

**Document for Expression of Interest(EOI)**  
**MSME-TECHNOLOGYCENTRE, 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 Empanelment of Facility Providers Government Bodies & Agencies Having Government-Authorized & Affiliated Training Premises for Various Training Programmes proposed to be conducted at different locations of the Country

Indo-German Tool Room (IGTR), MSME - Tool Rom, Indore, under Ministry of MSME, Government of India, invite to submit an Expression of Interest (EOI) for the empanelment of agencies/firms that are interested for Empanelment and the purpose of this empanelment as Service Provider (SP) for providing facilities for conducting Professional/Employability/Skill Training /Programs proposed at different locations of the Country.

**OBJECTIVE**

Global Job markets are facing acute shortage of skilled workforce to fill up entry level job positions. Similarly, India is also facing same problem of skill shortage needed for jobs. A report suggests that in India large numbers of youths are unemployable for the industries, which has created a significant gap in demand & supply of skilled workforce in the job market. As our economy is man power supported economy where majority of industries and production centres have huge demands of skilled man power. The sectors like Agriculture, Telecom, Tourism, Education, Electrical, rural development, cement, Mechanical, Health, Housing etc require skilled workforce, who are ready to take up entry level positions. If employability of youth is not boosted and shortage of skilled workforce continuously goes un-focussed, our industries and global job markets will face an uncontrolled problem of skilled workforce and skill recession. In order to overcome this IGTR, Indore is proposed to conduct Professional/Employability/Skill and other related Training Programs at different locations of the Country but IGTR has limited resources and locations. The main aim of this EoI is to utilize resources of Govt./Private institutions/industries/MSMEs/SDCs/Individuals which is lying idle or having spare capacity in Favors of nation & society growth.

**The required services will be availed for conducting above programmes as per guideline and IGTR, Terms & conditions applicable from time to time.**

The Tender/EOI is available on [www.igtr-Indore.com](http://www.igtr-Indore.com). May contact help desk No. 0731-4210703/704 for any queries. Email :- [patogm@igtr-indore.com](mailto:patogm@igtr-indore.com)

**DETAILS OF TENDER/EOI:**

<b>S.No</b>	<b>Particulars</b>	<b>Details</b>
<b>a.</b>	Tender/EOI Reference	No: IGTR/2025-26/TRG/EOI/01 dt.09-12-2025.
<b>b.</b>	Last date for submitting of EOI	15 <sup>th</sup> DECEMBER, 2025, 05.00 PM All relevant/supporting documents & Covering Letter
<b>c.</b>	Date for Opening of Evaluation of EOI	16 <sup>TH</sup> DECEMBER, 2025
<b>d.</b>	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
<b>e.</b>	<b>Mode of submission</b>	<b>Through carrier/speed post/by hand</b>

## **Scope of Work:**

The selected agencies/firms will be responsible for:

- Provide all related services as Service Provider (SP) for conducting various Professional/Employability/Skill Training /Sponsored Training Programs proposed to be conducted at different locations.
- Excellent Infrastructural facilities like Class Rooms with advanced Teaching Aids/ Smart Class Rooms, necessary tools and materials, Qualified & Experienced Teaching/Supporting / Office Staff for conducting training programmes.
- Should have good market linkages/networks to promote the trainings programs.
- Facilities to implement training and job placement programs for the urban youth.
- Service Provider to establish and maintain community support centres

## **Eligibility Criteria:**

- Agencies should have Government-Authorized & Affiliated Training Premises and Proven experience for providing similar services/facilities.
- 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 3 years or more as on 31<sup>st</sup> October, 2025.
- Must have average turnover of 1.0 Cr in skill development/Training activities in last 3 years
- CA Audited Financial Report of consecutive previous last 3 years.
- Must provide the list of training centres along with full address.

## **SUBMISSION OF EOI**

- a) Interested and eligible agencies/firms may be submitted offline application on prescribed format along with **Annexure-A and B** for providing services for implementation of Training Programme with details of facilities available.
- b) EOI shall be submitted on or before last date 15<sup>TH</sup> DECEMBER, 2025 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 (Rs. 5900/-) shall be submitted in form of account Payee Demand Draft/Bankers Cheque/online in favor of Indo-German Tool Room, payable at Indore.

- d) **A Notice /LOA/shall be given, by Speed Post/Registered Post/E-Mail/Courier, 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 **IGTR will not provide any financial support for the establishment of infrastructure required for the project allotted to the agency or government body; all expenses must be borne by them.**
- 2 The Facility Provider (FP)/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.**
- 3 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).
- 4 Tender/EOI received after last date & time of submission and without submission of EMD, are liable to be rejected.
- 5 A security deposit of Rs. 5.0 lacs should be deposited by the EA/SP 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 work order. The security deposit will be refundable without interest after 15 days of completion of all contractual obligations by the Empanelled Agency. The payment terms of each project will be decided separately and separate work order will be issued for each programme.
- 6 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.

