

Document for Expression of Interest (EOI)

MSME-TECHNOLOGY CENTRE, INDORE
Indo-German Tool Room, Indore
An Autonomous Organization
Under
Ministry of Micro Small and Medium Enterprises
Government of India

Invitation for Expression of Interest (EOI) FOR Empanel of handicraft Empaneled Agencies /Firms/Training/Service Provider (SP) for providing services for conducting handicraft Training /Programs proposed to be conducted at different locations in state of Madya Pradesh and Utter Pradesh

Indo-German Tool Room (IGTR), MSME - Technology Centre, Indore, **under** Ministry of MSME, Government of India, invite to submit an Expression of Interest (EOI) for the empanelment of agencies/firms that are already empaneled with the Department of Handicrafts. The purpose of this empanelment is to conduct various Handicraft Projects under the Handicraft Development and Urban Poor Support program. proposed to be conducted at different locations in in state of Madya Pradesh and Utter Pradesh during FY 2024-25. **All the training /services/program will be conducted as per guideline of DCH and IGTR, Terms & conditions applicable time to time for conducting training.** The Tender/EOI is available on www.igtr-Indore.com. May contact help desk no 0731-4210703 for any queries.

DETAILS OF tender/EOI:

S.No	Particulars	Details
a.	Tender/EOI Reference	No: IGTR/2024-25/DCH/EOI/02 dt. 13-06- 2024.
b.	Last date for submitting of EOI	20 th June 2024
c.	Date for Opening of Evaluation of EOI	21 st June 2024
d.	EOI Submission Fees	Rs. 5000+18%GST (Rs5900 (Five Thousand nine hundred Rupees) Non-Refundable Account Payee -Demand Draft /Online Bank Name: STATE BANK OF INDIA Account Number: 53004853984 IFSC: SBIN0030153

Scope of Work:

The selected agencies/firms will be responsible for:

1. **Conducting Training Workshops:**
 - Organize and execute workshops to train artisans in advanced techniques.
 - Provide necessary tools and materials to participants.
2. **Market Linkage and Exhibitions:**
 - Facilitate participation in exhibitions and fairs.
 - Develop market linkages for artisans to promote their products.
3. **Community Support Initiatives:**
 - Implement vocational training and job placement programs for the urban poor.
 - Establish and maintain community support centre

Eligibility Criteria:

- The agency/firm must already be empanelled with the Department of Handicrafts.
- Proven experience in implementing similar projects.
- Demonstrated capability to manage resources and execute large-scale training programs.
- Financial stability and legal compliance with applicable regulations.
- Must be proprietorship firm/ NGO/registered company/partnership firm with PAN/GST which must be in operations for 5 years or more as on 20th June, 2024
- Must have turnover of Rs 100.00 Lakhs in skill development activities in last 5 years or more as on 20th June, 2024
- CA Audited Financial Report of last 3 years with Annual turnover (in lakhs).
- Must provide the list of training centers along with full address where training programs.

SUBMISSION OF EOI

- a) Interested and eligible agencies/firms may be submitted offline application on prescribed format along with **Annexure-B and C** for providing services for implementation of Handicraft Projects
- b) EOI shall be submitted on or before last date 20th June 2024 by 17:00 hrs. This office will not be responsible for any reasons beyond the control of this office.
- c) Non-refundable of EOI Submission Fees R5000+18%GST (Rs5900) shall be submitted in form of account Payee Demand Draft/Bankers Cheque/online in favors of Indo-German Tool Room, payable at Indore,
- d) **A Notice /LOA/shall be given, by Speed Post/Registered Post/E-Mail/Courier/MAIL, to the applicant whose eligibilities is accepted after scrutiny of EOI and satisfactory report of the Committee that desired infrastructure/ documents found satisfactory as per norms.**

TERMS & CONDITIONS

- 1 The Training /Service Provider (SP) should read the EOI document paper carefully. Submission of tender/EOI shall mean that the SP has read and understood all the terms & conditions of the tender/EOI and agrees and binds himself to the same. **All pages of the tender/EOI document should be signed and stamped by the TSP and submitted with the offer.**
- 2 The sealed tenders/EOI super-scribing tender/EOI number, name of the work and last date of submission of tender/EOI on the left side of the envelope and should be addressed to the General Manager, Indo German Tool Room Indore (MSME) 291B/302 A sector E Sanwer Road Industrial Area Indore 452015. (M.P).
- 3 Tender/EOI received after last date & time of submission and without submission of EMD, are liable to be rejected.
- 4 A security deposit of 10% of (Total Project Cost) should be deposited by the Impaneled Agency through account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or Bank Guarantee from any of the commercial Banks or payment online in an acceptable form, in favor of IGTR, Indore, payable at Indore, within 7 days of receipt of acceptance of the order. The security deposit is refundable without interest after 15 days of completion of all contractual obligations by the TSP.
- 5 IGTR, Indore reserves the right to alter, cancel, accept, modify, split, vary the quantities, any terms, conditions etc., or reject or postpone the order either fully or partly without assigning any reason there off.
- 6 Where counter terms and conditions of service have been offered, O/o Indo German Tool Room, Indore (MSME) shall not be deemed to be governed by these and bound by them unless specific written acceptance thereof has been given by IGTR, Indore.
- 7 All documents required by sponsored agency/ IGTR, Indore to release payment against sanction amount have to be maintained by SP and same to be submit to IGTR, Indore so that same may be submit to sponsored agency by time.
- 8 The IGTR, Indore reserves the right to withhold the payment and wherever deemed appropriate and demand refund of payment with bank interest, if the SP found to have misled IGTR, Indore by submitting incorrect information of deliberately suppressing relevant information, IGTR may consider to blacklist the SP.
- 9 Mere participation in the tender/EOI and offering of lowest rates does not confer any right on any party for placing order on them.
- 10 **IGTR, Indore will verify the desired infrastructure as per Guideline of DCH/IGTR A Committee formed by the General Manager, IGTR, Indore, representative may be visit (physically or virtual) each location Centre within one week after opening the technical bids to verify the desired infrastructure as per norms.**
- 11 In all the matters concerned to and not covered in the terms & conditions, the decision of the General Manager, IGTR, Indore shall be final and binding on the parties.
- 12 All the services for conducting training/ programs will be as per sponsored agency/ IGTR, Indore guidelines/terms & conditions and amendments in future if any.

