

**EXPRESSION OF INTEREST**  
**FOR**  
**EMPANELMENT OF TRAINING PROVIDERS FOR SKILL**  
**DEVELOPMENT PROGRAMME FOLLOWING NATIONAL SKILL**  
**QUALIFICATION**  
**FRAMEWORK**

Name of the Country : India

Name of Project : Skill Training Programme

Consulting Service : Skill Training Programme Empanelment  
of Training Partners

Period of Consultancy : 12 months

**CRITICAL DATE SHEET**

| <b><u>Sl. No.</u></b> | <b><u>Description</u></b>                      | <b><u>Key Dates</u></b> |
|-----------------------|--|-------------------------|
| <b>1</b>              | <b>Date of Publishing</b>                      | 24.11.2022              |
| <b>2.</b>             | <b>Pre-Bid Meeting for Query/Clarification</b> | 30.11.2022              |
| <b>3.</b>             | <b>Last Date for Submission of Proposal</b>    | 09.12.2022              |



**NORTH EASTERN REGIONAL AGRICULTURAL MARKETING CORPORATION LTD.  
(NERAMAC)  
(A GOVERNMENT OF INDIA ENTERPRISE)**

#### **DISCLAIMER**

This Expression of Interest (EOI) document for Empanelment "**Skill Training Programme Empanelment of Training Partners**" contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful Applicants.

- I. Intimation of discrepancies in the EOI Document, if any, may be given, by the Applicant, to the office of NERAMAC within 72 hrs from the time of publishing of Application. If NERAMAC receives no written communication, it shall be deemed that the Applicants are satisfied with the information provided in the EOI document.
- II. This EOI document is not an agreement. The scope of work and other information as well as the right and obligations of the successful Applicants shall be set out in a separate agreement to be executed between NERAMAC and the successful Applicants.
- III. NERAMAC reserves the right to accept or reject any or all Application without giving any reasons thereof.
- IV. NERAMAC shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this EOI Document.
- V. NERAMAC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
- VI. NERAMAC may include any other item in the Scope of work at any time after consultation with applicants or otherwise.
- VII. The NERAMAC reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NERAMAC without assigning any reasons thereof.

## **EXPRESSION OF INTEREST**

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites Expression of Interest for organizing Empanelment “**Skill Training Programme Empanelment of Training Partners**”. Interested party / Firm having relevant experience with sound financial condition may download the EOI document/Form from NERAMAC website: <https://neramac.com>.

### **Important Dates:**

|   |  |
|---|--|
| <b>Last date and time for the submission of Application</b> | <b>: 09.12.2022 (05:00 PM)</b>   |
| <b>Date of opening of Application</b>                       | <b>: 12.12.2022</b>  |
| <b>Place of opening of Application</b>                      | <b>: NERAMAC HEAD OFFICE<br/>9, Rajbari Path, Ganeshguri,<br/>Guwahati- 781005, Assam.</b> |
| <b>Tender Fees</b>  | <b>: Rs.3000/- (Non-refundable)</b>  |

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. ELIGIBILITY CRITERIA**

1. The applicant should have registration with GST Department.
2. The applicant should have registered Training Partner with NSDC.
3. The applicant should not have been blacklisted/ banned by any of the State and Central Government Departments in last 3 years. (Refer annexure VI)
4. Joint Ventures are not allowed.
5. **The applicant must have the experience of doing at least 10,000 No. of training in Recognition Prior Learning (RPL) programme in North East of India in Agriculture sector.**
6. Copies of the work orders must attach with the tender.
7. Applicants have to submit the turnover certificate signed by the chartered accountant.

## **3. ROLES AND RESPONSIBILITIES OF EMPANELLED TRAINING PROVIDER**

The 'Training Providers' is expected to provide sustainable employment of high quality, with focus on co- branding, commitment to decent work norms, retention and career progression. This has to be enabled through a model providing high levels of co-branding in all processes, activities and outcomes thus setting a benchmark for training quality, training material including use of technology and training delivery, and through an upskilling path through multiple training levels allowing a trainee to progressively achieve higher levels of skills & certification over a period starting from a novice level. All the organizations fulfilling the eligibility criteria or with direct relevance to the sector will be provide preference.

**a) Centre set up:** Training Providers have to set up SMART Centres of appropriate standard as per the norms of concerned SSC to suitably conduct the course — both theoretical and practical sessions. Location shall be finalized in consultation with District Employment office/ Head Office of the Corporation. The Training provider shall have to engage Trainers/ Teachers having requisite qualification and experience as per concerned SSC and Qualification Pack compliant norms and to submit list containing particulars of Trainers and Teachers.

**Time: Within 1 month from award of contract, upon empanelment**

**b) Advertisement/ Publicity/ Mobilization:** To made by Training Providers through insertion in the print media (local/ state level), satellite channel, and publicity through Block Offices / Panchayat in coordination with concerned District Employment offices. Hoarding / Banner of suitable size may be set up outside and inside the SMART Centres clearly indicating the scheme. Prior to publication, the Training Providers shall get the matter for publicity items vetted by the Head Office of the Corporation.

