

Institute Management Committee
Industrial Training Institute, Midnapore
P.O-V.UNIVERSITY, MIDNAPORE (RANGAMATI)
PASCHIM MEDINIPUR, PIN- 721102
Email: iti.rang@yahoo.co.in

NIT No: - ITI/MID-18/e-tender/02/492

Dated: - 15/01/2026

NOTICE INVITING e-TENDER

Tender Inviting Authority: Member Secretary, IMC, ITI Midnapore.

Type of Work: Service.

Name of the Work: Engagement as Knowledge Partner for conducting Short-Term Training Courses under Paschim Banga Society for Skill Development (PBSSD) at ITI Midnapore.

(Submission of Bid through off- line)

Name of Work	Course of Training	EMD (Rs.)	Application fees. (Rs.)	Eligibility	Period of engagement	Tender evaluation
Engagement as Knowledge Partner for conducting Short-Term Training Courses under Paschim Banga Society for Skill Development (PBSSD) at ITI Midnapore.	AutoCAD 2D & 3D	2000.00	500.00	Mentioned in the eligibility criteria.	03 Year from the date of signing of MoU.(Renewal will be made after every 01 year on satisfactory performance evaluated by the IMC of ITI Midnapore)	Percentage BOQ

(1) The intending bidder may submit the bid with necessary cost of application fees and EMD electronically in the e-tender portal.

(3) Eligibility criteria for participation in the tender:-

- a) The agency/organization may be Individual Proprietorship or Partnership Firm/Company/ Society/LLP/Trust and must be a legal entity with the appropriate authority and in business from last 03 years 2022-23, 2023-24 & 2024-25 in West Bengal.
- b) The agency/organization should have working experience at least 03 years 2022-23, 2023-24 & 2024-25 in training business in skill development sectors (NCVT/SCVT/PMKVY/MES/PBSSD etc.)
- c) The agency/organization should have credentials with average annual turnover Rs.5.00 lacs & above from training activity in last three financial year.
- d) The agency/organization must have Income Tax & GST return and professional Tax receipt for the last three years.

e) The agency/organization should not have been blacklisted by any Government (Central & State) organisation/Public Sector Undertaking/ Autonomous Bodies. The agency will be required to submit an Affidavit to this effect.

(4) Scope of Work:

- i. Work as Training Partner for conducting short term training courses under PBSSD.
- ii. Mobilisation and enrolment, attendance of trainees for training.
- iii. Conduction of stipulated hours of training.
- iv. Engagement of qualified & experienced trainers for the selected courses as per norms of PBSSD and remunerate them monthly basis as per prevailing rates of T.E.T. & S.D. Department, Govt of W.B.
- v. Conduction of internal assessment and arrangement for final assessment & certification.

(5) ITI Midnapore will provide the required building infrastructure (Workshops, Class room, office and store space etc.) and tools & equipment for affiliation of specified courses.

(6) Important Information : - (Date & Time schedule)

Sl. No.	Items	Date(s) and Time
1.	Date of Publication of N.I.Q. Documents	15-01-2026 at 04:00 pm
2.	Bid Submission start date	16-01-2026 at 09:00 am
3.	Bid Submission closing date	27-01-2026 at 05:00 pm
4.	Bid opening date	30-01-2026 at 11:00 am

- (a) Bids shall remain valid for a period not less than **120 days (One Hundred Twenty)** from the last date of submission of Financial Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- (b) All the Prospective Bidders shall have to execute the Training in such a manner so that appropriate service level of the Training is kept during progress of work to the successful completion of the work to the entire satisfaction of the Secretary, IMC of ITI Midnapore.
- (c) No advanced or part payment will be made.
- (d) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a AGREEMENT for the work as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- (7) **Earnest Money:-**The amount of Earnest Money @Rs.2, 000.00 should be remitted electronically in the e-tender portal.
- (8) **Refund of EMD:** As per system provision and existing rules.
- (9) Conditional/ Incomplete tender will not be accepted.
- (10) During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

(11) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence in NIT.

(12) Qualification Criteria: -

The tender inviting & Accepting Authority through an “Evaluation Committee” will determine the eligibility of each bidder. **The Revenue Sharing (financial offer) of the prospective bidder will be considered only if the bidder is qualified.**

(13) Required Documents:

- i. Copy of related documents regarding incorporation as Individual Proprietorship or Partnership Firm/Company/ Society/LLP/Trust with the appropriate authority.
- ii. Copies of Profit & Loss A/C and BALANCE SHEET for the financial year 2022-23, 2023-24 & 2024-25 with duly audited/ certified by **Chartered Accountant with valid membership registration No.**
- iii. Copy of a certificate from a registered **Chartered Accountant having membership registration number** in respect of “Average Annual Turnover (Training related activity)” for last three **Financial Years (i.e. 2022-23, 2023-24 & 2024-25)** must be Rs.4 lakhs.
- iv. **Annexure I & Annexure III must be submitted on the letterhead of Firm.**
- v. Copy of work orders, agreements, LoI and project completion certificate.
- vi. Copy of PAN, GST and P. Tax registration certificate.
- vii. Copy of ITR ,GST return & P.Tax receipts for FY 2022-23, 2023-24 & 2024-25.
- viii. Self-attested copy of regarding not being black listed.
- ix. Copy of training related experience for FY 2022-23, 2023-24 & 2024-25.

(14) EVALUATION OF TENDER

- i. The Bidder will evaluate and compare the quotations determined to be satisfactorily responsive i.e. the quotations which conform to the laid down terms and conditions and specifications.
- ii. The evaluation of the tender shall be carried out based on the percentage of revenue proposed by the bidder to be retained from the funds received from PBSSD after successful completion of each batch.
- iii. The bidder shall quote only the percentage (%) of revenue to be earned by the agency from the PBSSD fund released to the IMC Society.
- iv. For the purpose of evaluation, the bidder quoting the lowest percentage of revenue share shall be considered as the most responsive and preferred bidder.

Illustration:

If an amount of Rs. 100/- is received from PBSSD after completion of a batch, the bidder who proposes to retain the minimum percentage out of the said amount shall be given preference for award of work order.

(15) The tender inviting authority is not obligated to offer work order to the highest bidder.

(16) Tender inviting authority at his own discretion may relax minor shortfall (if any) of the qualification criteria of the participants for the interest of works.

(17) Performance Security Deposit:

The successful agency shall submit performance Security deposit through DD in favour of “IMC OF

ITI MIDNAPORE" on receipt of award of contract for due performance and fulfillment of agreement by the bidder. This PSD shall be a fix amount Rs. 20,000.00.

(18) Payment Condition:

Payment to the selected (lowest percentage) bidder shall be made only after successful completion of the batch and after the corresponding fund is received from PBSSD.

No advance or interim payment shall be made prior to receipt of fund from PBSSD.

(19) SIGNING of CONTRACT/AGREEMENT

At the same time as the Tender Inviting Authority notifies the successful bidder that their bid has been accepted, the Tender Inviting Authority will send the bidder the Prescribed Contract Form provided in the bidding documents, incorporating all agreements between the parties.

Within 07 days of receipt of the Contract Form, the successful bidder shall execute an agreement with the Tender Inviting Authority or his representative.

Sd/-
Secretary
IMC of ITI Midnapore.

SAMPLE AGREEMENT

MEMORANDUM OF UNDERSTADING (MoU)

This memorandum of agreement is made on thisdate of..... between the IMC of ITI Midnapore, Paschim Medinipur, 721102 represented Mr.....,S/O.....,Secretary (Hereinafter called **THE FIRST PARTY**), M/S of address represented by Mr..... S/O - (Hereinafter called **THE SECOND PARTY**)

WHEREAS it has been the policy of **THE FIRST PARTY** that the skills imparted by the Industrial Training Institute must keep pace with the qualitative and Technological demands of the Industry and expanding universe of knowledge

AND WHEREAS in pursuance of the aforementioned policy it is proposed to take up skill training programs under Utkarsha Bangla and under the aegis of Paschim Banga Society for Skill Development (PBSSD) in the area of **AutoCAD 2D &3D** so that the trainees are motivated enough to become entrepreneur in the field of sustainable Organization and able to find their vocations.

THE PARTIES HERE OF AGREE AS FOLLOWS:-

SECTION-A – ROLE OF THE FIRST PARTY

The first party shall

1. Engage the second party as Training Partner.
2. Select courses in **AutoCAD 2D &3D** as suggested by the First parties.
3. Co-ordinate with the Training Partner.
4. Provide the required building infrastructure (Workshops, Classrooms, Office & store space etc.) and Tools & equipment for affiliation of courses.
5. Pay the requisite charges to the selected Training Partner (2nd Party) as agreed & obtained through NIT and disburse the payment **only after receiving payment from PBSSD**.

SECTION-B – ROLE OF THE SECOND PARTY

The Second party shall

1. Engage qualified & experienced trainers/faculties for the selected courses being run as per norms of PBSSD and other support-staffs and remunerate them monthly basis as per prevailing rates of T.E.T. & S.D. Department, Govt of W.B.
2. Continuously monitor the training curriculum as per Standard and conduction of stipulated hours of training
3. Conduction of internal assessment and arrangement for final assessment & certification.
4. Mobilisation and enrolment, attendance of trainees for training.
5. Meaningfully assist the trainees to form their own groups / Companies so that after training the trainees may find out a suitable vocation. If applicable help the trainees getting loan and subsidies from different Institutions.
6. Arrange and provide all the training raw materials required for the trainees during the theoretical / practical training courses as assigned at their own cost.

7. Advice the first party in case of any development required or discrepancies.
8. Submit bill/ Claims to the first party according to the prescribed rate of PBSSD followed by the % age rate of offer in NIT.

SECTION-D – FINANCIAL

1. THE FIRST PARTY shall pay the second party -----% age of the total training cost as received by them from PBSSD.
2. No other payments in whichever form will be a claim of any of the parties.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said _____, (For the 1st Party)

In the presence of

Signed, Sealed and Delivered by the said(For the 2nd Party
(Service Provider)

In the presence of:.....

ANNEXURE -I

APPLICATION

NIT No.: - ITI/MID-18/e-tender/02/492

Dated: -15/01/2026

1. Name and address of Bidder/ Firm/ Agency/ :
Company and Telephone/ **Cell phone Number and e-mail ID**
2. Trust/ Society Registration No. / Trade Licence :
No./ SSI Unit No.with Date
4. Name, Designation, Address and Telephone No. of Authorized Signatory :
5. Please specify as to whether Tenderer/ Bidder is Trust/ Society/ sole proprietor/ Partnership firm/ Private or Limited company :
6. Name, Address and Telephone No. of Directors/ :
Partners
7. Details of Earnest Money Deposit :

Name of the Tender Schedule applied for participation in the Tender	Details of Earnest Money Deposit through online	Amount (in Rs.)	Date of Issue	Name of issuing Bank & Branch

8. Any other information :
9. Declaration by the Bidder :

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

Signature of the Bidder
(Name & address of the Bidder with Seal)

ANNEXURE –II

(DECLARATION)

Tender Reference No.....

Name of Work:

.....

(To be furnished in Non-judicial Stamp paper of appropriate value)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our Trust/ Society/ firm / Company _____ nor any of constituent partner had been debarred to participate in tender by the any Government Department in India during the last 5 (five) years prior to the date of this NIT.
3. The under-signed also hereby certifies that our firm _____ have not been Black listed by any Govt. (State & Central) organizations.
4. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
5. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The IMC Society.
6. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm/Trust/ Society etc. & I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the Officer

Name of Firm with Seal

Date

ANNEXURE-III

Format of C.A. Certificate

(To be submitted on the letterhead of C.A. Farm)

TO WHOM IT MAY CONCERN

This is to certify that the Annual Turnover of(Name of the Firm) for Providing Training under any course curriculum designed by NCVT, SCVT, PMKVY, MES, PBSSD etc of Eligibility Criteria of this NIT of ITI Midnapore for the year mentioned below:

F.Y.	Total Turnover (in Lakhs)
2022-23	
2023-24	
2024-25	

Signature of CA with date

Registration Number