



Expression of Interest (EoI)

NIESBUD, invites Expression of Interest (EoI) from the eligible and competent Agencies for Empanelment as:-

- i) Training Partners and
- ii) Research and Evaluation Associates

The details of eligibility conditions; procedure of Empanelment etc. can be accessed at Website of the Institute: www.niesbud.nic.in

The last date of submitting EoI is **6.00 P.M., 01-12-2020**.

Director (ORA)

A. Empanelment of Training Partners (*Udyam Partners*)

1.0 The Introduction

- 1.1 The Institute intends to conduct composite Entrepreneurship Development Programmes pan-India consisting of the following three Modules for skilled persons with an objective to enable the participants to set-up their own Enterprises in selected Sectors after providing hand-holding Services to the participants:-
- Entrepreneurial Awareness Campaigns 02 days 1200
 - Entrepreneurial Orientation Programmes 15 days 600
 - Entrepreneurship Development Programmes 02 months 300
- 1.2 The Institute intends to empanel Training Partners for organizing these kind of Fee-based Programmes including rendering of Hand-holding Services to the participants inter-alia for increasing outreach of activities of the Institute.
- 1.3 The Training Partners with which the Institute will be sharing its Intellectual Property will be functioning as its Extension Centres at the concerned places.
- 1.4 The Institute may also consider granting Sponsored Entrepreneurship-cum-Skill Development Programmes to the well performing empanelled Training Partners.
- 1.5 Each of the empanelled Training Partner will have to train atleast 2,100 persons in different Modules during a financial year, as outlined above at 1.1.
- 1.6 The Institute intends to empanel Training Partners in numbers in each State/U.T. as per details given in *APPENDIX*.

2.0 The Eligibility Conditions

- 2.1 The Agency should be a registered body (proprietary, partnership firm, company/society/trust) NGO, Skill University, State Government Institute, College/Educational Institution, Government or Private ITI with rating of more than 2.5 and PMKY & PMKK Centre.
- 2.2 The Agency should be in existence for at least 03 years and have experience in training, handholding and mentoring. (*However, the new startups/entrepreneurial ventures can also apply and will be considered on merits*).
- 2.3 The Agency should have a gross average turnover, including taxes, of minimum Rs. 65,00,000/- during each of the last 03 years. (*2017-18, 2018-19 and 2019-20*).

(In case of a Grantee Institution, only Training Programme related Grants-in-Aid will be considered for calculating the Turnover for the concerned years, as against Recurring Maintenance Grants in Aid.)

(In case, the Books of Accounts for 2019-20 have not been audited till date of submission of EoI, then the turnover of 2016-17 shall be considered in place of that for 2019-20 for the purpose.)

- 2.4 The Agency should have adequate infrastructure including classrooms, IT infrastructure etc. for organizing training programmes etc. as briefly detailed in following Clause.
- 2.5 The Agency should have provided training to average 1,200 participants during each of the last 03 years.
- 2.6 The Agency should be invariably registered upon Skill Management and Accreditation of Training Centres (SMART) Portal of NSDC, Ministry of MSDE.

3.0 The Faculty and Infrastructure

- 3.1 **Building and Land:** The ownership or lease of the premises with a minimum 2000 sq. ft of available plinth area should be in the name of the parent Society/Trust etc.
- 3.2 **Class Room :** The Agency should have properly ventilated and lighted at least 2 class rooms to conduct NIESBUD training and online evaluation (*if need be*) with the size of each classroom being not less than 300 sq. ft. i.e. 15x20 sq. ft.
- 3.3 **Faculty:** The Agency should have at least two Faculty of requisite qualification on its payroll for taking theory as well as practical classes for one batch of the participants.

Essential Qualification for the Faculty: A Post graduate Degree in relevant Field from any recognized University or Institution with two years teaching/industry experience, Master Trainer from the concerned SSC and NIESBUD Certified Trainer. Engaged with the Institution for at least a period of past one year.

- 3.4 **Laboratories:** The Agency should have one Laboratory with sufficient equipments of standard make to conduct practical works for the concerned Programmes. Besides, the Agency should have own Computer Lab having atleast 15 personal Computers with working Internet Connections.

- 3.5 **Other Infrastructure:** The Agency should have power, Geo tagged Biometric Attendance, IP Camera Enabled Classes, Power Backup, Training Aids, Fire Fighting Equipment, First Aid, Canteen, separate Washroom Facilities, Copying Equipment, Proper Sitting Arrangements, Drinking Water etc. for participants of the programmes.
- 3.6 **Library Facilities:** The Agency should also have a separate Library Room having adequate books on relevant courses/subjects.
- 3.7 **Hand-holding Services:** The Agency should have competence and experienced personnel to provide entire range of Hand-holding services including liaison with State Agencies for facilitating setting up enterprises by participants of the programmes.

4.0 The Submission of EoI

- 4.1 The EoI shall be submitted, in the prescribed Format (*ANNEXURE-I*) clearly spelling out all the specific and relevant details under each of the columns.
- 4.2 The EoI shall be accompanied by the following self-attested Documents failing which an EoI is liable to be rejected summarily:-
- a) Copy of Registration Certificate with date of incorporation/operation/establishment;.
 - b) The relevant extract of the audited Books of Accounts of the Agency for the concerned years.
 - c) Acceptable documentary evidence of having requisite infrastructure for the purpose as outlined in the eligibility conditions including CVs of the Faculty on pay-roll of the Agency for the purpose.
 - d) Acceptable documentary evidence of having provided training to average 2,500 participants during each of the last 03 years.
 - e) Acceptable documentary evidence of having experience in rendering hand-holding and mentoring services.
 - f) Copy of Unique ID of DARPAN Portal, if applicable.
 - g) Copy of Registration Certificates under different Statutes like PAN/TAN, GST etc.

h) Copy of Registration Certificate of SMART Portal of NSDC.

4.3 An Agency may contact at the following Numbers for seeking Clarifications about any aspect of Empanelment as Training Partners:-

Dr. (Ms.) Poonam Sinha
Director (EE)
Landline : 0120-4017039
OR
Sh. D. K. Singh
Chief Consultant
Mobile : 9868977675
Landline : 0120-4017035

5.0 The Application Fee and Security Deposit

5.1 The prescribed Non-refundable Application/Processing Fee for empanelment as Training Partner is Rs. 2,500/- to be paid in form of a Demand Draft in favour of “NIESBUD, NOIDA”.

6.0 The Empanelment Process

6.1 The Institute will carry out a preliminary examination of all the EoIs received for satisfying that they fulfill the prescribed Eligibility Conditions as evidenced by the enclosed documents.

Only those Agencies which fulfill this criteria will be called for making Presentations before the Committee.

6.2 The EoIs will be evaluated in terms of respective strengths of the Agencies as regards the following, carrying maximum marks as assigned to each of them as follows:-

Parameter	Maximum Marks
Infrastructure	10
Faculty	15
Registration/Affiliation/Accreditation with other Bodies	05
Experience in area of Training, Handholding and Mentoring	15
Industry Collaborations/Tie-ups	15
Presentation*	25
Turnover	15
Total	100

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

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

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

7.0 The Miscellaneous

- 7.1 An Agency may apply for Empanelment for different States/U.Ts. through a single EoI. But in such a case, relevant supporting documents for all the States for which Empanelment is being sought, will have to be enclosed.
- 7.2 The EoI Envelope should clearly specify all the States/U.Ts. for which Empanelment is being sought.

B. Empanelment of Research & Evaluation Associates

1.0 The Introduction

- 1.1 One of the areas of interventions of the Institute has been undertaking Research Studies in different socio-economic and development fields especially pertaining to different aspects of functioning of MSMEs.
- 1.2 The Institute has been undertaking Evaluation Studies of different Plan Schemes being run by various Government Departments and Ministries.
- 1.3 The Institute has also been undertaking 100% Physical Verification of Units under Prime Minister Employment Generation Programme (PMEGP), a credit linked Subsidy Scheme of the Ministry of Micro, Small and Medium Enterprises (MSME).
- 1.4 The Institute is a Nodal Agency towards implementation of the revamped Scheme of Fund for Regeneration of Traditional Industries (SFURTI) being implemented by the Ministry of Micro, Small and Medium Enterprises (MSME) besides being a Technical Agency also under the Scheme.
- 1.5 The Institute has also been implementing different developmental projects/outreach programmes for different Agencies.
- 1.6 The underlying objective of empanelment of the Agencies is to strengthen efforts of the Institute in these different activities.

2.0 The Activities

- 2.1 The EoI is being invited from the eligible and competent Agencies for Region-wise Empanelment for undertaking the following activities as and when required:-
 - a) Research;
 - b) Physical Verification of the Units;
 - c) Cluster Development Work;
 - d) Consultancy for Outreach Programmes and
 - e) Evaluation & Concurrent Monitoring

3.0 The Eligibility Conditions

- 3.1 The broad Eligibility Conditions for being considered for Empanelment will be as follows:-

- The Agency (Proprietary Concern, Partnership Firm, registered Company/ Society/ Trust, NGO, Skill University, State Government Institution, College/ Educational Institution etc.) either Private or Public should be in existence for the last 03 years as evidenced by the registration date, with Research/Evaluation of Public Schemes/Physical Verification of Units/Cluster Development/ Consultancy for Outreach Programmes/Evaluation & Concurrent Monitoring as one of its main/subsidiary objects, as the case may be.
- The Agency should have experience in Research, on social or economic issues or in any area pertaining to MSMEs or promotion of Entrepreneurship/ Evaluation of Public Schemes/Physical Verification of Units/Cluster Development under the Schemes of Government/Consultancy for Outreach Programmes for State Governments/Public Organisations aimed at promoting/providing sustenance to MSMEs/Evaluation & Concurrent Monitoring of Activities as the case may be and should have successfully completed atleast one such Assignment in each of the last three financial years (2017-18; 2018-19 and 2019-20) on behalf of either a public or private established body.
- The Agency should have sufficient and competent in-house Manpower, on its pay roll, for undertaking the Activities for which Empanelment is being sought.
- The average turnover of the Agency should not be less than Rs. 25,00,000/- during the last three financial years (2017-18; 2018-19 and 2019-20).

(In case of a Grantee Institution, only similar Project/Activity related Grants-in-Aid will be considered for calculating the Turnover for the concerned years, as against Recurring Maintenance Grants in Aid.)

(In case, the Books of Accounts for 2019-20 have not been audited till date of submission of EoI, then the turnover of 2016-17 shall be considered in place of that for 2019-20 for the purpose.)

- The Agency should have atleast one operational Office in any of States of the Region for which empanelment is being sought and in case of All-India basis atleast one Office in each of the Regions either directly or in association with partners, associates etc.
- The Agency should be registered under all the relevant Statutes.

N.B

In case of freelancers/stand alone Researchers, the Institute reserves the right to appropriately relax all or any of the Eligibility Conditions who should apply for the purpose in strict confidence giving all salient details of the relevant works undertaken in the past, duly supported by relevant documentary evidences.

4.0 The Submission of EoI

- 4.1 The EoI shall be submitted, in the prescribed Format (*ANNEXURE-II*) clearly spelling out all the specific and relevant details under each of the columns.
- 4.2 The EoI shall be accompanied by the following self-attested Documents failing which an EoI is liable to be rejected summarily:-
- a) Copy of Registration Certificate etc. with relevant extract of Memorandum of Association clearly specifying objects of the institution.
 - b) Copies of Orders alongwith Satisfactory Completion Certificates from the concerned Client Organisations at least one for each of the three years clearly specifying the nature of activity, value of the work etc.
 - c) The relevant extract of the audited Books of Accounts of the Agency for the concerned years.
 - d) Details of the in-house personnel available for undertaking the activities clearly mentioning in each case past experience in undertaking similar activities.
 - e) Acceptable documentary evidence of having operational Office(s) at the concerned places in terms of the Eligibility Conditions.
 - f) Copy of Unique ID of DARPAN Portal, if applicable.
 - g) The copies of Registration under different statutes, as may be available.
- 4.3 An Agency may contact at the following Mobile Number for seeking Clarifications about any aspect of the Empanelment as Research & Evaluation Associates:-

Shri Mukesh Kumar Gupta
Director (ORA)
Mobile 9810569166

5.0 The Empanelment Process

- 5.1 For effectiveness of the process, country has been divided into following 06 Regions:-

Sl. No.	Zone	State
1.	North	Delhi, Haryana, Punjab, Uttar Pradesh, Jammu & Kashmir, Himachal Pradesh and Uttarakhand
2.	Central	Chhattisgarh and Madhya Pradesh
3.	South	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and Telangana
4.	East	Bihar, Jharkhand, Odisha and West Bengal
5.	West	Gujarat, Maharashtra, Rajasthan and Goa
6.	North-East	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura

- 5.2 The Institute intends to empanel at least 03 Agencies for each of the activities as outlined in Clause 2.0 in each of the Regions besides creating a Panel of Agencies competent to take up the Activities on All India basis.
- 5.3 An Agency may submit EoI for empanelment for more than one activity and/or Region or All India basis depending its competence, spread etc.
- 5.4 The Institute will carry out a preliminary examination of all the EoIs received for satisfying that they fulfill the prescribed Eligibility Conditions as evidenced by enclosed documents.

Only those Agencies which fulfill this criteria will be called for making Presentations before the Committee.

- 5.5 The EoIs will be evaluated in terms of respective strengths of the Agencies as regards the following, carrying maximum marks as assigned to each of them as follows:-

Parameter	Maximum Marks
Infrastructure	10
Human Resources	20
Publication(s)/Reports	10
Relevant Experience	20
Presentation	25*
Turnover/Grant-in-Aid	15
Total	100

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

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

- 5.6 All the Agencies obtaining a minimum prescribed bench mark will be issued Request for Proposal (RFP) leading towards Empanelment for the respective Activities and/or Regions/All-India basis.
- 5.7 The Empanelment shall be finalized by a duly constituted Committee of the Institute, for the purpose.

6.0 The Miscellaneous

- 6.1 The EoI envelope should clearly specify the **particular Activity** and **Region** for which Empanelment is being sought failing which the same is likely to be summarily rejected.

In case Empanelment is being sought for more than one activity viz; Research, Cluster Development etc., all such activities must be clearly delineated.

For example: EoI for Empanelment as Research & Evaluation Associates : Research or Cluster Development or - - - - - -: North Zone or Central Zone etc.

General Conditions Applicable for Both The Sections

- 1.0 The separate EoIs are to be submitted for each of the two Categories.

If Empanelment is desired for more than one Activity under Section B, then separate EoIs for the concerned Activities are to be submitted in separate Envelopes duly superscribing in the prescribed manner.
- 2.0 The Agencies should keep on following Website of the Institute for any Clarifications of general nature which may be issued by the Institute latest a fortnight prior to the closing date.
- 3.0 The Institute does not assume any responsibility for delay in delivery of EoIs owing to the prevailing circumstances with EoIs being received after the prescribed date likely to be not considered at all.
- 4.0 An NGOs should be registered with DARPAN Portal of NITI Aayog, Government of India and should have Unique ID.

Besides, an Agency seeking Empanelment as Training Partner should also be registered upon SMART Portal of NSDC.
- 5.0 No TA & DA shall be payable to the Agencies for making Presentation in NOIDA/Delhi, for the purpose, the date for which will be intimated individually to all the concerned Agencies.
- 6.0 The EoIs are being accepted in hard copies only and should be addressed to Shri Mukesh Kumar Gupta, Director (ORA) and may be sent through Post/Courier/In-person.

State/U.T. –wise Empanelment of Training Partners

Sl. No.	State/U.T.	No. of Training Partners to be Empanelled
01	Jammu & Kashmir	2
02	Himachal Pradesh	2
03	Punjab	2
04	Chandigarh	2
05	Uttarakhand	2
06	Haryana	2
07	NCT of Delhi	2
08	Rajasthan	4
09	Uttar Pradesh	12
10	Bihar	6
11	West Bengal	5
12	Jharkhand	2
13	Odisha	3
14	Chhattisgarh	2
15	Madhya Pradesh	4
16	Gujarat	4
17	Daman & Diu	2
18	D & N Haveli	2
19	Maharashtra	7
20	Andhra Pradesh	5
21	Karnataka	4
22	Goa	2
23	Lakshadweep	2
24	Kerala	2
25	Tamil Nadu	4
26	Puducherry	2
27	A & N Islands	2

Format for Empanelment as Training Partner

GENERAL INFORMATION		
1	Name of the Organization	
2	Nature of Organization (Proprietary/Partnership Firm/ Registered Company/ Society/ Trust/ NGO/ Skill University/ College/ Educational Institutions/ Government and Private ITI/ PMKK Centers/ University, etc.)	
3	Office Space whether Owned, Leased, Rented or Franchise?	
4	Year of Incorporation/ Registration	
5	Registered Address	
6	Total Area of Organization	
7	Experience in Training (In Years)	
8	PAN No of Organization	
9	TAN No of Organization	
10	No of Employees in the Organization (Enclose details with Name, Qualification, Job Role, Experience)	
11	No of Faculty/ Trainers in the Organization with Area of Specialisation (Enclose details with Name, Qualification, Job Role, Experience)	
12	Details of Programme Conducted in last 3 Years (Year: Name of Programme:No of Trainees)	
13	Details of Experience in the Area of Training, Handholding and Mentoring	
14	Details of Currently operational Offices and Training Centres	
15	Details of Permanent/ Temporary Affiliation/ Accreditation with EDI/ NSDC/ State Skill Mission/ Other Bodies	
16	Industry Collaborations/ Tie-ups	
17	Audited Annual Turnover for the last three years	
TRAINING CENTRE DETAILS		
1	Name of the Training Center	
2	Whether Owned, Leased, Rented or Franchise?	
3	Address of the Training Center	
4	Details of the training on-going/ proposed to be conducted in the center	
5	Whether training is being conducted under any scheme of govt. to carry out training?	
6	Details of training being conducted	

7	Total Area of Training Centre	
8	No. of Classrooms	
9	Area of each classroom	
10	Details of the Laboratory and Training Equipment available	
11	Details of Available IT Infrastructure (Computer, Printer, Scanner, Internet, Projector, Display Screen, Other Peripherals)	
12	Details of Other Infrastructure available with Centre (Provision of Geo tagged Biometric Attendance, IP Camera Enabled Classes, Power Backup, Training Aids, Firefighting Equipment, First Aid, Canteen, Separate Washroom Facilities, Copying Equipment, Proper Sitting Arrangement, Drinking Water etc.) Furnish Details of above mentioned Infra available with Centre	
13	Library (Provide No and Details of Books available)	
14	Unique ID of DARPAN Portal, if applicable.	
DOCUMENT CHECKLIST FOR APPLICATION		
1	Certificate of Incorporation	
2	Rent Agreement/ Franchise Agreement/ Ownership document of the training center, as applicable	
3	PAN Card	
4	TAN Card	
5	Electricity Bill/Telephone Bill/ Municipal House tax Receipt for the last three months of the Training Center.	
6	EDI/ NSDC/ State Skill Mission/ Sector Skill Council accreditation or Affiliation Certificate	
7	Audited Financial Statements for the last three Financial Years.	
8	Photos of: Training Center Building Approach Road Office and Each Classroom Existing Equipments, Infrastructure, Library	
9	Bank A/c Details	

**Format for Empanelment as Research
and Evaluation Associates**

1.	Name and Address of the Agency	:	
2.	Type of the Agency <i>(Sole Proprietorship/Firm/LLP/ Company/ Trust/NGO etc.)</i>	:	
3.	Year of Registration/Start of Operations	:	
4.	Contact Details of the Authorised Person for this EoI	:	
5.	Turnover of the Agency	:	<i>(Rs. in lakh)</i>
	2017-18 2018-19 2019-20* <i>(Please refer to relevant Note under Clause 3.0)</i>		
6.	Specific Details of similar Assignments in which Empanelment is being sought, handled during years 2017-18, 2018-19 and 2019-20. <i>(Clear year-wise details of the Title of the Assignment, Sponsorer, Specific Activities Undertaken, Value of the Assignment etc. should be given. If required, enclose a separate sheet for the purpose.)</i>		

7.	<p>Specific Details of in-house manpower available for the particular Activity in which Empanelment is being sought.</p> <p><i>(Specific details indicating Educational/Professional Qualifications; Area of Specialization; years working for the Agency; overall number of years of experience, details of specific Activity performed in a quoted Assignment etc., should be given. If required, enclose a separate sheet for the purpose.)</i></p>
8.	<p>Details of Offices in different Regions <i>(Enclose a separate sheet, if required)</i></p>
9.	<p>Details of Registration under different Statutes like PAN/TAN, GST etc.</p>
10.	<p>Unique ID of DARPAN Portal, if applicable</p>
11.	<p>Any other relevant information <i>(alongwith supporting documents)</i></p>

Date:

(Signature of Authorised Person)