
***EMPANELMENT OF
TRAINING CENTRES
EXPRESSION OF
INTEREST***

***EMPANELMENT OF TRAINING
CENTERS (TCs) FOR SKILL
DEVELOPMENT TRAINING***

*Under the Department of Labour, Employment,
Skill Development and
Entrepreneurship Government of Mizoram.*

(NO.B.12018/4/2025-DTE (LESDE)/87 Dated. 5th May, 2026)

Table of Contents

Part No.	Description	Page No.
1.	Introduction & Background	2
2.	Terms of Reference	2-3
	2.1 Objective of the EOI	
	2.2 Benefits	
	2.3 Scope of Work	
3.	Information to Quotationers	3-7
	3.1 Eligibility Criteria for Training Centers	
	3.2 Definitions	
	3.3 Brief description of process for submission of proposals	
	3.4 Address and contact numbers for submission of proposals	
	3.5 Mode of Submission and Delivery of EOI	
	3.6 Schedule of the Invitation to EOI	
	3.7 Empanelment Board	
	3.8 Application validity	
	3.9 Evaluation Process	
4.	General Terms of EOI	7-8
5.	Opening and Evaluation of EOI	8-9
6.	General Terms and Conditions for Empanelment	9-12
	6.1 Duration of Empanelment	
	6.2 Payment and Schedule of Payment	
7.	Monitoring and Assessment	12
8.	Arbitration	12
9.	Force Majeure	12
10.	Annexures (I-IV)	13-17
	- Annexure I – Format for Covering Letter	
	- Annexure II – Format for Self-Declaration	
	- Annexure III – Approved Job Roles with QP Codes	
	- Annexure IV– Evaluation Criteria	
11.	FORM (A,B,C,D,E,F)	19-33
	Checklist of documents to be attached	
	Deed of Agreement (DoA)	

**EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF TRAINING CENTERS FOR SKILL DEVELOPMENT TRAINING
UNDER THE DEPARTMENT OF LABOUR, EMPLOYMENT, SKILL DEVELOPMENT &
ENTREPRENEURSHIP, GOVERNMENT OF MIZORAM.**

(NO.B.12018/4/2025-DTE (LESDE)/87 Dated 5th May, 2026)

1.0 INTRODUCTION AND BACKGROUND:

- 1.1.** The Department of Labour, Employment Skill Development, and Entrepreneurship, Government of Mizoram focuses on enhancing employment opportunities and promoting skill development among the state's workforce. Its primary objectives include facilitating vocational training programmes, implementing employment generation schemes, supporting entrepreneurship initiatives, and providing resources for skill advancement. The Department aims to empower individuals with the necessary skills to improve their employability and foster a culture of entrepreneurship, contributing to the overall economic development of Mizoram. Through various programmes and collaborations, it works to create a robust ecosystem for job creation and sustainable livelihoods in the state.
- 1.2.** The Labour, Employment, Skill Development and Entrepreneurship Department (LESDED), Government of Mizoram, invites Expression of Interest (EOI) from reputed institutions for empanelment as Training Centres (TCs) to conduct Job-Linked Skill Development Training Programmes under schemes implemented directly by it as well as by entities/organizations administered by the Department such as Mizoram Council for Vocational Training (MCVT), and Mizoram Building & Other Construction Workers Welfare Board (MBOCWFB), Mizoram State Skill Development Mission (MSSDM) etc. Selected Training Centers will be empanelled to undertake short-term training programmes under various schemes and projects implemented by the Department or any other entities/organizations administered by LESDE Department as per specific guidelines of each scheme or project(s).

2.0. TERMS OF REFERENCE:

2.1. Objective of the Expression of Interest:

The Department of Labour, Employment Skill Development, and Entrepreneurship, Government of Mizoram aims to promote skill development and entrepreneurship in the state focusing on empowering youth and enhancing employability to make them employable and contribute to economic growth, encourage entrepreneurship and support Start-ups in various sectors, facilitate job opportunities and serve employment avenues for skilled individuals, strengthen infrastructure, implement skill development and entrepreneurship schemes under the Government of India. To achieve this end reputed and qualified Training Centres which are capable of delivering skill development training for various job roles and trades shall be empanelled so as to have a ready training partner to execute training programmes whenever required and within a short period of time.

2.2. Benefits:

Empanelment of training centers will enable the Department to have a set of qualified training centers to take up any training programmes in any Job Roles/Trades under various schemes and projects effectively and efficiently without procedural delays.

2.1 Scope of Work

The scope of work to be performed by the empanelled Training Centers will include (but not limited to the following tasks):

- a) Conduct training in identified Job Roles/Trades identified by the Employer.
- b) Deliver training in compliance with NSQF and SSC standards as per instructions of the Employer.
- c) Use standardized curriculum approved by respective competent Authority.
- d) Maintain infrastructure and equipment as per Centre Accreditation norms.
- e) Provide required infrastructure, certified trainers, and operational readiness.
- f) Ensure biometric attendance, CCTV coverage, and adherence to quality parameters.
- g) Facilitate candidate mobilization, training, certification, and placement.
- h) Track candidate's post-placement and comply with relevant rules and guidelines of the relevant schemes and projects under the Employer.
- i) Cost of training shall be paid as per rate prescribed in the concerned scheme or guidelines or project. Training Cost and target of each job role shall be stated in the Work Order for Training in any scheme or project.

The training centers shall render the required support to the Employer for successful conduct of training programmes as maybe required.

LESDE Department and its ancillary organisations (or The Employer) under whom Training is to be provided shall allocate training targets to empanelled Training Centres and monitor training delivery, assessments, and placements.

3.0. INFORMATION TO QUOTATIONERS :

3.1. Eligibility Criteria for Training Centres:

Training Centers must be/should have:

- willing to cooperate and coordinate with LESDE Department and its affiliated institutions under the Government of Mizoram.
- Departments/Institutions under the Government of Mizoram.
- private Educational Institutions recognised under University Grants Commission (UGC), National Council for Vocational Training (NCVT).
- All India Council of Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Medical Council of India (MCI), Indian Nursing Council and any other similar statutory organisations are eligible.
- Possesses required specifications for accreditation as National Skill Development Corporation (NSDC)/Sector Skill Council (SSC) Partners /affiliated Vocational Training

Providers. Applicants who possess a valid Accreditation Certificate under the relevant Sector Skill Council (SSC) are required to submit the same as proof.

- Conducted training under any skill development related schemes funded by Government of India or State Government of Mizoram.
- Permanent Infrastructure (or rent/lease) in Mizoram.
- Adequate infrastructure, qualified trainers, and equipment as per SSC/NSDC norms wherever applicable.
- Placement partners preferably within the state or outside employment. Valid documentary evidences such as copy of Memorandum of Understanding (MoU)/ appointment letters with such placement partners to be submitted.
- Not be blacklisted or debarred by any government authority.
- located within the State of Mizoram or having its branch within Mizoram.

3.2. Definitions:

Employer - means the Department of Labour, Employment, Skill Development and Entrepreneurship, Government of Mizoram, and /or its agencies namely, Mizoram State Skill Development Mission (MSSDM), Mizoram Council for Vocational Training (MCVT), Mizoram Building and Other Construction Workers Welfare Board (MBOCWFB) responsible for the overall implementation, supervision, and monitoring of the project/scheme which employs empanelled Training Centre.

Empanelled Training Centre- means an institution, organization, or agency that empanelled under this invitation for Expression of Interest (EOI).

Scheme- refers to any skill development or entrepreneurship initiative implemented or funded by the Government of Mizoram or the Government of India or any other funding agencies through the Employer.

NSQF- means the National Skill Qualification Framework, as notified by the Ministry of Skill Development and Entrepreneurship, Government of India.

SSC - means Sector Skill Council, responsible for defining competency standards and conducting assessments.

Training Programme- means any job-role-based, entrepreneurship, or livelihood skill development training conducted by the Employer.

Work Order- means the specific order issued by the Employer(s) allocating training targets, norms of payment and other terms and conditions.

Centre Accreditation norms- means accreditation norms specified by the National Skill Development Corporation (NSDC).

