

REQUEST FOR PROPOSALS (RFP)

FOR

SELECTION OF TRAINING PROVIDER FOR CONDUCTING

SKILL DEVELOPMENT TRAINING ON BEEKEEPER JOB ROLE

TO BE IMPLEMENTED

IN KALALAWGANAG BRU CAMP, SOUTH TRIPURA

No.F.5(201)/TSDM/2025/6941

Dated: _11th September, 2025

TRIPURA SKILL DEVELOPMENT MISSION
DIRECTORATE OF SKILL DEVELOPMENT
DEPARTMENT OF INDUSTRIES & COMMERCE
GOVERNMENT OF TRIPURA
ITI ROAD, INDRANAGAR, AGARTALA-799006,
PHONE: 0381-2355518, EMAIL: skilltripura@gmail.com

NAME OF WORK: SELECTION OF TRAINING PROVIDER FOR CONDUCTING SKILL DEVELOPMENT TRAINING ON BEEKEEPER JOB ROLE TO BE IMPLEMENTED IN KALALAWGANAG BRU CAMP, SOUTH TRIPURA

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Government of Tripura
Directorate of Skill Development

NOTICE INVITING e-TENDER(NIeT)
SECTION -I

No.F.5(201)/TSDM/2025/6941

Dated: 11/ 09/2025

Electronic Bids are hereby invited by Director, Skill Development on behalf of Governor of Tripura under single bid e-procurement systems through website <http://tripuratenders.gov.in> from the interested National Skill Development Corporation (NSDC)/ Skill India Portal registered Training Providers and all who are currently imparting any training programme under Directorate of Skill Development, Government of Tripura for conducting skill development training on beekeeper job role to be implemented in Kalalawganag Bru camp, South Tripura.

1. Background

The Directorate of Skill Development invites proposals from eligible and experienced Training Providers (TPs) for the implementation of Skill development Training. This initiative aims to provide gainful employment through quality skill training in relevant sectors and job roles, aligned with local demand through industry partners, knowledge partners and training providers, Government Institutions and Sector Skills Council.

The primary objective of this RFP is to select eligible Training Providers/SSC's/LLP's with a demonstrable track record in delivering quality, outcome-based skill training, and verifiable placement linkages and entrepreneurship development.

Sl. No.	Name of Work	Estimated Cost	Completion Period	EMD & Bid Fee	Document Download & Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Selection of training provider for conducting skill development training on beekeeper job role to be implemented in Kalalawganag Bru camp, South Tripura for 35 candidates	Rs.3,92,424/- (Rupees Three Lakh Ninety-Two Thousand Four Hundred and Twenty-Four) only	180 days	EMD: Rs.12,450/- (Rupees Twelve Thousand Four Hundred Fifty) only) Tender Fee: Rs. 1,500/- (Rs. One Thousand Five Hundred only)	21/09/2025 at 5.30 PM	22/09/2025 at 4.00 PM	E-Procurement Portal, Government of Tripura at https://tripuratenders.gov.in .

All the information of the above stated bid is available in <https://tripuratenders.gov.in>. Eligible bidders shall participate in tendering only in online mode, through website <https://tripuratenders.gov.in>. Bidders are allowed to bid 24x7 until the time of bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bid to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of Bids in hard copies is also required.** Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. Bids shall be opened online by respective designated Bid openers of the Department and the same shall be accessible by intending Bidders through website <https://tripuratenders.gov.in>.

Sd/-
Director, Skill Development
Govt. of Tripura

Critical Dates and Time/ Information

Sl. No.	Information	Details
1.	Work Name	Selection of training provider for conducting skill development training on beekeeper job role to be implemented in Kalalawganag Bru camp, South Tripura for 35 candidates
2.	E TENDER reference No. and Date	No.F.5(201)/TSDM/2025/6941 Dated: 11 th September,2025
3.	Tender Fee	INR 1,500/- (Rs. One Thousand Five Hundred only)
4.	Earnest Money Deposit (EMD)	EMD:- Rs.12,450/- (Rupees Twelve Thousand Four Hundred Fifty) only)
5.	Bid Validity Period	180 Days from the Date of Opening the Bid
6.	Pre-bid Meeting	15/09/2025 11.30 PM through online mode VC Link: https://meet.google.com/nzx-sqha-ewt
7.	Last date for submission of written queries for clarifications over email	14/09/2025 4.00 PM through online mode Email: skilltripura@gmail.com
8.	Date & Time of sharing responses to clarifications over email	18/09/2025 5.00 PM through online mode , if possible Email: skilltripura@gmail.com
9.	Bid Submission Start Date	12/09/2025 at 11.00 AM
10.	Document Downloading End Date	21/09/2025 at 5:00 PM
11.	Bid Submission End Date	21/09/2025 at 5:30 PM
12.	Bid Opening Date	22/09/2025 at 3:30 PM
13.	Contact Person for queries	Director, Directorate of Skill Development, Tripura; Email: skilltripura@gmail.com
15.	Mode of Submission of Tender	Only through Online Mode https://tripuratenders.gov.in
16.	Inviting Officer	Director, Directorate of Skill Development, Govt. of Tripura

