

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF MINORITY AFFAIRS  
1<sup>ST</sup> FLOOR, SECURED OFFICE COMPLEX, A.T. LINES, MANIPUR**

**TENDER NOTICE**

Imphal, the 17<sup>th</sup> January, 2024

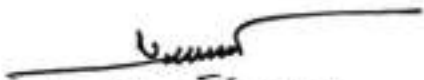
No. 35/A/Advt/MA-2023/2657 As approved by the Work Advisory Board (WAB) of the Department of Minority Affairs, Government of Manipur, Tenders in 2 (two) bids system (Technical and Financial) are invited through e-tender from NSDC Training Provider for conducting Skill Development Programmes in accordance with National Skill Qualification Framework (NSQF). The estimated cost of the tender is Rs. 55.72 lakh.

2. Tender is to be submitted online through the e-procurement /tender portal <https://manipurtenders.gov.in>

The critical dates of bids are as follows:

Particular	Start Time & Date	End Time & Date
Publishing/downloading Tender Documents	11.00 hrs of 24.01.2024	14.00 hrs of 13.02.2024
Seeking Clarification	11.00 hrs of 24.01.2024	14.00 hrs of 06.02.2024
Submission of EMD & Tender Fee as Bank Draft both in original	11.00 hrs of 24.01.2024	14.00 hrs of 13.02.2024
Submission of on-line Tender Documents	11.00 hrs of 24.01.2024	14.00 hrs of 13.02.2024
Technical Bid Opening	11.30 hrs of 14.02.2024	
Price Bid Opening	14.00 hrs of 16.02.2024	

3. Other details can be seen in the bidding documents.
4. Modification/Amendment/Corrigendum, if any shall not be advertised in the newspapers, but shall be uploaded in the website, <https://manipurtenders.gov.in> only.
5. Both the technical bid and price bid will be opened in the Directorate of Minority Affairs, Manipur, 1<sup>st</sup> Floor, South Block, Secured Office Complex, A.T. Lines, Imphal.

  
(Ng. Bhogendra Meitei)  
Director,  
Minority Affairs, Manipur

Copy to:

1. Secretary to Chief Minister, (i/c Minority Affairs), Manipur for kind information.
2. Commissioner (Minority Affairs), Government of Manipur for kind information.
3. Director, Information and Public Relations, Government of Manipur along with 10 (ten) copies of the tender notice for wide publicity in local/national dailies. The bill in triplicate for publication of tender notice may be sent to the DDO (Minority Affairs), Manipur for making payment.
4. Web-Manager, DIT. He is requested to upload the Notification in Manipur Government's website.
5. CFO/Scheme Officers/Account Officers (Minority Affairs), Manipur for information.
6. File concerned/Notice Board.

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF MINORITY AFFAIRS  
1<sup>ST</sup> FLOOR, SECURED OFFICE COMPLEX, A.T. LINES, MANIPUR**

**Request for Proposal (RFP)**  
Imphal, the 17<sup>th</sup> January, 2024

**No. 35/A/Advt/MA-2023:** The Director, Directorate of Minority Affairs, Manipur invites bids from NSDC Training Provider for conducting Skill Development Programmes in accordance with National Skill Qualification Framework (NSQF) under:

i) State Development Fund

Sl. No.	Name of course/domain	Number of trainees	Estimated cost * (Rs. In lakh)	EMD (Rs. In lakh)	Tender fee (Rs.)	Time allowed for supply.
i)	Plumbing	135	10.80	1.11	1000	6 months
ii)	Make-up artist	142	11.36			
iii)	Electrical works	142	11.36			
iv)	Masonry	135	10.80			
v)	Fishery	124	6.20			
vi)	Mushroom cultivation	104	5.20			
	<b>Total</b>	<b>782</b>	<b>55.72</b>			

2. Tender is to be submitted on-line through e-procurement/tender portal <https://manipur.tenders.gov.in>

The critical dates of bids are as follows:

Particular	Start Time & Date	End Time & Date
Publishing/downloading Tender Documents	11.00 hrs of 24.01.2024	14.00 hrs of 13.02.2024
Seeking Clarification	11.00 hrs of 24.01.2024	14.00 hrs of 06.02.2024
Submission of EMD & Tender Fee as Bank Draft both in original	11.00 hrs of 24.01.2024	14.00 hrs of 13.02.2024
Submission of on-line Tender Documents	11.00 hrs of 24.01.2024	14.00 hrs of 13.02.2024
Technical Bid Opening	11.30 hrs of 14.02.2024	
Price Bid Opening	14.00 hrs of 16.02.2024	

**Background:**

The Directorate of Minority Affairs, Manipur is conducting Skill Development Programme under State Development Fund for minority beneficiaries in between 18-60 years of age and whose annual income is less than equal to Rs. 1,00,000/- (Rupees one lakh) only, the applicant shall submit an income certificate from the SDC/SDO/DC concerned.

**3. Objectives:**

3.1 The main objective of the scheme is to increase the income of the target population by



way of various income generating schemes through skill development of the beneficiary and providing them assistance in kinds also.

3.2 To reduce the poverty among the target population and bring them above the poverty line.

#### 4. Training Courses:

Skill Development Programmes in accordance with National Skill Qualification Framework (NSQF) under the

##### 4.1 State Development Fund:

Sl. No.	Name of course/domain	Number of trainees
i)	Plumbing	135
ii)	Make-up artist	142
iii)	Electrical works	142
iv)	Masonary	135
v)	Fishery	124
vi)	Mushroom cultivation	104
	<b>Total</b>	<b>782</b>

An indicative list of NSQF course and job roles is at Format-7 to enable the bidder to assess the various probable courses to be conducted and enable the bidding process. The course and job roles will be finalized after consultation with the L1 bidder and this Directorate.

4.2 Training Centre should be accredited and affiliated under Skill India Portal before commencement of training g course.

4.3 The trainees will be issued "Skill Certification" under Government of India through Sector Skill Council.

5 **Target Group:** The target beneficiaries are individuals in between 18-60 years of age and whose annual income is less than equal to Rs. 1,00,000/- (Rupees one lakh) only, the applicant shall submit an income certificate from the SDC/SDO/DC concerned. At-least 30% of the beneficiaries shall be women applicants, 3% earmarked for physically challenged and another 3% reserved for HIV+ applicants.

6 **Venue of the Training:** The venue of the training programme will be within Imphal or at mutually agreed place.

#### 7 **Eligibility Criteria:**

- The firm/agency shall be a firm/company/partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 or society registration Act and who have their registered office in India.
- The firm/company/agency should be in the business of providing NSDC training programme services for at least 3 years as of 31.12.2023.
- The Organization/ firm /agency should have GST and PAN registration certificate
- Bidder should have minimum average turnover of Rs. 25.00 lakhs from Skill Development Training as per the last three years audit report i.e. 2020-21, 2021-22 and 2022-23.
- Bidder should be NSDC Training Provider (both funded and non-funded) and have conducted Skill Development Programmes under NSQF in North Eastern Region/ Manipur.

- vi) The organization/ firm/ agency shall have experience in executing similar Skill Development assignments under NSQF framework for the Central Government /State Governments/ PSUs/ Government bodies, agencies and organizations including self-funded training programmes approved by NSDC with a minimum average work value of not less than Rupees 25.00 lakh during the last 3 Financial Years as on March 31, 2023.
- vii) Bidder should have sufficient infrastructure for training facilities in Imphal.
- viii) Bidder should have adequate manpower and faculties to impart the training programme.
- ix) The organization/ firm/ agency shall have placed at least 70% of the trained persons during the last three Financial Years (average) as on March 31, 2023.
- x) The firm should not have been blacklisted by any Central Government/State Government /PSU/ Government Bodies.
- xi) The Organization/ firm /agency has to be profitable and should not have incurred loss in three consecutive Financial Years (2020-21, 2021-22 and 2022-23)
- xii) The medium of instruction will be English/Manipuri/Hindi.

8 **Earnest Money Deposit:** EMD amount of Rs. 1.11 lakh in the form of A/c payee Demand Draft in favour of Minority Affairs, DDO from a Nationalized bank valid for a period 90 days beyond the validity period of the tender should be submitted, failing which the tender will be treated as cancelled/outright rejected. The EMD of successful Bidder will be forfeited in the event of withdrawal of the bid within the validity period, once submitted or the successful bidder fails to execute necessary agreement within the stipulated specified period or for submitting false, incorrect, misleading information in the bid. EMD for successful bidder will be adjusted against performance security. EMD for unsuccessful bidder will be returned without interest after finalization of tender within three months.

9 **Validity:** Proposals shall remain valid for 1 (one) year after the submission date.

10 **Security Deposit:** Successful bidder shall deposit Performance security deposit for an amount of 5% of the contract value in the form of DD/ Bank Guarantee payable to Minority Affairs DDO from a nationalized bank which shall be retained and valid for a period for one year/ completion period of the agreement.