3.3. Brief description of process for submission of proposals:

- 3.3.1. Proposal should be forwarded by interested Training Centres (TCs) under their original memo/letter pad inter alia furnishing details like CIN, PAN, GST

Number and clearance certificate, Bank Address with NEFT Account if applicable. Photocopies to be attached as per the format in the **FORM-A**

3.3.2. Interested Training Centres must submit the following documents

- Covering Letter (**Annexure- I**)
- Valid Accreditation and SSC Affiliation Certificates (if applicable)
- Training Centre Profile with photographs and geo-coordinates
- List of Trainers with their qualifications
- Equipment list (job role-wise)
- Past training and placement records (if applicable)
- Signed Self-Declaration (**Annexure- II**)

3.3.3. Interested Training Centres shall indicate the Job roles/Trades for which they are offering their services from among the list annexed in **Annexure - III**

3.3.4. Any erasure, cutting and overwriting will be duly authenticated by the person responsible for submitting EOI and with business stamp.

3.4. Address and contact numbers for submission of proposal or seeking clarifications:

(a)	Applications /Queries to be addressed /submitted to:	The Director
b)	Postal address for sending the EOI:	Directorate of Labour, Employment, Skill Development and Entrepreneurship, Government of Mizoram, Earth-Day Road, MINECO, Khatla, Aizawl – 796001.
(c)	Name and Designation of the contact personnel:	Mr.John Tanpuia, MCS Director,Labour, Employment, Skill Development and Entrepreneurship Department, Government of Mizoram
(d)	Telephone numbers of the contact personnel:	0389-2336344
(e)	Email id of contact personnel:	directorledmz@gmail.com

3.5. Mode of Submission and Delivery of EOI:

- a) The proposal should be sealed by the Interested Training Centres duly super scripted in BOLD letters and with RED INK –

“Application for Expression of Interest for Empanelment of Training Centers for Skill Development Training under LESDE Department”

- b) Any erasure, cutting and overwriting will be duly authenticated by the person responsible for tender and with business stamp.
- c) Tender box marked ***“Application for Expression of Interest for Empanelment of Training Centers for Skill Development Training under LESDE Department”*** for dropping of proposal shall be placed at the office of the Director,Labour,

Employment, Skill Development and Entrepreneurship (**address at 3.4. above**) from the date of issue of this Expression of Interest, for receiving the proposals. The Tender Box will be available for submission of proposals during office hours on all working days. On the last day fixed for submission, it will be available up to 12:00 Noon only. The proposals can also be submitted by courier/registered post in sealed envelopes. Late tenders will be summarily rejected. No responsibility will be taken for postal delay or non-delivery/non-receipt of Tender documents. Tender sent by e-mail will not be considered.

3.6. Schedule of the Invitation to EOI:

- (a) Last date for submission of applications is fixed at 22 (Twenty) days from the date of issue of EOI up to 12:00 Noon.
- (b) Date of opening of EOI is fixed at 1:00 PM on the last day fixed for submission of applications at the office of the Director, Labour, Employment, Skill Development and Entrepreneurship, Aizawl, Mizoram, address given at Para 3.4. (b). above, who, in the presence of the applicants or representatives who choose to attend, will subsequently examine and determine whether each application is responsive to the requirements of this **EOI**. An application shall be considered responsive only if:
 - (i) It is received by the application due date including any extension thereof, if any.
 - (ii) It is signed, sealed and marked as stipulated.
 - (iii) It contains all information (Complete in all respects) as requested in this **EOI**.
 - (iv) It does not contain any conditions or qualifications.

Representatives are required to bring photo identity card and Authority Letter with photograph duly attested by the owners without which they will not be permitted to participate in the opening of EOI. This event will not be postponed due to non-presence of any applicants or their representatives.

- (c) After selection and approval, a Letter of Acceptance (LOA) shall be issued by the Employer to the Selected Applicant(s) and the Selected Applicant(s) shall, within 7 (Seven) days of the issue of the LOA, acknowledge receipt of the same, indicating therein its acceptance or otherwise of the LOA and the assignment.
- (d) Signing of Deed of Agreement will be within 14 days of LOA.

3.7. Application Validity:

The application shall remain valid for acceptance for a period of 180 days after the date of opening prescribed in the EOI Document. Any application valid for a shorter period shall be treated as non-responsive and rejected.

3.8. Empanelment Board:

Empanelment Board shall be constituted by the Department of Labour, Employment, Skill Development & Entrepreneurship (LESDE), Government of Mizoram, for the purpose of evaluating and recommending Training Centres for empanelment under Skill Development Training programmes. The Board, once constituted, will examine the EOIs received from interested Training Centres and make appropriate recommendations for empanelment or otherwise. The Empanelment Board shall convene as and when required to discharge its functions.

3.9. Evaluation Process

Proposals will be evaluated based on the following criteria:

- Valid SSC Accreditation and Affiliation Certificates
- Readiness of Training Centres and trainers
- Past training and placement performance
- Sectoral priority and geographic distribution

4.0. GENERAL TERMS OF EOI:

4.0.1. Processing fee:

A non-refundable **Processing Fee of ₹3,000.00 (Rupees Three Thousand only)** shall be submitted by each applicant along with the Expression of Interest (EOI). The processing fee shall be submitted in the form of a **Demand Draft / Banker's Cheque/Cheque** drawn in favour of **The Director, LESDE**, payable at Aizawl. Applications received without the prescribed processing fee shall be summarily rejected and shall not be considered for evaluation under any circumstances.

4.0.2. All details specified in FORM A,B,C,D & E are mandatory and should be submitted along with the Proposal. The applicant shall provide all information sought in this EOI, along with any other details considered relevant to support their eligibility and capability. Only applications that are **complete in all respects** and submitted in the prescribed format shall be considered responsive for evaluation.

4.0.3. The application and all supporting documents shall be typed, signed, and sealed by the authorized signatory of the applicant.

4.0.4. Applications which are not properly sealed and marked as instructed will be summarily rejected.

4.0.5. Applicants shall bear all costs associated with the preparation and submission of their proposals. The Employer shall not be liable for such expenses, regardless of the outcome of the empanelment process.

4.0.6. Applicants are encouraged to acquaint themselves with local conditions, relevant guidelines, and any other factors that may affect their operations as Training Centre before submitting their proposals.

4.0.7. The Employer reserves the right to accept or reject any or all applications, or to cancel the empanelment process at any stage, without assigning any reason and without incurring any liability to the applicants.

4.0.8. All information relating to the evaluation and selection process shall remain confidential and shall not be disclosed to any unauthorized person or entity, except as required by law or by any competent authority.

4.0.9. Pre Submission Meeting/Clarifications:

Applicants seeking clarification regarding the contents of this EOI may submit their queries in writing to the Employer at least three (3) working days prior to the scheduled date of Pre-Submission Meeting which is fixed at seven (7) days before date of opening of EOI. Applicants are encouraged to attend the meeting to discuss any aspects of the EOI and obtain clarifications directly from the Employer.

4.0.10. Modification or Withdrawal:

Withdrawal of applications shall not be permitted once submitted/dropped in the Tender Box or received. However, applicants may submit a revised application before the closing date and time, in which case, only the latest version will be considered for evaluation.

4.0.11. Clarification Regarding Contents of the EOI:

During the evaluation of applications, the Employer may, at its discretion, request the applicant to provide clarification or additional information regarding their submission. Such requests will be communicated in writing or verbally, and applicants shall respond accordingly. No changes in the content, eligibility details, or other substantive information of the application will be permitted. Any clarification initiated by the applicant after submission will not be entertained.

4.0.12. Nothing in this EOI shall preclude the Department or the Employer from engaging any other Training Centres to conduct training programmes under the concerned Employer.

5.0. OPENING AND EVALUATION OF EOI:

5.0.1. The Employer shall open the applications at **1:00 PM** in the Office of the Director, Labour Employment Skill Development and Entrepreneurship.

5.0.2. The Employer will examine and determine whether each application is responsive to the requirements of this EOI. An application shall be considered responsive only if:

- a) It is submitted along with the prescribed **Processing Fee**, if applicable.
- b) It is received by the **last date and time** of submission, including any extension, if granted.
- c) It is **signed, sealed, and marked** as required.
- d) It contains all information **complete in all respects** as requested in the EOI.
- e) It includes all the **prescribed forms and documents**.
- f) It does not contain any **conditions or qualifications**.

- 5.0.3.** The Employer reserves the right to reject any non-responsive application, and no request for alteration, modification, or withdrawal will be entertained in respect of such applications. The Employer also reserves the right to accept or reject any or all applications, in part or in full, or to cancel the empanelment process at any stage without assigning any reason, and without incurring any liability to the affected applicant(s).
- 5.0.4.** After selection, the Employer shall issue a Letter of Empanelment (LOE) to the selected applicant. The selected applicant shall acknowledge receipt of the LOE within 2 (two) days of its issue, confirming acceptance of the empanelment and the associated assignment.
- 5.0.5.** After acknowledgment of the Letter of Empanelment (LOE) by the selected applicant, a Deed of Agreement shall be executed between the Employer and the selected applicant within 14 (fourteen) days.
- 5.0.6.** Applications shall be considered under evaluation from the time they are opened until the Employer issues the Letter of Empanelment (LOE). During this period, applicants and their representatives shall refrain from contacting the Employer on matters related to the evaluation, except as required under the EOI.

5.0.7. Evaluation Criteria:

Short-listing and selection ranking of applicants is based on a 100 points system. Only Training Centres obtaining a minimum cut-off point of 30 points (out of a total 50 points) in Section -A shall be eligible to qualify for Section-B i.e. Field Verification Assessment (15 points) and Technical Presentation (35 points). Evaluation Criteria shall be as specified in **Annexure-IV**.

- 5.0.8.** All EOIs received within due date and time shall be examined and determined if they meet the prequalification criteria, the terms and conditions mentioned in this document, including its subsequent amendment(s), if any, and whether the EOIs are complete in all respect.
- 5.0.9.** After scrutiny and evaluation, EOIs found not in desired format/ illegible/ incomplete/ ambiguous/ or failing to fulfill the relevant requirements shall be summarily rejected.

6.0. GENERAL TERMS AND CONDITIONS FOR EMPANELMENT:

Applicants should carefully read these conditions and strictly comply while submitting their applications.

- 6.0.1.** The selected applicant shall be reimbursed for the actual cost of training at rates approved under the relevant Scheme/Project.
- 6.0.2.** No change in cost of Training fees other than approved rate fixed for each Scheme(s)/Project(s) shall be allowed.
- 6.0.3.** The Director, Labour, Employment, Skill Development and Entrepreneurship has the authority to include/exclude any Job roles/Trade.

6.0.4. The Director, Labour, Employment, Skill Development and Entrepreneurship has the authority to terminate the empanelment of any Training Centre due to non-performance or failure to comply with instructions which may be issued from time to time.

6.0.5. Subletting/outsourcing of the work shall not be permissible.

6.0.6. Restriction on change of empanelled firm: No change in the name of empanelled Training Centre during, the validity period of the empanelment is allowed under any circumstances and the empanelled Training Centre shall bear its name at the time of submission of EOI for empanelment.

6.0.7 ROLE AND RESPONSIBILITIES OF THE TRAINING CENTRE:

- i) The Employer may inspect or monitor the training programmes and related activities at any time to ensure they are conducted as per the approved plan and guidelines. Any deficiencies or deviations noticed during such inspections shall be rectified by the selected applicant.
- ii) Unless otherwise specified, the selected applicant shall be fully responsible for arranging all materials, resources, and services required for conducting the training programmes.
- iii) The empanelled Training Centre shall be fully responsible for any acts or omissions committed by it in relation to the empanelment or training activities.
- iv) The empanelled Training Centre shall be fully responsible for handling any disputes, claims, or legal issues arising in connection with the training programmes, including matters with its staff or participants, at its own cost.
- v) The empanelled Training Centre shall submit a completion report of the training programme, including attendance records and other relevant documents to the Employer within 15 days of completion of the assigned tasks.
- vi) Responsibility to obtain any necessary approvals or certificates (if applicable under the relevant Scheme/Project) rests with the empanelled Training Centre. The training assignment shall be deemed completed only when such approvals or acknowledgments are obtained and submitted to the Employer.
- vii) All training curricula, manuals, reports, and other documents prepared by the empanelled Training Centre in performing the training services shall become and remain the property of the Employer. The selected applicant shall, upon completion of the assignment or termination of the empanelment, deliver all such documents to the Employer along with a detailed data, while retaining a copy for their records if required.

6.1. DURATION OF EMPANELMENT:

The empanelment of the Training Centre(s) shall remain valid for a period of thirty (30) months from the date of issuance of the empanelment order.

During this period, the empanelled Training Centre will be eligible to participate in training programs, schemes, or initiatives as approved by the competent authority. The empanelment shall be subject to periodic review based on performance, infrastructure standards, trainer qualifications, and adherence to prescribed guidelines.

The authority reserves the right to extend or terminate the empanelment at any time within the validity period based on performance evaluation and policy requirements.