Notes: All the above mentioned time are as per clock time of e-procurement website
<https://tripuratenders.gov.in>

Sd/-
The Director,
Skill Development
ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)
Phone: 0381 2355518, Email: skilltripura@gmail.com

Section - II

GENERAL TERMS & CONDITION:

1. Bid documents consisting of qualification information and eligibility criteria of bidders, specifications and the set of terms and conditions of the contract to be complied by the bidder, is publicly visible in the website <https://tripuratenders.gov.in> free of cost between **Document download Start date and Bid Submission End date.**
2. Bids will be opened online through website <https://tripuratenders.gov.in> on **22nd September, 2025** at **3:30 PM** in the office of the **Director, Skill Development, ITI Road, Indranagar, Agartala, 799006, West Tripura.** If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue, if possible.
3. **Earnest Money Deposit (EMD) & Tender Fee:**
 - 3.1. **EMD (Refundable): Rs.6,57,304/- (Rupees Six Lakh Thirteen Fifty-Seven Thousand Hundred Three Hundred and Four) only**
 - 3.2. **Tender Fee (Non-refundable): INR 1,500/- (Rs. One Thousand Five Hundred only)**
 - 3.3. **Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal.**
 - 3.4. The EMD amount shall be refunded to all the bidders in their respective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura e Procurement Portal, on receipt of Performance Bank Guarantee from the selected bidders.
 - 3.5. No interest will be paid to the bidders on EMD submitted.
 - 3.6. EMD of the bidder may be forfeited if in any case found to have made false Declaration or Claims.
 - 3.7. **Bid Inviting Authority may forfeit the EMD amount and Cancel the Bid, if the selected bidders does not start the work as stipulated, after being awarded the Contract.**

4. Signing:

If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence before the contract is executed.

BID OPENING AND EVALUATION

5. Bid Opening

The bid will be opened online by the Bid openers **on behalf of the Director, Skill Development, Govt. of Tripura** at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

6. Bid Evaluation

All the statement, documents, certificates etc., submitted/uploaded by the bidder will be verified by the Bid Evaluation Committee. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

Details of 'Bid Evaluation Committee' shall be uploaded in the e-procurement portal <https://tripuratenders.gov.in> and all the bidders can access the same.

Bid Inviting Authority may cancel the bid at any stage without any prior notice.

AWARD OF CONTRACT

7. Award Criteria

The Director of Skill Development, Govt. of Tripura will award or recommend to the Competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid conditions **as final by the State Project Approval Committee.**

The bid accepting authority reserves the right to accept or reject any Bid or all bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the reasons for such action.

8. Notification of Award of Contract.

The Bidder whose Bid has been accepted will be notified of the award of contract by any authorized official, prior to expiration of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.

9. Corrupt or Fraudulent Practices

The Department require that the bidders/ suppliers / Bidders under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Department:

- a. Define for the purposes of the provision, the terms set forth below as follows:
 1. "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution: and
 2. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission)

designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.

- b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. Will blacklist / or debar a firm, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.
- d. Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.

10. Period of the Assignment

The tenure of assignment / contract would be for a period of 3-6 months from the date of signing of agreement. If performance of the agency is found to be dissatisfactory, DSD reserves the right to cancel the work order immediately without providing any necessary explanation.

Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid Documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required by the Bid Documents or submission of a proposal not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.

11. Bid Submission Format and Documents Comprising of Proposals

The entire proposal shall be strictly as per the format specified in this E TENDER. Proposals with deviation from this format shall be rejected. Details of the format can be found in Annexure of this document. Please note that this is no deviation bid and any deviation or conditional response will lead to disqualification of the bidder from entire tender process.

