

EOI No.: NER/MKTG/25/PM/675

Date: 3.2.2026

EXPRESSION OF INTEREST

FOR

EMPANELMENT OF TRAINING PROVIDERS FOR SKILL DEVELOPMENT

**PROGRAMME FOR MUSHROOM CULTIVATION & SUPPLY OF BLACK RICE PADDY
CULTIVATION TOOLS IN MANIPUR**

CRITICAL DATE SHEET

Sr .No.	Description	Key Dates
1.	Date of Publishing	03.02.2026
2.	Last Date for Submission of Proposal	24.02.2026 17:00 Hrs.
3.	Opening of Tender Documents	25.02.2026 16:30 Hrs.



**NORTH EASTERN REGIONAL AGRICULTURAL MARKETING CORPORATION .LTD
(NERAMAC)**

(A GOVERNMENT OF INDIA ENTERPRISE)

DISCLAIMER

The information contained in this Request for Proposal (RFP) is issued solely for the purpose of enabling prospective bidders to submit their bids. This document includes statements, assumptions, estimates, and information that may be subject to change without notice and does not purport to contain all information that may be required by bidders.

The Issuing Authority makes no representation or warranty, express or implied, regarding the accuracy, adequacy, completeness, or reliability of the information contained herein and shall not be liable for any loss or damage arising directly or indirectly from the use of, or reliance upon, any information contained in this RFP.

Prospective bidders are advised to conduct their own independent assessment, investigations, and analysis regarding the scope of work, conditions, risks, and responsibilities associated with the assignment before submitting their bids. The Issuing Authority shall not be responsible for any costs, expenses, or losses incurred by bidders in connection with the preparation or submission of their bids.

The Issuing Authority reserves the absolute right to amend, modify, supplement, withdraw, cancel, or annul this RFP, in whole or in part, at any stage without assigning any reason thereof and without incurring any liability to any bidder or prospective bidder.

Submission of a bid pursuant to this RFP shall be deemed to constitute unconditional acceptance of all the terms and conditions contained herein.

EXPRESSION OF INTEREST

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites Expression of Interest for organizing Empanelment “**Skill Training Programme for Mushroom cultivation and supply of black rice paddy cultivation tools**”. Interested party/Firm having relevant experience with sound financial condition may download the EoI document form NERAMAC’s e-Portal: <https://neramac.ewizard.in>

Important Dates:

Last date for the submission of Application : **24.02.2026 17:00 Hrs.**

Date of opening of Technical Application : **26.02.2026 16:30 Hrs.**

Date of opening of Financial Application : **27.02.2026 16:00 Hrs.**

Place of opening of Application : NERAMAC HEAD
OFFICE Sixmile, Punjabari
Road, Near Sixmile
Flyover, Guwahati, Assam -
781022

In case the date opening falls on a holiday, the Application shall be opened on next working day at the same time and it will be binding on the Department/ Applicants for acceptance.

1 INTRODUCTION

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) is a Government of India Enterprise, is set up to support farmers/producers of north east in getting remunerative prices for their produce and thereby bridge the gap between the farmers and the market and also to enhance the agricultural, procurement, processing and marketing infrastructure of the North Eastern Region of India. NERAMAC is committed to promote Organic and Naturally grown/processed Agri-Horti Produce and allied products of North Eastern Region.

2-Scope of Work:

The selected bidder will be responsible for:

1. Conducting 15-Day Skill Training Program on Mushroom Cultivation:

- Design and deliver a comprehensive, focusing on practical skills.
- Include theory sessions, hands-on demonstrations, field visits, and entrepreneurship guidance.
- Cover key topics such as mushroom biology, spawn production, substrate preparation, sterilization, inoculation, incubation, fruiting, harvesting, post-harvest management, pest control, marketing, and business planning.
- Provide certificates to participants upon completion.
- Ensure trainers are qualified experts (e.g., mycologists or certified agriculturists with at least 5 years of experience).
- Arrange logistics: venue setup, training materials (handouts, visuals), refreshments, and participant mobilization if needed.

Suggested 15-Day Training Syllabus Outline:

Day	Topic	Key Activities
1-2	Introduction to Mushrooms	Overview of edible vs. poisonous types, health benefits, market potential; site selection and basic setup. Theory sessions and group discussions.
3-4	Mushroom Biology and Types	Life cycle of mushrooms (mycelium, spawn); focus on cultivable species like oyster, button, paddy straw, and shiitake. Lab demos on identification.
5-6	Spawn Production	Preparing mother cultures, grain spawn techniques; hands-on practice with sterilization and inoculation.
7-8	Substrate Preparation	Sourcing and mixing substrates (e.g., straw, sawdust); composting methods and nutrient addition. Practical mixing sessions.
9-10	Sterilization and Inoculation	Using pressure cookers/autoclaves; inoculation in sterile environments. Group exercises to avoid contamination.
11-	Incubation and Fruiting	Monitoring temperature/humidity; setting up fruiting chambers.