- 13 The actual number of programs for training may be decrease of increase due to any reasons or any other administrative reasons. Payment will be made as per guideline
- 14 Payment will be made after receiving payment from the sponsored agency and in same ratio after submitting Application Form of the trainees/artesian, Feedback Forms, Bills, theory and practical photographs etc. to IGTR, Indore. Any amount (except TDS) deducted by the sponsored same will be deducted from SP.
- 15 Empanelment will be valid for one year initially may be extended up to three years maximum depend upon basis of yearly performance of agency .
- 16 All the documents related to the programmers have to maintain as per Guidelines/terms & conditions of sponsored agency/ IGTR, Indore and amendments in future and same have to submit to IGTR, Indore.
IGTR Indore has rights to cancel the full contract or a portion and has rights to forfeit the security amount in full or part.
- 17 The interested SP needs to be fulfilled all the given requirements in order to associate with IGTR, Indore:
 - I. Must be proprietorship firm/ NGO/registered company/partnership firm with PAN/GST which must be in operations for 5 years or more as on 20th June, 2022.
 - II. Must have turnover of Rs 100.00 Lakhs in skill development activities in last 5 years or more as on 20th June, 2024.
 - III. Must have experienced faculty.
 - IV. CA Audited Financial Report of last 3 years with Annual turnover (in lakhs).
 - V. Must provide the list of training canters along with full address where training programs. are to be conducted.

Signature of the SP with stamp Designation-----

Place-----

Date-----

EVAUATION SHEET

Sr · N o	Parameters	Marks
1.	Length of relevant experience of providing legal services (The applicants/ firms have to submit documentary proof thereof and a list of clients)	Maximum 25 marks as follows: i. Above 5 years = 25 marks ii. Above 3 to 5 years = 15 marks iii. Above 2 to 3 years = 5 marks
2.	Sound Financial standing of the Applicants/ Firms in terms of annual turnover, during the last three Financial Years	Maximum 25 marks as follows: i. Above 100 Lac = 25 Marks ii. 75 to 100 Lacs = 15 Marks iii. 50 to 75 lacs = 5 Marks
3	No. of Handicraft Project Executed	Maximum 25 marks as follows: i. Above 3 = 25 Marks ii. Above 2 to 3 = 10 Marks iii. Above 1 to 2 = 5 Marks
4	Total No. of participate trained in Handicrafts.	Maximum 25 marks as follows: i. Above 200 Artisan = 25 Marks ii. Above 150-200 Artisan = 15 Marks iii. Above 100-150 Artisan = 5 Marks

ANNEXURE - A

Format

S.No	Particulars To Be filled up by the Tenderer / Bidder	
1	Name of the Agency/Firm	
2	Postal address	
3	Telephone No. with STD code	
4	Name of Contact person/Designation	
5	Mobile No.	
6	E-Mail ID	
Following Documents to Be submitted in the technical bid:		
7	Registration certificate in support of establishment of the firm (Enclose copy)	
8	PAN (Permanent Account Number) (Enclose copy)	
9	Certificate of Registration for GST (Enclose copy)	
10	Bank Account Details	
11	Details of purchase of Tender application: Rs.5,000+ GST @ 18%	
12	Signed Terms and Conditions of the tender document enclosed as Annexure - I	
13	DCH Empanelment NO. (Enclose copy)	
14	Experience (Enclose copy of sanctioned order)	
15	List of trained Artesian/candidates.	
16	Annual Turn Over of last 3 year Audit balanced sheet/ CA Certificate	

Self-Declaration

I,(Name of the authorised person)

.....(Designation of the Authorized Person)

.....Name and address of agency/firm),

do hereby declare that the information provided herein in the online application form is true and correct to the best of my knowledge and belief and nothing has been falsely stated or concealed therein. I understand that if the said information as given in the application form is found false, at any stage the empanelment of the centre will be liable to be rejected.

Date:

Signature

(Name of the Authorized Person) Stamp

ANNEXURE – C

UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT

We here by confirm and declare that we, M/s.....,
Is not blacklisted/De-registered/debarred by any Government department/ Public
Sector Undertaking/Private Sector/or any other agency for which we have Executed/
Undertaken the works/ Services during the last 5 years.

For

Authorized Signatory

Date: