

**GOVERNMENT OF MANIPUR
DIRECTORATE FOR WELFARE OF OTHER BACKWARD CLASSES & SCs
SECURED OFFICE COMPLEX, AT-LINES, IMPHAL**

TENDER NOTICE

Imphal, the 10th November, 2025

No. PMAJAY/1/2025-e-DIR-OBC & SC In pursuance of the Government of Manipur letter No. OCSSC-2/2/2025-OBC and SC-OBC & SC dated 6-11-2025, Directorate for Welfare of OBC & SC, Manipur invites e-bids from eligible Training Partners for conducting Skill Training Programme under the Centrally Sponsored Scheme, Pradhan Mantri – Anusuchit Jaati Abhyuday Yojana (PM- AJAY) - Grant -in -Aid Component.

2. Tender is to be submitted online through the e-procurement /tender portal <https://manipurenders.gov.in> and no hard copy/physical copy shall be accepted.

The critical dates of bids are as follows:

Particular	Start Time & Date	End Time & Date
Publishing/downloading Tender Documents	14:00 hrs of 11.11.2025	14:00 hrs of 25.11.2025
Pre bid queries	11:00 hrs of 11.11.2025	14:00 hrs of 17.11.2025
Submission of EMD & Tender Fee as Bank Draft both in original	11:00 hrs of 11.11.2025	14:00 hrs of 25.11.2025
Submission of on-line Tender Documents	11:00 hrs of 11.11.2025	14:00 hrs of 25.11.2025
Technical Bid Opening	11:30 hrs of 26.11.2025	


(Dr. Yumnam Suraj Singh)
Director,
Welfare of OBCs & SC, Manipur

Copy to:

1. Secretary (OBCs&SCs), Government of Manipur, for kind information.
2. Web-Manager, DIT. He is requested to upload the Notification in the Manipur Government's website.
3. CFO/Scheme Officers/Account Officers (Welfare of OBCs & SCs), Manipur, for information.
4. File concerned/Notice Board.



Notice Inviting Tender (NIT)

Selection of Training Partner with Directorate for Welfare of OBCs and SCs to implement Short Term Skill Training in Recruit-Train-Deploy (RTD) mode under Pradhan Mantri – Anusuchit Jaati Abhyuday Yojana (PM- AJAY) Scheme for Schedule Caste candidates.

NIT No. PMAJAY/1/2025-e-DIR-OBC & SC Dated 10.11.2025

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Notice Inviting Tender (NIT)
 Imphal, the 10th November, 2025

No. PMAJAY/1/2025-e-DIR-OBC & SC: In pursuance of the Government of Manipur letter No. OCSSC-2/2/2025-OBC and SC-OBC & SC dated 6-11-2025, Directorate for Welfare of OBC & SC, Manipur invites e- bids from eligible Training Partners for conducting Skill Training Programme under the Centrally Sponsored Scheme, Pradhan Mantri – Anusuchit Jaati Abhyuday Yojana (PM- AJAY) - Grant -in -Aid Component for FY 2023-24 to 2025-26 as below:

Sl. No.	Name of Trade (with NSQF Level & QP Code)	Duration of training in Month	Estimated cost * (Rs. In lakh)	EMD (Rs. In lakh)	Tender fee (Rs.)	FY as per the perspective plan
1	Combine Certificate Course in Food & Beverage Service Associate (THC/Q0301 NSQF Level 4) & Guest Service Associate - Front Office (THC/Q0102 NSQF Level 4) – Mode of Training: Residential	3	155.65	3.11	Rs. 5000 for each course up to a maximum of	2023-24
2	Job Oriented training programme on Machine Operator – Plastic Processing (RSC/Q4803 NSQF Level – 4) Mode of Training - Residential	6 months	25.21	0.50		
3	Training & Assistance to Assistant Electrician (CON/Q0602)	1	25.21	0.50		
4	Training & Assistance to Assistant Hair Dresser & Stylist (BWS/Q0201)	1	19.02	0.38		
5	Training & Assistance to Field Engineer - RACW (ELE/Q3105)	1	15.24	0.30		
6	Combine Certificate Course in Food & Beverage Service – Steward (THC/Q0301 NSQF Level 4) & Guest Service Associate - Front Office (THC/Q0102 NSQF Level 4) with mandatory OJT of 300 hours Mode of Training - Residential	3	331.53	6.63	Rs.15,000 for 3 or more courses applied by one bidder.	2024-25
7	Training & Assistance to Schedule Caste Women from 18 to 35 Yrs in Bridal Fashion and Photographic Make-up Artist (BWS/Q0301 NSQF Level 5) Mode of Training: Residential.	1	92.35	1.85		
8	Combine Certificate Course in Food & Beverage Service Associate (THC/Q0301 NSQF Level 4) & Guest Service Associate - Front Office (THC/Q0102 NSQF Level 4) with mandatory OJT of 300 hours Mode of Training - Residential	3	331.53	6.63		2025-26

9	Training & Assistance to Schedule Caste Women from 18 to 35 Yrs in Bridal Fashion and Photographic Make-up Artist (BWS/Q0301 NSQF Level 5) Mode of Training: Residential.	1	92.35	1.85		
10	Training & Assistance to Women & SHGs belonging to SCs communities in Baking (Baking Technician (FIC/Q5005 NSQF Level - 4)	1	47.05	1.00		
Total			1135.14			

2. Tender is to be submitted online through the e-procurement /tender portal <https://manipur tenders.gov.in> and no hard copy/physical copy shall be accepted.

2.1 Demand Draft for Earnest Money Deposit and Tender fee shall be submitted in original (hard copy) at the office of the Director, Directorate for Welfare of OBC & SC, North AOC, Manipur on or before the stipulated time.

The critical dates of bids are as follows:

Particular	Start Time & Date	End Time & Date
Publishing/downloading Tender Documents	14:00 hrs of 11.11.2025	14:00 hrs of 25.11.2025
Pre bid queries	11:00 hrs of 11.11.2025	14:00 hrs of 17.11.2025
Submission of EMD & Tender Fee as Bank Draft both in original	11:00 hrs of 11.11.2025	14:00 hrs of 25.11.2025
Submission of on-line Tender Documents	11:00 hrs of 11.11.2025	14:00 hrs of 25.11.2025
Technical Bid Opening	11:30 hrs of 26.11.2025	

3. SCOPE OF WORK:

3.1 Background: The Directorate for Welfare of OBCs & SCs, Manipur, is implementing the Pradhan Mantri Anusuchit Jaati Abhyuday Yojana (PM-AJAY), a Centrally Sponsored scheme funded by the Ministry of Social Justice and Empowerment, Government of India. Under this scheme, Short Term Training Programmes are to be provided, which aim to improve the livelihood of SC families by providing placement-oriented Skill Training to the eligible SC youth in sectors such as Tourism & Hospitality, Plastic Engineering & Technology, Construction, Beauty & Wellness and Electronics & Hardware.

The proposal is to provide Short Term Skill Development Training Programmes in Recruit-Train-Deploy(RTD) mode to SC beneficiaries in accordance with the National Skill Qualification Framework (NSQF) under the Centrally sponsored Grants-in-aid Component of PM-AJAY Scheme for FY 2023-24 to 2025-26 as per the below-mentioned courses:

Sl. No.	Name of Sector	Name of Trade (with NSQF Level & QP Code)	No. of beneficiaries	Duration of training in Month	FY as per the perspective plan
1	Tourism & Hospitality	Combine Certificate Course in Food & Beverage Service Associate (THC/Q0301 NSQF Level 4) & Guest Service Associate - Front Office (THC/Q0102 NSQF Level 4) – Mode of Training: Residential	240	3	2023-24
2	Plastic Engineering & Technology	Job Oriented training programme on Machine Operator – Plastic Processing (RSC/Q4803 NSQF Level – 4) Mode of Training - Residential	30	6 months	
3	Construction	Training & Assistance to Assistant Electrician (CON/Q0602)	60	1	
4	Beauty & Wellness	Training & Assistance to Assistant Hair Dresser & Stylist (BWS/Q0201)	60	1	
5	Electronics & Hardware	Training & Assistance to Field Engineer - RACW (ELE/Q3105)	60	1	
6	Tourism & Hospitality	Combine Certificate Course in Food & Beverage Service – Steward (THC/Q0301 NSQF Level 4) & Guest Service Associate - Front Office (THC/Q0102 NSQF Level 4) with mandatory OJT of 300 hours Mode of Training - Residential	360	3	2024-25
7	Beauty & Wellness	Training & Assistance to Schedule Caste Women from 18 to 35 Yrs in Bridal Fashion and Photographic Make-up Artist (BWS/Q0301 NSQF Level 5) Mode of Training: Residential.	180	1	
8	Tourism & Hospitality	Combine Certificate Course in Food & Beverage Service Associate (THC/Q0301 NSQF Level 4) & Guest Service Associate - Front Office (THC/Q0102 NSQF Level 4) with mandatory OJT of 300 hours Mode of Training - Residential	360	3	2025-26
9	Beauty & Wellness	Training & Assistance to Schedule Caste Women from 18 to 35 Yrs in Bridal Fashion and Photographic Make-up Artist (BWS/Q0301 NSQF Level 5) Mode of Training: Residential.	180	1	
10	Food Processing	Training & Assistance to Women & SHGs belonging to SCs communities in Baking (Baking Technician (FIC/Q5005 NSQF Level - 4)	120	1	
Total			1650		

3.2 The activities involved in the project are as follows:

- a) Mobilizing SC candidates by the Training Partner through District Administration.
- b) The Training Centre must comply with the center norms of the Sector Skill Council specified for the job role opted.
- c) Training Partner to conduct through ToT (Training of Trainers) certified trainers only, aligning courses with the approved Qualification Pack (QPs)
- d) The trainees will be issued "Skill Certification" under the Government of India through the Sector Skill Council or NCVET.
- e) Monitoring of Training by reviewing the attendance of candidates, and timely center inspection by Directorate Officials.
- f) Minimum 70% or mandated Placement of PM AJAY scheme by Training partner to certified candidates under **Recruit Train and Deploy** (RTD) mode.
- g) Hostel facilities should be accredited as per NSDC norms.
- h) Placement must be done within 3 months of the candidate passing the assessment, and they should be in employment for a continuous period of 3 months, and their wages should not be below the minimum wage. Self-employment is also considered as placement under this category, for which Training Partner shall provide documents (self-declaration) related to self-employment as per the existing norm of NSDC.

3.3 Guidelines of the Project for implementation:

The scheme follows a set of guidelines, which cover various aspects of the skilling cycle. These guidelines are called as Process & Cost Norms; prepared by the Directorate for Welfare of OBC and SC, and are reviewed from time to time. Some of the salient features of the Process & Cost Norms are as follows:

- a) The courses with Qualification Packs (QPs)/National Occupational Standards (NOSs) of any Sector Skill Council (SSC) can be conducted under the scheme
- b) The maximum batch size will be 30 beneficiaries; the minimum batch size will be 20.
- c) The trainers should meet the minimum qualification criteria as required for the respective QP.
- d) Also, the eligible trainer should be ToT certified as per the Sector Skill Council (SSC) norms.
- e) The training duration of a project shall be as per the Qualification Pack (QP) of the Job role, with at least 40 hours of mandatory training on soft skills and entrepreneurship skills.
- f) A candidate once enrolled and tagged to a particular Training Provider (TP), cannot enroll with any other TPs.
- g) A candidate should have at least 70% attendance to be eligible to appear for the Assessments.
- h) Assessment and certification shall be done by SSC-appointed assessment agencies.
- i) The training duration per day shall be 8 hours per day in the residential mode.

3.4 Objectives:

- a) The main objective of the scheme is to increase the income of the target population by way of various income-generating schemes through skill development and infrastructure development.
- b) To reduce poverty among the target population and bring them above the poverty lines
- c) **Recruit Train and Deploy:** The Recruit Train and Deploy (RTD) programme is a training programme in which an empaneled Training Partner (TP) is responsible for getting Letters of Intent (LoI)/ offer Letters from reputed Companies in advance, and post-training of the successfully certified candidates are to be engaged in the same organizations. This directorate has adopted this mode of skill training for the assured placement of certified candidates.

3.5 Target Group: The target beneficiaries are individual SC youth above the age of 18 years. There will be no fixed income limits for selection of the beneficiaries; however, priority will be given to the families/ persons having an annual income not more than 2.5 lakh per annum. In order to give necessary impetus for the economic development of women, participation of at least 30% women candidates may be ensured in some courses.

3.6 Venue of the Training: The venue of the training programme will be within District Headquarters/Sub-Divisions Headquarters or in SC majority villages in the State of Manipur.

4 Eligibility Criteria: The bidder must meet the following minimum eligibility conditions to qualify for the technical evaluation:

Sl. No	Pre-qualification Criteria	Supporting/ Compliance document	Reference (Yes/No)
1.	The applicant may be any legal entity such as private companies/ organizations, Government organizations/ institutions, Trusts, Societies, NGOs, Industrial associations, cooperatives, etc. and should have been incorporated for more than 03 years at the time of submission of proposal.	Copy of Certificate of Incorporation and Partnership Deed, registration if any	
2.	The applicant should have at least 3 years of experience in skill training.	Applicant Experience-related document Supporting document: Self-declaration on the applicant's letter head)	
3.	The Organization/ firm /agency should have GST and PAN registration certificate	Copy of the relevant documents	
4.	Bid Processing/ Tender Fee	Applicant needs to submit a Non-refundable Bid processing Fee of Rs. 5000 for each course up to a maximum of Rs.15,000 for 3 or more courses in Demand draft drawn in favour of DDO, OBC & SC. [to be submitted in original (hard copy) at Directorate of OBC & SC]	
5.	EMD fees.	2% of the estimated cost value of each course in the form of Demand Draft drawn in favour of DDO, OBC & SC. [to be submitted in original (hard copy) at Directorate of OBC & SC]	

6.	Minimum average annual turnover from conducting Skill Development training programmes in last 3 (three) financial years for an amount of 1.5 times the estimated bid value submitted by the bidder and positive net worth (FY 2022-23, FY 2023-24, FY 2024-25)	Financial Statement / Turnover certificate from CA to be enclosed.	
7.	Applicant must have experience in RTD mode skill training under the Government Departments	Work orders to be submitted	
8.	Bidder should have sufficient infrastructure for training facilities and / hostel facilities in District Headquarters/Sub-Divisions Headquarter or in SC majority villages in the State of Manipur	Detail to be furnished in format 2.	
9.	Bidder should have adequate manpower and faculties to impart the training programme.	Detail to be furnished in format 3.	
10.	The Organization/ firm /agency has to be profitable and should not have incurred loss in three consecutive Financial Years (2022-23, 2023-24 and 2024-25)	Format-4 to be certified & validated by Chartered Accountant (CA) of the bidder's organization.	
11.	The firm/ agency should not have been blacklisted/barred/Disqualified by any Central Governments/ State Government/ PSU/ Government Bodies.	Undertaking signed by the Authorized signatory	
12.	The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices.		
13.	Registered office / branch office should be located in the state of Manipur for ease of operation, co-ordination & administration purpose.		
14.	Sample copy of Certificate to be provided after successful completion of Training	Sample copy to be attached.	

5 TERMS AND CONDITIONS

5.1 **Validity:** Proposals shall remain valid for 1 (one) year from the date of submission.

5.2 **Earnest Money Deposit, EMD:**

- EMD amount in the form of A/c payee Demand Draft drawn in favour of DDO, OBC & SC, issued by a Nationalized bank, valid for 90 days beyond the bid validity **[to be submitted in original (hard copy) at Directorate of OBC & SC]**
- Failure to submit EMD shall lead to outright rejection.
- The EMD of the successful bidder will be adjusted against the performance security.
- The EMD of the successful Bidder will be forfeited in the event of withdrawal of the bid within the validity period, once submitted or the successful bidder fails to execute the necessary agreement within the stipulated period or for submitting false, incorrect, misleading information in the bid.
- EMD for unsuccessful bidder will be returned without interest after finalization of tender within three months

5.3 **Performance Security:**

Successful bidder shall deposit **5% of the contract value** as **Performance Security** in the form of **Demand Draft** drawn in favour of DDO, OBC & SC, issued by a Nationalized bank and will be refunded within 3 months of completion of the entire training cycle.

5.4 For Residential Program Type:

- i. Training program shall be conducted in a residential mode as per the Common Norms Notification of the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India.
- ii. Boarding & Lodging: Boarding and lodging facilities shall be provided to all residential trainees throughout the training period. The cost towards boarding & lodging will be reimbursed strictly as per the latest applicable Common Norms of MSDE. The Training Partners shall ensure hygienic, safe, and secure accommodation with adequate space, ventilation, sanitation, and clean drinking water facilities.
- iii. Food & Nutrition: Nutritious meals (breakfast, lunch, evening tea/snacks, and dinner) shall be provided daily to the trainees. The food served must comply with health, hygiene, and nutrition standards.
- iv. Residential Facilities: Separate hostels/dormitories shall be arranged for male and female trainees with adequate privacy and security. Adequate number of toilets, bathrooms, and bathing facilities shall be ensured as per norms. Basic amenities like cots, mattresses, clean bed sheets, pillows, drinking water, lighting, and fans shall be provided. 24x7 safety and security measures shall be in place, including warden/supervisor support.
- v. Compliance with Common Norms: The residential training program, including all infrastructure, boarding, lodging, and other trainee support provisions, shall comply with the latest Common Norms Notification issued by MSDE. Any revisions/amendments to the Common Norms shall automatically apply during the execution of the program.
- vi. Reimbursement: Boarding & lodging costs shall be claimed and reimbursed as per the ceilings and conditions prescribed in the latest Common Norms of MSDE. The Training Partners shall maintain proper records, including hostel registers, food bills, and attendance records, to substantiate the claims.

5.5 Placement Obligation:

- i. Minimum 70% placement of trained candidates within 3 months of certification.
- ii. Employment should continue for at least 3 months and wages should not be below minimum wage.
- iii. Self-employment can be considered with documentary evidence (self-declaration, proof of business).

5.6 Penalty Clause:

- i. Failure to achieve 70% placement will attract a penalty of 10% of contract value, and final payment will be withheld.
- ii. Delay in commencement of training beyond 30 days from work order will attract ₹5,000 per day penalty.

5.7 Termination Rights: The Directorate reserves the right to terminate the contract for misrepresentation, fraud, non-performance, or breach of terms.

5.8 Conflict of Interest: The bidder must certify no conflict of interest exists. Any violation will lead to blacklisting.

5.9 Governing Law: This tender shall be governed by GFR 2017, CVC guidelines, Government of India instructions, and Manipur Financial Rules (MFR) / relevant Office Memoranda.



6. **Selection:** The Training Partner will be selected in accordance with the procedures set out in this tender. Technical evaluation will be done in accordance with the rating procedure as mentioned below:

No	Item	Documents to be furnished	Maximum Marks
1.	Manpower's strength of full-time trainers on its payroll (a) Bio-data of the key personnel (b) Area of specialization of the key personnel i) 4 full-time trainers and up to 9 full-time trainers: 5 marks ii) Ten full-time trainers and above: 10 marks	Certificate by Statutory Auditor or Company Secretary of the bidder's organization	10
2.	No. of Government Skill Training Schemes implemented (work orders to be submitted for evaluation) i) 5-10 nos. 5 marks ii) 11-15 nos. 10 marks iii) 16 and above nos. 15 marks	Copy of the last three years' audited statement.	15
3.	Job role relevant Lol from reputed companies/Organizations (for pre placement offers letter) i) 5-9 companies 5 marks ii) 10-14 companies 10 marks iii) 15 and above companies 15 marks	Relevant document in enclosed format	15
4.	Number of trainees placed after skill training during the last 3 financial years; i) Up to 50% 5 marks ii) 50% to 70% 10 marks iii) Above 70% 15 marks	Copy of the signed copy of the record of placement.	15
5.	Average turnover from Skill Development over the last 3 Financial Years i) 1.5 - 2 times the bid value 10 marks ii) Above 2 times the bid value 15 marks	Copy of the intake capacity for training & Certificate of Turnover	15
6.	Experience in RTD training (work orders to be submitted)	Work orders to be submitted	10
7.	Presentation	Presentation	20
	Grand Total		100

Important Notes:

Only one Training Provider with highest technical evaluation marks will be selected.

The proposals will be ranked in terms of total scores of each applicant. The proposal with the highest total score (H-1) will be considered for award of contract and will be called for negotiations, if required.

