

**REQUEST FOR THE EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF TRAINING AGENCIES FOR CONDUCTING TRAININGS UNDER REVAMPED RASHTIYA GRAM SWARAJ ABHIYAN (RGSA), ADMINISTERED BY MINISTRY OF PANCHAYATI RAJ (MoPR)**

**“Key Activities and Dates”**

<b>S. N.</b>	<b>Key Activities</b>	<b>*Date</b>
1.	Publishing of EOI	<b>11.09.2024</b>
2.	Last date of Query Submission	<b>**19.09.2024</b>
3.	Date of Pre-proposal Discussion	<b>23.09.2024</b>
4.	Last date for submission of proposals	<b>01.10.2024</b>
5.	Completion of the Scrutiny of Proposals	<b>To be notified</b>
6.	Presentations by the Agencies	<b>To be notified</b>
7.	Finalization of empanelment by Evaluation cum Selection Committee	<b>To be notified</b>

\*MoPR reserves the right to change any date/time/ venue mentioned in the schedule and any changes in this regard will be updated and intimated on the Ministry’s website online (ONLY) @<https://panchayat.gov.in/>

\*\*Reply to all queries (received till 19.09.2024) and any changes/ announcements regarding this EoI will be provided online (ONLY) @<https://panchayat.gov.in/>



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**DISCLAIMER**

1. This document is being published in order to enable the applicants to make an offer for empanelment as Training Agency by the Union Ministry of Panchayati Raj (MoPR) to impart training to Elected Representatives (ERs), Functionaries and other stakeholders of Panchayats as per the provisions of revamped Rashtriya Gram Swaraj Abhiyan (RGSA), being implemented by MoPR through State Governments/ UT Administration.
2. **This document should not be interpreted as an offer for work. Empanelment as Training Service Provider with MoPR does not guarantee that Training Service Providers would get work order. Henceforward, this document constitutes no form of commitment on the part of MoPR.** Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed EOI for engagement of the Training Agency.
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7. Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts, and observations contained herein. MoPR makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential applicant may make in case of failure to understand the requirement and respond to this Expression of Interest (Eoi). MoPR may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Eoi Document.
8. This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves and observe any applicable legal requirements.
9. When any proposal is submitted pursuant to this EOI for engagement, it shall be presumed by MoPR that the Applicant has fully ascertained and ensured its eligibility to render services as a Training Agency, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regimen and that there is no statutory or regulatory prohibition or impediment to acting as such and suffers no disability in law or otherwise to act as such.
10. The engagement of the Training Agency shall not create a principal-agent relationship between MoPR and the service providers (Training Agencies).



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## 1. Brief on Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)

- 1.1 The Revamped RGSA is one of the important Centrally Sponsored Schemes (CSS) being implemented by Union Ministry of Panchayati Raj (MoPR) through State Governments/ UT Administration. The scheme was approved on 13.04.2022 for implementation from 01.04.2022 to 31.03.2026 with the objective to enhance the capabilities of Elected Representatives, Functionaries and other stakeholders of Panchayati Raj Institutions for inclusive local governance with focus on optimum utilization of available resources and convergence with other schemes to address the issues of national importance and enable the Panchayats to function effectively as third tier of Government.
- 1.2 The scheme extends to all States and Union Territories (UTs) of the country including institutions of rural local government in non-Part IX areas, where Panchayats do not exist.
- 1.3 The focus areas of the Revamped RGSA are to ensure:
- i) General orientation training of Elected Representatives (ERs) of Panchayats, within 6 months of their election;
  - ii) Refresher training of ERs within 2 years of election;
  - iii) Training of ERs, Functionaries of Panchayats and other Departments along with other stakeholder for preparation of quality thematic Panchayat Development Plan.
  - iv) Thematic Training - Localisation of Sustainable Development Goals (LSDGs) at State, District and Block/Cluster of GPs level for ERs and PF, Resource persons, Trainers/ Master Trainers etc. on various aspects of PRIs
  - v) Specialized trainings at State, District and Block/Cluster of GPs level for ERs and PF, Resource persons, Trainers/ Master Trainers etc. on e-Governance, Digital Literacy, PESA, Own Source of Revenue (OSR), Carbon Neutrality, Spatial planning. Etc.
  - vi) Training on Panchayat-SHG convergence
  - vii) Leveraging emerging technologies to ensure effective Capacity Building and Training
  - viii) Standardization of Training Needs Assessment, Training Modules, training materials, training of Master Trainers and Impact Assessment of training programmes
  - ix) Training of additional Trainers/ Master Trainers in 9 thematic areas for localization of SDGs;



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## 2. Terms of Reference (ToR) for National Empanelment of Agencies for Conducting Capacity Building & Training and Exposure visit under RGSA and any other scheme/ programme with Ministry of Panchayati Raj

### 2.1 Overview:

The Revamped RGSA emphasizes building capacities of PRIs to efficiently utilize available resources for realizing sustainable solutions to local problems linked to SDGs adopting 9 thematic approaches to Localization of SDGs (LSDG). Key objective of revamped RGSA scheme is as below:

**2.1.1 Empower PRIs, functionaries, and other stakeholders** through Capacity building & training and strengthening of institutional framework.

**2.1.2 Promote Inclusive Development:** Ensure that the development process is inclusive and participatory, reflecting the needs and aspirations of the local community.

**2.1.3 Enhance Service Delivery:** Improve the efficiency and effectiveness of service delivery at the grassroots level.

**2.1.4 Develop governance capabilities** of Panchayati Raj Institutions (PRIs) to deliver on the Sustainable Development Goal (SDGs).

### 2.2 Need for National Empanelment for Capacity Building & Training:

2.2.1 In order to equip PRIs to develop as drivers of economic growth and nodes of spatial development, it is necessary to envision CB&T with a fresh 'eco-system' approach wherein all stakeholders of the society come together to facilitate and support Panchayati Raj Institutes (PRIs) to attain holistic, inclusive and sustainable development.

2.2.2 Since Private Training institutions are often at the forefront of adopting new training technologies and methodologies, they can introduce innovative approaches such as e-learning, simulations, or interactive workshops that can enhance the learning experience of Elected Representatives and Functionaries at the grass-root level. Besides, Private Training agencies often have specialized knowledge and expertise in niche areas that might not be available within government organizations. This can be particularly valuable for advanced or rapidly evolving fields.

2.2.3 Besides, specialized knowledge and expertise in niche areas that Private Agencies customized training programs tailored to the



specific needs of government employees can ensure that the training is directly relevant and immediately applicable to the changing Roles and Responsibilities of the PRIs in India.

2.2.4 They are generally more agile in adapting to new developments and incorporating them into their training programs, which can lead to a culture of cross-learning and continuous improvement within government training initiatives. With clear contracts and performance metrics, private training agencies can be held accountable for the outcomes of their training programs, ensuring that they deliver value and meet agreed-upon objectives.

2.2.5 In view of the above, the Union Ministry of Panchayati Raj intends to EMPANEL reputed organizations to undertake Capacity Building & Training, under State Component of Revamped RGSA and any other scheme/ programme in consultation of concerned States/UTs, who will further give them (empanelled agencies) work order.

2.2.6 The qualifying Agencies will be empanelled for capacity building and training activities as per the standard cost norm outlined in the Revamped RGSA scheme guideline (Annexure-VIII). The empanelled agencies should have strong ability to conduct training at State, District & Block level and be able to provide services anywhere in India.

2.2.7 The Gram Panchayat level Elected Representatives, Functionaries and other stakeholder of Panchayat to be provided training at Block level.

2.2.8 States/UTs desirous of conducting Capacity Building & Training, under the Revamped RGSA scheme can utilize the services of the empanelled agencies at the standard rates defined under the RGSA scheme.

2.2.9 Proposals received in response to this EOI will be evaluated in terms of the conditions laid out herein and the Training Agencies thus empaneled, if engaged by any State/UT, will be required to provide services in professional, objective, and impartial manner at all times, and hold the MoPR and concerned State interest's paramount, without any consideration for future work.

### 3. Scope of work:

- 3.1 The empaneled agencies can be engaged by the States/UTs for CB&T of PRIs as per their approved Annual Action Plan and shall be responsible to provide logistics support (arrangement of training venue, accommodation, boarding, training equipment) for organizing training at multiple locations and also to mobilize participants with the help of State, District, Block and GP level officials as per design of the various field levels training programme for which their services are required.



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- 3.2 Capacity building & training activities for ERs of 3 tier Panchayats, Functionaries, Panchayat & RD officials, Line Department officials and others as per approved Annual Action Plan in which empaneled agencies can be engaged may include:

### 3.2.1 Training plan and calendar preparation

For preparation of training calendar in consonance with the approved Annual Action Plan under RGSA in consultation with the State Panchayati Raj Department.