Bidders shall furnish the required information on their technical and financial proposals in specified formats only. Any deviations in format may make the tender liable for rejection. Disclosure of Financial information of the proposal in Technical Envelope shall be sufficient grounds for rejection of the proposal.

12. Termination under this Contract

DSD may terminate the agreement by any time by providing written notice to the Agencies in the following ways

- i. Termination by Default for failing to perform obligations under the Contractor
- ii. If the quality is not up to the specification or in the event of non-adherence to time schedule.
- iii. Termination for Convenience in whole or in part thereof, at anytime
- iv. Termination for Insolvency if the Agencies become bankrupt or otherwise insolvent.

In all the cases above termination shall be executed by giving written notice to the Agencies. No consequential damages shall be payable to the Agencies in the event of such termination.

13. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Agartala only.

SECTION –III

TECHNICAL EVALUATION

The evaluation committee appointed by the State Govt. shall evaluate the proposals on the basis of their responsiveness to the scope of work applying the evaluation criteria. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 60 out of 100 from the technical section. Details of Technical score determination is at Clause No: 8, the results of Technical Evaluation will be uploaded online in the portal. Decision of the Committee will be final in this regard

1. Eligibility Criteria

Interested Training Providers must meet all of the following minimum eligibility conditions:

a) **Legal Status:-**

Must be a legally registered entity

Company/LLP/Firm/Society/Trust/Proprietorship/Government

Departments/Autonomous bodies) with valid registration certificates under applicable laws. Copies of incorporation or registration documents must be submitted

b) **Experience:**

Minimum of **three (3) financial years** of continuous and active presence in the Indian skill ecosystem, particularly in implementing government, PSU, CSR, or self-funded skill development programs. Documentary proof in the form of **Work Orders /Office Orders/MoUs** with government departments or reputed organizations along with **Work Completion Certificates** must be attached.

2. Address of Training Infrastructure: -

Training centers must have basic infrastructure as per NSDC norms and must be located within the state of Tripura. Ownership or lease documentation of the training centers must be submitted along with geo-tag photographs.

3. Certified Trainers

Trainers must possess **valid ToT (Training of Trainers)** certification for the relevant job roles issued by the Sector Skill Councils (SSCs) and the job role for which the agency has applied for. The copy of ToT Certificate needs to be submitted.

4. Legal & Statutory Compliance

The TP must submit valid PAN, GST Registration, ESIC, EPFO registration (if applicable), /IT return (Last Three years) and Audit Report (Last Three Years) and other applicable compliance certificates. Copy of all these documents need to be submitted.

5. Training Session Plan

TPs must provide a detailed day wise /week wise **Session Plan with targets and sub targets** aligned with the National Occupational Standards (NOS) for each job role before getting the approval.

6. Proposal Evaluation Criteria:-

Sl.	Parameter	Marks
1	NSDC Registration – The Training Provider must have valid registration with NSDC. Proof of registration must be submitted along with the proposal.	10
2	Relevant Experience – 3 Years of experience in implementing skill development, particularly under Govt. funded schemes (with supporting Work Orders/MoUs& Completion Certificates)	20
3	Relevant Experience – Atleast 1Year of experience in Bru Camp under Govt. funded schemes (with supporting Work Orders/MoUs& Completion Certificates)	10
4	Trainer Credentials – Relevant ToT certification from SSCs and entrepreneurship/business/soft skills certification from NEISBUD or equivalent with proven experience.	10
5	Curriculum & Session Plan – Relevance, NSQF alignment, customization for local needs, and submission of detailed day-wise/week-wise training & OJT plan	15
6	Strategies for Post-Training Support & Market Integration – Enterprise creation strategy, mentorship plan, linkage with financial institutions/credit facilities, market/vendor tie-ups, and service call generation support.(A complete list of documents required for enterprise setup, to be provided to candidates during or after training, must be submitted in advance.)	20
7	Documentation & Compliance – Proper submission of PAF (Annexure-I), legal/statutory compliance documents, and other required proofs	15
Total		100

7. Submission Requirements

Training Providers must submit a structured proposal that includes the following:

- Duly filled (Project Application Form - PAF)- **Annexure I**
- List of Job Roles proposed- **Annexure II**
- Self-declaration of compliance with eligibility-**Annexure III**
- Cover Letter on letterhead, signed by authorized representative- **Annexure IV**
- Self-Declaration for authenticity and compliance -**Annexure-V**
- Affidavit on letterhead, signed by authorized representative- **Annexure VI**
- Detailed session plans and OJT plans per job role.
- Supporting documents (refer checklist below).

8. Document Checklist (Self-attested copies required)

- Legal Registration Certificate of the entity
- PAN, GST, and other applicable legal registrations
- Work Orders / Office Orders / MoUs from previous projects
- Valid NSDC Registration of the Training provider
- SMART NSDC Accreditation Certificate for training centres
- ToT/Master Trainer Certificates for proposed Trainers (job role specific)
- Centre ownership/lease agreement
- Infrastructure readiness documents
- Trainer resumes and qualifications
- Any other supporting evidence for claims in PAF

9. Contacting the e-tender Inviting Authority

Any effort by a bidder to influence the e-Bid Inviting Authority in bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid

10. Additional Notes

- Incomplete or unsigned applications will be rejected.
- Misrepresentation or submission of fraudulent documentation will lead to blacklisting.
- Directorate of Skill Development reserves the right to accept or reject any proposal at its sole discretion, without assigning any reasons.
- Directorate of Skill Development reserves the right to select any agency for implementation of the skill development training at its sole discretion, without assigning any reasons.
- Only shortlisted Training Providers will be contacted for further evaluation, including presentation or physical centre inspection, if required.

Section - IV

INSTRUCTIONS TO BIDDERS:

1. General

- 1.1 To participate in the bid, the bidder shall have a valid Class 3 Digital Signature certificate (DSC), obtained from either of the certifying authorities, enlisted by **Controller of Certifying Authorities (CCA)** at <http://cca.gov.in>
- 1.2 The Bidder shall enrol himself/herself in the e-procurement portal <https://tripuratenders.gov.in> and obtain User ID and Password for bidding.
- 1.3 On publication of the bid, bidder shall download the DNIT and all the work items from website as mentioned in the DNIT and minutely go through the instructions/ terms conditions/critical dates/eligibility criteria of the DNIT.
- 1.4 The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as part of Bid.
- 1.5 Bidders shall furnish a declaration (Annexure-VI) as a part of bid that they are not been blacklisted by any department in Tripura. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.
- 1.6 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.
- 1.7 Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.
- 1.8 All the documents shall be submitted online at <https://tripuratenders.gov.in> only. Physical submission of any document (hard copy) will not be entertained and will be liable for the rejection.

2. Firms Eligible to Bid:

2.1 The Firms who:

- a. Are not blacklisted or debarred or suspended by the Government for Whatever the reason, prohibiting them not to continue in the contracting business.
- b. Have complied with the eligibility criteria specified in this E TENDER.
- c. Bidders also have to comply the General Terms & Condition as mentioned in this E TENDER

3. Pre-Qualification data of the Bidders

- 3.1 The bidder should satisfy the pre-qualification criteria as fixed under this NIT (Notice Inviting Tender) and in case any bidder is not found satisfying any of such criteria as fixed, his/her bid will be summarily rejected. The bidder shall furnish all the Technical and Financial particulars in the PDF of 100 dpi resolution.
- 3.2 Even though the bidders meet all the qualifying criteria, they are liable to be **disqualified/ debarred / suspended/ blacklisted** if they have:
 - a) Furnished false/ fabricated particulars in the forms, statements and / annexure submitted in proof of the qualification requirements and/or

- b) Record of poor progress such as abandoning the work/ supply, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or
- c) Even while execution of the supply, if found that the supply was awarded to the Bidder based on false/ fake certificates of experience, the Bidder will be blacklisted and necessary action will be taken as per rules.

3.3 Any definite attempt of profiteering by any bidder will render himself liable to be debarred permanently from bidding or for such period as the bid accepting authority may decide. The bidder overall rate should be based on the controlled prices for the materials, if any, fixed by the Government.

4. Details of Job role

Sl.No	Name of the Job role	Sector	QP_ Nos	Total Training Hrs.	No and Target Beneficiaries	Target Age Group
1	Beekeeper	Agriculture	AGR/Q5301	120	35	18-35 years

SECTION-V

The terms and conditions for Training Providers (TPs) remain same and unchanged unless any change has been mentioned under MSDE guidelines. The Training providers shall be required to strictly adhere to the following terms and conditions for implementation of Short-Term Training (STT) under the:

1. Training Specifications

SI	Job Role	Duration	Batch Size	Location	District
1	Beekeeper	120 Hr	35	Kalalawgang	South Tripura

2. Cost Norms & Payment Guidelines

- **Per Candidate Total training cost** =_5012.12/- (Fixed Rs. 2,000 for Orientation of 12 hrs. + @ Rs. 27.89 per hour X 108 hours) +Rs. 600/- + 3000/-=**8,612.12/-**-Certification and Distribution of Certificates =Rs.600/-
- Refreshment Cost disbursement – Rs. 100/-
- Branding Cost (T-Shirt, Cap & ID Card) - Rs. 600/-
- Training Center Establishment and Mobilization Support Cost - Rs. 500/-
- No payments shall be made for candidates, who drops out of the training program. However, if a candidate discontinues the training after the release of the first tranche, the corresponding amount will be adjusted against the subsequent tranche or the final tranche payment.

3. Standard Operating Procedure(SoP) for Bru Training in across the State.

Standard Operating Procedure	<ul style="list-style-type: none"> • TP to submit batch with details of candidate along with Aadhar card, Ration Card as mandatory requirement to DSD and upload in MIS Portal of DSD, Tripura. And can only initiate the training of the batch once approved by DSD. • TP shall set up training centres/organize sites for conducting STT training/RPL training and also ensure requisite equipment's in the centre for the particular job role as per SSC norms. • TP shall ensure participating centers carry MMDUP, Skill Tripura, State emblem, Ministry of Home Affairs, Ministry of Skill Development and Entrepreneurship and Specific Scheme branding. • TP shall initiate the training program only with the ToT Trainer /Master Trainer of the relevant Sector and submit the copy of the certificates to DSD. • TP are responsible for establishing & monitoring self-employment and entrepreneurship and upload details of candidates who want to set up their own business on Udyami Mitra portal and inform DSD regularly. • TP shall ensure provision of digital literacy, cashless transactions, BHIM app, Bharat QR Code, and entrepreneurship basics in the orientation content. • TP shall ensure extensive documentation of entire project through videography and photography of each batch and submit it batch wise to the DSD. • TPs to develop success stories of candidates by a professional agency and disseminated widely on all media platforms (i.e. print, electronic and digital, social media etc.) • TP shall inform District Magistrate (DM) office prior, during and completion of training activity in the respective DM's jurisdiction and share the same with DSD
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	<p>in soft copy.</p> <ul style="list-style-type: none"> • After completion of training assessments will be done by Sector Skill Council or any third-party agency as assigned by DSD as per approval. Post-alignment of the assessment agency, TP Should liaison with the concerned assessment agency. • Target allocation for the selected TPs are liable to immediate cancellation/forfeit in case of reporting of any fraud/unethical activities or based on monitoring feedback provided by DM/DIC/DSD/DSC/BSC officials and necessary legal action will be taken. • TP to provide the handbook of the course to each candidate. • No sub allocation of target is permitted and if found, the target shall be immediately cancelled.
Training Kit	For the training, the TP has to provide Writing Pad, Pen,handbook and scheme specific T shirt,Capand ID Card (if required) mandatorily unless anything else is specified.
Training Centre Requirement	<p>Training centre must have the following for conducting trainingimplemented by Directorate of Skill Development:</p> <ul style="list-style-type: none"> • Training centre must have job role wise separate Classroom and Laboratory (minimum 10 sq.ft per candidate) • Training centre must have equipment as per the list Job role wise issued by DSD • TP has to install biometric attendance device as well as manual attendance in the training centre. • Availability of Safe Drinking Water • Availability of First Aid Kit • Dustbin in each Classroom and Laboratory and Washroom <p>Training centre requirement for training under any scheme run by Directorate of Skill Development shall vary as per the need of the scheme.</p>
Assessment & Certification	<ul style="list-style-type: none"> • After completion of training assessment will be done by Sector Skill Council/relevant agency (based on prior approval) only for the candidates having attendance of Minimum 70%. • Assessment cost for each candidate is not more Rs.600/-(excluding GST) assessment cost shall be paid by Directorate of Skill Development (DSD). • After completion of assessment, the assessment agency will raise their invoices to DSD. • TP shall make all necessary arrangements for Assessment of the training candidates by relevant SSC/Selected agencies. • If any candidate fails in assessment, then TP is responsible for conducting the re-assessment within 15 days and assessment fee will be paid by the TP to the assessment agency. • In view of the shortage of funds, it has been decided that conveyance costs shall not be applicable for the forthcoming Bru Training programme. Training Providers are requested to kindly take note and plan their activities accordingly. • All the Documents shall be stamped and signed by the Training Providers.
Commencement of Batch	<ul style="list-style-type: none"> • TP shall submit the batch details in excel sheet with a forwarding letter to DSD and the District and Block Administration and only after post-intimation of the batch shall initiate the batches. • Uploading the batches in State MIS/SIDH and necessary approval, the training

	<p>may be initiated for the particular batch.</p> <ul style="list-style-type: none"> • Cost for SIDH/MIS on boarding for each candidate is Rs.100/- (excluding GST) will be paid by DSD, if required. • Biometric Attendance System of candidates shall be placed in the training centre. • TP shall share relevant quality pictures/videos for each batch of training programme every day (geo tagged) in the WhatsApp group/email through email (skilltripura@gmail.com). • In any challenges faced related to training shall be intimated to the Directorate, District and Block Administration in advance. • TP shall upload ongoing training picture regularly for every ongoing batch in the Facebook page and tag to SkillTipurafacebook page particularly the assessment and certification process.
<p>Per Candidate Total training cost = 5012.12/- (Fixed Rs. 2,000 for Orientation of 12 hrs. + @ Rs. 27.89 per hour X 108 hours) +Rs. 600/- + 3000/- = 8,612.12/-</p>	
Payment Disbursement	
<p>1st Tranche – 20% of the Training Cost</p>	<ul style="list-style-type: none"> • On Commencement of Batch • Photocopy of Biometric attendance/Manual attendance sheet Maintained by TP • Batch Details should be uploaded in the MIS Portal of DSD
<p>2nd Tranche- 20% of the Training Cost</p>	<ul style="list-style-type: none"> • On successful distribution of certificates of trainees by TP. After successful certification of the trainees by the assessment agencies. • Photocopy of Biometric attendance/Manual attendance sheet Maintained by TP • Result Sheet • Picture of certificate distribution session conducted by TP • Payment release will be made only for the successful candidates. • At least 75% attendance during monitoring visit. • Geo-tagged picture of the training programme of each day
<p><u>3rd Tranche – 60%</u> Post Placement Support</p>	<p>For training of fresh entrant of the workforce outcome shall be defined as below: In case of self-employment TP has to assist trainees for the following •</p> <ul style="list-style-type: none"> ➤ Felicitating sanction of loan and commence of Enterprise Support ➤ To prepare project proposal, submitted and routed through the GM DIC ➤ Released once the candidate submits proof of self-employment (trade license, shop registration, invoice of tools/equipment, geo-tagged photo of business setup, or certificate from BDO/SDM/GM-DIC).
Additional Cost	

Residential Cost / Refreshment Cost disbursement	Refreshment Cost @ Rs. 100 per day per Candidate	<ul style="list-style-type: none"> TPs to raise invoice of the residential cost/Refreshment Cost after completion of Certificate distribution. TPs to submit the details of the candidates availing residential facility or the refreshment cost. Those availing residential facility shall not receive the additional refreshment cost. Payment will be disbursed with the 2nd Tranche.
Branding Cost T-Shirt, Cap & ID Card	<ul style="list-style-type: none"> Rs. 600 per Candidates The payment would be made based on trained candidates after distribution of the certificate. 	
Training Center Establishment and Mobilization Support Cost	<ul style="list-style-type: none"> Rs. 500 per candidate The payment would be made based on trained candidates after distribution of the certificate. 	

1. Tentative Timeline for completion of Project:

	Activity	Timeline
1	Completion of training, assessment and certification	Within 180 days of issuance of work order
2	submission of the evidences of certificates distribution	Within 30 days of completion of training and certification
3	Progress report of the training programme	Weekly basis during ongoing training (This is different from daily attendance).

SECTION -VI

Annexure-I

Project Application Form (PAF)**PART I: Organization Details**

1. **Name of the Training Provider (TP):**
2. **Registered Office Address:**
(Full address with PIN, Contact Number, Email, and Fax)
3. **Year of Incorporation:**
4. **Legal Status of the Organization:**
(Please tick one)
 - ☐ Company
 - ☐ LLP
 - ☐ Firm
 - ☐ Society
 - ☐ Trust
 - ☐ Proprietorship
 - ☐ Government Institute
5. **TP Registration Number:**

PART II: Contact Information

6. **Details of CEO/MD/Head of Organization:**
(Name, Designation, Phone, Email)
7. **Details of Single Point of Contact (SPOC):**
(Name, Designation, Phone, Email)

PART III: Experience in Skill Development

8. **Total Years of Experience in Skill Development:**
9. **Training Data for Last 3 Financial Years:**

Financial Year	Scheme Type	Trained	Certified	CSR Funded	Govt. Funded	Placement % (Self - Employment)	Remarks
2021-2022							
2022-2023							
2023-2024							

PART IV: Details of schemes implemented till date

10. Number of training centres in Tripura:

11. Centre Details (Attach separate sheet in following format):

Sl. No	Centre Name	Registration No.	Full Address	Area (sq. ft.)	Job Roles	QP Codes	Capacity	Accreditation Status

PART V: Training Centre Details

12. Centre Name and Address:

13. Centre Ownership:

- TP-Owned
- Leased
- Government Institute

14. Type of Centre Building:

- Owned
- Rented
- Govt. Building

15. Area Classification:

- Urban
- Rural

16. Residential Facility Available:

- Yes
- No
- Capacity: Male _____ / Female _____

17. PART VI: Job Role & Training Capacity

18. Skill Sector & Job Role (with QP Code):

19. Batch Size & Number of Proposed Batches:

20. Annual Effective Training Capacity:

21. Trainer Information:

Job Role	Annual Capacity	Targets from Other Schemes	Availability for This Scheme	Remaining Capacity

PART VII: Details of Trainers

S. No.	Name	Highest Qualification	Total Experience	SSC Certified (Y/N)	ToT Certificate Validity	ToT Certificate Id

PART VIII: Declarations

22. We certify that the details furnished above are true and correct to the best of our knowledge and confirm that there is no duplication with any other government scheme under execution.

Authorized Signatory

1. Name of the SPOC:.....
2. Organization Name:.....
3. Designation:.....
4. Date:.....
5. Seal:.....

1. Details of job role for which proposal submitted:-

Sl.No	Job role	QP Nos	Proposed Target to be placed	TC Location	Trainer Name	OJT Location

Authorized Signatory

Name of the SPOC:

Organization Name

Designation:

Date:

Seal:

Self-Declaration of Compliance with Eligibility Criteria
[To be submitted on the official letterhead of the Training Provider]

To
The Director,
Directorate of Skill Development,
Department of Industries and Commerce,
Government of Tripura,
ITI Road, Indranagar,
Agartala – 799006, Tripura (W).

Subject: Self-Declaration of Compliance with Eligibility Criteria for Submission of Proposal for conducting skill development Training for Bru Candidates.

Respected Sir

With reference to the Request for Proposal (RFP) for conducting skill development Training under for the Bru Candidates, we, the undersigned, do hereby declare and affirm the following on behalf of our organization:

1. Legal Entity

We are a legally registered entity under applicable laws in India, operating as a:
(Tick as applicable)

- ☐ Company
- ☐ Firm
- ☐ Society
- ☐ Trust
- ☐ Proprietorship
- ☐ Government Institute.

We have attached valid registration certificates along with the proposal.

2. Training Experience

We have been actively engaged in the skill development ecosystem for the last **three (3) financial years or more**, and have delivered training under government/CSR/self-funded schemes. Relevant work orders and project documents are enclosed.

3. Centre Accreditation

Our training centers in Tripura are accredited and affiliated under the **SMART NSDC** portal. Accreditation certificates are attached.

4. Trainers' Qualification

All trainers proposed for the job roles hold **valid ToT (Training of Trainers)** certificates from the respective Sector Skill Councils (SSCs). These are submitted along with their resumes.

5. Centre Ownership/Infrastructure

Our training centers are either owned, leased, or run in government premises, and are fully equipped for delivering training as per SSC norms. Relevant ownership/lease/rental agreements and infrastructure details are attached.

6. Legal Compliance

Our organization is in full compliance with statutory requirements including PAN, GST, ESIC, EPFO (if applicable), and we are not blacklisted or debarred by any government agency.

7. Non-Duplication

We confirm that there is no duplication of effort with any ongoing projects of other ministries/departments for the proposed training target.

8. Authenticity and Commitment

All information and documents submitted in the proposal are true, authentic, and verifiable. We understand that any false or misleading information may result in disqualification or cancellation of empanelment at any stage.

9. Placement:-

The specified number of candidatesshall be placed in accordance with the details outlined in the submitted Letter of Intent (LoI).

10. Training Provider Assurance:

We, as the Training Provider, hereby assure that the training program will be executed in a time-bound manner while strictly adhering to all compliances and guidelines prescribed by the Directorate of Skill Development (DSD). We further acknowledge that, in the event of any interim delay in implementing the training or submitting the required documentation, the DSD holds the absolute right to cancel the Work Order (WO) without any further obligation.

We hereby undertake full responsibility for the implementation and outcomes of the proposed training project, if selected.

Authorized Signatory

Name: _____

Designation: _____

Organization Name: _____

Seal: _____

Place: _____

Date: _____

[On the Letterhead of the Training Provider]

To
The Director,
Directorate of Skill Development,
Department of Industries and Commerce,
Government of Tripura,
ITI Road, Indranagar,
Agartala – 799006, Tripura (W).

Subject: Submission of Proposal for conducting skill development Training for Bru Candidates.

Respected Sir,

We, at [Name of the Training Provider], hereby submit our proposal in response to the Request for Proposal (RFP) issued by the Directorate of Skill Development (DSD), Government of Tripura, for the implementation of Skill Development Training for the Bru Candidates.

We humbly submit that our organization fully complies with all the eligibility conditions outlined in the RFP. The necessary supporting documents have been duly attached with this proposal as per the prescribed formats and annexure. We have proposed job roles that are in alignment with the local demand and skill requirements of the region. All relevant centre and trainer information has been provided accordingly.

We sincerely request you to consider our application and **kindly provide us the opportunity** to contribute to the skill development mission of the state by allowing us to implement the proposed training programs in our preferred job roles and training centers.

We remain committed to ensuring the highest standards in training delivery, candidate mobilization, certification, and post-training placement. We assure you that the project will be executed in full compliance with the guidelines and within the specified timelines, if awarded.

Thanking you,

Yours sincerely,

[Name of the Authorized Signatory]

Designation: _____

Organization: _____

Mobile: _____

Email: _____ **[Signature with official seal]**

Annexure-V

[To be furnished in the Letter-head of the Organization]

Self –Declaration:-

We, the undersigned, do hereby solemnly affirm and declare that all information, data, and documents submitted as part of our proposal—including but not limited to details regarding organizational experience, training and placement performance, , training infrastructure, trainer qualifications, statutory registrations, and all other claims—are genuine, valid, and accurate to the best of our knowledge and belief.

We further acknowledge that the submission of any falsified, forged, manipulated, or misleading information or documentation, whether discovered during the proposal evaluation stage or at any point during or after the execution of the project, shall constitute a breach of trust and violation of the terms of this RFP. In such cases, we fully understand and accept that the **Directorate of Skill Development (DSD), Government of Tripura**, reserves the unfettered right to summarily reject our proposal, **terminate any ongoing engagements**, and **permanently blacklist our organization from participating in any present or future skill development initiatives**, without the requirement of issuing any prior notice or providing justification.

We undertake full responsibility for the authenticity and verifiability of all submitted materials and agree to cooperate fully in any verification or audit process initiated by the DSD or any competent authority.

Thanking you,

Yours sincerely,

[Name of the Authorized Signatory]

Designation: _____

Organization: _____

Mobile: _____

Email: _____

[Signature with official seal]

Annexure – VI

(Self-Certified Letter: To be printed on a company letterhead)

AFFIDAVIT

I/we

.....
.....,

have gone through carefully all the Bid conditions and understood all the clauses, specifications of e-bid items, instruction of the NIT.

I / We/M/s_____ (name of firm/company) having
PAN No.

_____, Service Tax No.____ certificate issued by____ having office at_____ and do hereby declare and solemnly affirm that I / We / M/s have not been debarred/Black-listed, nor mine/our tenders orders have ever been cancelled by any State/UT/Central Government/Corporation or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non- completion of supply order by any State / UT / Central Government or by any autonomous body / authority and the individual/firm/company have been regularly paying income tax/service tax and is legally competent to engage in contracts and that I/we/M/s accept all the terms & conditions as prescribed with bid.

I / we solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

Yours faithfully

(Signature of the
applicant)

(Name)

Date-----

Place.....

(Company Stamp / Seal)