**Time: Within 15 days from setting up of Centre**

**c) Selection Process:** The candidates may be called for selection by the Training Providers either at the Centres or at any convenient location, or at any place as may be decided by the concerned District Employment office. Selection should be made by a committee having members/ representatives from Training Provider, Block/ Panchayat Samity or District Employment office. All the candidates should be briefed about the scheme/ trade/occupation and objective of the programme, evaluation and certification and what they may expect after the training.

**Time: Within 15 days from Setting up of Skill Training Centre**

**d) Preparing list of applicants/ registered candidates:** List of candidates may be prepared in soft version as well as hard copy in specified format, Centre wise, with Name, Guardian's Name, Address, Contact No., Sub-caste, Annual family income, Date of Birth, Passport Size Colored Photograph, Photo Identification Proof (Example: EPIC / AADHAR / PAN etc.), Age in years, Educational qualification etc.

**Time: Within 7 days after selection process**

**e) Attendance:** Keeping record of attendance is mandatory. The record may be preserved properly both in soft and hard copy. The Mission may ask for record of attendance of the Teacher/ Trainer also. The Training Providers will have to install biometric attendance system at the training venue for the trainees and the teachers/ trainers. Record of attendance of the trainees and the teachers/ trainers will have to be submitted as and when demanded.

**f) Penal Measures:** In case of non – compliance of any of the terms and conditions as detailed in the Clause pertaining to Roles and Responsibilities, Training Providers shall be restrained from continuation of the Training Programme and the Performance Security if any shall be forfeited. The Training Provider shall not be awarded any skill development programme in future by the Mission if the outcome is found to be less than 50% within 1 year of completion of training and the Training Provider will be excluded from the panel.

## **6. GENERAL INFORMATION:**

- a. NERAMAC reserves the right to verify all statements, information and documents submitted by the applicants in response to the proposal. Failure of NERAMAC to undertake such verification shall not relieve the applicant of its obligations or liabilities hereunder nor will it affect any rights of NERAMAC there under.
- b. NERAMAC reserves the right to modify, cancel, suspend or terminate any aspect of the proposal process at any time, for any reason, without giving prior notice and NERAMAC (including their officers, employees, consultants) will not be bound by this proposal.
- c. The applicants shall be responsible for all the costs associated with the preparation of their application. NERAMAC shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Application Process.
- d. One applicant can submit only one application. Applicant submitting more than one application will be disqualified.
- e. At any time prior to the due date of submission of applications, NERAMAC may, for any reason, whether at its own initiative or in response to clarifications requested by applicant(s), modify the proposal by the issuance of addenda. Any addenda issued subsequent to this application, but before the application due date, will be deemed to form part of this proposal.
- f. At any time any time prior to due date of submission of application, the applicant can withdraw their application. Withdrawal of application is not permitted after the due date of submission.
- g. All communication and information in response to this proposal should be provided in writing and in English language only. Supporting documents and printed literature furnished by the applicant with the application may be in any other language provided; they are accompanied by appropriate translations of the pertinent passages in English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
- h. No change in or supplementary information to the application shall be accepted once submitted. However, NERAMAC reserves the right to seek additional information / substantiation / clarifications from the applicants, if found necessary, during the course of evaluation of the application. In case of non-submission or incomplete submission or delayed submission of such additional information/substantiation/ clarifications sought by NERAMAC, the application would be evaluated solely on the basis of the available information.
- i. If any information provided by the applicant in the application or any information provided by the applicant in response to any subsequent query by NERAMAC, is found to be incorrect or is a material misrepresentation of facts, then the application will be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of NERAMAC and if NERAMAC is adequately satisfied.
- j. In case the due date of application is holiday declared by State or Central Government, the next working day will become the due date for submission of application.

- k. Application should obtain all necessary clearances for participating in the proposal process prior to submitting their application and should ensure that they are eligible to participate in this proposal process.
- l. The application process with respect to this proposal (the "Application Process") shall be governed by, and construed in accordance with, the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this proposal and the said application process.
- m. The applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Application Process. NERAMAC shall reject an application without being liable in any manner whatsoever to the applicant, if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Application Process.
- n. For the purposes of Sub- clause(m) above, the following terms shall have the meaning hereinafter respectively assigned to them:
  - a. "**Corrupt Practice**" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Application Process; or (ii) engaging in any manner whatsoever, whether during or after the Application Process, with any person in respect of any matter relating to the Project, who at any time has been or is a legal, in relation to any matter concerning the Project;
  - b. "**Fraudulent Practice**" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Application Process;
  - c. "**Coercive Practice**" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Application Process;
  - d. "**Undesirable Practice**" means (i) establishing contact with any person connected with or employed or engaged by the NERAMAC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Application Process;
  - e. "**Restrictive Practice**" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Application Process and subsequent application process.