**11 Payment schedule:**

Payment to the training programme will be linked to actual number of trainees, attendance, certification and placement.

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

12 **Start of training:** Training should start after signing of agreement and within one month of award of contract.

Participating organizations/ firms/ agencies/ institutes shall not start any training without the formal orders issued for the same by Directorate of Minority Affairs, Manipur.

13 **Placement:** The candidate should be in job for a continuous period of 90 days after training by



the qualified training provider and an approximate pay package on being placed may be specified. Self-employment is also considered as placement under this category, for which Training Provider shall provide documents (self-declaration) related to self-employment as per the existing norm of NSDC.

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

**15 Selection:** The training provider will be selected in accordance with the procedures set out in this tender following the "Quality and Cost based Selection (QCBS)" method, wherein 70% weightage will be given to technical bids and 30% on financial bids. Technical Bids will be opened first and evaluated. Financial bids will be opened only for technically qualified bidders. Bidders scoring 70% and more of technical bids will be qualified/ shortlisted. Technical evaluation will be done in accordance with the rating procedure as mentioned below:

No	Item	Documents to be furnished	Maximum Marks
1.	Manpower strength of full-time trainers on its pay rolls (a) Bio-data of the key personnel (b) Area of specialization of the key personnel i) Four full –time trainers and upto 9 full-time trainers:5 ii) Ten full-time trainers and above: 10	Certificate by Statutory Auditor or Company Secretary of the bidder's organization	10
2.	Average turn over from Skill Development over the last 3 Financial Years i) Average turnover in the last three years –Rs. 25.00 lakhs:5 ii) Above Rs 25.00 lakhs and less than Rs 55.00 lakh:10 iii) Rs 55.00 lakh and above:15	Copy of the last three years audited statement.	15
3.	Completion of Skill development Training within North East and Manipur in the past three financial year i) Upto 500 trainees trained in Manipur (one mark for each 50 trainees):10 ii) One additional mark for every 50 trainees trained in North East excluding Manipur: 5	Copy of work order and completion report	15
4.	Number of trainees placed after skill training during the last 3 Financial Years; i) 70% of the candidates-10 ii) Above 70% -15	Copy of the signed copy of the record of placement.	15
5.	Experience in conducting Skill Development Programmes in Manipur State not less than 5 years: 10	Firm/ Agency registration certificate and work completion order	10
6.	Infrastructure for training facilities i) Infrastructure facility for Intake capacity upto 60 per shift but not less than 40 per shift at Imphal - 15  * Infrastructure in Imphal is compulsory	Copy of the intake capacity for training	15

7	Capability of providing certificates by Skill Council of National Skill Development Corporation  i) Certification by Sector Skill Council of NSDC – 20	Copy of the relevant order/ document	20
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#### 16 Working of the "Quality and Cost based Selection (QCBS)":

The Method of selection will be on Quality (70%) cum Cost (30%) Based Selection (QCBS) - 70:30. The technical quality of the proposal shall be given weightage of 70%. The price Proposal of only those bidders who qualify technically (Minimum Qualifying Marks: 70%) will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposal will be given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weightage of 30%. For working out the combined score, the Directorate of Minority Affairs, Manipur will use the following formula:

##### Example:

#### Stage 1. Technical Bids Evaluation (Table A)

Bidder details	Technical Marks obtained(Out of 100)
Bidder 1	85
Bidder 2	75
Bidder 3	80

#### Stage 2. Normalization of marks: (Table B)

Normalised score = (Technical marks obtained by the bidder under consideration/Highest technical marks)\*100

Bidder Details	Normalised score
Bidder 1	(85/85)*100=100
Bidder 2	(75/85)*100= 88
Bidder 3	(80/85)*100=94

- Based on the results of Technical evaluation, Commercial bids for those bidders will then be opened who qualify in the Technical evaluation.
- The Financial bid amount shall be converted into financial score, while considering the commercial quote given by each of the Bidders in the commercial bid as follows:

Commercial Score of a Bidder = (Lowest commercial bid/Quote of bidder under consideration) \* 100

#### Example: (Table C)

Bidder Details	Commercial quote	Calculation	Commercial score
Bidder 1	1,30,000	(1,00,000/1,30,000)*100	77
Bidder 2	1,20,000	(100,000/1,20,000)*100	83
Bidder 3	1,00,000	(100,000/1,00,000)*100	100

#### Final Score Calculation through QCBS

The final score will be calculated through Quality and Cost Selection method based with the following weightage:



Technical: 70%  
Commercial: 30 %

**Combined Technical and Financial score =  $(0.70 \times \text{Technical score}) + (0.30 \times \text{Commercial Score})$**

**Example: (Table D)**

Bidders	Technical Score(i) (0.7xNormalised Technical Score)	Financial Score(ii) (0.3 X Normalised Financial score)	Final Score(70:30) (iii) = (i) + (ii)	Rank of the bidder
Bidder 1	70	23.10	93.10	H2
Bidder 2	61.60	24.90	86.50	H3
Bidder 3	65.80	30	95.80	H1

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

**17 Arbitration:**

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

**18 Force Majeure:**

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

**19 Governing Law:**

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

## 20 Indemnity:

The Service Provider shall keep Directorate of Minority Affairs, Manipur fully indemnified against all actions, claims, proceedings, costs, damages and all legal costs or other expenses and losses incurred or suffered by the Directorate of Minority Affairs, Manipur arising directly or indirectly out of or in relation to:

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

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

## 21 Submission requirement:

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

1. Organizational Contact Details as per Format-1
2. Infrastructure and equipment available with the Organization as per Format-2
3. List of at least 4 key personnel/experts/consultants on payroll as per Format-3
4. Financial strength of the company as per Format-4
5. Additional information as per Format-5
6. Declaration as per Format-6
7. All other information documents sought in support of Technical bids like experience, scanned copy of tender fee and EMD, PAN, GSTIN etc
8. Financial Bids quotation through e-bidding.

## 22 General:

- 22.1 The Directorate of Minority Affairs, Manipur reserves the right to accept or reject any or all applications without assigning any reason thereof. In case of any dispute, the matter would be decided as per the jurisdiction of the High Court of Manipur.
- 22.2 Participating organizations/ firms/ agencies/ institutes shall not start any training without the formal orders issued for the same from the Directorate of Minority Affairs, Manipur.
- 22.3 The original copies of the EMD and Tender Fee of the prescribed amount should be submitted to the Director, Minority Affairs, Manipur on or before 14.00 hrs of 13.02.2024. No proposal will be accepted in physical form except EMD and Tender Fee. In case EMD, Tender Fee in originals are not received within the specified time, the Bid shall be considered non-responsive and shall not be considered/evaluated. Scanned copy of the Tender fee and EMD has to be uploaded in the E-Tender website also.
- 22.4 The Directorate shall not be responsible for any delay in postal service or disruption of web service.



- 22.5 Subsequent Corrigendum/Addendum if any shall be available in website indicated above.
- 22.6 The Authority reserves the right to cancel/split any or all bids without assigning any reason thereof. After verifying the infrastructure of the Training Provider, splitting shall be done at L1 rates from amongst the technically qualified Training Provider only, as per discretion of the Authority.
- 22.7 **The rates quoted should be inclusive of all taxes/GST.**
- 22.8 Uploaded documents of successful bidder will be verified with the original documents before signing the contract agreement or issue of supply order / work order, whichever is earlier. The successful bidder has to provide the **original documents** to the designated authority on receipt of such letter for award of contract and within such deadline as may be specified therein; the said original documents shall be sent through registered post or submitted directly to the designated authority.
- 22.9 Subsequent **Corrigendum/Addendum**, if any, shall be notified through the website indicated above.
- 22.10 The bidders must possess Digital Signature Certificate of Class II or Class III for submission of bids through online in the aforementioned website.
- 22.11 Both the Technical bid and the Price bid will be opened in the Directorate of Minority Affairs, Manipur in its office located at 1<sup>st</sup> Floor, South Block, Secure Office Complex, AT Lines, Imphal.
- 22.12 Wherever mentioned, the '**designated authority**' is the Director of the Directorate of Minority Affairs, Manipur.
- 22.13 In case of discrepancy between the price bid quoted in figure and in words, in the prescribed format, the amount in words shall prevail.
- 22.14. All documents/papers uploaded/submitted by the bidder must be legible.

## PRE-QUALIFICATION CRITERIA

Following will be the minimum pre-qualification criteria. Each eligible organization/ firm/ agency should possess all the following pre-qualification criteria. Responses not meeting any of the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. No	Pre-qualification Criteria	Supporting/ Compliance document	Reference (Yes/No)
1.	The firm/agency shall be a firm/company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 or society registration Act and who have their registered office in India.	Copy of Certificate of Incorporation and Partnership Deed, registration if any	
2.	The firm/agency should be in the business of providing NSDC training programme services for at least 3 years as of 31.12.2023.	Certificate by authorize person of the bidder's organization	
3.	The Organization/ firm /agency should have GST and PAN registration certificate	Copy of the relevant documents	
5.	Bidder should have minimum average turnover of Rs.25.00 lakhs from Skill Development Programme as per the last three years audit report i.e. 2020-21, 2021-22 and 2022-23.	Copy of the last three years audited statement.	
6.	Bidder should be NSDC Training Provider (both funded and non-funded) and have conducted Skill Development Programmes under NSQF in North Eastern Region / Manipur.	Copy of the relevant documents.	
7.	The organization/ firm/ agency shall have experience in executing similar Skill Development assignments under NSQF framework for the Central Government/ State Governments/ PSUs/ Government bodies, agencies/ organization including self-funded training programme approved by NSDC with a minimum average work value of not less than Rupees 25.00 lakh during the last 3 Financial Years as on March 31, 2023.	Copy of the Certificate issued by authorized person.	
9.	Bidder should have sufficient infrastructure for training facilities in Imphal.	Detail to be furnished in format 2.	
10.	Bidder should have adequate manpower and faculties to impart the training programme.	Detail to be furnished in format 3.	
11.	The organization/ firm/ agency should have at	Certificate by	



	least four full-time trainers on its payrolls a) Bio-data of the key personnel b) Area of specialization of the key personnel	Statutory Auditor or Company Secretary of the bidder's organization	
12	Firm/ Agency should have been empanelled with National Skill Development Corporation as Training Provider.	Proof to be attached	
13	The firm/ agency should not have been blacklisted by any Central Governments/ State Government/ PSU/ Government Bodies.	Undertaking signed by the Authorized signatory	
14	The Organization/ firm /agency has to be profitable and should not have incurred loss in three consecutive Financial Years (2020-21, 2021-22 and 2022-23)	Format-4 to be certified & validated by Chartered Accountant (CA) of the bidder's organization.	
15	The organization/ firm/ agency shall have placed at least 70% of the trained persons during the last three Financial Years (average) as on March 31, 2023.	Copy of the signed copy of the record of placement.	
16	Medium of instruction	English /Hindi/ Manipuri	

**Organizational Details**

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

The above information is correct and true. Any wrong information detected at any stage, Directorate of Minority Affairs, Manipur can cancel the work awarded to us.

**Place:**

**Signature of the authorized person & seal**

**Date :**



**FORMAT-2**

Infrastructure and equipment available with the Organization

1. Imphal: .....

Name & Address: .....

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

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

Signature of the applicant

Full name of the applicant

Seal & Date

**FORMAT-3**

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

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

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

Signature of Statutory Auditor/  
Company Secretary:  
Stamp & Date:



**FORMAT-4**

-----Letter Head of the CA Firm-----

Name of the Firm/ Agency/ Organization :  
Address :

Sl. no	Financial Year	Whether profitable Yes/No	Overall Annual Turnover (in Rs. lakh)	Annual Turnover from conducting Skill Development Programmes (in Rs. lakh)	Average Annual Turnover from conducting Skill Development training programmes. [Average of three consecutive financial years 2020-21, 2021-22 and 2022-23] (in Rs. lakh)
1.	2020-21				
2.	2021-22				
3.	2022-23				

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

Date:  
Place:

Signature & Seal of the CA Firm

ICAI Registration No: .....  
Region code no: .....

**FORMAT-5**

Additional Information

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

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

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

Sl. no	Financial year	Total number of trainees	Number of trainees placed	Percentage
i).	2020-21			
ii).	2021-22			
iii).	2022-23			

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

Signature of the applicant

Full name of the applicant

Stamp & Date



**FORMAT-6**

Declaration

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

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

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

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

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

Format-7

Sl. No.	Name of Course	Course Code	NSQF Level	Total Hours (Theory + Practical)	Training Durations in days (4hrs per day)
1.	Electrical Works (Assistant Electrician)	CON/Q0602	NSQF Level 3	200	50
2	Plumbing (Assistant Plumber-General)	PSC/Q0102	NSQF Level 3	232	58
3	Make Up Artist (Bridal Fashion and Portfolio Makeup Artist)	BWS/Q0301	NSQF Level 5	320	80
4	Masonry (Brick Mason)	CON/Q0113	NSQF Level 4	210	52
5	Mushroom Cultivation (Mushroom Grower)	AQR/Q7803	NSQF Level 4	210	52
6	Fishery (A Coldwater Aquaculture Farmer)	AGR/Q4914	NSQF Level 4	200	50