- 7 Where counter terms and conditions of service have been offered, O/o GM, Indo German Tool Room, Indore (MSME) shall not be deemed to be governed by these and bound by them unless specific written acceptance there of has been given by IGTR, Indore.
- 8 All documents required by sponsored agency/ IGTR, Indore to release payment to be maintained by SP and same to be submit to IGTR, Indore so that same may be submit to sponsored agency by time.
- 9 All financial and other T&D provisions will be determined in accordance with the work order issued to the agency.
- 10 The IGTR, Indore reserves the right to withhold the payment and wherever deemed appropriate. 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.
- 11 Mere participation in the tender/EOI does not confer any right on any party for placing order on them.
- 12 IGTR, Indore will verify the desired infrastructure as per Guideline of 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 Only government-authorized or government-affiliated training premises are considered, such as colleges, ITIs, SHG training centres, FPO training centres, or any centre endorsed by a government officer all supporting documents must be valid before the date of publishing the EOI.
- 13 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.
- 14 All the services for conducting training/ programs will be as per sponsored agency/ IGTR, Indore guidelines/terms & conditions and amendments in future if any.
- 15 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

- 16 Payment will be made after receiving payment from the 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. The ratio of project wise payments will be decided as per the quantum of services availed for each project.
- 17 Empanelment will be valid for three years initially may be extended up to fiveyears maximum depend upon basis of yearly performance of agency .
- 18 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.
- 19 The interested FP/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 firms with PAN/GST which must be in operations for last 3 years or more as on 31<sup>st</sup>October, 2025.
  - II. Must have turnover of Rs 1.0 Cr in skill/training development activities in last 3 years.
  - III. Must have Excellent Infrastructural facilities like Class Rooms with advanced Teaching Aids/ Smart Class Rooms, necessary tools and materials, Experienced Teaching/Supporting Staff for conducting training programmers.
  - 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-----

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Place

Date-----

### EVAUATION SHEET

Sr · N o	Parameters	Marks	Maximum Marks
1.	Sound Financial standing of the Applicants/Firms in terms of annual turnover, during the last three Financial Years	Maximum 20 marks as follows: i. Above 100 Lac = 20 ii. 76 to 100 Lacs = 15 iii. 50 to 75 lacs = 5	20
2	Class Rooms with advanced Teaching Aids/ Smart Class Rooms for accommodating participants (per facility)	Maximum 20 marks as follows: i. Above 6 = 15 ii. Above 4 to 6 = 10 iii. Above 1 to 3 = 5	15
3.	Qualified and Experienced Teaching/Supporting/ Office Staff for conducting training programmes.	Maximum 20 marks as follows: i. Above 15 = 15 ii. Above 10 to 15 = 10 iii. Above 5 to 15 = 5	15
4.	No. Of Centres/Locations (including Cities/Rural Areas) with Minimum centre area 3000 Square feet ( <b>Govt. Premises</b> )	Maximum 20 marks as follows: i. Above 10 = 20 ii. Above 5 to 10 = 10 iii. Above 1 to 5 = 5	20
5.	Total No. of participants trained	Maximum 20 marks as follows: i. Above 2000 = 20 ii. Above 1001-2000 = 15 iii. Above 500-1000 = 5	20
6	Presentation & Interaction with Operational team	Maximum 10 marks	10
<b>Max. Marks : 100</b> <b>Min. Qualifying Marks : 70</b>			

**ANNEXURE-A****Format**

<b>S. No</b>	<b>Particulars To Be filled up by the Tenderer /Bidder</b>	
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 application Fees: Rs.5,000+GST@18%	
12	Signed Terms and Conditions of the EOI document enclosed as Annexure -I	
13	Proof of Govt. Premises MOU/Agreement (Enclose copy)	
14	Experience (Enclose copy of sanctioned order & Completion Certificate)	
15	List of Infrastructura/w photographs/ List of Faculties/Staff with qual.& exp. / List of participants trained	
16	Annual Turn Over of last 3 year Audit balanced sheet/ CA Certificate	



## Infrastructure Details

Please provide the following information with supporting photographs/documents:

**Address of facility**

**Sector/Job Role**

S. No.	Facility Description	Availability (Yes/No)	Quantity / Area / capacity	Remarks
1	Total Built-up Area (sq. ft.)			
2	Number of Classrooms			
3	Capacity per Classroom			
4	Workshop/Lab Space			
5	Computer Lab (with number of systems)			
6	Internet Facility (Wi-Fi/LAN)			
7	Electrical Load / Power Backup			
8	Drinking Water Facility			
9	Separate Washrooms for Male & Female			
10	CCTV & Security Arrangement			
11	Furniture & Training Equipment			
12	Access for Divyang (PwD)			
13	Hostel/Accommodation (If available)			
14	Safety & Fire-Fighting Systems			
15	<b>Trainer</b>			

## 3. Mobilization Capability

- Availability of field mobilisation teams: Yes/No
- Number of mobilisers (if any):
- Prior experience in community mobilisation:

## 4. Legal & Compliance Documents

(Attach copies)

- Government authorization certificate / allotment letter
- Building safety certificate
- Fire NOC
- Centre /facility Affiliation/approval (if applicable)

## **ANNEXURE-B**

### **Self-Declaration**

I, .....Name of the Authorized Person),  
..... (Designation of the Authorized Person),  
..... (Name and Address of the Agency/Firm), do  
hereby declare that the information provided herein in the application form is true and correct  
to the best of my knowledge and belief. Nothing has been falsely stated or concealed therein.  
I also understand and agree that IGTR, Indore may physically verify the facilities as required.  
If any information furnished in the application is found to be false at any stage, the  
empanelment of the centre shall be liable to be rejected.

Date:

Signature

**Name:**

**Designation:**

**Date:**

**Seal of the Organisation**