### 3.2.2 Training content development

- (i) Training content to be developed based on training category and subjects/ themes within broad framework of approved Annual Action Plan of State/UTs.
- (ii) The training content should be a mix of Audio-visual learning aids, participatory and interactive training exercises like group discussions, role plays, write-shops, storytelling etc. The content should be preferably in Hindi/English/ Regional or Vernacular language.
- (iii) Provide training material and performance aid for the participants, other relevant support materials/ hand-outs, adapted during the training sessions.
- (iv) Pre and post-training assessment of the participants on Training Management Portal (TMP) of MoPR. The questions for pre and post assessment available at TMP may be utilized and additional training specific questions to be prepared.
- (v) Online submission of feedback of trainers/ instructors on the TMP by the trainees at the end of each training session or end of training program as the case may be.
- (vi) Any other related activity, specified by concerned States/UTs.
- (vii) Coordination with officials responsible for CB&T at different level, scheduling participants in batches, sending invites to participants (if applicable), necessary follow-ups to ensure timely presence in training, and all kinds of communication with the participants and other stakeholders.

### 3.2.3 Training of Trainers

**Services of the empaneled agencies may also be obtained in training of Trainers.**

- (i) Training of Master trainers through eminent resource person.
- (ii) Training to panchayat officers or any other officials, designated by the department as Master Trainer.





- (iii) Agency should ensure availability of at least one Master Trainer and one coordinator for each session.

### **3.2.4 Venue Identification and Management:**

- (i) Finalization of Training venues in consultation of States/UTs and designated officers at respective level.
- (ii) As per the consultation with concerned State/UTs, the agency would be responsible for arranging of the venue, with adequate infrastructure and facilities for smooth conduct of training which shall, among other things, include:
  - a) Projector, projection screen, speakers and sound management, power backup, stationary for each participant.
  - b) Computer/ laptop for hands on practice,
  - c) Internet connection wherever required
  - d) Tea/coffee and refreshments and lunch/dinner as per length of session.
- (iii) For the residential trainings, suitable stay arrangements of the participants to be made by agency in consultation with States/UTs.

### **3.2.5 Training delivery: The empaneled agency engaged for any training Program shall be responsible for:**

- (i) Co-ordination with officials responsible for CB&T at different level for scheduling the sessions and preparation of training kit/material (such as presentation printouts, note pad and pen etc.).
- (ii) The venue for the training should be of good ambiance, well-ventilated and all facilities as mentioned in venue management. It should be easily accessible and convenient to approach for the participants.
- (iii) The agency to provide geo-tagged photographs of the start and end of the session and a five-minute video of all the training sessions.
- (iv) Attendance sheet and instructor's report on the trainees to be compiled and obtained for each session.
- (v) Any other activity that may be required for delivery of training and coordination with participants/ department.

### **3.2.6 Reporting:**

- (i) After every training program the Agency shall furnish Training report comprising of various relevant details., including analysis of performance vis-a-vis targets allotted, the status of training requests received and conducted, feedback analysis, the report should have snapshot of trainings conducted during the month with photographs, sample fee



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- (ii) Agencies are encouraged to develop digital tools for capturing of training data of each **session** i.e. photographs, videos, feedback forms, government orders, etc. and monitoring of progress w.r.t target through the dashboard. The Agency shall be responsible for online attendance of the trainees on TMP. The State/UT may use the data so captured in verifying the trainings and number of participants.
- (iii) All the trainings to be scheduled on Training management portal. The calendar to be published in advance, trainees' details to be captured, assessment to be carried out and certificate to be generated based on assessment.

**3.2.7 Exposure visit: Empaneled agencies can also be engaged in organizing exposure visits as per norms of RGSA and would be responsible for:**

- (i) **Identification of Model Panchayat/ other relevant places:** The agency will identify model projects/panchayats for exposure visits within and outside of the States/UTs. This involves conducting secondary research and an advance visit to pinpoint model panchayats, whose best practices can be replicated in other Districts/States also. The agency will provide a list of neighboring states for the exposure visit, which will be finalized in consultation with the Department of the Staes/UTs.
- (ii) **Execution of visit:** An actual visit to be undertaken by the Agency wherein an officer from the agency should accompany PRIs to ensure end-to-end arrangements and on ground learning. Logistics-transportation, stay arrangement, approvals from authority, collection of attendance, feedback form, etc. during the Exposure visit to be ensured by the Agency.
- (iii) **Feedback and Reporting:** The agency to submit attendance records along with feedback of each visit. Additionally, the agency will provide a comprehensive report that includes photographs and the learnings from the Exposure visit.

**3.2.8 Post-training activities:**

- (i) Post-completion of the training assignment training agency would submit a consolidated report to the concerned Stat/UT, along with invoices in duplicate, complete in all respects and all the required proof/ documents mentioned in the prescribed report format within 15 days after completion of the month.

- (ii) All Training Activities like Deployment/Publishing of Training Calendar, Approval/Reject Nomination / Upload/Mark Attendance / Create Feedback Template with Training Batch / Upload Photos



and Training material of Training Batch / Post Training Assessment etc. have to be uploaded on Training Management Portal (TMP) of MoPR.