12		Demos on environmental control.
13-14	Harvesting, Pest Management, and Post-Harvest	Harvesting techniques, drying/storage; common issues and solutions. Field visit to a mushroom farm.
15	Entrepreneurship and Marketing	Business planning, cost analysis, market linkages; certification and wrap-up. Guest session from successful farmers.

(The syllabus can be customized based on local needs, e.g., focusing on species suitable for Manipur's climate like oyster mushrooms on paddy straw.)

2. Supply of Tools and Equipment:

- Procure and supply high-quality tools for black rice paddy processing.
- Tools must be durable, ISI-marked where applicable, and suitable for beginner-level use.
- **List of Essential Tools/Equipment to Supply:**

Particular	Quantity	Unit
Direct Paddy seeder	3	Unit
Cono weeder	40	Unit
Paddy Cutter	1	Unit
Paddy thresher	2	Unit

- Ensure tools are delivered to the training site before program start.
- Provide user manuals, safety instructions, and warranty (minimum 1 year).

3- Eligibility Criteria

- Bidder must be a registered entity (company/NGO/society) with at least 3 years of experience in skill development training, preferably in agriculture or mushroom cultivation.
- Affiliation with NSDC, Sector Skill Councils (e.g., Agriculture Skill Council of India), or similar bodies preferred.
- Minimum annual turnover of ₹50 lakhs in the last 3 financial years (submit audited statements).
- Experience in conducting at least training programs (submit work orders/completion certificates).
- No blacklisting by any government agency (self-declaration).

4- Roles & Responsibilities of the bidder:

The successful bidder (hereinafter referred to as “the Agency”) shall be solely responsible for the complete and timely execution of the assignment in accordance with the terms and conditions of this Request for Proposal (RFP). The roles and responsibilities of the bidder shall include, but not be limited to, the following:

1. Programme Planning & Management

- Prepare a detailed **implementation plan and training schedule** in consultation with the Issuing Authority.
- Deploy a **Project Coordinator** as the single point of contact for coordination and reporting.
- Ensure strict adherence to the approved scope of work, timelines, and deliverables.

2. Training Design & Delivery

- Design and deliver a **15-day structured skill training programme** on mushroom cultivation, integrating theory, practical sessions, demonstrations, and field exposure.
- Ensure training content is **locally relevant**, aligned with climatic and socio-economic conditions.
- Arrange all training logistics including venue setup, training materials, audio-visual aids, and demonstration inputs.
- Maintain **minimum attendance standards** and training discipline throughout the programme.

3. Deployment of Qualified Trainers

- Deploy trainers possessing **relevant technical qualifications and minimum 5 years of field experience** in mushroom cultivation or allied agriculture.
- Submit **trainer CVs and credentials** for approval prior to commencement of training.
- Ensure trainers remain available for the full training duration and replacement, if required, shall be done only with prior approval of the Issuing Authority.

4. Supply of Tools & Equipment

- Procure and supply all tools and equipment as specified in the RFP, ensuring **quality, durability, and compliance with applicable standards**.
- Ensure timely delivery of tools **prior to or during the training period**, as specified.
- Provide **user manuals, safety instructions, and minimum one-year warranty** for supplied equipment.

5. Monitoring, Documentation & Reporting

- Maintain proper **records of participant attendance, photographs, videos, and daily training proceedings**.
- Submit **periodic progress reports**, training completion report, and utilisation certificates in the prescribed format.

5- Bid Submission Process

- **Two-Bid System:**
 - **Technical Bid:** Company profile, experience proofs, proposed methodology, trainer CVs, syllabus details, tool specifications.
 - **Financial Bid:** Itemized costs for training (per day/participant), tool supply, total quote (inclusive of taxes, transport). Use format in Annexure-I.
- Submit via e-portal; label envelopes if physical.
- Queries: <http://nermac.ewizard.in>

6- Evaluation Criteria

- **Technical (70% weightage):** Experience (30%), Methodology & Syllabus (20%), Team Qualifications (10%), Local Relevance (10%).
- **Financial (30% weightage):** Lowest responsive bid (L1), but quality considered.
- Minimum technical score: 60/100 to qualify for financial opening.

Technical Evaluation Matrix (100 Marks)

A. Organisational Experience (30 Marks)

Sub-Criteria	Description	Max Marks
Years of Experience	3–5 yrs: 10, >5 yrs: 15	15
Similar Assignments	1–2: 5, ≥3: 10	10
Govt./PSU Experience	Documentary proof	5
Total		30

B. Training Methodology & Curriculum (25 Marks)

Sub-Criteria	Evaluation Basis	Max Marks
Training Design	Day-wise structured plan	10
Practical Exposure	Hands-on, demo, field visits	10
Innovation	ICT tools, exposure visits	5
Total		25

C. Trainer Qualification & Team Strength (20 Marks)

Sub-Criteria	Description	Max Marks
Lead Trainer	≥5 yrs experience	10
Support Trainers	Qualified assistants	5
CV & Certifications	Documentary proof	5
Total		20

D. Tool & Equipment Specification (15 Marks)

Sub-Criteria	Description	Max Marks
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Technical Specs	Compliance with scope	8
Quality & Warranty	ISI, durability	5
Delivery Timeline	Before training	2
Total		15

E. Local Presence & Post-Training Support (10 Marks)

Sub-Criteria	Description	Max Marks
Local Office/Partner	Manipur-based	5
Handholding Support	Post-training linkage	5
Total		10

7-Terms and Conditions

1. Nature of Contract

The contract shall be awarded to the successful bidder on a **lump-sum basis** under the Two-Bid System (Technical and Financial). The bidder shall be deemed to have examined all terms, conditions, scope of work, and obligations before submission of the bid.

2. Contract Period

The contract shall be valid for a period of **three (3) months** from the date of issue of the Work Order, including training delivery, supply of tools/equipment, reporting, and post-training support.

3. Earnest Money Deposit (EMD)

- The bidder shall submit an **EMD of ₹50,000** in the prescribed mode.
- EMD of unsuccessful bidders shall be refunded without interest.
- EMD of the successful bidder may be forfeited in case of withdrawal, non-execution of agreement, or failure to commence work.

4. Performance Security

- The successful bidder shall furnish a **Performance Security equal to 5% of the contract value** within the stipulated time.
- Failure to submit Performance Security shall result in cancellation of award.

5. Scope Adherence

The bidder shall strictly adhere to the **approved scope of work**, training content, schedule, and tool specifications. Any deviation shall require **prior written approval** of the Issuing Authority.

6. Payment Terms

Payments shall be released subject to satisfactory performance and submission of documents:

Milestone	Payment
On Signing of Agreement	30%
After Successful Completion of Training	40%
After Submission & Approval of Final Report	30%

No advance beyond the above shall be admissible.

7. Taxes & Duties

All applicable **GST, duties, levies, and statutory taxes** shall be borne by the bidder and included in the financial bid. No additional claim shall be entertained.

8. Liquidated Damages

In case of delay or failure to complete the assignment within the stipulated period, **Liquidated Damages @ 0.5% of contract value per week**, subject to a maximum of **10%**, may be imposed.

9. Termination of Contract

The Issuing Authority reserves the right to terminate the contract, in part or full, at any time in case of:

- Breach of terms and conditions
- Unsatisfactory performance
- Misrepresentation or fraudulent practices
- Insolvency or blacklisting of the bidder

Termination shall be without prejudice to other legal remedies.

10. Force Majeure

Neither party shall be liable for failure to perform obligations due to events beyond reasonable control such as natural calamities, war, epidemic, government restrictions, etc. Force Majeure shall be notified in writing.

11. Sub-Contracting

Sub-contracting shall **not be permitted** without prior written approval of the Issuing Authority. The bidder shall remain fully responsible for the work.

12. Confidentiality

The bidder shall maintain strict confidentiality of all documents, data, and information obtained during the course of the assignment and shall not disclose the same without written consent.

13. Indemnity

The bidder shall indemnify and hold harmless the Issuing Authority against any claims, losses, damages, liabilities, or expenses arising out of:

- Breach of contract
- Negligence or misconduct
- Violation of statutory obligations

14. Compliance with Laws

The bidder shall comply with all **Central and State laws**, labour laws, safety regulations, environmental norms, and guidelines applicable to the assignment.

15. Dispute Resolution

Any dispute arising out of this contract shall be resolved through **arbitration** in accordance with the Arbitration and Conciliation Act, 1996.

The **place of arbitration shall be Guwahati**,

16. Blacklisting

Submission of false information or fraudulent practices shall lead to **immediate rejection, termination, and blacklisting** as per applicable government rules.

17. Right to Accept or Reject

The Issuing Authority reserves the absolute right to **accept or reject any or all bids**, annul the bidding process, or modify tender conditions without assigning any reason.

18. Governing Law

The contract shall be governed and interpreted in accordance with the **laws of India**.

ANNEXURE – FORM I
COVERING LETTER

Date: _____

To
The Managing Director
NERAMAC Head Office
Sixmile, Punjabari Road
Near Sixmile Flyover
Guwahati, Assam – 781022

Ref: Response to EoI for Empanelment of Training Providers for Skill Development Programme following National Skill Qualification Framework (NSQF)

Dear Sir,

We attach herewith our response to the above-mentioned EoI, as required. The **Primary and Secondary Contacts** for our organization are provided below:

Particulars	Primary Contact	Secondary Contact
Name		
Title		
Company / Organization Name		
Address		
Phone		
Mobile		
Fax		
E-mail		

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to **NERAMAC**, is **true, accurate, verifiable, and complete**. This response includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead the department in its short-listing process.

It is hereby confirmed that I/We are entitled to act on behalf of our company/corporation/firm/organization and are duly authorized to sign this document as well as any other documents which may be required in this connection.

Yours faithfully,

Date: _____

Signature: _____

Name: _____

Designation: _____

(Seal / Stamp of the Firm)

ANNEXURE – FORM II

ORGANIZATION DETAILS

Particulars	Details
Name of Organization / Institution	
Sector of Operation (e.g. Pharma, Automobile, Education, etc.)	
Registered / Head Office Address	
Phone	
Mobile	
Email	
Website	
Address of Employment Office(s) in North East (if any)	
Phone	
Mobile Nos.	
Email	
Name of Authorized Representative	
Designation	
Mobile	
Email	

Signature: _____

Name: _____

Designation: _____

(Company Seal)

*** To be submitted on Company Letter Head**

ANNEXURE – FORM III

LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

1. Name as on the Registration Certificate:

2. Name of Registering Authority:

3. Registration No.: _____

Date of Registration: _____

4. Place of Registration:

5. Legal Constitution of Training Partner

(Public Limited / Private Limited / Partnership / Proprietorship / Society / Trust, etc.):

6. Number of Years of Existence

(from the date of publishing of this EoI):

Signature: _____

Name: _____

Designation: _____

(Company Seal)

*** To be submitted on Company Letter Head**

ANNEXURE – FORM IV

UNDERTAKING ON MAJOR LITIGATION

To
The Managing Director
NERAMAC Head Office
Sixmile, Punjabari Road
Near Sixmile Flyover
Guwahati, Assam – 781022

Sub: Undertaking on Major Litigation

Ref: EoI for Empanelment of Training Providers for Skill Development Programme following National Skill Qualification Framework (NSQF)

Sir,

I/We, as a potential **Training Partner**, do hereby state that our company/organization is **not involved in any litigation** which may impact the performance of the services to be provided by us, if selected by NERAMAC.

Yours faithfully,

Signature: _____

Name & Designation: _____
Company Secretary / Legal Representative
(With Authorization)

(Organization / Company Seal)

*** To be submitted on Company Letter Head**

ANNEXURE – FORM V

UNDERTAKING ON BLACKLISTING

To
The Managing Director
NERAMAC Head Office
Sixmile, Punjabari Road
Near Sixmile Flyover
Guwahati, Assam – 781022

Sub: Undertaking on Blacklisting

Ref: EoI for Empanelment of Training Providers for Skill Development Programme following National Skill Qualification Framework (NSQF)

Sir,

I/We, as a potential **Training Provider**, do hereby state that our company/organization has **not been blacklisted** by any donor agency, State Government, Central Government, Government agency, Public Sector Undertaking, Autonomous Body, or any other competent authority.

Yours faithfully,

Signature: _____

Name & Designation: _____
Company Secretary / Legal Representative
(With Authorization)

(Organization / Company Seal)

*** To be submitted on Rs. 100/- Stamp Paper, duly notarized**

Annexure-VI

- **Annexure-I: Financial Bid Format**

Component	Description	Unit Cost (₹)	Quantity	Total Cost (₹)
Training Program	15-day training (including materials, trainers, logistics)	-	1 Batch	
Tool Supply	As per list above	-	-	
Grand Total	(Excl. GST)			