6.2. PAYMENT AND SCHEDULE OF PAYMENT:

i) Advance Payment:

Advance payment prior to the commencement of training activities shall not be admissible.

ii) Milestone-Based Payment:

The payment to the empanelled Training Centre shall be released in stages based on the satisfactory completion of project-specific milestones as prescribed under the respective scheme or programme guidelines.

iii) Performance and Verification:

Each installment of payment shall be made only after verification of performance reports, attendance records, assessment outcomes, and other supporting documents by the competent authority.

iv) Completion-Based Final Settlement:

The final payment shall be released after successful completion of the training, assessment of trainees, and submission of all required reports.

v) Mode of Payment:

All payments shall be made through electronic transfer to the Training Centre's registered bank account as per government norms.

vi) Deductions:

Any deductions arising from non-compliance, deviation from approved guidelines, or unsatisfactory performance shall be adjusted from the payable amount.

vii) Applicable Taxes:

All payments shall be subject to statutory deductions and taxes as applicable under prevailing government rules.

viii) Any other deduction(s) which may be required for conditions other than those stated above shall be made upon mutually agreed terms.

7.0. MONITORING AND ASEESSMENT:

- 7.0.1.** Effective monitoring shall be carried out by the Employer, to track the progress and quality of training programmes. The empanelled Training Centre shall furnish all data and information as may be required by the Employer, in the prescribed or relevant format.
- 7.0.2.** The empanelled Training Centre shall ensure that best practices are applied for maintaining the quality of training programmes. The empanelled Training Centre shall inform the Employer of the Quality Management System operational at their centre, during the process of monitoring, assessment and evaluation of training delivery.
- 7.0.3.** In addition to the Employer's internal monitoring, the Employer may appoint independent quality monitors or assessors as deemed necessary to oversee the training programmes and ensure adherence to standards.
- 7.0.4.** The empanelled Training Centre shall submit reports along with photographs at the completion each training programme.

8.0. ARBITRATION:

Every dispute, difference, or question which may at any time arise between the parties hereto, shall first be endeavored to be amicably resolved. However, in the event of such dispute, difference or question, etc., remaining unsolved, the same shall be settled in the Court of Law in Mizoram.

9.0. FORCE MAJEURE:

Any case preventing the Employer from performing any or all of its obligations which arises from or is attribute to acts, events, omissions or accidents which are beyond the control of the Employer and so prevented the business including, without limitations, strikes, lock-outs or other industrial disputes not involving the workforce of the Party so prevented, nuclear accident or acts of God, pandemic, epidemic, war or terrorist activity, riot and civil commotion (including in each case any threat thereof) as well as malicious damage (excluding malicious damage involving the employees or sub-contractors of the Party so prevented), compliance with any law or governmental order, rile, regulation or direction, accident, fire, flood or storm or causes beyond the reasonable control of the Party obligated to perform, then that Party's performance shall be excused provided that such Party notifies the other Party as soon as practicable of the existence of such condition and uses its best efforts to resume performance in an expeditious manner but excluding a Party's own negligence.

If Force Majeure prevents the performance of any obligations of either Party hereto for a continuous period of 60 days, then either of the Parties shall have a right to terminate this Deed of Agreement (DoA) by giving a notice of termination in writing to the other Party.

Annexure – I

Format for Covering letter (on the applicant's letter head)

To,

The Director,
Labour, Employment, Skill Development & Entrepreneurship Department,
Government of Mizoram, Aizawl – 796001

Subject: Submission of Expression of Interest (EOI) for Empanelment of Training Centre under the Department of Labour, Employment, Skill Development and Entrepreneurship.

Dear Sir,

We hereby submit our proposal for empanelment of our Training Centre under LESDE Department in response to the EOI issued vide No._____.

We confirm that all information provided is true, complete, and in line with the EOI. We agree to application by all terms and conditions and understand that LESDED may reject the proposal without assigning any reason.

Enclosed:

1. Self Declaration as per Annexure-II
2. FORM-A,B,C,D,E,F & relevant documents.

Sincerely

Signature, Stamp, Name

& Designation of Authorised Signatory

Annexure – II

Self-Declaration on organisation's letter head-that organisation/institute is not involved in any corrupt practices and has not been black listed by Central/State Agencies.

DECLARATION

In response to the Request for Expression of Interest (EOI) Reference No. _____ dated _____, for the empanelment of suitable Training Centres (TCs) to conduct skill development training under the Labour, Employment, Skill Development & Entrepreneurship Department, Government of Mizoram or any other entities/functionaries governed by LESDE, I, _____(Designation) at _____ (Name of Agency), hereby certify that all information and documents submitted are true, complete, and correct to the best of my knowledge and belief.

I further declare that our organisation maintains a clean record and has not been blacklisted or declared ineligible for corrupt or fraudulent practices by any State Government, Central Government, Public Sector Undertaking (PSU), or Autonomous Body as of the date of submission of this EOI.

If this declaration is found to be false or misleading, I fully understand and accept that the Labour, Employment, Skill Development & Entrepreneurship Department, Government of Mizoram, reserves the right to terminate the negotiation process or cancel the empanelment at any stage, without prejudice to any other legal action deemed appropriate.

Sincerely

Signature, Stamp, Name
& Designation of Authorised Signatory

Date:

Place:

Annexure – III

Details of Job Roles to Conduct Skill Development Training under LESDE Department

1. Any job roles under Sector Skill Councils under Ministry of Skill Development and Entrepreneurship, Government of India, as applicable. For details, please visit <https://admin.skillindiadigital.gov.in/qplistings>
2. Any job roles under various schemes of Ministry of Skill Development and Entrepreneurship and other Ministries under the Government of India, as applicable. For details of schemes under MSDE please visit <https://www.msde.gov.in/offerings?page=1>
3. Any job roles under Mizoram Building and Other Construction Workers Welfare Board, such as: -

Sl. NO	Trade	QP Code	Description	NSQF Level
1	Tack Welder	CON/Q1251	Steel/metal welder	Level 3
2	Doors & Windows Fixer	CON/Q1105	Fixer for aluminium, PVC, wooden doors/windows	Level 3
3	Assistant Electrician	CON/Q0602	Household electrical work in construction	Level 3
4	Plumber General	PSC/Q0104	General plumbing in residential/commercial sites	Level 3
5	Construction Painter & Decorator	CON/Q0503	Painting and decorative finishing	Level 4
6	Pottery	NG-2.5-HC-00756-2023-V1-HCSSC	Traditional pottery (PM Vishwakarma)	Level 2.5
7	Loin Loom Weaver	TSC/Q7307	Traditional hand weaving	Level 4
8	Hand Knitting & Crochet	Custom	Context-specific; female inmates focus	To Be Developed
9	Multi-Cuisine Cook	THC/Q3006	Cooking skills for local restaurants	Level 4
10	Craft Baker	FIC/Q5002	Artisan bread, cake and pastry baking	Level 4
11	Barber	BWS/Q0204	Hair cutting, treatment, styling	Level 4
12	Automotive Service Technician (2/3-Wheelers)	ASC/Q1411	Repair and servicing of small vehicles	Level 4
13	Self-Employed Tailor	AMH/Q1947	Tailoring for garments and home use	Level 4
14	Spa Therapist	BWS/Q1002	Spa treatments and therapies	Level 4
15	Nail Technician	BWS/Q0403	Nail care, art, and beauty services	Level 4
16	Small Poultry Farmer	AGR/Q4306	Poultry rearing and farming	Level 4
17	Piggery Farmer	AGR/Q4502	Small pig farming operations	Level 4

4. Job roles under any training programme to be implemented by Department of LESDE, MCVT and Mizoram State Skill Development Mission.
5. Any job roles other than shown above for which the Training Centre has expertise and required facilities.
6. Training Centres proposing futuristic and high-demand job roles in Artificial Intelligence, Circular Economy, Renewable Energy, and Tourism & Hospitality, which are essential for future employability and sustainable development, shall be accorded priority during the empanelment process.

Note: Job roles stated under Sl.No. 1-5 above shall be intimated to the empanelled Training Centres as applicable from time to time.

Annexure-IV

EVALUATION CRITERIA

Sl.No.	Parameters	Maximum Points
	SECTION A	
1	Technical Aspects	
i)	Company/Agency presence in Mizoram	10
ii)	Skill development training conducted for the past three financial years	10
iii)	Projects executed on Central/State/Local Govt./ CSR works programme- other than skill training for the past two financial years	05
iv)	RPL courses/Orientation courses/up-skilling and reskilling courses provided	05
	Maximum points	30
2	Financial Capacity	
i)	Cumulative turnover in the past three financial years	10
ii)	MoU/Tie-up with Industries for industrial training	10
	Maximum points	20
	SECTION B	
3	Field Verification Assessment	
i)	Infrastructure/Office Set-up/Office Location	15
	Maximum points	15
4	Technical Presentation	
i)	Methodology and Action plan Orientation on Skill Development	15
ii)	Certified Trainers with relevant qualification and Experience	10
iii)	Placement record	5
iv)	Recognitions/Awards/Accreditations	5
	Maximum points	35
	TOTAL (1+2+3+4)	100

FORM-A

**Application form for empanelment as Training Centre under Department of Labour,
Employment, Skill Development and Entrepreneurship, Government of Mizoram**

A	Organization Profile:	
1	Name of the organization	
2	Complete Postal address of Head Office with PIN Code, Mobile/telephone no., e-mail ID	
	Complete Postal addresses of Local Offices with PIN Code, Mobile/telephone no., e-mail ID	
3	Registration number, date of registration, validity of registration and rules under which registered	
4	Status of the organization (i.e. company/Partnership firm/etc.	
5	Name & designation of Chief functionary with Mobile No.	
6	Name, designation, Mobile No. & Email ID of the authorised person signing & submitting the application on behalf of the organisation	
9	Placement Link for Trained candidates	
10	Bank Account details: 1. Name of Account holder 2. Name of Bank 3. Name of branch 4. IFSC Code	

Signature:

Name:

Seal

FORM-B

DETAILS OF PAST EXPERIENCE IN CONDUCTING SKILL DEVELOPMENT TRAINING PROGRAMME

Sl.No	Scheme	Ministry/Department	Name of the State where project executed	Name of Job role	Date of commencement of the Project	No. of trainees certified	No. of trainees placed	Work Completion date

Signature:

Name:

Seal:

FORM-C

(Format for submission of Job roles for which empanelment is sought with names of Trainers)

Sl.No	Name of Sector	Name of Job role with QP code	Name of Trainer	Educational Qualification of Trainer	Certificate Issuing Authority	TOT Certificate (Yes or No)	ToT Certificate Number	Validity Period (From-To)

Signature:

Name:

Seal:

FORM-D

(Format for Training Centre (s) where training is proposed to be undertaken, photographs to be attached if applicable)

Sl.No	Name of the Training Centre (s)	Location of the centre (s)	Contact person (Name, Contact No.)

Signature:

Name:

Seal:

FORM-E

(Job Role Wise Training Centre Capacity and available Equipment list)

Note: minimum batch size for training is 20 candidates and maximum batch size is typically 45 candidates

Sl.No	Job Role	No. of batches that can be conducted training at a time	Name of the equipment	Specification	Unit (in no.)

Signature:

Name:

Seal:

FORM-F

FINANCIAL DETAILS

Declaration by Chartered Accountant/Audit Firm in Letterhead with his/her dates signature and seal.

To whomever it may concern

On the basis of audited financial statements, I/we hereby certify that <M/s Entity Name> having registered office at <office address>, have an average annual turnover of Rs. _____ (Rupees _____) in the past three consecutive years. The details of annual turnover are mentioned below:

Note: Audited Financial statements copy should be submitted by the Training Centre.

Sl.No.	Financial Year (last two years)	Annual Turnover	Annual turnover from skill development and placement linked programmes only
1			
2			
3			

Chartered Accountant:

Signature:

Name:

Registration No:

Contact No:

Seal:

Date:

Checklist of documents to be attached:

1. Copy of valid registration certificate under proper statute (Self-Attested).
2. Certificate(s) of application/registration.
3. Copy of audited balance sheet (by Chartered Accountant) for the last 3 years (Self-Attested).
4. Permanent Account Number (PAN).
5. Corporate Identification Number (CIN).
6. Copy of Annual Report of last one year (Self Attested).
7. Job Role wise list of qualified Trainer (TOT) (Name, Mobile Number & Email ID) with Attached Certificates for Verification.
8. Details of Placement Arrangement.
9. Affidavit regarding: That organization/institution is not involved in any corrupt practices and has not been black- listed by any central/state agencies (As per Annexure- II).
10. Any other supporting documents.