## ANNEXURES

### FORM I: COVERING LETTER

Date

To,  
The Managing Director  
NERAMAC HEAD OFFICE  
9, Rajbari Path, Ganeshguri,  
Guwahati- 781005, Assam

Ref: Response to EoI for empanelment of training providers for skill development programme following national skill qualification framework

Dear Sir,

We attach here to the response as required. Primary and Secondary contacts for our organization are:

|                            | 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 there in 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 empowered to sign this document as well as such other documents, which may be required in this connection

Date:  
Signature:  
Name:  
Designation:  
Seal/Stamp of Firm



**FORM II: ORGANIZATION DETAILS**

|   |  |
|---|--|
| Name of Organization / Institution  |  |
| Sector of Operation (eg. Pharma, Automobile, Education etc.)  |  |
| Regd. / Head Office Address:  |  |
| Phone:  |  |
| Mobile:   |  |
| Email:  |  |
| Website:  |  |
| Addresses of Employment Offices (If any?) in Northeast:<br>Phone:<br><br>Mobile Nos.:<br><br>Email IDs: |  |
| Name of Authorized Representative:  |  |
| Designation:  |  |
| Mobile:   |  |
| Email:  |  |

**(Company Seal)**  
**Signature:**  
**Name: Designation:**

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

**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 etc.)
6. Number of years of Existence:  
  
(from date of publishing of this EoI)

**(Company Seal)**

**Signature:**

**Name: Designation:**

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

**FORM IV: UNDERTAKING ON MAJOR LITIGATION**

To,  
The Managing Director  
NERAMAC HEAD OFFICE  
9, Rajbari Path, Ganeshguri,  
Guwahati- 781005, Assam

Sub: Undertaking on Major Litigation

Ref: EoI for empanelment of training providers for skill development programme following national skill qualification framework

Sir,

I/We as 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)  
Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal) Designation

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

**FORM V: UNDERTAKING BLACKLISTING**

To,  
The Managing Director  
NERAMAC HEAD OFFICE  
9, Rajbari Path, Ganeshguri,  
Guwahati- 781005, Assam

Sub: Undertaking on Blacklisting

Ref: EoI for empanelment of training providers for skill development programme following national skill qualification framework

Sir,

I/We as potential 'Training Provider' do hereby state that our company/organization is not blacklisted by any donor agency/ State government/ central government/ govt. agency/ public sector undertaking/ autonomous bodies/ any other competent authority.  
Yours faithfully, (Signature)

Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal)  
Designation

**\*To be submitted on Rs 100 Stamp paper duly notarized**

**FORM VI: PAST EXPERIENCE DETAILS**

| <b>FY</b>      | <b>Scheme</b> | <b>State</b> | <b>Implementing Body</b> | <b>Job Role</b> | <b>QP Code</b> | <b>Trained</b> | <b>Certified</b> |
|----------------|---------------|--------------|--------------------------|-----------------|----------------|----------------|------------------|
| <b>2018-19</b> |               |              |                          |                 |                |                |                  |
| <b>2019-20</b> |               |              |                          |                 |                |                |                  |
| <b>2020-21</b> |               |              |                          |                 |                |                |                  |
| <b>Total</b>   |               |              |                          |                 |                |                |                  |

Yours faithfully,

(Signature)  
Company Secretary/Legal Representative (with authorization)  
(Organization/ Company Seal) Designation

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

**FORM VII: PROPOSED LOCATION AND JOB ROLES**

| <b>S. No.</b> | <b>Location</b> | <b>District</b> | <b>Sector</b> | <b>Job role</b> | <b>QP Code</b> |
|---------------|-----------------|-----------------|---------------|-----------------|----------------|
| 1             |                 |                 |               |                 |                |
| 2             |                 |                 |               |                 |                |
| 3             |                 |                 |               |                 |                |
| 4             |                 |                 |               |                 |                |
| 5             |                 |                 |               |                 |                |

Yours faithfully,

(Signature)  
Company Secretary/Legal Representative (with authorization)  
(Organization/ Company Seal) Designation

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

CA Certificate for Turnover (original)

On the letter head of the CA

Dated:

The Total Turnover of (Organization Name) for the Financial Year 2019-20, 2020-21 & 2021-22 based on Audited Financial Statements is provided below:

| S. No. | Particulars                                   | Amount<br>(in INR figures) |
|--------|---|----------------------------|
| 1      | Total Turnover for the Financial Year 2019-20 |                            |
| 2      | Total Turnover for the Financial Year 2020-21 |                            |
| 3      | Total Turnover for the Financial Year 2021-22 |                            |

Average Turnover (FY2018-19, 2019-20 & 2020-21): / - (Amount in Figures and Words)

(CA's Signature) CA's Name:

CA's Stamp / Seal: