

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 **15<sup>th</sup> September, 2025 at 4:00 PM** in the office of the **Director, Skill Development, ITI Road, Indranagar, Agartala, 799006, West Tripura**. If the office happen 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.42,238.00 /- (Rupees Forty Two Thousand Two Hundred Thirty Eight) 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 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: 2, 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:

**i. NSDC Registration** – The Training Provider must submit valid registration with NSDC. Proof of registration must be submitted along with the proposal.

**ii. 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.

**iii. Experience:**

- a) Minimum of three (3) financial years of continuous and active presence in the Indian skill ecosystem, particularly in implementing **skill development programs**.
- b) 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.
- c) Minimum **3 years of experience** in EDP/livelihood projects
- d) At least **5 completed** EDP/livelihood-based project where at least 50% of the EDP candidates have started their enterprise (Please attach the loan disbursement documents for the EDP candidates)
- e) Certified trainers from IIE/NIESBUD/EDI (ToT/entrepreneurship/business/soft skills) with minimum **2 years' experience**.

**iv. Collaboration Requirements:**

Training Providers must submit valid Letters for collaboration with relevant institutions as applicable, including:

- a) ITI/polytechnic/Industry/Govt. PSU/ or Govt. institutes/ Own Training Center as per SSC norms for **training venue/premises support.(Tranche 1 and Tranche 2 part)**.
- b) SOFED, EDI, RSETI, RUDSETI for **EDP training support (Tranche 3 part)**.
- c) **Post training support:** Establish Market linkage Local vendors, dealer networks, service agencies, and financial institutions to facilitate:
  - Enterprise creation support.
  - Bank/loan linkages.
  - Access to service/repair call generation for field-based trades.
  - Vendor/supplier linkages for business operations.

**Note:** While placement is not mandatory under this RFP, the Training Provider must demonstrate clear strategies for post-training enterprise setup support and local market integration. The 3rd tranche payment will be released only after the candidates have received all necessary documents along with

financial approval/availability for establishing their enterprises. A complete list of such documents, to be provided to candidates during or after training, must be submitted in advance before getting proposal approval.

**v. Training Infrastructure:**

- a) The Training Provider must ensure that all necessary training equipment's, teaching aids, and consumables are made available at the training premises in line with **SSC norms** and job role requirements.
- b) TP shall coordinate with the host institute for smooth conduct of sessions and ensure the premises are maintained in proper working condition throughout the training period.

**vi. Certified Trainers:**

- c) Trainers must possess valid **ToT (Training of Trainers)** certification for the relevant NSQF job roles issued by the **Sector Skill Councils (SSCs)**.
- d) For non-NSQF-aligned job roles, trainers must be subject matter specialists in the relevant field or experienced industry professionals with proven expertise.
- e) For entrepreneurship training, trainers must hold valid certification from **NEISBUD** or an equivalent recognized institute.
- f) Copies of trainer certificates must be submitted along with the proposal.

**vii. 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.

**viii. Training Session Plan (330 hrs):**

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.

**ix. EDP Training Session Plan (60 hours) (part of 3<sup>rd</sup> Tranch):**

Training Providers must submit a detailed Entrepreneurship Development Program (EDP) session plan in alignment with NSQF requirements, to be conducted **in collaboration with SOFED/EDI/RSETI/RUDSETI**.

- a) EDP shall be conducted exclusively for candidates who have successfully passed the main training.
- b) The EDP content must be specifically tailored to the respective training job role.
- c) The EDP must be completed within **one month** after completion of the main training.
- d) The EDP sessions shall be conducted **within the premises** of SOFED/EDI/RSETI/RUDSETI or in collaboration with SOFED/EDI/RSETI/RUDSETI.
- e) Training Providers must obtain a formal **collaboration/approval letter** from the partner institute before commencement of the EDP.
- f) The submitted plan must clearly outline **day-wise/week-wise topics, learning outcomes, and practical activities**.
- g) The EDP curriculum should be designed and delivered jointly with the collaborating institute to ensure **quality, relevance, and strong industry linkage**.
- h) The curriculum must cover **entrepreneurship skills, business management, market linkage strategies, and access to credit/financial facilities**, with specific focus on opportunities available in the local context.

**N.B.:** - The mobilization list must be submitted prior to the commencement of the training batch. The list of candidates shall also be communicated to the respective District authorities. Candidate mobilization shall be the sole responsibility of the Training Provider.

## 2. Proposal Evaluation Criteria

Proposals will be evaluated on a point-based system with the following key evaluation parameters:

Sl.	Parameter	Marks
1	<b>Relevant Experience</b> – Years of experience in implementing skill development, particularly under Govt. funded schemes (with supporting Work Orders/MoUs& Completion Certificates)	5
2	<b>Relevant Experience</b> – Years of experience in implementing EDP particularly under Govt. funded schemes (with supporting Work Orders/MoUs& Completion Certificates)	5
3	<b>Valid Collaboration Proofs</b> – Collaboration letters from ITI/polytechnic/Industry/Govt. PSU/ or Govt. institutes/ Own Training Center as per SSC norms for training venue/premises support <b>and</b> Collaboration letters from NEISBUD/SOFED/ RSETI/EDI/RUDSETI for EDP support.	10
4	<b>NSDC Registration</b> – The Training Provider must have valid registration with NSDC. Proof of registration must be submitted along with the proposal.	5
5	<b>Trainer Credentials</b> – Relevant ToT certification from SSCs and entrepreneurship/business/soft skills certification from NEISBUD or equivalent with proven experience.	10
6	<b>Curriculum &amp; Training Plan</b> – Relevance, NSQF alignment, customization for local needs, and submission of detailed day-wise/week-wise training & OJT plan	10
7	<b>EDP Component Quality</b> – Quality and robustness of the EDP session plan, and its effective integration with technical training, licensing, and permitting processes for establishing an enterprise, along with required support documentation.	20
8	<b>Strategies for Post-Training Support &amp; Market Integration</b> – 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.)	30
9	<b>Documentation &amp; Compliance</b> – Proper submission of PAF (Annexure-I), legal/statutory compliance documents, and other required proofs	5
<b>Total</b>		<b>100</b>

### 3. 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.
- Detailed EDP Session Plan.
- Supporting documents (refer checklist below).

### 4. Document Checklist:

Training Providers must attach the following documents in support of their proposal:

- a) Legal Registration Certificate of the Company/LLP/Firm/Society/Trust/Proprietorship/Department/Autonomous Body).
- b) **PAN, GST** and other applicable statutory registration certificates.
- c) **Work Orders / Office Orders / MoUs** from previous relevant projects, along with **Completion Certificates**.
- d) **Valid Collaboration Proofs:** Training Providers must submit valid Collaboration letters from the following:
  - 1) **SOFED/EDI/RSETI/RUDSETI**– for EDP support, trainer facilitation, and entrepreneurship mentoring.
  - 2) **Local vendors, service agencies, dealer networks, and financial institutions** – for enabling post-training enterprise creation, market linkages, vendor/supplier tie-ups, and access to credit/loan facilities. **SMART NSDC Accreditation/Affiliation Certificate** (if applicable).
- e) **ToT Certificates** for proposed Trainers (job-role specific) and **Entrepreneurship/Business/Soft Skills certification** (NEISBUD or equivalent).
- f) **Infrastructure Readiness Documents** for the proposed training location.
- g) **Detailed training Session Plans** – Day-wise/week-wise training plan for each job role, aligned to NOS.
- h) **EDP Training Session Plan** – Training Providers must submit a detailed Entrepreneurship Development Program (EDP) session plan in alignment with NSQF requirements, to be conducted **in collaboration with SOFED/EDI/RSETI/RUDSETI** having proven expertise in entrepreneurship training.
- i) **Trainer Resumes and Qualification Proofs**.
- j) **Mobilization Plan** – Candidate mobilization list (to be submitted before training commencement).
- k) **Any other supporting documents** substantiating claims made in the PAF (Annexure I).

#### 1. 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*

**5. 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.

**Authorized Signatory**

(With seal, Name, Designation, and Date)

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.	Location	Target Beneficiaries	Target Age Group	Educational Qualification
1.	Spa Therapist	Beauty & Wellness	BWS /U10 01	390hrs. (330hrs STT+60 hrs EDP)	West Tripura	60Unemployed Women	18to 35years	10 <sup>th</sup> & above

**SECTION-V**

**Terms and Conditions for Short-Term Training STT cum EDP**

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

**1. Training Specifications**

- **Job Role:** Spa Therapist.
- **Duration:** 390 Hours
  - a) **Training:** 330 Hours
  - b) **Mandatory EDP:** 60 Hours
- **Training Hours:** 6/8 hours per day
- **Batch Size:** 30\*2 Nos.
- **Locations:** In West Tripura (30 in Each Batch)

**2. Cost Norms & Payment Guidelines**

- **Training Cost:** Rs 42 per hour/candidate. **(As per common cost norms)**
- **Refreshment(Non residential):** ₹100 per day per candidate (For non-residential)
- **Residential Charges:** ₹375 per day per candidate (for residential)
- **Conveyance:** ₹2000 (non-residential) or ₹500 (residential) –only for those who passes the assessment.
- No training cost shall be made for any candidate 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.

**N.B.:- For NSQF aligned courses common cost norms will be followed and for Non-NSQF courses, DSD shall decide the cost norms.**

**1. Training and EDP Centre Infrastructure:**

- a) equipped in line with NSDC norms, including:
  - Internet connectivity
  - Biometric attendance system
  - CCTV surveillance covering all training areas
  - Basic amenities (drinking water, seating, washrooms)
  - Accessibility features for Persons with Disabilities (PwDs)
- b) **CCTV Footage Submission:** The complete CCTV hard disk/footage for the training duration must be submitted to DSD along with relevant bills for verification.
- c) **Attendance Records:** Biometric attendance logs for each candidate and trainer must be submitted to the Directorate of Skill Development (DSD) upon batch completion.
- d) **Geo-tagged Photo Submission:** Daily geo-tagged photographs of the training sessions must be sent via email to trmmdup2025@gmail.com as a mandatory requirement for bill settlement.

**2. Training Content & Delivery:**

- a) Orientation must include:
  - Digital literacy (including BHIM app, UPI, QR code usage)

- Entrepreneurship awareness and business compliance basics
  - Financial literacy and credit linkage processes
  - b) The Training Provider must supply all required learner kits, including:
    - Participant handbook
    - Pen and writing pad
    - T-shirts/caps (if approved under the scheme)
  - c) Training delivery must commence **only after ToT-certified trainers** (SSC-certified for job roles and NEISBUD/EDI-certified for entrepreneurship) are deployed at the training site.
- 3. Branding & Publicity:**
- a) All training premises must be branded as per Directorate of Skill Development (DSD) guidelines with Skill India, Skill Tripura, and MMDUP Scheme logos, following prior approval from DSD.
  - b) Visual documentation (photos/videos) and success stories must be shared regularly with DSD and posted on approved Social Media platforms for program visibility.
  - c) Any publicity material must acknowledge the MMDUP Scheme and comply with Government branding protocols.
- 4. Monitoring & Supervision**
- a) Respective **District Magistrate offices must be informed** prior to batch commencement.
  - b) Monitoring by **DSD, DSC, BSC, DM office, Skill Nodal Officers**, etc., is mandatory and binding.
  - c) Multiple monitoring visits will be conducted by officials from the Department of Skill Development (DSD), and the findings from these monitoring reports will be taken into consideration during the invoice approval and payment process.
  - d) **Unethical or non-compliant behavior** of the Industrial Partners/TP's /Training Institutes may lead to immediate cancellation and legal consequences.
- 5. Assessment & Certification**
- a) Assessments will be conducted **after 80% minimum biometric attendance** and will be carried out by SSCs or assessment agencies appointed by DSD. The assessment will be very strict and the quality of the training must be maintained.
  - b) **Assessment Cost:** For NSQF courses up to ₹1200 per candidate (to be paid to SSC) as per common cost Norms but non-NSQF courses the assessment courses will be up to Rs.1000 per candidate.
  - c) **Re-assessment** is permitted only once and will be **at TP's expense**.
- 6. Placement/Entrepreneurship Obligations/Post Training Support:**
- a) Training Providers must ensure a minimum of 75% placement/enterprise creation among certified candidates, supported by a well-defined strategy that includes mentorship, linkage with financial institutions/credit facilities, market/vendor tie-ups, and service call generation support to facilitate self-employment.
  - b) Valid Letters of Intent (LoIs) confirming such support must be submitted along with the proposal.
  - c) Training Providers (TPs) must:
    - a. Assist trainees in acquiring **necessary permits/licenses** (e.g., Trade License from concern Municipal Corporation/Municipal Council and Pesticide License from State Agriculture Department, if applicable).
    - b. Provide **handholding support** for self-employment or business registration.

## **7. Financial Milestones & Payment Tranches:**

### **Tranche 1 – 20%: Upon batch commencement:**

- a) Batch details, session plan, approval email, and every day Geo-tagged photos must be submitted to DSD to claim the 1<sup>st</sup> Tranche (20%).

### **Tranche 2 – 20%: Upon successful certification:**

- a) Assessment results, biometric attendance
- b) Candidate data in soft copy, certificate distribution photos
- c) Bank Passbook photo.
- d) Ration Card Copy.
- e) Conveyance sheets signed by candidates
- f) Photos of successful candidates for BMS Portal
- g) 75% attendance report during monitoring visit. (Minimum 75% attendance is mandatory. If attendance is below 75%, training cost may be disbursed proportionately based on the number of candidates who have met the attendance and training completion criteria.)
- h) Multiple monitoring visits will be conducted by DSD officials and the monitoring report will taken for consideration for payment release

### **Tranche 3 – 60%: Placement/Entrepreneurship-based:**

- a) Must be claimed within 2 month post-assessment.
- b) At least 75% of the total number of passed candidates must be successfully placed or engaged in self-employment to claim the full tranche.
- c) If the placement or enterprise setup achievement falls below 75%, the tranche payment shall be released proportionately, based on the actual number of candidates successfully placed or engaged in self-employment.

#### **i. In case of Wage Employment:**

- a) Offer/Appointment letters.
- b) 2-months bank statements showing salary credit.
- c) Salary slips signed by employer and candidate.
- d) In case of cash salary, a jointly signed salary certificate must be submitted.

#### **ii. For Entrepreneurship / Self-Employment:**

- a) Documentary proof of business setup (trade license, GST registration, UDYAM registration, vendor agreements, or equivalent).
- b) Candidates can avail trade license from Agartala Municipal Corporation,/relevant municipal councils under section 121/201/182 of T.M Act.**
- c) Bank statement or financial proof of business transactions.
- d) Loan Sanction letter (if applied for and received)
- e) Photographs of the operational enterprise.
- f) List of documents for setting the enterprise shall be submitted in advance.

#### **Note:**

- a) Any aspect, condition, or requirement not explicitly covered under the provisions of this RFP shall be interpreted and implemented in accordance with the prevailing guidelines and instructions issued under the Mukhya Mantri DakhyataUnnayan Prakaalpa (MMDUP) scheme. In case of any ambiguity, the MMDUP guidelines shall take precedence and NSDC training guideline.
- b) Delay Notification: In the event of any interim delay in meeting placement obligations, submitting required documentation, or conducting scheduled training sessions under the scope of this RFP, the

Training Provider (TP) shall be required to formally notify the Directorate of Skill Development (DSD) in writing. Such notification must clearly specify the nature and cause of the delay, the anticipated resolution timeline, and be accompanied by all relevant supporting evidence. Failure to submit this written communication within the prescribed timeframe will constitute a breach of contractual obligations, and the DSD reserves the unequivocal right to cancel the Work Order (WO) without further notice or liability.

- c) **Conveyance Allowance** – Conveyance allowance for passed candidates shall be disbursed directly to their bank accounts through the BMS Portal, subject to successful completion of training and submission of all required documentation.

#### 8. 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)****[Under Mukhya Mantri Dakshata Unnyayan Prakalpa (MMDUP) Scheme]****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
- ☐ 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/EDP:**

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

Financial Year	Scheme Type	Trained	Certified	Placed	Enterprise Setup	Govt. Funded	Placement %	Remarks
2021-2022								
2022-2023								
2023-2024								

**PART IV: Details of schemes implemented till date**

10. **Number of training centers 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 \_\_\_\_\_

**PART VI: Job Role & Training Capacity**

17. Skill Sector &amp; Job Role (with QP Code):

18. Batch Size &amp; Number of Proposed Batches:

19. Annual Effective Training Capacity:

20. 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**

Name of the SPOC:

Organization Name

Designation:

Date:

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 under MMDUP component

**Respected Sir**

With reference to the Request for Proposal (RFP) for conducting Short-Term Training under the Centrally Sponsored State Managed (CSSM) component of PMKVY, 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. Placement Track Record:**

We confirm that we have maintained a placement record of at least 75% of trained candidates over the last three financial years. Supporting documentation including placement records and valid Letters of Intent (LoIs) from placement agencies/employers are enclosed.

**4. Centre Accreditation:**

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

**5. 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.

**6. 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.

**7. 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.

**8. Non-Duplication:**

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

**9. 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.

**10. Placement: -(In case of Wage emplacement)**

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

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 Short-Term Skill Training under Mukhya Mantri Dakshata Unnyayan Prokolpa (MMDUP) Scheme**

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 Short-Term Skill Training under MMDUP employment cum short Scheme.

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]

[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, Letters of Intent (LoIs) from placement agencies, 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]**

(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)