7. Payment schedule:

Payment to the training programme will be linked to the actual number of trainees, attendance, certification and placement on the basis of rate approved for each category of job role.

- i) 30% of the cost will be paid in advance on commencement of a particular training after signing of contract. The advance will be paid per training wise and not against the tendered amount.
- ii) 30% on utilization of 70% of the first installment and continuation of training with at least 70% of initial trainees continuing.
- iii) 20% on completion of the training and certification of the successful trainees
- iv) 20% after providing sustainable employment to at least 70% of the trainees by the training provider.

8. Start of training: Training should start after signing of agreement and within one month of award of the contract. Participating organizations/ firms/ agencies/ institutes shall not start any training without the formal orders issued for the same by Directorate for Welfare of OBCs & SCs, Manipur

9. Amendment: Any addenda/corrigendum issued subsequent to this RFP, but before proposal due date, will be deemed to form part of the RFP and uploaded on the website.

10. Arbitration:

- i. In the event of dispute and difference arising between Directorate for Welfare of OBCs & SCs, Manipur and the Firm/ Agency, the same shall be discussed and settled amicably between the parties.
- ii. In the event of failure to settle the dispute amicably, the parties shall resort to arbitration and the provisions of the Arbitration and Conciliation Act, 1996 shall be applicable.
- iii. In case of arbitration, the parties shall appoint a sole arbitrator or a panel of arbitrators as agreed to between the parties in accordance with the Arbitration and Conciliation Act, 1996.
- iv. The place of arbitration shall be Imphal.

11. Force Majeure:

If the performance of any obligation of any of the parties is prevented or restricted or interfered with by reason of fire, explosion, strike, casualty, riots, sabotage, accident, lack or failure of transportation facilities, flood, war, civil commotion, terror attack, lightning, acts of God, any law, order or decree of any government or subdivision thereof or any other cause similar to those above enumerated, beyond the reasonable control of the party, the party so affected shall, upon the giving of prompt notice to the other parties, be excused from performance hereunder to the extent and for the duration of such prevention, restriction or interference.

12. Governing Law:

This Agreement and the obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the internal laws of India, without giving effect to the conflict of laws/principles thereof. Any legal dispute arising out of this contract will be subject to the jurisdiction of the High Court of Manipur.

13. Indemnity:

The Service Provider shall keep the Directorate for Welfare of OBCs & SCs, Manipur fully indemnified against all actions, claims, proceedings, costs, damages and all legal costs or other expenses and losses incurred or suffered by the Directorate for Welfare of OBCs & SCs, Manipur arising directly or indirectly

out of or in relation to:

(a) any breach of any terms of this Agreement (including but not limited to any claim or action by a third party alleging infringement of any intellectual property rights of such third party); or

(b) any claim by third party (including without limitation claims by any employee or agent of the Service Provider or the general public) for any damage, injury, loss or accident sustained in relation to the Service Provider's performance of the Contract, provided such damage, injury, loss or accident is not caused by the gross negligence or willful default of the Service Provider.

14. Submission requirement:

The Tender document is to be submitted in the manner prescribed below:

1. Organizational Contact Details as per Format-1
2. Infrastructure and equipment available with the Organization as per Format-2
3. List of personnel/experts/consultants on payroll as per Format-3
4. Financial strength of the company as per Format-4
5. Additional information as per Format- 5
6. Declaration as per Format-6
7. All other information documents sought in support of technical bids like experience, scanned copy of tender fee and EMD, PAN, GSTIN, sample copy of certificate etc
8. Trade/Job Role in which the firm intends to participate (Format- 7)
9. Non-blacklisting declaration as per Format – 8
10. Conflict of Interest Declaration-Format -9

15. General:

- a. The Directorate for Welfare of OBCs & SCs, Manipur reserves the right to accept or reject any or all applications without assigning any reason thereof. In case of any dispute, the matter would be decided as per the jurisdiction of the High Court of Manipur.
- b. Participating organizations/firms/agencies/institutes shall not start any training without the formal orders issued for the same from the Director for Welfare of OBCs & SCs, Manipur.
- c. The original copies of the EMD and Tender Fee of the prescribed amount should be submitted to the Director (OBCs & SCs), Manipur before the stipulated time. No proposal will be accepted in physical form except EMD and Tender Fee. In case EMD, Tender Fee in originals are not received within the specified time; the Bid shall be considered non-responsive and shall not be considered/evaluated. Scanned copy of the Tender fee and EMD has to be uploaded in the E-Tender website also.
- d. The Directorate shall not be responsible for any delay in postal service or disruption of web service.
- e. Subsequent Corrigendum/Addendum if any shall be available in website indicated above.
- f. The Authority reserves the right to cancel/split any or all bids without assigning any reason thereof. After verifying the infrastructure of the Training Provider, splitting shall be done at L1 rates from amongst the technically qualified Training Partners only, as per the discretion of the Authority.
- g. The rates quoted should be inclusive of all taxes/GST.
- h. The Training Partner may bid for selected Trades/Job Roles in which they have the requisite infrastructure (manpower, domain lab, tool & equipment etc.) for conducting Skill Development Programme under Sector Skill Council norms/ National Skill Qualification Framework. It is not

compulsory for the Training Partner to participate in all the Trades.

- i. The bidder shall submit the Trades/Job Roles in which they intend to participate as per "Format-7".
- j. Uploaded documents of successful bidder will be verified with the original documents before signing the contract agreement or issue of supply order / work order, whichever is earlier. The successful bidder has to provide the original documents to the designated authority on receipt of such letter for award of contract and within such deadline as may be specified therein; the said original documents shall be sent through registered post or submitted directly to the designated authority.
- k. The bidders must possess Digital Signature Certificate of Class II or Class III for submission of bids through online in the aforementioned website.
- l. Both the Technical bid and the Price bid will be opened in the Directorate for Welfare of OBCs & SCs, Manipur in its office located at 1st Floor, South Block, Secure Office Complex, AT Lines, Imphal.
- m. Wherever mentioned, the 'designated authority' is the Director of the Directorate for Welfare of OBCs & SC, Manipur.
- n. All documents/papers uploaded/submitted by the bidder must be legible.


(Dr. Yumnam Suraj Singh)
Director,
Welfare of OBCs & SC, Manipur

FORMAT-1

Organizational Details

1. Name of the Agency/Institute/Firm:
2. Registration No of society/firm/establishment:
3. Corresponding address with E-mail, Telephone/Mobile:
4. PAN No of the firm/agency:
5. GSTIN No.:
6. Area of specialization/trade:
7. Year of establishment of the firm:
8. Registered office, address and contact person:
9. Intake capacity at a time /per shift:
10. Whether hostel facilities are available (if required);
11. If hostel facilities is not available (training within the State),
Whether arrangement will be made at safe secure place by the agency:
12. Medium of instruction:
13. Location of training:

The above information is correct and true. Any wrong information detected at any stage, Directorate for Welfare of OBCs & SCs, Manipur can cancel the work awarded to us.

Place:

Signature of the authorized Person &

seal Date:



FORMAT-2Infrastructure and equipment available with the Organization

1. Imphal:

Name & Address:

Sl. No.	Sector/Area	Capacity per classroom	Classrooms	Tools & Equipment	Remarks (Domain Lab)
i).					
ii).					
iii).					
iv).					

Note: The information should indicate the availability of infrastructure, equipment and capacity of intake as on the date of submission of the application.

Signature of the applicant

Full name of the applicant Seal

& Date

FORMAT-3

List of key personnel/experts/consultants for conducting training programmes on payroll of the organization/ firm/ agency

Sl. No	Name	Designation	Education Qualification	Papers published, if any	Relevant Experience	Sectors	Years of experience as a trainer
1.							
2.							
3.							
4.							
5.							

- Note: i). The list should include only those experts/ consultants who are directly associated with the training programmes for employment and self-employment.
 ii) Certificate by Statutory Auditor or Company Secretary of the bidder organization/ firm/ agency.
 iii) Copy of the Sector Skill Council registered trainer certificate of the personnel/ expert/ consultant for conducting skill training programme to be enclosed.

Signature of Statutory Auditor/ Company Secretary:

Stamp & Date:

FORMAT-4**-----Letter Head of the CA Firm-----**

Name of the Firm/ Agency/ Organization :
Address :

Sl. no	Financial Year	Whether profitable Yes/No	Overall Annual Turnover (in Rs. lakh)	Annual Turnover from conducting Skill Development Programmes (in Rs. lakh)	Average Annual Turnover from conducting Skill Development training programmes. [Average of three consecutive financial years- 2022-23, 2023-24 and 2024-25] (in Rs. lakh)
1.	2022-23				
2.	2023-24				
3.	2024-25				

Note: Please enclose auditor's certificate in support of your claim.

Date:

Place:

Signature& Seal of the CA Firm

ICAI Registration No:.....

Region code no:

FORMAT-5**Additional Information**

1. List all enclosures related to the previous sanctions/ work experience financial year wise (copy of work order & completion report should be mandatorily submitted).

Sl. no	Financial year	Description	Amount	Number of trainees	Remarks (pl specify whether trained in Manipur/ North East/ Rest of India)

2. Number of trainees placed after skill training during the last 3 financial years (copy of the signed copy of the record of placement).

Sl. no	Financial year	Total number of trainees	Number of trainees placed	Percentage
i).	2022-23			
ii).	2023-24			
iii).	2024-25			

3. Additional information to support the eligibility of the organization/ firm/ agency.(Not more than 2 pages).

Signature of the applicant

Full name of the applicant

Stamp & Date



FORMAT-6

Declaration

We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document produced by us.

We also understand that Directorate for Welfare of OBCs & SCs, Manipur shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us.

We hereby confirm that we are interested in competing for the services to conduct the training programmes on the following:

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization and should be sealed and signed by an authorized signatory of the organization.



Format-7**NSQF ALLIGNED SKILL DEVELOPMENT COURSES**

Sl. No.	Sector Skill Council	Name of course/domain	NSQF Level	QP/Course Code	Mode of Training	Whether participating in the Trade/ Course (Yes/No)
i)	Tourism & Hospitality	Combine Course in Food & Beverage Service Associate & Guest Service Associate (Front Office)	Level 4	THC/Q030 1 and THC/Q010 2	Residential	
ii)	Plastic Engineering & Technology	Machine Operator-Plastic Processing	Level 4	RSC/Q4803		
iii)	Construction	Assistant Electrician	Level 4	CON/Q060 2	Non-Residential	
iv)	Beauty & Wellness	Assistant Hair Dresser & Stylist	Level 4	BWS/Q020 1		
v)	Electronics & Hardware	Field Engineer	Level 4	ELE/Q3105		
vi)	Tourism & Hospitality	Combine Course in Food & Beverage Service -Steward and Guest Service Associate (Front Office)	Level 4	THC/Q030 1 and THC/Q010 2	Residential	
vii)	Beauty & Wellness	Bridal Fashion and Photographic Make-up Artist	Level 5	BWS/Q0301		
viii)	Tourism & Hospitality	Combine Course in Food & Beverage Associate and Guest Service Associate (Front Office)	Level 4	THC/Q030 1 and THC/Q010 2	Residential	
ix)	Beauty & Wellness	Bridal Fashion and Photographic Make-up Artist	Level 5	BWS/Q0301		
x)	Food Processing	Baking Technician	Level 4	FIC/Q5005	Non-Residential	

-----Letter Head of the Organization/Firm-----

Format-8

Subject: Undertaking regarding non-blacklisting

I, (name of Authorized Signatory) of (Name of the Organization), do hereby declare, that

- a) (Name of the Organization) is not Blacklisted/ Barred/ Disqualified by any Central Government/ State Government/ Statutory Body or any PSU.
- b) (Name of the Organization) is not under a declaration of ineligibility for corrupt or fraudulent practices.
- c) (Name of the Organization) has at least one registered / branch office located in the State of Manipur (Name of the place where the office is situated).

Name of the Signatory:

Designation:

Organization Email:

Phone Number:



FORMAT-9

I, (Authorized Signatory), on behalf of (Organization Name), hereby declare that:

- ✓ We have no conflict of interest with respect to this tender process.
- ✓ We have not engaged in any activity that could influence the evaluation of bids unfairly.
- ✓ We shall inform the Directorate immediately if any conflict arises during the contract period.

Authorized Signatory:

Name:

Designation:

Seal:

Date:

