non-Judicial Stamp Paper of appropriate value as per applicable laws)

To,  
The Chief Executive Officer (CEO)  
NIFTEM Technology Business Incubation Foundation (NTIBIF)  
National Institute of Food Technology Entrepreneurship and Management (NIFTEM)  
Ministry of Food Processing Industries, Government of India  
Plot No. 97, Sector-56,  
Kundli, Sonipat, Haryana – 131028

**Performance Bank Guarantee No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In consideration of the **NIFTEM Technology Business Incubation Foundation (NTIBIF)** (hereinafter referred to as "NTIBIF") having agreed under the terms and conditions of Agreement / Contract Acceptance Letter No. \_\_\_\_\_ dated \_\_\_\_\_ entered into between NTIBIF and **M/s** \_\_\_\_\_ (hereinafter referred to as the "Agency") for the work \_\_\_\_\_ (hereinafter referred to as the "Agreement"), the Agency having agreed to furnish an irrevocable **Performance Bank Guarantee** for an amount of **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)** as performance security to ensure due compliance of its obligations under the said Agreement.

We, \_\_\_\_\_ (**Name of the Bank**), a Scheduled Commercial Bank having our registered office at \_\_\_\_\_, (hereinafter referred to as "the Bank"), do hereby unconditionally and irrevocably undertake to pay NTIBIF, on written demand, any sum not exceeding **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)**, without any demur or protest, for any loss or damage caused to or suffered by NTIBIF by reason of any breach by the said Agency of any of the terms and conditions of the said Agreement.

We further agree that any demand made by NTIBIF through its authorized officer shall be conclusive as to the amount due and payable under this guarantee. The decision of NTIBIF in writing shall be final and binding on us as to any amount due and payable hereunder. However, our total liability under this guarantee shall not exceed **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)**.

We undertake to pay NTIBIF any amount demanded notwithstanding any dispute or disputes raised by the Agency in any proceeding pending before any court, tribunal, or arbitrator relating thereto, and our liability hereunder shall be absolute and unequivocal.

The payment so made by us under this guarantee shall constitute a valid discharge of our obligations hereunder, and the Agency shall have no claim against us for making such payment.

This guarantee shall remain in full force and effect during the period required for performance of the said Agreement and shall continue to be enforceable until all dues of NTIBIF under or by virtue of the said

Agreement have been fully paid and satisfied, and until NTIBIF certifies that the terms and conditions of the said Agreement have been duly performed by the Agency.

Notwithstanding anything contained herein:

- a. Our liability under this guarantee shall remain valid and in force until \_\_\_\_\_ (**Date of Completion plus Handholding Period**) or until such time as this guarantee is discharged in writing by NTIBIF, whichever is earlier.
- b. No claim shall be valid under this guarantee unless notice in writing thereof is given by NTIBIF within the validity or extended validity period of this guarantee.
- c. We unconditionally undertake to renew or extend this guarantee from time to time, upon written request by NTIBIF, before the expiry of the current period. In the event the guarantee is not renewed or extended upon demand, we shall pay NTIBIF the full guaranteed amount immediately and without demur.

We further agree that NTIBIF shall have full liberty, without our consent and without affecting our obligations hereunder, to vary any of the terms and conditions of the said Agreement or to postpone the time or from time to time exercise of any of the powers vested in NTIBIF against the Agency, and to forbear or enforce any of the terms and conditions of the said Agreement, and we shall not be relieved from our liability by reason of any such variation, extension, forbearance, or indulgence granted by NTIBIF.

This guarantee shall not be affected by any change in the constitution of the Bank or of the Agency.

We lastly undertake not to revoke this guarantee during its currency without the prior written consent of NTIBIF.

This guarantee shall remain valid up to \_\_\_\_\_ (**Date of Completion plus Handholding Period**) and may be extended further as required by NTIBIF. Notwithstanding anything contained hereinbefore, our total liability under this guarantee shall be restricted to **Rs.** \_\_\_\_\_ (**Rupees** \_\_\_\_\_ **only**), and unless a written claim is made upon us on or before \_\_\_\_\_, all our liabilities hereunder shall cease thereafter.

**Dated:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**For:** \_\_\_\_\_

*(Name of the Bank)*

**Authorized Signatory of the Bank:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Bank Seal / Stamp:** \_\_\_\_\_

**Witnesses:**

1. (Name, Address, Contact No.)
2. (Name, Address, Contact No.)

**Annexure-9**

**Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up**

**(to be submitted on Company Letter head with stamp)**

Dated:

I am (.....) is Owner/Director of M/s.....registered with MSME/NSIC/Start UpUnit under.....category.

- 1) Firm Name :
- 2) Udyam No. :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

1. Exemption in Tender Fee : ☐
2. Exemption in EMD : ☐
3. Relaxation in Turnover : ☐ How much Relaxation required (please specify)
4. Relaxation in Experience : ☐ How much Relaxation required (please specify)

**(Kindly tick the box(es) for the same)**

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory : .....

Name : .....

Designation : .....

Stamp : .....

**(Note:** Undertaking must be submitted on company's letterhead duly signed and stamped)