

Letter no.634

Dated- 25.11.2025

Request for Proposal (RFP)

for

Selection of academic Institution/autonomous institution/body and university recognized by state or central government for conducting Enterprise Development Program (EDP) and Management Development Program (MDP) training for senior entrepreneurs and professionals

Under

**Raising and Accelerating MSME Performance (RAMP),
JIIDCO, Ranchi, Jharkhand.**

**Tender Reference No.: JIIDCO/07/RAMP/2025-26
Date of Issue: 25/11/2025**

Notice Inviting Tender

NIT NO. JIIDCO/07/RAMP/2025-26

Date: 25.11.2025

Jharkhand Industrial Infrastructure Development Corporation, Government of Jharkhand invites Technical and Financial proposals from the reputed and experienced academic Institution/autonomous institution/body and university recognized by state or central government for conducting Enterprise Development Program (EDP) and Management Development Program (MDP) training for senior entrepreneurs and professionals under the Raising and Accelerating MSME Performance (RAMP) Program, JIIDCO, Ranchi, Jharkhand.

The RFP Document can be downloaded from the e-tender portal <https://jharkhandtenders.gov.in/>. The cost of the RFP document is Rs. 11,800 (Rupees Eleven Thousand Eight hundred) inclusive of GST which is to be paid through NEFT, RTGS, and Net Banking in favor of the Jharkhand Industrial Infrastructure Development Corporation, Jharkhand.

The RFP document contains details about the scope of work, bidding procedure. Response to this RFP shall be deemed to have been done after careful study and examination of this document with a full understanding of its implications.

A pre-bid meeting shall be held on the date, time, and place mentioned in the Fact Sheet. The interested firms are requested to attend the meeting to clarify the RFP's requirements and conditions.

For further notice/corrigendum/addendum, the Bidders are advised to regularly visit the above - mentioned e-tender portal.

Issuer:

The Managing Director,

Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO)

(A Govt. of Jharkhand Undertaking)

5th Floor, Udyog Bhawan, DIC Campus,

Ratu Road, Ranchi, Jharkhand 834001

Phone: 0651-3512851

Email: contact@jiidco.co.in/ md-office@jiidco.co.in

i. DISCLAIMER

- The information contained in the RFP document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP.
- Though adequate care has been taken in the preparation of this RFP, the Bidder should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) immediately before last date of purchase of RFP document.
- The RFP is not an agreement and is neither an offer by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) to the prospective Bidders or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their proposal pursuant to this RFP. The RFP may include statements, which reflect various assumptions and assessments arrived at by Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO) in relation to the requirement. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.
- The RFP may not be appropriate for all people, and it is not possible for Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ), its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP and obtain independent advice from appropriate sources.
- Information provided in the RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO), Government of Jharkhand (GoJ) , its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rule or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP or arising in any way in this selection process.
- Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any Bidder upon the statements contained in the RFP.
- Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand

(GoJ) may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP which shall be posted only on the website of www.jiidco.co.in as well as in the Jharkhand e-tender portal. It shall be the responsibility of the interested Bidders to keep themselves informed about the same.

- The issue of this RFP does not imply that Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) is bound to select a successful bidder for the project and Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
- The bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) or any other costs incurred in connection with or relating to its proposal. All such costs and expenses shall remain with the bidder and Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO), Government of Jharkhand (GoJ) shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation for submission of the proposal, regardless of the conduct or outcome of the selection process.

ii. Schedule of Bidding Process

Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), would endeavor to adhere to the following schedule during the Bidding Process:

Sl. No	Particulars	Description
1.	Date of Publication of Tender Notice	25.11.2025
2.	Bid Submission Start Date	26.11.2025, 04:00 P.M. onwards
3.	Last date for submission of pre-bid queries	29.11.2025, up to 6:00 P.M.
4.	Date of Pre-bid meeting	Date: 01.12.2025 Time: 11:30 AM Place: 5th Floor, Udyog Bhawan, DIC Campus, Ratu Road, Ranchi, Jharkhand 834001 contact@jiidco.co.in , md-office@jiidco.co.in Contact No.: 0651-3512851
5.	Bid Submission Closing Date	09.12.2025, Time 04.00 PM
6.	Opening of Technical Bids	10.12.2025, Time 05:00 PM
7.	Date of Technical Presentation (20 min presentation 10 min discussion)	To be informed
8.	Financial Bid Opening	To be informed
9.	Bid application Fee (Non-refundable) – payment mode needs to be described	INR 11,800.00/ inclusive of GST through on-line mode.
10.	Bid security / Earnest Money Deposit (Refundable)	INR 2,50,000/- (Rupees Two Lakh Fifty Thousand) only through on-line mode only. Bidders can use internet banking facility for faster processing of Tender fee Alternatively, Bidders can use NEFT/RTGS challan generated for the tender from http://jharkhandtenders.gov.in portal. Refund will only be issued to the Originated bank account used for the payment of EMD. So, bidders are advised NOT to close the above Bank Account used for online payment NEFT/RTGS of EMD. Online EMD submitted by the H-1 bidder will be refunded in the same bank account and the Hard copy of the EMD submitted will be given back to the H-1 bidder before AOC process is started.
11.	Security Deposit as Performance Bank Guarantee	5% (five percent) of the total value of the contract in the form of Bank Guarantee
12.	Bid Validity	180 Days from the last date of bid submission.
13.	Evaluation Criteria	QCBS (70:30)
14.	Contact Details of Concerned	Managing Director, JIIDCO

Note:

- i. JIIDCO reserves the right to change the above schedule of bidding process. Please visit the E-Tender Portal regularly for the same.

- ii. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet above. Proposals that are received after the deadline will not be considered in this procurement process.

iii. **Section- Standard**

1. Definitions	<ul style="list-style-type: none"> • “Applicable Law” means the laws and any other instruments having the force of law in India as they may be issued and be in force from time to time. • “Authority” means the one with which the selected bidder signs the Contract for the Services. In this project, the ‘Authority’ is the Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO). (Herein referred to as the “RAMP Nodal Agency” or “The Client” or “The Employer”) • “Bidder” means any entity or person that may provide or will provide the Services to the Authority under the Contract. • “Contract” or “Agreement” means the Contract signed by the Parties and all the attached documents listed in its Clauses that is the General Conditions (GC), the Special Conditions (SC), and the Appendices. • “Authorized Representatives” means any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Authority, or the Bidder may be taken or executed by the officials specified in the Contract. • “Data Sheet” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions. • “Day” means calendar day. • “Government” means the Government of Jharkhand. • “Instructions to Bidders” means the document which provides interested Bidders with all information needed to prepare their Proposals. • “LOI” means the Letter of Invitation being sent by the Employer to the Consultants. • “Personnel” means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof. • “Proposal” means the Pre-Qualification Proposal, Technical Proposal and the Financial Proposal. • “RFP” means the Request for Proposal to be prepared by the Employer for the selection of consultants, based on the SRFP. • “SRFP” means the Standard Request for Proposals, which must be used by the Employer as a guide for the preparation of the RFP. • “Assignment/ job” means the work to be performed by the Consultant pursuant to the Contract. • “Terms of Reference” (TOR) means the document included in the RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the assignment.
2. Introduction	<ul style="list-style-type: none"> • Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO) will select an Institution, in accordance with the method of selection specified in the Data Sheet. • The name of the assignment/Job has been mentioned in Data Sheet. Detailed scope of the assignment/job has been described in the Terms of Reference. • The date, time and address for submission of the proposals has been given in Section: SCHEDULE OF BIDDING PROCESS • Interested Bidders are invited to submit a Pre-Qualification Proposal, Technical Proposal and a Financial Proposal, for services required for the assignment named

	<p>in the Data Sheet. The Proposal, technical presentation, and any clarifications provided by the Bidder along with the Terms of Reference provided in the RFP will be the basis for contract negotiations and ultimately for a signed Contract with the selected Bidder.</p> <ul style="list-style-type: none"> • Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Bidders are encouraged to visit the Employer before submitting a proposal and to attend a pre-proposal conference. • Attending the pre-proposal conference is optional. Bidders should contact the Employer's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre- proposal conference. Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements • The Employer will timely provide at no cost to the Bidders the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports. • Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.
3. Conflict of Interest	<p>A. Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) expects that the Institution provides professional, objective, and impartial advice and at all times hold Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) interest on priority, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Institution shall not accept or engage in any assignment that would conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ).</p> <p>B. Bidder shall not have a conflict of interest that may affect the selection process of the Institution (the "Conflict of Interest"). Any Bidder found to have a conflict of interest shall be disqualified.</p> <p>C. Bidder shall be deemed to have a conflict of interest affecting the selection process, if:</p> <ul style="list-style-type: none"> a) a constituent of such Institution is also a constituent of another bidder; (or) b) such Institution receives or has received any direct or indirect subsidy or grant from any other bidder; (or) c) such Institution have the same legal representative for purposes of this application as any other bidder; (or) d) An Institution is engaged by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) to provide goods or works or services and if the associate/s of such Institution is engaged for providing services for the same project and vice versa.
4. Unfair Advantage	<p>If the Bidder could derive a competitive advantage from having provided services related to the assignment in question, the Employer shall make available to all other Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.</p>

5. Fraud and Corruption	<ol style="list-style-type: none"> 1. It is required that Bidders participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. 2. The Employer defines, to this paragraph, the terms set forth below as follows: <ol style="list-style-type: none"> a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly with a corrupt intent. b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract. c) "Collusive practices" means a scheme or arrangement between two or more agencies with or without the knowledge of the Employer, designed to establish prices at artificial, noncompetitive levels. d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;
6. Only one Proposal	A bidder may submit only one proposal. If a bidder submits or participates in more than one proposal, such proposals shall be disqualified.
7. Late Bid, Modification and Withdrawal of proposal	<ol style="list-style-type: none"> 1. The last date for submitting bids electronically in the e-Tender portal on or before as mentioned in the e-Tender Portal. 2. Late Bids are not allowed and will not be considered by JIIDCO 3. Original hard copy of RFP Document Fees and EMD received after the Proposal Due Date and the specified time (including the extended period if any) for any reason, whatsoever, shall not be entertained and shall be returned unopened by the JIIDCO. 4. The Bids/Proposals submitted through hard copy shall not be considered. No correspondence will be entertained on this matter. 5. Modification: The Bidder can modify his Proposal only before the last date of submission of Proposals. 6. Withdrawal of Proposals: The Bidder can withdraw his Proposal before the last date of submission of Proposals without forfeiting his EMD.
8. Proposal Validity	Section 2 Data Sheet (Schedule of Bidding Process) to consultant indicates how long Bidders Proposals must remain valid after the submission date. During this period, Bidders shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged, or in their confirmation of extension of validity of the Proposal, Bidder could submit new staff in replacement, who would be considered in the final evaluation for contract award. Bidders who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the Employer shall not consider such proposal for further evaluation.
9. Clarification and Amendment of the RFP Document	<ol style="list-style-type: none"> i. Bidder may request clarification in the RFP document up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Data Sheet. The Employer will respond in writing by standard electronic means of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. Should the

	<p>Employer deem it necessary to amend the RFP because of clarification, it shall do so following the procedure under next Para.</p> <ul style="list-style-type: none"> ii. Pre-bid queries should be submitted with subject: “Pre-bid queries for Selection of academic Institution/autonomous institution/body and university recognized by state or central government, for conducting Enterprise Development Program (EDP) and Management Development Program (MDP) training for senior entrepreneurs and professionals under Raising and Accelerating MSME Performance (RAMP), JIIDCO, Ranchi, Jharkhand”. iii. At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/corrigendum shall not be sent to any Bidders separately and will be uploaded in the e-tender portal and JIIDCO website. It is the responsibility of the bidders to update themselves from time to time and apply the proposal accordingly. To give the bidders reasonable time in which to take an amendment into account in their Proposals, the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.
10. Preparation of Proposals	<ul style="list-style-type: none"> i. While preparing their Proposal, Bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in the rejection of a Proposal. The Proposal consists of 3 parts <ul style="list-style-type: none"> a) Pre-Qualification Proposal b) Technical Proposal and c) Financial Proposal ii. The Proposals shall be prepared as under: <ul style="list-style-type: none"> a) The Consultants shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms in accordance with e-Procurement Portal guidelines. The submission can be done electronically through the website and in accordance with the procedures specified in this RFP. Proposals submitted by any other means will be rejected. b) An authorized representative of the institution shall digitally sign the proposal in the required format for both the Technical Proposal and, if applicable, the Financial Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal. c) The Financial Proposal should contain a financial quote for the services expected from the Institution in the RFP document. This will be counted from the date of signing the contract. d) The financial proposal shall be as per Form 11 of this RFP e) The expense related to deployment of team members with respective location should be budgeted within the fees to be given above. f) Any expense incurred towards travel outside the State will be approved with conditions and reimbursed by Jharkhand Industrial Infrastructure Development Corporation (JIIDCO), Government of Jharkhand (GoJ) g) Any condition at the financial bid stage would render the offer liable for rejection. h) Bidders should be aware that the electronic procurement system does not allow for any interlineations, erasures, or overwriting. Any modifications or revisions to the Proposal shall be made in accordance with procurement portal guidelines. i) The Proposal or its modifications must be uploaded to the portal no later than the deadline indicated in this RFP, or any extension to this deadline. The electronic system will not accept any Proposal or its modification for uploading after the deadline.

	<p>j) Once the Proposal is uploaded on the portal, the system will generate unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission. Any other system's functionality requirements are specified in this RFP.</p>
11. Pre-Qualification Proposal and Technical Proposal Format and Content	<p>a) bidders are required to submit the Pre-Qualification proposal, Technical and Financial Proposal. Submission of the wrong type of Proposal will result in the Proposal being deemed non-responsive.</p> <p>b) The Pre-Qualification Proposal shall provide the information as required in Evaluation criteria (Section 5.1) and shall provide all documentary evidence for the same.</p> <p>c) The Technical Proposal (TP) shall provide the information indicated in the following paras from (i) to (vii)</p> <ol style="list-style-type: none"> For the Technical Proposal: A brief description of the Institution/ organization and an outline of recent experience of the institution/Organisation are required in Form 2. For each assignment, the outline should indicate the names of Sub-Agencies/ Professional staff who participated, duration of the assignment, contract amount, and Agencies involvement. Information should be provided only for those assignments for which the bidder was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other agencies or firms cannot be claimed as the experience of the Bidder, or that of the bidders' associates, but can be claimed by the Professional staff themselves in their CVs. Bidders should be prepared to substantiate the claimed experience if so, requested by the Employer. For the TP: Bidder should be able to substantiate the experience claimed in their proposal and must submit Letter of Award/ Work Order / Completion Certificate / Copy of Contract for all assignments mentioned in the proposal. For the TP, a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form 9. The work plan should be consistent with the Work Schedule which will show in the form of a bar chart the timing proposed for each activity. The information on annual turnover from consultancy services/ training is to be provided in Form 3 CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form 7). For the TP: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment. <p>d) The Pre-Qualification Proposal and Technical Proposal shall not include any financial information. A Pre- Qualification Proposal or Technical Proposal containing financial information shall be declared non-responsive.</p>
12. Financial Proposals	<p>i. The Financial Proposal shall be prepared using the attached Standard Forms 10. The financial proposal should not include any conditions attached to it and any such conditional financial proposal shall be summarily rejected.</p>
13. Taxes	<p>a) The Bidder may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Employer under the Contract. Bidders shall include such taxes in the financial proposal.</p> <p>b) Bidders should provide the price of their services in Indian Rupees.</p>

	c) Commissions and gratuities, if any, paid or to be paid by bidders and related to the assignment will be listed in the financial Proposal.
14. Earnest Money Deposit (EMD)	<p>a) Earnest Money Deposit An EMD of INR 2,50,000.00 (Rupees Two lakh fifty Thousand) only through on-line mode only. Bidders can use internet banking facility for faster processing of Tender fee Alternatively, Bidders can use NEFT/RTGS challan generated for the tender from http://jharkhandtenders.gov.in portal.</p> <p>Refund will only be issued to the Originated bank account used for the payment of EMD. So, bidders are advised NOT to close the above Bank Account used for online payment of NEFT/RTGS for EMD. Online EMD submitted by the H-1 bidder will be refunded in the same bank account and the Hard copy of the EMD submitted will be given back to the H-1 bidder before AOC process is started.</p> <p>iv. Proposals not accompanied by EMD shall be rejected as non-responsive.</p> <p>v. No interest shall be paid by the Employer for the sum deposited as earnest money deposit.</p> <p>vi. The EMD of the unsuccessful bidders would be returned within 60 days of signing the contract.</p> <p>b) The EMD shall be forfeited by the Employer in the following events:</p> <p>i. If Proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.</p> <p>ii. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.</p> <p>iii. If the bidder tries to influence the evaluation process.</p> <p>iv. If the First ranked Bidder withdraws proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the bidder).</p>
15. Performance Guarantee	<p>i. The selected bidder shall be required to furnish a Performance Bank Guarantee equivalent to 5 % of the contract amount rounded off to the nearest thousand Indian Rupees, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favor of Jharkhand Industrial Infrastructure Development Corporation Ltd, (JIIDCO), Ranchi for the entire period of the Contract with an additional 180 days claim period. The bank guarantee must be submitted after Award of Contract but before signing of Contract.</p> <p>ii. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to Contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the bidder on any account under the Contract. On submission of this performance guarantee and after signing of the Contract, EMD of successful bidder shall be returned.</p>
16. Submission, receipt and opening of proposals	<p>a) Bid Opening shall take place through the https://jharkhandtenders.gov.in. Online Proposals submitted along with the EMD and Tender Fee (Payable Online through the portal) shall be considered for Bid opening as per the timelines mentioned in the RFP.</p> <p>b) In case of EMD is not received as per the timeline mentioned in RFP, the bid submitted in e-Procurement Portal would be rejected.</p> <p>c) Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) Government of Jharkhand (GoJ) will constitute a Bid Evaluation Committee (BEC) to carry out the entire evaluation process. BEC shall conduct the opening of the Technical Proposals online immediately after the Proposals' submission deadline and following the procedure described in the RFP. The folder with the Financial</p>

	<p>Proposal shall remain unopened, encrypted and shall be securely stored on the portal.</p> <p>d) During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.</p> <p>e) At the opening of the Technical Proposals the bidder's name, whose proposal has been received, shall be read out and recorded online simultaneously</p> <p>f) After the technical evaluation is completed, Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) Government of Jharkhand (GoJ) office shall notify those bidders whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score by sending a notification through the means indicated in the RFP. Financial Proposals of those bidders whose Technical Proposals did not meet the minimum qualifying score shall not be opened. In such case, a notification to that effect will be sent to the bidder. The Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) Government of Jharkhand (GoJ) office shall simultaneously notify those bidders that have achieved the minimum overall technical score and inform them of the date, time and, if indicated in the RFP, location of technical presentations and online opening of the Financial Proposals. The bidder's attendance at the opening of the Financial Proposals (online, or in person, if such an option is indicated in the RFP) is optional and is at the bidder's choice. If RFP provides an option of attending in person, the opening date shall allow the bidders sufficient time to make arrangements for attending the opening.</p> <p>g) The Financial Proposals shall be opened online by the Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ), and the evaluation committee as described in the RFP. At the opening, the names of the bidders, and the overall technical scores, including the break-down by criterion, shall be read aloud first and recorded online simultaneously. The Financial Proposals shall be then opened, the total prices read aloud and recorded online simultaneously. The records of the opening shall remain on the portal for the information of the bidders who submitted Proposals unless the RFP provides for other means of sending notifications and the results of the financial opening.</p>
17. Evaluation of Pre-Qualification Proposal	<p>The BEC shall first evaluate the Pre-Qualification Proposal as per the Pre-Qualification Criteria detailed in Section 5.1. The BEC while evaluating the Pre-Qualification Proposals, shall have no access to the Technical and Financial Proposals until the Pre-Qualification evaluation is concluded, and the competent authority accepts the recommendation.</p>
18. Evaluation of Technical Proposal	<p>c) The technical proposals of only those bidders, who qualify in the evaluation of the pre-qualification proposals, shall be opened. BEC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.</p> <p>d) The BEC shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in Section 5.2. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. An evaluation of the technical proposal will be done and at this stage the financial bid (proposal) will remain unopened.</p> <p>e) The Technical Evaluation will be evaluated, and total marks will be given out of 100.</p>

<p>19. Public Opening and Evaluation of Financial Proposals – QCBS Selection Procedure</p>	<p>v. Only those Bidders whose Technical Proposals score at least 70 marks out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (“Technically Qualified bidders”).</p> <p>vi. Financial proposals of only those bidders who are technically qualified shall be opened publicly on the date & time specified in the RFP, in the presence of the bidders’ representatives who choose to attend. The name of the bidders, their technical score (if required) and their financial proposal shall be read aloud.</p> <p>vii. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a part amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. Incase an activity or line it quantified in the Financial Proposal differently from the Technical Proposal.</p> <p>viii. JIIDCO has adopted a two-stage bidding process with a quality and cost-based method of selection comprising two steps of evaluation (collectively the “Selection Process”) in evaluating the Proposals.</p> <p>ix. The Bidder shall be selected on the basis of Quality and Cost Based Selection (QCBS), whereby the Technical Proposal will be allotted a weightage of 70% and the Financial Proposal will be allotted a weightage of 30%. The first-ranked bidder shall be selected while the second-ranked will be kept in reserve. The marking (upto 4 decimal points) will be based on the normalization process.</p> <p>x. The minimum technical score required to pass is: 70 marks.</p> <p>Example: If in response to this RFP, three proposals, Bidder A, Bidder B & Bidder C were received. The technical marks awarded by the Tender Committee to them are 76, 80 and 87 marks respectively, all the three proposals would be technically suitable. The marking will be as shown as below:</p> <p>Relative Technical Score (RSTech)</p> $= T / THigh * 100 \text{ Where}$ <p>RSTech = Relative score for obtained by the Bidder</p> <p>T = Technical score obtained by Bidder</p> <p>THigh = Highest Technical score secured among the Bidders Technical Marks of Bidder</p> <p>A: $76/87 \times 100 = 87.3563$ points Technical Marks of Bidder B: $80/87 \times 100 = 91.9540$ points</p> <p>Technical Marks of Bidder C: $87/87 \times 100 = 100.0000$ points</p> <p>Further, if the quoted price in Financial Proposal (Annexure I) of Bidder A, Bidder B & Bidder C were Rs.120, 100 & 110 respectively, Relative Commercial Marking RSCom will be done based on following formula:</p> $RSCom = C_{Low} / C \times 100$ <p>Where</p> <p>RSCom = Relative score for Commercial Bid of the Bidder</p> <p>C = Commercial bid value of the Bidder under consideration</p>
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	<p>C_{Low} = Lowest commercial bid value out of all the eligible commercial bids obtained Commercial Marks of Bidder A: $100/120 \times 100 = 83.3333$ points</p> <p>Commercial Marks of Bidder B: $100/100 \times 100 = 100.0000$ points</p> <p>Commercial Marks of Bidder C: $100/110 \times 100 = 90.9091$ points</p> <p>Total Relative Score (RS) (upto 4 decimal points) obtained by each eligible Bidder will be calculated as follows:</p> <p>$RS = RS_{Tech} \times 0.70 + RS_{Com} \times 0.30$</p> <p>Proposal Bidder A: $87.3563 \times 0.7 + 83.3333 \times 0.3 = 86.1494$</p> <p>Proposal Bidder B: $91.9540 \times 0.7 + 100.0000 \times 0.3 = 94.3678$</p> <p>Proposal Bidder C: $100.0000 \times 0.7 + 90.9091 \times 0.3 = 97.2727$</p> <p>Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.</p>
20. Negotiations	<p>a) Negotiations will include a discussion of the Technical Negotiations Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the bidder to improve the Terms of Reference. The Employer and the bidder will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required by the Employer to ensure satisfactory implementation of the assignment. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the bidder.</p> <p>b) Negotiations will conclude with the view of the draft Contract. To complete negotiations the Employer and the bidder will initial the agreed Contract. If the selected bidder refuses to take up the project, the bidder scoring the second highest score (H2) shall be Declared as the Selected bidder, subject to match the price with that of H1 bidder, if lower.</p>
21. Award of Contract	<p>a) After completing negotiations, the Employer shall issue a Letter of Intent to the selected bidder and promptly notify all bidders who have submitted proposals about the decision taken.</p> <p>b) The bidder will submit the Performance Bank Guarantee (PBG) and send a letter of acceptance to the Employer</p> <p>c) Post submission of PBG, the Employer and the selected bidder shall sign the Contract after fulfilling all the formalities/pre-conditions as per the standard form of Contract in, within 15 days of submitting of the Letter of Acceptance.</p>
22. Confidentiality	<p>Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the Award of Contract. The undue use by any bidders of confidential information related to the process may result in the rejection of its Proposal</p>
23. Contract Agreement	<p>a) The Successful Bidder shall execute an Agreement in Rs. 500/ non judicial stamp paper in the name of the Bidder bought in Jharkhand within 15 days from the date of Letter of Acceptance issued by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ)</p> <p>b) The Successful Bidder shall not assign or make over the Contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the Contract or any part thereof without the prior written consent of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) Government of</p>

	<p>Jharkhand (GoJ) reserves its right to cancel the order either in part or full, if this condition is violated.</p> <p>c) Special Condition for Awarding the Agreement:</p> <p>a) Client will sign the Agreement with Successful Bidder for a period as mentioned in 'Duration of Contract' in the document.</p> <p>b) Client may extend the Agreement for a time period beyond what has been specified in 'Duration of Contract' in the document.</p> <p>c) Clients will also have the right to increase in the scope of work as per the mutually agreed terms and conditions between both the parties.</p>
24. Force Majeure	<p>1. The bidder shall not be liable for forfeiture of its Performance Bank Guarantee, liquidated damages, or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, Force Majeure means an event or situation beyond the control of the bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the bidder. Such events may include, but not be limited to, acts of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>2. If a Force Majeure situation arises, the bidder shall promptly notify Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) in writing of such condition and the cause thereof. Unless otherwise directed by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) in writing, the bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
25. Arbitration	<p>No case shall be filed on the terms and conditions of the RFP Document. No case shall be filed on the rights and prerogatives reserved by the Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ). State and the selected bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between the tenderer or in connection with the Contract. If, after 30 (thirty) days from the commencement of such informal negotiations, Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by a third party acceptable to both, or in accordance with the Arbitration and Conciliation Act, 1996.</p>
26. Subcontracting	<p>Sub-contracting is NOT allowed for delivery of Services.</p>
27. Confidentiality	<p>Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any bidder of confidential information related to the process may result in the rejection of its Proposal</p>
28. Limited Liability	<p>The Bidder's liability for direct losses or damages under this RFP and for all claims connected to it, in contract, tort (including negligence), and statutory liability or otherwise, shall be limited to the fees paid for the Services.</p> <p>Any claims related to loss or damage suffered as a result of, arising from or in connection with the RFP shall be made within one year from the date of cause of action arising. For</p>

	the purposes of this clause, a claim shall be made when court or other dispute solution proceedings are commenced.
29. Language	The Proposal should be filled by the Bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.
30. Indemnity	<p>Bidder shall indemnify JIIDCO from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how- so-ever suffered including patent, copyright, trademark, and trade secret, arising or incurred inter-alia during and after the contract period out of:</p> <p>a) Negligence or wrongful act or omission by the Selected bidder or its team or any Agency/ Third Party in connection with or incidental to this RFP and work orders issued hereunder; or</p> <p>b) Any breach of any of the terms the RFP, bidder's Proposal as agreed, the Work Order awarded to the bidder, its Team or any other Third Party to which work is subcontracted in compliance with the RFP/ Contract Agreement/Work Order(s).</p>
31. Insurance	<p>The bidder</p> <p>a. shall take out and maintain, and shall cause any Agents to take out and maintain, at their (or the Sub-Agencies', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, valid during the entire period of the agreement and</p> <p>b. at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.</p>
32. Penalty Terms	If the bidder fails to complete service/rectification within the defined time limit, a penalty of 0.5% of the Contract Amount shall be charged as a penalty for each week of delay from the bidder. Bidder can deposit the penalty with the Employer directly; else the Employer shall have a right to recover all such penalty amount from the Performance Security (PBG). The cumulative Penalty shall not exceed 10% of the total Contract amount, after which the Employer shall have the right to get the service/rectification done from alternate sources at the risk and cost of the bidder, besides forfeiture of PBG. Bidder shall be liable to reimburse the cost of such service/rectification to the Employer.
33. Termination	<ol style="list-style-type: none"> 1. JIIDCO may terminate the RFP process at any time, with or without assigning any reason. JIIDCO makes no commitments express or implied that this process will result in a business transaction with anyone. 2. This RFP does not constitute an offer by JIIDCO. The Bidders' participation in this process may result in JIIDCO selecting the Bidder to engage towards execution of the Contract. 3. JIIDCO may terminate the Contract issued to the bidder in case of the occurrence of any of the events specified below: <ol style="list-style-type: none"> I. If the Selected bidder becomes insolvent or goes into compulsory liquidation. II. If the Selected bidder, in the judgment of JIIDCO, has engaged in corrupt or fraudulent practices in competing for or in executing the Work. III. If the Selected bidder submits to JIIDCO false statement which has a material effect on the rights, obligations or interests of JIIDCO. IV. If the Selected bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to JIIDCO. V. If the Selected bidder fails to deliver any or all of the Services within the time period(s) specified in the work order or any extension thereof granted by JIIDCO. VI. If the Selected bidder deploys persons who are not carrying the skills /

	<p>experience / expertise of the level they are reasonably expected to on the basis of the scope description set out in the RFP. If the Selected bidder deployed fails to perform any other obligation(s) under the Work order or Agreement</p> <p>VII. If the Selected bidder, in either of the above circumstances, does not take remedial steps within a period of 30 (thirty) days after receipt of the default notice from JIIDCO (or takes longer period in spite of what JIIDCO may authorize in writing), JIIDCO may terminate the work order(s) in whole or in part. In addition to above, JIIDCO may at its discretion may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other successful bidder and the defaulting bidder shall be liable to compensate JIIDCO for any extra expenditure involved towards support service to complete the scope of work.</p>
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vii. Section - Proposal Submission

Sl. No	Item	Details
a)	Financial proposal to be submitted along with the Technical Proposal	Yes
b)	Letter of Authorization / Power of Attorney to sign on behalf of the bidder	Yes
c)	Proposal Formats	<p>The formats for the Pre-Qualification Proposal and Technical Proposal to be submitted are</p> <ul style="list-style-type: none"> a) Scanned copy of Tender Fees and EMD b) Copy of Letter of Incorporation / Registration Certificate with competent authority c) Copies of Work Order/ Contract Agreement / Completion Certificate d) Form 1: Letter of Submission of Proposal e) Form 2: Particulars of Bidders f) Form 3: Turnover and Net Worth Certificate g) Form 4: Self Declaration of non-blacklisting h) Form 5: Number of Participants Trained (On the letter head of the firm) i) Form 6 (A & B): Organization Project Experience j) Form 7: Number of Trainers with desired qualifications (On letter head of the firm) and CVs of proposed trainers ((Not More than 10 Pages in total) k) Form 8: Format for Performance Bank Guarantee l) Form 9: Power of Attorney m) Form 10: Financial Proposal Submission Form (FIN 1 & FIN 2)

viii. Section - Proposal Evaluation

a. Minimum Eligibility Criteria (Pre-qualification Criteria)

S. No.	Particulars	Criteria	Documents Required
a)	Legal Entity	The bidder must be an academic Institution, autonomous institution/body and university recognized by state or central government having a formal intent and legal competency to enter into an agreement or contract and should be registered under respective Act and Jurisdiction in India	Incorporation/Registration document of the Firm/ PAN Card / GST Registration
b)	Financial Capacity	Total Average Annual Turnover of the institution in the last three financial years (i.e., 2022-23, 2023-24 and 2024-25) should not be less than Rs 5,00,00,000.00 (Rupees Five Crore) only. The average annual turnover certificate as issued by the Chartered Accountant should be submitted in the format enclosed as Annexure 3 of this RFP document. The Certificate must be accompanied by attested copies of the audited Statement of Accounts of last three financial years (i.e., 2022-23, 2023-24 and 2024-25). The Bidder should have positive net worth in each of the previous three financial years (FY 2022-23, 2023-24 and 2024-25)	CA certificate with UDIN stating an average annual turnover of Rs 5,00,00,000.00 (Rupees Five Crore) only in the last three financial years (i.e., 2022-23, 2023-24 and 2024-25) (Form no.3)
c)	Prior experience	The institution should have a minimum 05 (Five)years of experience in providing training, out of which at least 03 (three) year in similar EDP/MDP related trainings, in India	Form no. 6 (A & B)- Work Orders / Contract Agreement / Work completion certificate to be shared
d)	Authorized Signatory	The bidder must submit a letter of authorization by the Board, authorizing the signatory, for signing the Proposal	Board resolution / Power of Attorney authorizing the signatory to sign on behalf of the firm/ institution (Form no. 9)
e)	Blacklisting	The bidders willing to participate should not: a) be blacklisted or debarred from participating in any empanelment process by the Procuring Entity or by any other State or Central Government entity, undertakings or bodies are not eligible to participate during their period of blacklisting/debarment. Rule under Chapter VII of the Jharkhand Procurement of Goods and Services Manual, 04.10.2024, shall prevail. b) be insolvent, in receivership, bankrupt, or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended; and must not be the subject of legal proceedings for any of the foregoing reasons. c) Neither the entity nor its directors and officers, Board of trustees, have been convicted of any criminal offense relating to their professional conduct or the making of false statements or misrepresentations regarding their qualifications	Self-Declaration must be submitted (Form no. 4)

S. No.	Particulars	Criteria	Documents Required
		to enter a procurement contract within the three years preceding the commencement of the procurement process, nor have they been otherwise disqualified pursuant to debarment proceedings. d) have a conflict of interest as per Chapter VI of Jharkhand Procurement of Goods and Services Manual, 04.10.2024 and which materially affects the competition.	
f)	NIRF ranking	The institution must be listed within the top 50 list of NIRF ranking 2025 in the management or engineering field	Supporting documents

b. Technical Evaluation Criteria

The Technical Proposals of only those bidders who meet the pre-qualification criteria will be opened. Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily. The bidders need to meet the below listed criteria, and the technical evaluation parameters cited below -

Sl. No	Particulars	Criteria	Max. Marks	Documents to be submitted
1.	Average Annual Turnover of the institution exclusively from training activities in the last three financial years i.e., 2022-23, 2023-24 and 2024-25)	<ul style="list-style-type: none"> More than 5 Cr and \leq 7Cr - 5marks More than 7 Cr and \leq 9 Cr – 7 marks Above 9 Cr – 10 marks 	10 marks	Form 3 i. CA Certificate ii. Audited balance sheets for the last three financial years
2.	Institution/ Firm Experience			
2.1	Number of years of experience in the field of imparting training on EDP / MDP to State Government Departments /Central Government Departments/ Central or State PSUs as on the last date of submission of the proposal by institutions (Parent/ Subsidiary or both)	<ul style="list-style-type: none"> >3-5 years - 10 marks >5-7 years – 15 marks >7 years – 20 marks 	20 marks	Form 6(A) and Work orders / completion certificates/ Contract Agreement
2.2	Number of years of experience in the field of imparting training on EDP / MDP to corporate or private institutions as on the last date of submission of the proposal by institutions (Parent/ Subsidiary or both)	<ul style="list-style-type: none"> >3-5 years - 10 marks >5-7 years – 15 marks >7 years – 20 marks 	20 marks	Form 6(B) and Work orders / completion certificates/ Contract Agreement
2.3	The Parent/Subsidiary institution must be listed within the top 50 list of NIRF ranking 2025 in the management or engineering field	<ul style="list-style-type: none"> Top 25 Rank – 10 Marks Top 26-50 Rank – 05 marks 	10 marks	Attach respective Supporting document

Sl. No	Particulars	Criteria	Max. Marks	Documents to be submitted
2.4	No. of participants trained on EDP/ MDP as on the last date of submission of the proposal by institutions (Parent/ Subsidiary or both)	<ul style="list-style-type: none"> 501 to 1000: 5 marks 1001 and above: 10 marks 	10 marks	Form 5 and Copy of Work order/ Agreement/ Certificate from client for successful completion of the training with number of participants
2.5	The number of Trainers with desired qualifications and experience. Desired Qualification: Master's Degree/ postgraduate/ PhDs. Minimum Experience of 05 years of providing training on EDP and MDP.	<ul style="list-style-type: none"> 2 – 4 numbers: 5 marks 5 - 7 numbers: 7 marks 8 - 10 numbers: 10 marks 	10 marks	Form 7
3.	PRESENTATION			
3.1	<p>a. Approach & Methodology: Technical presentation by bidder which shall include understanding of the authority's requirements, proposed solution, relevant experience, and proposed work plan to execute the training.</p> <p>b. Proposed deployment of manpower with their experienced and background</p> <p>c. Development of Content & Modules: Proposed developed modules specific for this tender document</p>	<p>a. 5 marks</p> <p>b. 5 marks</p> <p>c. 10 marks</p>	20 Marks	Authorized representatives need to present their proposal.
	Total		100 Marks	
	Minimum Qualifying Marks is 70			

Note: -

- 1.1 For Sl. No 3.1 – 3.2. Letter of Award / Contract Agreement / Work Order /Completion Certificate need to be attached in the Technical Proposal
- 1.2 Only those Bidders whose Technical Proposals score at least 70 marks out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (ST) ("Technically Qualified bidders").
- 1.3 Final ranking of all proposals shall be done with weighted average of 70:30. Weightage of 70% shall be given to technical competence and 30% to the financial proposal.

TERMS OF REFERENCE

a. Background

The Government of Jharkhand has recognized the Raising & Accelerating MSME Performance (RAMP) Programme of the Ministry of Micro, Small and Medium Enterprises (MoMSME), Government of India, as a vital initiative for the growth and development of the MSME sector in Jharkhand. Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) is the State Nodal Agency (SNA) for RAMP programme implementation. The State Project Implementation Unit (SPIU), a dedicated support team at the state level, has been established to support the Managing Director, JIIDCO in the implementation and monitoring of RAMP project sponsored by Central government and funded by World Bank at the state level.

The project wishes to focus on conducting EDP/MDP trainings for the development and formalization of informal enterprises, make the enterprises competitive, innovative, technically sound, complying to quality, promote economic and environment sustainability and also to facilitate the enterprise for export promotion and access to government e-marketplace, promotion of circular economy, quality certification, create energy efficient MSMEs and assist in research and development opportunities for new product development for MSMEs.

The RAMP Project Implementing Body- JIIDCO intends to set sight on Industry- Academia collaboration through Enterprise Development Program (EDP) and Management Development Program (MDP) for entrepreneurship and skill development along with management skill development and upskilling of Existing MSMEs including Women and SC/ST entrepreneurs with an intention to promote entrepreneurship in Jharkhand. The Enterprise Development Program (EDP) and Management Development Program (MDP) training is to be conducted for 3 days, targeting both individual and group entrepreneurs & SHG members. The training encompasses activities that start with creating awareness about entrepreneurship, promoting entrepreneurial skills, developing an enterprise incubation model and establishing a quality and marketing-related support system for sustainable growth and global market exposure.

b. Objective

The objective of the assignment is to select reputed and experienced premier academic Institution, autonomous institution/body and university recognized by state or central government for conducting Enterprise Development Program (EDP) and Management Development Program (MDP) training for senior entrepreneurs and professionals in the state of Jharkhand under Raising and Accelerating MSME Programme, targeting individual and group entrepreneurs, women entrepreneurs and SHG with a **targeted beneficiary of 180 nos.** and further more nos. may be allocated based on availability of funds.

c. Scope of the assignment

The selected institution shall conduct the EDP and MDP training for both individual and group entrepreneurs, women entrepreneurs and SHG members within the state of Jharkhand.

The scheduled training programs as per project need is as below:

Sl. No.	Name of the Training	Total trainings required	Minimum nos. of beneficiaries	Max. Batch size
Promotion of Women Led Entrepreneurship in Jharkhand				
1	EDPs/MDPs	2	60	30
Management Development & Upskilling of existing women & SC/ST entrepreneurs				
2	Management Development Programmes (MDP) & Upskilling of Existing Women Entrepreneurs	2	60	30

3	Management Development Programmes (MDP) & Upskilling of Existing Entrepreneurs with special emphasis on SC/ST Entrepreneurs	2	60	30
Total		6	180	

The learning outcomes expected from the training program is as under:

- 1. Enhanced Business Knowledge:** Participants will gain a better understanding of various aspects of entrepreneurship, enterprise development such as business planning, marketing, financial management, and legal requirements.
- 2. Idea Generation:** Some SHG members may generate new business ideas or refine their existing business concepts during the program.
- 3. Improved Business Skills:** Participants may acquire or enhance their practical skills in areas like product development, quality control, and customer service.
- 4. Financial Literacy:** Enterprises and SHG members could develop a better understanding of financial management, including budgeting, cash flow management, and access to credit.
- 5. Networking Opportunities:** Participants might establish valuable contacts and networks that can be beneficial for their businesses in the future.
- 6. Motivation and Confidence:** The program will boost the participants' confidence and motivation to pursue entrepreneurship as a viable option.
- 7. Business Plan Development:** Enterprises and SHG members will be able to create business plans that can serve as roadmaps for their entrepreneurial ventures.
- 8. Access to Resources:** Participants will be able to gain access to resources, like government schemes or grants, that can support their business development.
- 9. Market Research Skills:** Participants will develop the ability to conduct market research and adapt their business strategies based on customer needs and market trends.
- 10. Sustainability and Growth:** The program will help Enterprises and SHGs identify strategies for the sustainable growth of their businesses.
- 11. Legal and Regulatory Awareness:** Participants would become more aware of the legal and regulatory aspects of running a business, ensuring compliance.
- 12. Teamwork and Collaboration:** Enterprises and SHG members will learn the importance of teamwork and collaboration, which can be beneficial for group-based enterprises.
- 13. Increased Income:** Ultimately, the goal of many EDPs and MDPs is to help participants increase their income through successful entrepreneurship.
- 14. Job Creation:** By starting or expanding their businesses, participants will create job opportunities potentially for others in their communities.

d. Role and Responsibilities of the Institution

The selected institution will provide qualified professional experts and subject matter experts for delivering the EDP and MDP training.

The following arrangements need to be made by the institution:

1. Arrangement of lodging and boarding in case of residential programs.
2. Training Kit for each participant, Printing & Stationary
3. Soft copies of presentation and study materials
4. Venue Arrangement and audio visuals for 3 days training
5. Arrangement of Computer/Laptop, Internet facility etc.
6. Breakfast, Working Lunch for participants along with Tea & Snacks and Dinner.
7. Assessment and Certificate of Participation to participants.
8. First Aid and Hygiene

The Client does not guarantee the nos. of training programs to be allotted to the selected institution. In the way forward, the client will provide the list of trainees to the selected institution.

However, the selected institution may be provided initially with at least 1 batch (30 participants) for conducting the training. After the completion of 1st Batch of training, the institutions will be evaluated based on the feedback received from the participants and thereafter further allocation of batches will be provided to the institution based on performance and as per their availability.

The selected institution shall deliver the training on the following Modules and additional modules may be included as per requirement:

- **Introduction to Strategy, Value Creation and Appropriation**
- **Competitive and Growth Strategy for Businesses**
- **Developing Resources and Capability for Sustainable Competitive Advantage**
- **Achieving Profitable Growth through Sustainable Business Practice**
- **Design Thinking for Innovative Problem Solving**
- **Technology Adoption for Competitiveness, Funding and Working Capital Management for MSME**
- **Responsible Leadership for Managing Stakeholders**

The key role of the selected institutions under JIIDCO, Ranchi is to conduct the end-to-end EDP and MDP training as per the norms/ guidelines of JIIDCO under RAMP Project and further amendments from time to time.

The institution will share all the relevant available data with JIIDCO, Ranchi for proper planning and implementation.

e. Role and Responsibility of JIIDCO

JIIDCO, Ranchi is the authority and responsible for coordination, supervision and monitoring of the Enterprise Development Program (EDP) and Management Development Program (MDP).

f. Deliverables and Timeline

At the end of each training program the selected institution shall deliver the following:

- List of participants (Name, Address, Ph No, e-mail)
- Report on training conducted with good quality photographs & videos.
- Assessment and Feedback form
- Training Kit consisting of Booklet on EDP and MDP, Pad, Pen, Folder (To the participants), soft copy of the presentations and study/other materials
- Certificate of Participation to the Participants
- Facilitate in MIS updating, prepared on MSME One portal under JIIDCO as may be required.
- The Trainings needs to be completed on or before March 2027 which is within the Contract period. The Contract is extendable based on the satisfactory performance of the institutions and as mutually agreed upon as per requirements.

The delivery and timeline are as per clause of the RFP document.

g. Quality Assurance, Monitoring and Reporting

Individual feedback/evaluation form from each participant on the contents of training, trainer as well as on training arrangements must be taken at the end of each training program which shall be submitted to Managing Director, JIIDCO, Ranchi.

h. Payment schedule

Payments to the institution will be made on a batch-wise basis within two weeks following the conclusion of each respective module, subject to submission of the invoice and a brief training report.

Form - 1

Form 1: Letter of Submission of Proposal/ Covering Letter

To,

The Managing Director
Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO)
(A Govt. of Jharkhand Undertaking)
5th Floor, Udyog Bhawan, DIC Campus,
Ratu Road, Ranchi, Jharkhand 834001
Phone: 0651 351 2851
Email: contact@jiidco.co.in, md-office@jiidco.co.in

Subject: Selection of academic Institution/autonomous institution/body and university recognized by state or central government, for conducting Enterprise Development Program (EDP) and Management Development Program (MDP) training for senior entrepreneurs and professionals under Raising and Accelerating MSME Performance (RAMP), JIIDCO, Ranchi, Jharkhand.

Dear Sir,

- i. With reference to your RFP document dated, we, having examined the RFP documents and understood their contents, hereby submit our application for the aforesaid assignment. This application is unconditional.
- ii. All information provided in the proposal and in the appendices is true and correct.
- iii. This statement is made for the express purpose of showing interest as an applicant for undertaking the assignment.
- iv. We acknowledge that RFP is a process to identify the interested bidder to undertake the scope of work.
- v. We understand that you may cancel the application process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants to apply for the assignment, without incurring any liability to the applicants, in accordance with the RFP document.
- vi. We declare that we are not a member of any other firm applying for this assignment.
- vii. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this application under and in accordance with the terms of the RFP document.

Yours sincerely,

<<Signature>>

Name of the Applicant
Title of Signatory
Email Address
Telephone:

Form 2 – Particulars of Bidder/ Applicant Details

1. Organizational Details	
1.1. Full Name	
1.2. Legal Status	
1.3. Jurisdiction of Incorporation	
1.4. Year of incorporation / registration	
1.5. Registration Number	
1.6. Registered Address	
2. Details of Authorized Signatory	
2.1 Name	
2.2 Designation	
2.3 Address	
2.4 Contact Details (Copy of the document of authorization to be provided)	
3. Tax Registration Details	
3.1. GST	
3.2. Income Tax	
4. Contact Person for this Proposal	
4.1. Name	
4.2. Address for Courier	
4.3. Office Phone	
4.4. Mobile Phone	
4.5. Fax No.	
4.6. E-mail Address	
5. Certifications, Awards & Accreditations, if any	
5.1.	
5.2.	
5.3.	

Declaration:

I/We hereby declare that the above information is true and correct to the best of my/our knowledge

Authorized Signatory: (Signature with Seal)

Name:

Designation:

Date:

Place:

Form 3: Turnover and Net Worth Certificate

<<To be submitted on the letterhead of Chartered Accountant>>

Turnover & Tangible Net Worth in India for the period from FY 2022-23, FY 2023-24 and FY 2024-25

Using the format below, provide information of the turnover of your firm, duly certified by the Chartered Accountant.

S. No.	Financial Year	Turnover (In INR Crores)	Net Worth (In INR Crores)
1.	2024-25 (a)		
2.	2023-24 (b)		
3.	2022-23 (c)		
Total (a) + (b) + (c)			
Average [(a) + (b) + (c)]/3			

Note: Supporting documents to be attached:

Audited financial statements of the Bidder from financial years 2022-23 to 2024-25. (Only main/relevant pages of Balance Sheet and P & L; without schedules; to be provided. Documents to have evidence of signing by Chartered Accountant).

Date:

Signature and seal of the CA firm

Place:

UDIN

Form 4: Self Declaration of Non-blacklisting

(On Institution/Firm Letterhead)

We, M/s. (the Applicant), (the names and addresses of the registered office) hereby certify and confirm that:

- i. We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process as on the____ (Date of Signing of Application).
- ii. We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reasons.
- iii. We or any of our promoters(s), director(s), partner(s), Board of trustees and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter a procurement contract within a period of *three years* preceding the commencement of the procurement process.

There is no conflict of interest in submitting this Proposal

We further confirm that our application for selection of an Institution to implement <insert name of the project>, would be liable for rejection in case any material misrepresentation is made or discovered at any stage and the agreement period.

Dated thisDay of, 2025

Name of the Applicant

.....

Signature of the Authorized Person

..... Name of
the Authorized Person

Form 5: Number of Participants Trained (On the letter head of the firm)

The Bidder should provide details of only those assignments that have been undertaken by them. Bidders need to provide all the supporting documents like Letter of Award/ Contract Agreement/ Completion certificate for each set of credentials.

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted individually as a corporate entity for carrying out EDP/MDP services like the ones requested under this assignment]

Institution/Firm/ Bidder Legal Entity Name	
Registered Office Address:	
Branch Office Address of Jharkhand (If applicable):	
Total Number of Client	Total Assignment Carried Out for EDP/MDP..... Number of Employees/ Staffs/ Beneficiaries Trained (In Number
Name of the Client (Create separate rows and columns for each client and add their details accordingly).	Name of the assignment
	Duration of the Assignment
	<ul style="list-style-type: none"> Start Date: (DD/MM/YYYY) – End Date: (DD/MM/YYYY) -
	Number of Employees/ Staffs/ Beneficiaries Trained (In Number
	Client Address
	Client Contact Details

Form 6 A– Organization Project Experience

The Bidder should provide details of only those assignments that have been undertaken by them. Bidders need to provide all the supporting documents like Letter of Award/ Contract Agreement/ Completion certificate for each set of credentials.

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted individually as a corporate entity for carrying out EDP/MDP services like the ones requested under this assignment]

Institution/Firm/ Bidder Legal Entity Name	
Registered Office Address:	
Branch Office Address of Jharkhand (If applicable):	
Name of the Client (State Government/ Central Government/ State /Central PSU):	
Duration of the Assignment (As per Work Order/ LOA/ MOU /Completion Certificate)	Start Date: (DD/MM/YYYY) – End Date: (DD/MM/YYYY) -
Contract Amount / Value (In INR):	
EDP/MDP Name	
Number of Employees/ Staffs/ Beneficiaries Trained	
Client Address:	Client Contact Details:
Narrative description of Projects EDP/ MDP (Not more than 100 words) with a maximum of two photographs	

Form 6 (B): Organization Project Experience

The Bidder should provide details of only those assignments that have been undertaken by them. Bidders need to provide all the supporting documents like Letter of Award/ Contract Agreement / Completion certificate for each set of credentials.

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted individually as a corporate entity for carrying out EDP/MDP services like the ones requested under this assignment]

Institution/Firm/ Bidder Legal Entity Name	
Registered Office Address:	
Branch Office Address of Jharkhand (If applicable):	
Name of the Client (Corporate /Private Institutions):	
Duration of the Assignment (As per Work Order/ LOA/ MOU / Other)	Start Date: (DD/MM/YYYY) – End Date: (DD/MM/YYYY) -
Contract Amount / Value (In INR)	
EDP/MDP Name:	
Number of Employees/ Staffs/ Beneficiaries Trained	
Client Address:	Client Contact Details:
<p>Narrative description of Projects EDP/ MDP (Not more than 100 words) with a maximum of two photographs</p>	

Form 7 – Number of Trainers with desired qualifications (On the letter head of the firm) and Curriculum Vitae (CV) of Proposed Trainers

The Bidder must provide details of the trainers undertaking EDP/MDP assignments on the firm's official letterhead. Additionally, Bidder is required to attach the CVs of all trainers corresponding to each set of credentials, clearly indicating the number of trainers who meet the desired qualifications and experience.

Institution/Firm/ Bidder Legal Entity Name		
Total Number of Trainers having more than 05 years of experience in MDP/EDP and Postgraduate/ PhDs Degrees		
Provide the names of all trainers being claimed by the Bidder		
Name of the trainer	Last Qualification	Years of experience in the MDP/EDP
1		
2		
N.....		
<p>*Note: Bidder is required to attach the CVs of all trainers corresponding to each set of credentials</p>		

Curriculum Vitae (CV) of Proposed Trainers

1.	Name:			
2.	Proposed Position:			
3.	Date of Birth			
4.	Education			
	Name of Institution/University	Degree(s) or Diploma(s) obtained:	Year of Passing	
5.	Other Trainings			
6.	Countries of Work Experience:			
7.	Languages			
	Language	Reading	Speaking	Writing
8.	Employment Record:			
	From [Year]:	To [Year]:		
	Employer			
	Position/s Held			
	From [Year]:	To [Year]:		
	Employer			
	Position/s Held			
	From [Year]:	To [Year]:		
	Employer			
	Position/s Held			
9.	Work Undertaken that Best Illustrates Relevant Experience and Capacity to Handle the Tasks Assigned			
	Name of assignment or project:			
	Year:			
	Location:			
	Client:			
	Main Project Features			
	Position held			
	Activities Performed			

Certification

I, the undersigned, certify to the best of my knowledge and belief that:

1. This CV correctly describes my qualifications and my experience.
2. I am not employed by the Executing /Implementing Agency.
3. I am committed to undertake the assignment within the validity of Proposal.

Name & signature of the authorized signatory

Form 8: Format for Performance Bank Guarantee

(To be filled by Successful Bidder)

<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<Email Id.>

Whereas, <<name of the supplier and address>> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to Purchaser (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled commercial Bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of INR<Insert Value>(Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of INR <Insert Value>(Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

- i. Our liability under this bank guarantee shall not exceed INR<Insert Value> (Rupees <Insert Value in Words> only).
- ii. This bank guarantee shall be valid up to <Insert Expiry Date>)
- iii. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

Form 9: Power of Attorney

(To be provided in original as part of Technical Proposal on Stamp Paper of Rs. 20)

We, _____ (name and registered office address of the Bidder),
("Institution/Firm") do hereby authorize _____, to do all of the following things:

- i. To sign, execute, forms, undertakings, affidavits, declarations, applications, documents, papers, and other related documents with **"Jharkhand Industrial Infrastructure Development Corporation Ltd.**
- ii. " in connection with response to **"Selection of academic Institution/autonomous institution/body and university recognized by state or central government, for conducting Enterprise Development Program (EDP) and Management Development Program (MDP) training for senior entrepreneurs and professionals under Raising and Accelerating MSME Performance (RAMP), JIIDCO, Ranchi, Jharkhand"** vide Tender Ref. No.: _____ and Tender ID: _____ dated DD.MM.YYYY.
- iii. To represent the Institution/Firm in all respects in connection with above matter.
- iv. To do all other incidental things for carrying out the action required under point No. 1 & 2.
- v. We hereby agree to rectify the lawful actions in relation to the aforesaid proposal, which the person authorized herein above shall do, perform on our behalf.

This Specific Power of Attorney has been issued under the authority of _____
(Name and Designation), on this ____ day of _____ 2025 at _____ and shall be valid
for a period of two years from the date of its execution unless revoked earlier.

For _____ (name of the Bidder)

Accepted

Signature
(Name and Designation)

Signature
(Name and Designation)

Witness:

1. _____

2. _____

Form 10: Financial Proposal

- Annexure I – Financial Proposal

(To be submitted in Excel BOQ on <https://jharkhandtenders.gov.in> portal. The format below is for information only)

Required for Proposal ()	Form	Description
i.	Fin- 1	Financial Proposal Submission Form
ii.	Fin- 2	BoQ

FIN-1 Financial Proposal Submission Form

(To be submitted in Pdf on <https://jharkhandtenders.gov.in/portal>. The format below is for information only)

To,

The Managing Director

Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO)

(A Govt. of Jharkhand Undertaking)

5th Floor, Udyog Bhawan, DIC Campus,

Ratu Road, Ranchi, Jharkhand 834001

Phone: 0651 351 2851

Email: contact@jiidco.co.in, md-office@jiidco.co.in

Subject: Selection of academic Institution/autonomous institution/body and university recognized by state or central government, for conducting Enterprise Development Program (EDP) and Management Development Program (MDP) training for senior entrepreneurs and professionals under Raising and Accelerating MSME Performance (RAMP), JIIDCO, Ranchi, Jharkhand.

Dear Sir,

We, the undersigned, offer to provide the Enterprise Development Program (EDP) and Management Development Program (MDP) training for the above project in accordance with your Request for Proposal no. _____ dated _____. Our Financial Proposal (Grand Total) (In Figure) is for the sum of Rs. (In Words). The financial proposal is inclusive of GST.

- The above quote is inclusive of GST
- The TDS etc., if applicable, shall be deducted at source from the payment as per the law in force at the time of execution of contract. We further understand that if there would be any increase in any other applicable taxes, levies, duties, and fee etc. whatsoever, and other charges during tenure of contract, the financial burden of the same shall be borne by us.
- Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal.
- We undertake that in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- All taxes (direct/indirect/local), duties, levies etc. whatsoever will be charged at the time of invoicing.
- We understand that you are not bound to accept any Proposal you receive and may reject any or all proposal without assigning any reason for the same.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

Name of Firm:

Location:

Date:

BoQ

Price Bid for EDP and MDP Training							
Name of the Bidder/ Bidding Firm / Institution							
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #
Sl. No.	Courses	Candidates per batch	Batches	Cost per candidate	Total cost without taxes (in INR)	GST VALUE in INR	TOTAL AMOUNT With Taxes in INR
1	2	3	4	5		6	7
1.01	EDPs/MDPs	30	2				
1.02	Management Development Programmes (MDP) & Upskilling of Existing Women Entrepreneurs	30	2				
1.03	Management Development Programmes (MDP) & Upskilling of Existing Entrepreneurs with special emphasis on SC/ST Entrepreneurs	30	2				
1.04	GST	0.18	0.00				
Total in Figure (Rs.)							
Total Amount in Words	Rupees						

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

Note: The total cost for conducting the EDP and MDP training in batches includes all cost related to end-to-end completion of the training.