#### 4. Broad Training Categories & Subjects of CB&T activities under Revamped RGSA:

4.1 Broad training categories are as under:

S. N.	Training Category	Training Subjects	Target Group
1.	General Orientation Trainings for ERs within 6 months of election	Functioning of PRIs covering 29 Subjects, mentioned under Article 243(G) & 11 <sup>th</sup> Schedule of the Constitution of India, with the introduction of thematic approach on LSDGs	Elected Representatives of District / Block / GP
2.	Refresher Programme Trainings for ERs within 2 years of election	Functioning of PRIs covering 29 Subjects, mentioned under Article 243(G) & Eleventh Schedule of the Constitution of India, with the introduction of thematic approach on LSDGs	Elected Representatives of District / Block / GP
3.	Panchayat Development Plan Trainings	Gram Panchayat Development Plan (GPDP) oriented toward thematic approach on LSDGs Block Panchayat Development Plan (BPDP) oriented toward thematic approach on LSDGs District Panchayat Development Plan (DPDP) oriented toward thematic approach on LSDGs	Elected Representatives & Govt. Functionaries – District / Block / GP. Officials of PR/RD; Officials of Line Department.
4.	Thematic Training - Localization of Sustainable Development Goals (LSDGs)/ Sector Enablers Trainings	(i) Poverty free village (ii) Healthy Village (iii) Child-friendly Village (iv) Water Sufficient Village (v) Clean and Green Village (vi) Village with Self-sufficient infrastructure (vii) Socially Secured Village (viii) Village with Good Governance (ix) Women Friendly Village	Elected Representatives & Govt. Functionaries – District / Block / GP. Officials of PR/RD; Officials of Line Department.
5	Specialized Trainings	(a) <b>Financial Management related Trainings:</b> ➤ GeM /PFMS /FRA/ (Own Source Revenue (OSR) Strategies / MIS through various digital portals &	Elected Representatives & Govt. Functionaries – District / Block / GP. Officials of PR/RD; Officials of Line Department.



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		<p>platforms / Contract Management</p> <p>(b) <b>IT Based Trainings:</b></p> <ul style="list-style-type: none"> <li>➤ MIS /AI /TMP /SPATIAL Planning / Digital Literacy / e-Governance</li> </ul> <p>(c) <b>Governance &amp; Legal Laws:</b></p> <ul style="list-style-type: none"> <li>➤ Legal Laws related to Women Rights / Children Rights / Scheduled Tribes &amp; Scheduled Area / PESA related special provisions</li> </ul> <p>(d) <b>Planning &amp; Development Strategies:</b></p> <ul style="list-style-type: none"> <li>➤ Rural Area Development Plan Formulation and Implementation (RADPFI)</li> <li>➤ SHG-PRI Convergence</li> <li>➤ Carbon Neutrality</li> </ul> <p>(e) <b>Organisational Behaviour:</b></p> <ul style="list-style-type: none"> <li>➤ Leadership / Communication /Team Building /Negotiation Skills etc</li> </ul>	
6.	Any other training	As per State/UT specific any other emerging needs.	Elected Representatives & Govt Functionaries – District / Block / GP. Officials of PR/RD; Officials of Line Department

4.2 Other related trainings could be included by the Ministry/ States/ UTs within broad framework of RGSA on various subjects of national importance, state specific requirements and emerging needs.



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## 5. Eligibility & Evaluation Criteria:

**5.1 Preliminary Eligibility criteria:** Any Organization/Training Agency, having experience in conducting large scale capacity building & training, as per the criteria mentioned below:

S.N.	Criteria	Supporting documents
1.	Organization must be a Company registered in India under Companies Act 1956 or 2013 or Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008 and Section 8 of the Companies Act 1956 or 2013, with their registered office in India. <b>(Joint Ventures/ Consortium are not allowed to participate)</b>	(i) Certificate of Incorporation (ii) Copies of Articles of Association (in case of registered firms)
2.	The organization must have been in existence for a minimum period of ten (10) years (as on 31.03.2024)	A certificate issued by CA (with CA's Registration Number/ Seal) regarding the company having operation for at least five years
3.	The organization should have a minimum average annual turnover of 15 Crore in the last 03 financial years ending 31 March 2024.	CA certificate
4.	The organization should have undertaken training programmes for at least 5 financial years and Conducted training programs for State/UT Govt., for rural communities or training programs in PRIs or for Urban Local Bodies under various schemes of the Union Government or State Government including RGSA/ PSUs / Corporate Sector / Multilateral Organizations/ Autonomous bodies.	Work order/ Contract Agreement/ Completion certificate from principal agency
5.	The organization should have undertaken at least 3 assignments on capacity building & training for rural communities or training programs in PRIs or for Urban Local Bodies/ or of PSUs / or Corporate Sector or Multilateral Organizations, in the last 3 years of minimum order value of Rs.5 cr., each.	Work order/ Contract Agreement/ Completion certificate from principal agency
6.	The organization should have conducted at least 50,000 training mandays of Capacity building & training in any one-year duration, in last 3 years, ending 31 March 2024.	Work order/ Contract Agreement / Completion certificate from principal agency
7.	The organization should not have been blacklisted by any Central or State Government or Public sector.	Self-undertaking on letter head for non-blacklisting
8.	The organization should have valid GST, PAN, EPF, ESIC	Copy of GST, PAN, EPF, ESIC Documentation



S.N.	Criteria	Supporting documents
9.	The organization should have valid ISO 9001:2015 certificate	ISO certificate

**Note: Only those bidders who will qualify in the Preliminary Eligibility will be eligible for further Evaluation.**

## 5.2 Evaluation Criteria:

Sl. No.	Parameters	Marking Criteria	Maximum Score
<b>A. Financial Capability</b>			<b>30</b>
A.1	Average annual turnover of the bidder for last three financial years, ending March 2024.	Points for bidders' average annual turnover for last three years, as following: (i) Rs. 15 cr.: 10 marks (ii) Above Rs.15 cr., 1 mark each for every additional Rs.1 cr. turnover subject to maximum of 30 marks.	30
<b>B. Training Experience</b>			<b>40</b>
B.1	<b>Geographical footprint:</b> Level of the Pan India Presence of the Training Company in Capacity Building & Training activities (CB&T) with Public Sector/ Corporate Sector/ PSU/ Multinational Companies/ States/UTs in the areas/ subjects mentioned under Table no. 6, (Broad Training Categories & Subjects), above.	(i) Geographical Presence in minimum 2 States/ UTs = 5 Marks (ii) 1 mark each for every additional State/ UT subject to maximum of 20 marks.	20
B.2	Experience of handling large scale CB&T activities including CB&T of Elected Representatives of PRIs, officials of Panchayati Raj, Rural Development and department and SHGs under various schemes of the Union Government or State Government including RGSA / PSUs / Corporate Sector/ Multinational Companies / Multilateral Organizations.	Training days conducted in one year duration in last 3 years (i) 0.5 lakh to 1.0 lakh training man days: 10 marks (ii) More than 1.0 lakh to 2.0 lakh training man days: 15 marks (iii) Above 2.0 lakh training man days: 20 marks	20
<b>C. Business Presentation</b>			<b>30</b>
C.1	To be evaluated basis understanding of scheme, experience across geographies and richness of experience	<ul style="list-style-type: none"> <li>• Work plan and Vision Document = 10</li> <li>• Approach &amp; Methodology = 10</li> </ul>	30



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Sl. No.	Parameters	Marking Criteria	Maximum Score
		<ul style="list-style-type: none"> <li>Understanding of the scope of work as per the ToR and capability of execution = 10</li> </ul>	
	<b>Total (A) + (B) + (C)</b>		<b>100</b>

**Note: The qualifying score of empanelment will be 70% marks in the above evaluation parameter.** Further, the Selection cum Evaluation Committee, totally on their own discretion, can reduce qualifying marks. Agencies who qualify in the evaluation parameter will be ranked on the basis of merit and will be selected for Empanelment.

### 5.3 Cost norms:

**5.3.1** The value of contract shall be guided by the rate chart outlined in Framework for Revamped RGSA scheme of Ministry of Panchayati Raj, Government of India. The rate chart of Capacity Building & Training is attached at Annexure-VIII. Detailed rate to be referred from Framework for Implementation of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) which can be accessed at the website of MoPR, Govt of India, <https://panchayat.gov.in/>

### 6. Duration of Empanelment:

6.1 The Selected Agency shall be empanelled for a period till March 2026.

6.2 Even though the Applicant may meet the above eligibility criteria, they may be liable for disqualification at any stage, including post engagement, in case of following circumstances/ conditions:

- The Applicant has made any false representation including in the forms, statements, and attachments submitted as proof of the eligibility criteria requirements.
- The Applicant has a record of poor performance such as quality of training, abandoning any allotted project, inability to complete any allotted project, delay in completion of any allotted project, etc.
- The Applicant has been blacklisted by any Government or other organizations or its contract with any organization has been terminated for breach of contract.



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## 7. Other Terms and Conditions:

7.1 The applicant is expected to examine all instructions, forms, terms, requirements and other information in this EOI document. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI documents in every aspect would be at the applicant's risk and may result in rejection of its proposal.

## 8. Submission of Proposal:

- a) Interested Agencies/Bidders may respond to the Expression of Interest (EOI) and submit their proposal comprising of duly filled following annexures:
  - (i) Sample letter for submission of proposal is at **Annexure-I**.
  - (ii) Details of general information and eligibility criteria as per **Annexure-II**.
  - (iii) Details of Financial Strength, Experience, Manpower, Venue, etc. as per **Annexure-III**.
  - (iv) No Deviation Certificate as per **Annexure- IV**.
  - (v) Declaration cum Certificate as per **Annexure- V**.
- b) The name of the project, the Agencies/Bidder name and address, email ID and the name of the primary and secondary contact person should be provided on the right-hand side of the main sealed proposal/envelope.
- c) There should be an index at the beginning of the proposal detailing the summary of all information contained in the proposal and all the pages of the proposal should be serially numbered. All pages of the Proposals are to be authenticated by the authorized signatory.
- d) MoPR will not accept delivery of proposals by fax or email. Proposals received in such a manner shall be treated as defective/invalid and rejected.
- e) The applicant is responsible for all costs incurred in connection with participation in this EOI process, including but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings, presentation, preparation of proposal and in providing additional information required by MoPR.
- f) All proposals and accompanying documents received within the stipulated time will become the property of MoPR and will not be returned. The hard copy version will be considered as the official proposal.



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**9. Address and Date line for Proposal Submission:**

- a) Proposals (only Hard Copies) should reach at the following address not beyond the time limit as specified at **point number 17** of the EOI:

**Sh Pankaj Kumar**  
**Under Secretary to the Government of India**  
**Capacity Building Division**  
**Ministry of Panchyati Raj**  
**11<sup>th</sup> Floor, Jeevan Parkash Building**  
**25, K.G. Marg, New Delhi-110001**  
**Email: [sonu.kumar92@gov.in](mailto:sonu.kumar92@gov.in)**  
**Contact no: 011-23753817**

- b) Applications submitted via email will not be deemed valid. Please ensure that only hard copies are sent on the address mentioned above
- c) In case the proposal is submitted by hand, applicants' representative(s) shall sign a register evidencing their attendance.
- d) Proposal received after the stipulated date or incomplete or not in format shall be summarily rejected. MoPR's decision in this regard will be final and binding.
- e) Queries (if any) should be raised through **email mentioned above** and not beyond the time limit as specified at **point number 17** of the EOI. Reply to all queries will be provided online (ONLY) @<https://panchayat.gov.in/>

**10. Late Applications:**

Any proposal received by MoPR after the deadline for submission of proposal prescribed at **point number 17** of this EOI shall be summarily rejected and will not be processed further.

**11. Amendments to the EOI:**

At any time prior to the deadline for submission of proposals, MoPR may modify/amend or vary, for any reason deemed necessary, the EOI by an amendment notified on the MoPR's website and such amendment shall be binding on all. No separate individual communication will be issued in this regard and participants need to check relevant websites.

**12. MoPR's Right to Terminate the EOI:**

MoPR may terminate the EOI process at any time and without assigning any reason. MoPR makes no commitment, express or implied, that this process will result in a business transaction with anyone. This EOI does not constitute an offer by MoPR.

**13. Evaluation of Proposal:**

Proposals will be examined by an **Evaluation cum Selection Committee** constituted by MoPR or its designated representative(s). The evaluation of proposals will be undertaken as per the following stages:

- (i) The proposals would involve examination of the minimum



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eligibility criteria by the evaluation cum selection committee of each of the applicant(s) against the pre-qualification/ minimum eligibility criteria of this EOI.

- (ii) Applicant(s), who fulfill the minimum eligibility criteria will be invited to make presentations on their Proposal at a date/time to be specified and conveyed by MoPR and scores will be assigned by the Committee for the technical proposal and presentations made by the applicant(s).
- (iii) In the process of examination, evaluation and comparison of the proposal, MoPR may, at its discretion, ask applicant(s) for clarification of its proposal which the applicant will be obliged to furnish in writing failing which its application is not liable to be evaluated. The applicant(s) are expected to respond/provide the information/clarifications within the stipulated time. Failure to provide the information may lead to disqualification of the applicant.

#### 14. Finalization and offer of empanelment: \_

Evaluation will be based on the proposals submitted and any additional information requested by MoPR. An offer of empanelment will be made to the responsive applicants whose proposal conforms to the EOI and who have been duly selected in the process mentioned herein above. Evaluations for selection/ empanelment will be based on the proposals and any additional information requested by the MoPR.

#### 15. Applicability of the GST Provisions w.r.t. PRIs Training Programs:

Considering the importance of training, Government of India has provided exemption from levy of GST on training provided to government as per provisions of section 11 read with notification no. 12/2017 Central Tax (Rate) dated 28<sup>th</sup> June 2017. The relevant extract is reproduced as under for ready reference:

Chapter, Section, Heading, Group or Service Code (Tariff)	Description of Service	Rate (Percent)	Conditions
Heading 9992	Services provided to the Central Government, State Government, Union territory administration under any training programme for which 75% or more of the total expenditure is borne by the Central Government, State Government, Union territory Administration.	Nil	Nil



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**16. Settlement of Differences:**

Any difference arising out of the interpretation, application and implementation of this Eoi shall be settled amicably through consultations and negotiations. In case of difference or disputes, the same shall be settled as per the provisions of the Arbitration & Conciliation Act, 1996 via appointment of an independent arbitrator (jointly by parties). The decision of the arbitrator shall be final & binding on both the parties. The location of arbitral proceedings shall be Delhi and proceedings shall be conducted in English.

**17. Key activities and Dates:**

The key activities and dates for the purpose of this EOI are mentioned below:

<b>S. N.</b>	<b>Key Activities</b>	<b>*Date</b>
1.	Publishing of EOI	<b>11.09.2024</b>
2.	Last date of Query Submission	<b>**19.09.2024</b>
3.	Date of Pre-proposal Discussion	<b>23.09.2024</b>
4.	Last date for submission of proposals	<b>01.10.2024</b>
5.	Completion of the Scrutiny of Proposals	<b>To be notified</b>
6.	Presentations by the Agencies	<b>To be notified</b>
7.	Finalization of empanelment by Evaluation cum Selection Committee	<b>To be notified</b>

\*MoPR reserves the right to change any date/time/ venue mentioned in the schedule and any changes in this regard will be updated and intimated on the Ministry's website online (ONLY) @<https://panchayat.gov.in/>

\*\*Reply to all queries (received till 19.09.2024) and any changes/ announcements regarding this Eoi will be provided online (ONLY) @<https://panchayat.gov.in/>

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**Annexure I: Proposal Submission Letter Form**  
**(On the letterhead of Applicant)**

**Date:**

.....  
.....  
.....  
.....

Dear Sir,

**Ref: Request for Expression of Interest (EOI) as Training Agency.**

Having examined the EOI documents, the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to provide the services as required and outlined in the EOI for empanelment of Training Agency by MoPR. We meet the requirements and agree to provide such services as set out in the EOI documents. We attach hereto our response to the EOI document, which constitutes our proposal for consideration.

We undertake, if our proposal is accepted, to adhere to the stipulations put forward in the EOI or such adjusted plan as may subsequently be mutually agreed between us and MoPR or its appointed representatives.

We agree to the unconditional acceptance of all the terms and conditions set out in the EOI documents. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to MoPR is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead MoPR as to any material fact. It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/firm/organization and are empowered to sign this document, which may be required in this connection.

We shall observe the confidentiality of all the information passed on to us in the course of the EOI process and shall not use the information for any other purpose than the current EOI.

We also understand that MoPR is not bound to accept the offer either in part or in full. If MoPR rejects the offer in full or in part MoPR may do so without assigning any reasons therefore.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2024.

Authorized Signature [In full and initials](in the capacity of)  
\_\_\_\_\_  
Only authorized to sign the RFP Response for and behalf of:  
\_\_\_\_\_  
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(Seal/Stamp of applicant)  
Address for Correspondence



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**Annexure II: Format of Proposal (PART A & B)**  
**(Proposal must be indexed and each page numbered)**

**A. General Information**

Sl.	Particulars	Details	Name of Supporting Document Submitted	Page no. of document
1.	Name of Training Agency			
2.	Full Address			
3.	Contact Details (Tel. No /Mobile No/Email id)			
4.	Date of Establishment of Entity (Incorporation/Deed/License)			
5.	Organization Type (Details & enclose Certificate)			
6.	No. of Branches (Enclose details with address proof & Telephone No.)			
7.	GST Registration Details in therelevant area of work			
8.	PAN			

**B. Eligibility Criteria**

Sl.	Particulars (Enclose evidence)	Details	Name of Supporting Document Submitted	Page no. of document
1.	Number of years of experience			
2.	Number of years of experience in training activities			
3.	Tangible net worth for the last 05 FY, ending 31st March 2024, supported by audited accounts and balance sheet/ Annual report, ITR and CA Certificate			
4.	Annual Turnover of the organization attributable to training activity for the last 05 financial years, ending 31st March 2024.			
5.	Manpower resources of the organization in the area of Training with details of experience and qualification			
6.	CV of the proposed Project Coordinator/s and Trainers/Master trainers, to be deployed			
7.	Details of own training venues across the country			
8.	Details of Office(s)			
9.	List of clients and training projects handled for Public Sector/ Corporate Sector/ PSU/ Multinational Companies/ States/UTs during the last 05			

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10.	No. of training Man Days and sessions conducted for Public Sector/ Corporate Sector/ PSU/ Multinational Companies/ States/UTs during the last 05 FYs, ending 31st March 2024.			
11.	List of present clients (enclose details)			
12.	Details of training projects during the last 05 and no. of participants trained in last 3 FY, ending 31st March 2024.			
13	Any other relevant information			



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**Annexure III- Details of Financial Strength, Experience, Manpower, Venue**  
**TABLE (A, B, C & D)**

**A. Financial Strength**

S No.	Financial Year	Tangible Net worth (in Rs Cr)	Annual Turnover from training activities (In Rs Cr)	Type of supporting document attached

**B. Experience Details**

S No	Name of the Client	Contact person name, phone number and address	Date/ period of Implementation of the trainings	Total No. of training Session completed	Total No of participants trained	Average no of participant per batch	Order value (in Rs Cr)	Type of supporting document attached

**C. Details of Trainers/Master trainers**

S No	Name of the Trainer/ Master trainer	Address of Trainer	Phone / Mobile no	Email ID	Associated since	Educational Qualification and Specialization	Experience in Training (in years)

**D. List of Training Centres (own venues)**

Sl. No.	Name of the Institute/training center	Address	Phone no & email/Id of contact person	Area of the training centres	Sitting Capacity	Whether own premises/Rented or any other secondary arrangement



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**Annexure IV: No Deviation Certificate**

Date:

To  
-----

Dear Sir,

We understand that any deviation/exception in any form in our application against the EOI dated ..... may result in the rejection of our proposal. I/We, therefore, certify that we do not have any exception/deviation of the EOI clauses anywhere in the proposal and we agree that if any deviation is mentioned or noticed, our proposal may be rejected.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

**Note: This “No Deviation Certificate” should be written on the letter head of the applicant duly signed and stamped with date by a person competent and having authorized power to bind the applicant.**

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**Annexure V: Declaration cum Certificate**

(On letterhead of the Training Agency duly stamped and signed)

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that our organization/entity has not been backlisted by any Central Government/Central Autonomous Bodies/State Government/State Autonomous Bodies/Public Sector Undertakings/Banks/IBA/any other Corporates/any regulatory authority.

Further, this is to certify that our Agency does not have any legal, civil, criminal, taxation and other cases pending that may have an impact affecting or compromising the delivery of services required.

**Date:**

**(AUTHORISED SIGNATORY)**

**NAME**

**DESIGNATION**

---



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**ANNEXURE-VI: The Cost Norms****The cost norms of the admissible activities under Revamped RGSA**

Sl. No.	Component	Cost
1.	<b>Capacity Building &amp; Training</b>	
1.1	<b>Unit cost per participant per day for training of ERs and Panchayat Functionaries under Revamped RGSA</b>	
1.1.1	Training at State level for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.2500/- per participant per day
1.1.2	Training at District level for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.1500/- per participant per day
1.1.3	Training at Block level/ Clusters of GPs for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.1000/- per participant per day
1.2	Unit cost for training of Elected Representatives and Panchayat Functionaries under RGSA- <u>Virtual/online mode</u>	Rs.5000/- per day at all levels (Expenses towards procurement of platform and device, resource person remuneration, material cost, organizational expenses, development of learning material, documenting good practices etc. )
1.3	Handholding support for GDPD formulation by academic institutions/ Civil Society Organisation (CSOs)/ NGOs (registered at NGO Darpan of NITI Aayog)	@ Rs.20,000/- per GP.
1.4	Training Needs Assessment	Upto Rs.10 lakh once in 2 years per State /UT.
1.5	Development of training modules through empanelled agency	Upto Rs.10 lakh once in 2 years per State /UT.
1.6	Development of training material including films and electronic materials through empanelled agency	Upto Rs.20 lakh once in 2 years per State /UT.
1.7	Exposure Visits within State	Upto Rs. 3500/- per day per participant
1.8	Exposure Visits outside State	Upto Rs.5000/- per day per participant of rest of the States/UTs.  Upto Rs.7000/- per day per participant for Andaman & Nicobar Islands and Lakshadweep
1.9	Panchayat Learning Centres (PLCs)	Upto Rs.7 lakh per PLC
1.10	Evaluation of Capacity building and training	Upto Rs.10 lakh once in 2 years

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Sl. No.	Component	Cost
1.11	Additional Trainers/ Master Trainers in thematic areas for localisation of SDGs.	@Rs.2500 per day per participant up to 5 days based on the number of Master Trainers State-wise as projected by expert committee

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\_\_\_\_\_



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