



**MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY, DEPARTMENT
OF LABOUR, EMPLOYMENT & SKILL DEVELOPMENT, GOVERNMENT
OF MEGHALAYA, SHILLONG**

No. MSSDS/700/ADB-RFQ/2025/843

Dated Shillong, the 05th August, 2026

Notice: Request for Quotation (RFQ)

The Meghalaya State Skill Development Society (MSSDS), PIU-2 under the Supporting Human Capital Development in Meghalaya – Phase II Project, invites sealed proposals from eligible and qualified bidders for Package NC-PIU2-4.3 “Selection of training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector.

The Detailed RFQ Document can be downloaded online at <https://mssds.nic.in/>

The RFQ should be submitted to MSSDS Office in a sealed envelope on or before the **07th September, 2026 by 3.00 PM.**


Executive Director,
Meghalaya State Skill Development Society,
Shillong.

REQUEST FOR QUOTATIONS (RFQ)

for

**Selection of Training Service Provider (TSP) for
Imparting Skills Training to 300 trainees in
Embedded Full Stack IoT Analyst Course in
Electronics Sector under
Supporting Human Capital Development in
Meghalaya (SHCDM-II) Project.**

REQUEST FOR QUOTATION - SERVICES (RFQS)

Project Title : Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.

Source of Funding: Asian Development Bank (ADB)

Contract Ref : NC-PIU2-4.3

Date of Issue of Request: 6th August, 2026

To : All Bidders

Sir/Madam:

1. The Executive Director, **Meghalaya State Skill Development Society** (Client) hereby requests you to submit price quotation/(s) for the performance of the services described in the **Scope of Services** attached as **Appendix A** in these documents. If you, however, have been associated with the preparation of this **Scope of Services** that is the subject of this request, you shall be disqualified.
2. To assist you in the preparation of your Technical Proposal and Price Quotation we have enclosed, in addition to the **Scope of Services, the Technical Proposal Forms, the Form of Quotation** and form of **Contract**.
3. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
 - (a) you/your firm are/is not a citizen/national of an ADB member country, or
 - (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract, that is subject of this request for quotations, was identified, or
 - (c) you/your firm are/is owned by the Client, or
 - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date) or
 - (e) contracting services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
4. To be qualified, you must have relevant experience as a qualified Training Service Provider (TSP) in accordance with the scope of work mentioned in this **Request for Quotation** and, as evidence, you must also attach documents complying with the following requirements

Sr. No	Eligibility Criteria	Documentary Evidence
1.	The bidder must be a legal entity registered in India under the Companies Act, 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, or a firm registered under relevant law of India, having registered office in India and should have minimum 5 (five) years' of experience in Training, Skilling or Capacity building as on 31 st March 2025.	Certificate of Incorporation/ Registration Certificate and proof of operational existence.

Sr. No	Eligibility Criteria	Documentary Evidence
2.	a. The Bidder should have an average minimum annual turnover of INR 5 (Five) Crore in the preceding three financial years (i.e. FY 2023-2024, 2024-2025 and 2025-2026) from training/ education/ allied services. b. The bidder shall have a positive net worth as on 31.03.2025	Audited Balance sheet, Profit & Loss Statement & CA Certificate.
3.	The bidder should have successfully completed at least 2 (two) projects/training programmes with similar nature of work with minimum 200 nos. of trainees each during three (3) financial years (i.e., FY 2023-2024, 2024-2025, 2025-2026). Note-Similar nature of work means experience in conducting training in Full Stack Development/ Software Development/ IT Digital Skilling Program preferably under Government/ PSU/ CSR/ Academic/ Self-Funded projects/programmes.	Supporting documents like Work order/ Purchase Order/ Contract Agreement/ Completion Certificate issued by employer/ client confirming the scope of work.
4.	The bidder should have proven capability in delivering Full Stack Development or equivalent software programming training with qualified trainers with minimum 3 (three) years of experience in front-end, backend and database technologies	Trainers CVs, Experience Certificate from the client.
5.	The Bidder should have formal association (s) with at least 1 (one) reputed organization in software development/ technology training/ digital skill domain for placement of candidates.	MoUs/ Partnership Agreements/ Authorization letters from the reputed organization.
6.	The Bidder must submit a comprehensive curriculum including module wise syllabus, session plan, tools & equipment, assessment and certification roadmap.	Detailed curriculum and training plan document.
7.	The bidder must be a single legal entity. Bids submitted on a consortium or joint venture (JV) basis are not acceptable.	Undertaking from authorized signatory on the company letterhead.
8.	The Bidder shouldn't be suspended by Asian Development Bank (ADB) or not in ADB's sanction lists or debarred/blacklisted by Central/State Government/PSUs/ any other Organization as on the date of application as on the date of submission of the RFQ.	Self-declaration from authorized signatory on the company letterhead
9.	The bidder should have valid GST and PAN	Copy of GST certificate and PAN card

5. Your technical proposal & quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Technical Proposal & Quotations

- (a) The "Bidder" who wants to submit the quotation shall submit the requisite tender fee amounting to INR 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft (DD) from any Scheduled/Nationalized bank in favor of **Executive Director, Meghalaya State Skill Development Society**, Payable at Shillong. The quotation submitted without the requisite fee shall be rejected at the time of opening of the bids and will not be considered for further

evaluation and shall be returned to the bidder.

- (b) The **pre-bid meeting** will be held on **21st August, 2026 at 1500 hours** in the **MSSDS Conference Room, Grove Site Building, 3rd Floor, Keating Road, Shillong-793001.**
- (c) Your technical proposal & price quotation/(s) shall be for all the items as described in the **Scope of Services** and submitted only as per the attached **Form of Technical Proposal & Form of Quotation**. The currency of quoted prices and payment shall be Indian Rupees (INR)
- (d) You shall submit only one set of technical proposal & quotation for the items mentioned in the Scope of Services. Your technical proposal & quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Technical Proposal** and **Form of Quotation**, they will not be considered further.
- (e) You shall submit **one original Technical Proposal and Form of Quotation**, each compiled as a **single bound set**, clearly marked as **“ORIGINAL”**. In addition, you shall also submit **one copy** of both documents, similarly, each compiled as a **single bound set** and marked as **“COPY”**. In case of any discrepancy between the Original and the Copy, the **Original shall prevail**. Furthermore, a **scanned soft copy** of the complete Technical Proposal (as submitted in the Original) must also be included in a **Pen drive**, enclosed within the same sealed envelope.
- (f) Your technical proposal & quotation(s) should be valid for a period of 180 days from the last date of submission of the technical proposal & quotation/(s) as indicated below. If you withdraw your technical proposal along with the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Training Service Providers for the project for two years.
- (g) Bid Security/Earnest Money Deposit (EMD)-
 - i. The bidder shall furnish Bid Security for an amount of INR 5,10,000/- (Indian Rupees Five Lacs Ten Thousand) only as per the format given in Technical Form 14 Bank Guarantee form for Bid Security (Earnest Money Deposit - EMD). Non submission of Bid Security will lead to rejection of the bid.
 - ii. The Bid Security shall be valid for a period of 30 (thirty) days beyond the validity period of the bid.
 - iii. EMD is required to protect the Client against the risk of the bidder's conduct, which would warrant its forfeiture. EMD of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if it comes to purchaser's notice that the information/documents furnished in the tender are incorrect, false, misleading or forged without prejudice to other rights of the purchaser.
 - iv. Further, if successful bidder fails to furnish the required Performance Security and signs the contract / agreement within the period as specified by the client, its EMD will be forfeited.

Submission and Opening of Proposals

- (a) Your Technical Proposal consists of
 - i. Technical Form-1: Covering Letter
 - ii. Technical Form-2: Details of the Bidder
 - iii. Technical Form-3: Format for Power of Attorney for Signing of Application
 - iv. Technical Form -4: Legal Constitution & Number of Years of Existence

- v. Technical Form -5: Financial Capacity & Net Worth of the Bidder
- vi. Technical Form-6: Training experience (no. of candidates trained in last 3 financial years i.e., 2023-24, 2024-25 and 2025-26)
- vii. Technical Form - 7: Details of the placement provided during last 3 financial years i.e., 2023-24, 2024-25 and 2025-26.
- viii. Technical Form – 8: Company tie-ups for placements in similar sector.
- ix. Technical Form- 9: Training Centre facilities for ongoing projects.
- x. Technical Form-10: Number of Qualified Trainers and their CVs.
- xi. Technical Form 11: Self Declaration on Debarment/ Blacklisting.
- xii. Technical Form 12: Undertaking by the bidder.
- xiii. Technical Form 13: Self Declaration on Placement Commitment.
- xiv. Technical Form-14- Bank Guarantee form for Bid Security (EMD)

TSPs are required to fill all these forms in **indelible ink**, and **compile them into a single bound set**, which must be **placed in one envelope, sealed properly with a wax seal**, and **clearly marked as “TECHNICAL PROPOSAL- Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.”** A scanned soft copy of the complete Technical Proposal must also be included in a **Pen drive**.

(b) Your Financial Proposal consists of

- i. Form of Quotation and
- ii. Financial Quotation Template

TSPs are required to fill all these forms in **indelible ink**, compile them into a **single bound set**, and place them in a **separate envelope**, which must be **properly sealed with a wax seal** and clearly marked as **“FINANCIAL PROPOSAL- Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.”** A **password-protected scanned soft copy** of the complete Financial Proposal must also be included in a **Pen drive**, enclosed within the same sealed envelope. The **password** shall be shared only at the time of financial bid opening, as communicated by MSSDS.

(c) As the RFQ modality is Single Stage and Two Envelope (1S2E), both the sealed envelopes (**Technical and Financial Proposal**) should be placed together in a **single large envelope**, which **Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.”**

(d) Your Request for Quotation should be submitted (either physically or by post or by courier) by **7th September, 2026 at 1500 hours** with the required documents that should be signed, sealed in an envelope and addressed to and delivered at the following address:

Client's Address : Executive Director,
Meghalaya State Skill Development Society (MSSDS)
Grove Site Building, 3rd Floor
Keating Road, Shillong-793001

Telephone : +91-364-2502243

- (e) All the Request for Quotation envelopes shall be opened in the presence of participating Training Service Providers' representatives who choose to attend the bid opening, on **7th September 2026 at 1530 hours** and at the following address: Executive Director, Meghalaya State Skill Development Society (MSSDS), Grove Site Building, 3rd Floor, Keating Road, Shillong-793001. Opened Technical proposal will be further evaluated by the selection/technical committee. Evaluation of Financial proposal will be done only for the technically qualified bidders.

6. Evaluation Criteria

I. Evaluation of Technical Proposal

Evaluation of the technical proposal will be done by the evaluation committee basis the following parameters:

- The submitted proposal will be evaluated according to the pre-qualification criteria stipulated in point number 4 of this RFQ and subsequently the various forms included in this RFQ.
- Thereafter, the technical proposals will be evaluated and scored based on the following criteria:

II. Scoring Methodology-

SN	Criteria	Marking System		Maximum Marks
1.	The bidder should have experience in conducting training in Full Stack Development/ Software Development/ IT Digital Skilling program preferably under Government/ PSU/ CSR/ Academic/ Self-Funded projects/programmes	Years of Experience	Marks	20
		More than 10	20	
		8-10	15	
		5-7	10	
2.	Financial Capability: The Bidder should have an average minimum annual turnover of INR 5 (Five) Crore in the preceding three financial years (i.e. FY 2022-2023, 2023-2024 and 2024-2025) from training/ education/ allied services.	Average Annual Turnover (INR in Crore)	Marks	10
		More than 10	10	
		8-10	7	
		5-7	5	
3.	Training experience: Number of candidates trained in the last 3 Financial years i.e., 2023-24, 2024-25 and 2025-26) in Full Stack Development/ Software Development/ IT Digital Skilling Program	No. of Trainees	Marks	20
		More than 300	20	
		201-300	15	
		Up to 200	10	
4.	Placement Record: Number of candidates placed in the last 3 Financial years i.e., 2023-24, 2024-25 and 2025-26) in Software/ Electronics industry.	Percentage (%) of trainees placed	Marks	20
		More than 80%	20	
		71%-80%	15	
		Up to 70%	10	

5.	Tie up: Number of tie ups with reputed organization in software development/ technology training/ digital skill domain for placement of candidates.	No. of Tie up with reputed organization	Marks	15
		More than 5	15	
		3-5	12	
		1-2	10	
6.	Availability of Certified Trainer Note- Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines) i. Diploma/ ITI/ Degree in Electronics/Electrical/Computer Science with 2 years of experience in Semiconductor, Components Manufacturing and preferably 1 year as Trainer in Electronics & Semiconductor Domain. Or ii. Certified in relevant CITS Trade iii. Domain Certification- “Embedded Full Stack IoT Analyst”, “ELE/Q1404, v4.0”, Minimum accepted score is 80% iv. Platform certification- Embedded Full Stack IoT Analyst “Trainer (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, V2.0”, with minimum score of 80%	No. of the Certified Trainer	Marks	10
		More than 5	10	
		4-5	7	
		1-3	5	
7.	Infrastructure Readiness	Training Centres	Marks	5
		Training Centre in Meghalaya or Training Centre outside Meghalaya with residential facilities	5	
		Training Centre in Meghalaya without residential facilities	3	
		Training Centre outside Meghalaya without residential facilities	1	
Total				100

- III. Subject to the evaluation carried out by the selection/ technical committee, those Service Providers who will score minimum 70 or more out of 100, shall be qualified for opening of Financial Proposal.
- IV. All other Financial Proposals (of disqualified Technical Proposals) will be returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.
- V. The negotiation will include discussions on the TOR, proposed methodology, conditions of the Contract and "Scope of Services" which will form a part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR. The total price stated in the Financial Proposal will not be negotiated.

VI. Selection of Agency

- i. The Service Provider shall be selected on the basis of combined Quality cum Cost Based Selection (QCBS) criterion, whereby Technical Proposal will be allotted weightage of 80% and Financial Proposal will be allotted weightage of 20%.
- ii. The proposals will be awarded marks based on Technical Evaluation Criteria explained above.
- iii. The formula for determining the technical score (T) of all the Proposals is as follows:
$$Ts = 100 \times Tn/Tm$$
in which T is the technical score, "Tm" is the highest Technical Marks, and "Tn" is the technical marks of the proposal under consideration.
- iv. The formula for determining the financial score (P) of all technically qualified proposals is as follows:
$$Ps = 100 \times Fm/Fn$$
in which P is the financial score, "Fm" is the lowest price, and "Fn" is the price of the proposal under consideration.
- v. The weights given to the Technical (T) and Financial (P) Proposals are 80% and 20% respectively.
- vi. Proposals will be ranked according to their combined Technical (T) and Financial (P) scores using the weights as follows: - $S = Ts \times T\% + Ps \times P\%$
 - (a) The Price Quotations should include training costs along with other costs like third party assessment and certification and residential costs, if applicable. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.
 - (b) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:
 - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - (ii) where there is a discrepancy between the unit rate (where applicable) and the line-item total resulting from multiplying the rate by the quantity, the rate as quoted will govern; and
 - (iii) If you refuse to accept the correction/(s), your quotation will be rejected.

7. Award of Contract

- (a) The Client shall award the contract to the Service Provider whose technical proposal and financial proposal have been determined to be substantially responsive to this Request for Quotation and who has obtained the highest combined technical and financial score based on the QCBS evaluation carried out by the selection committee.
- (b) The Training Service Provider whose technical proposal and quotation has been accepted will be notified by the Client within 30 (Thirty) days from the date of submission of technical proposal along with the quotation through the return of a copy of the **Form of Quotation with Acceptance** signed by the authorized representative of the Client.
- (c) The successful Training Service Provider shall sign the **Contract** governed by the annexed **Contract Terms and Conditions**. In addition to the quoted price, the contract price shall include Goods and Service Tax (GST).

8. Further information can be obtained from:

Name : Executive Director, Meghalaya State Skill Development Society (MSSDS)
Address : Grove Site Building, 3rd Floor, Keating Road, Shillong-793001
Telephone : +91-364-2502243
E-mail : skills.megh@gmail.com , skills-meg@gov.in, ra.mssds21@gmail.com

9. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.

10. Under [ADB's Anticorruption Policy](#) (1998, as amended to date) Training Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award and may impose sanctions or other remedial actions on parties involved, if it determines that the Training Service Provider recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.

11. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):

(a) Name of Institution: _____

(b) Period of debarment, ineligibility, or blacklisting (start and end date): _____

(c) Reason for the debarment, ineligibility, or blacklisting: _____

12. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:

(a) Nature of the offense/violation: _____

(b) Court/Area of jurisdiction: _____

(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____

(d) Other relevant details:

13. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.

14. Any misrepresentation that knowingly or recklessly misleads or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date)

and Integrity Principles and Guidelines (2015 as amended from time to time).

15. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
16. Please confirm by /e-mail the receipt of this request and whether or not you will submit the request for quotation.

Sd/-

Executive Director
Meghalaya State Skill Development Society
(MSSDS)
Grove Site Building, 3rd Floor, Keating Road,
Shillong-793001

TECHNICAL PROPOSAL SUBMISSION FORMS

TECHNICAL FORM-1: COVERING LETTER

[Location, Date]

To: Executive Director,
Meghalaya State Skill Development Society (MSSDS),
Grove Site Building, 3rd Floor, Keating Road, Shillong-793001

Dear Sir/ Madam

We, the undersigned, offer to provide the **Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project** in accordance with your Request for Quotation dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal along with Form of Quotation sealed under an envelope.

We hereby declare that we have read the instructions given in the RFQ.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, we will initiate the Skill Training Services related to the assignment not later than the date indicated in the RFQ. We understand that you are not bound to accept any Proposal you receive.

We/I understand that we have neither been debarred/blacklisted by ADB nor in sanction list of ADB & it is still persistence as on date of application.

We are submitting the RFQ with page wise Index as per requirement of the bid.

Yours faithfully,
Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Organization/Agency:
Address:

TECHNICAL FORM-2: DETAILS OF THE BIDDERS

Name and Details of the Bidders and Authorized Representative	
Name of Organization / Institution	
Date of Incorporation	
Regd. / Head Office Address:	
Phones	
Mobile	
Email	
Website	
Name of Authorized Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation : (Authorized Representative and Signatory)

TECHNICAL FORM-3: FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF RFQ

Know all men by these presents that We... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name) son/daughter/wife of.....and presently residing at.....who is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the **"Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project."**

The attorney is fully authorized for providing information/ responses to the RFQ, representing us in all matters before the MSSDS including signing of all relevant documents for submission of RFQ, negotiations with the MSSDS, signing and execution of all agreements including the contract and undertakings consequent to acceptance of our proposal, and generally dealing with the MSSDS in all matters in connection with or relating to or arising out of our proposal for the said assignment AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF

For.....;

(Signature, name, designation and address)

Accepted (Signature)

(Name, Title and Address of the Attorney)

Witnesses:

- 1.
- 2.

Notes: To be executed on Rs 100/= stamp paper

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed.

TECHNICAL FORM-4: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Organization Name:

1. Status / Constitution of the Organization:
2. Name of Registering Authority:
3. Registration No.:
4. Date of Registration:
5. Place of Registration:

For and on behalf of: (Company Seal)

Signature:

Name :

Designation :

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

The details provided in the above format will be considered for technical evaluation under 'Years of Existence as per Technical Evaluation - Existence of Organization.'

TECHNICAL FORM-5A: FINANCIAL CAPACITY OF THE BIDDER

Sl. No	Financial Year	Turnover (in INR)

Certificate from the Statutory Auditor on Letter Head

This is to certify that (Bidder) has turnover shown above against the respective years on account of delivery of professional services.

Signature:

Name :
Designation
(Authorized Representative and Signatory)

Date:
Name of the Auditor
Name and seal of the audit firm:

Note-

1. In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.
2. The bidders need to submit the year wise audited Balance Sheets, Profit & Loss Statements.

TECHNICAL FORM-5B: NET WORTH OF THE BIDDER

NET WORTH DECLARATION FORM

Statement of Net Worth

Particulars	Amount (₹)
Paid-up Share Capital / Capital Fund	
Reserves & Surplus	
Less: Accumulated Losses (if any)	
Less: Deferred Expenditure / Miscellaneous Expenditure not written off (if any)	
Net Worth	₹ _____

Declaration

I/We hereby certify that the Net Worth of **M/s** _____ as on // _____ is ₹ _____ (Rupees _____ only) based on the audited financial statements of the organization.

I/We further certify that the above information is true and correct to the best of my/our knowledge and belief.

Authorized Signatory

Name: _____

Designation: _____

Signature: _____

Date: _____

Company Seal

Certificate from Chartered Accountant

This is to certify that the Net Worth of **M/s** _____ as on // _____ is ₹ _____ as per the audited financial statements for the financial year ended **2025-26**.

Chartered Accountant

Name: _____

Membership No.: _____

Firm Registration No.: _____

Signature & Seal

Date: _____

Place: _____

**TECHNICAL FORM-6: TRAINING EXPERIENCE (NO. OF CANDIDATES
TRAINED IN LAST 3 FINANCIAL YEARS i.e. 2023-24, 2024-25 and 2025-26**

Financial Year	Name of Org. for which training is conducted	Name of trade	Total No. of candidates trained	Total No. of candidates assessed and certified	Total No. of candidates placed / self-employed	Details of supporting Proof provided

For and on behalf of: (Company Seal)

Signature:

Name :

Designation :

(Authorized Representative and Signatory)

Notes: Please provide Supporting proofs as given below:

- A. **Sponsored Trainings** For sponsored trainings, Work Orders or Certificates issued by Government bodies or funding agencies, as specified in the RFQ, shall be submitted as supporting documents.
- B. **Self-Funded / Paid In-House Programmes** For self-funded or paid in-house training programmes, **all** the following documents must be submitted as valid proof of training conducted:

1. Detailed list of all candidates trained in tabular format as follows:

Trainee Name	Type of ID	ID Card No.

2. Attendance registers duly signed by participants or any kind of attendance record
3. Summary report to capture the
 - (a) Training Name
 - (b) Objectives
 - (c) Duration, and
 - (d) Outcomes achieved.

**TECHNICAL FORM-7: DETAILS OF THE PLACEMENT PROVIDED DURING
LAST 3 FINANCIAL YEARS i.e. 2023-24, 2024-25 and 2025-26**

Trained & Placed

Financial Year	Name of Org. for which training is held	Name of trade	Total No. of candidates trained	No. of candidates placed	Salary Range per month	Details of supporting Proof provided

For and on behalf of:

(Company Seal)

Signature:

Name :

Designation :

(Authorized Representative and Signatory)

Notes: Please provide Supporting proof as given below:

For Placements provided, copies of any of the following documents can be submitted:

- ✓ Certificate from Government bodies indicating experience in conducting "Placement Training Program" with number of persons placed with the salary range (self-attested printouts of verifiable information from Government websites will also be accepted)
- ✓ Letter from the employer confirming employment of Trainees from the organization or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work with the salary range

TECHNICAL FORM-8: COMPANY TIE-UPS FOR PLACEMENTS IN SIMILAR SECTORS

Please provide a list of companies/agencies in the format provided below, along with trades in which the agreements and tie-ups for placements have been signed.

SN	Company Name	Company Contact Person Name Designation & Contact Number	Trade	Number of candidates to be placed	Duration of agreement

For and on behalf of:

(Company Seal)

Signature:

Name :

Designation :

(Authorized Representative and Signatory)

Notes: Please provide Supporting proof as given below:

- Please provide documentary proof for the claim in the form of a MoUs/ Partnership Agreements/ Authorization letters from potential employers.
- In case of authorization letter, Letter or mail addressed to the Bidder by the employer preferably in the following format in their company letterhead:
Sir,
We require Candidates for..... post with the following requirements in our organization from.....
(over a period of...):
(a) Minimum qualification:
(b) Minimum skills/training:
The selected candidates shall be placed in the salary bracket.....
At these locations
Please schedule preliminary interviews at your premises with prior intimation to us through HR Manager.

TECHNICAL FORM-9: TRAINING CENTRE FACILITIES FOR ONGOING PROJECTS

Sl. No	Description	Centre 1*	Centre 2	Centre 3
1	Location of Training Centre			
2	Full address & telephone/mobile number (with Nearest landmark)			
3	Own / rented (please provide relevant photocopy document)			
4	No. of Theory Classroom			
5	Capacity of Theory Classroom			
6	Number of Practical Rooms			
7	Capacity of Practical Rooms			
8	Trade-related infrastructure at training center. Availability of relevant tools and equipment in the practical labs to conduct training in different trades as per Annexure-3			
9	Other Facilities (Yes / No)			
	• Drinking Water • Separate Wash Rooms for Male & Female (Yes/No) • Electricity (proper facility of Fan & Light) with backup			
10	Proposed Number of Trainees at the Centre**			
11	Residential Facilities (Yes / No)			
	If Yes, Capacity for Male Trainees Capacity for Female Trainees			
	No. of Washrooms (male) No. of Washrooms (female)			
	List of provisions in the residential facility			

Authorized Signatory [In full initials and Seal]: _____

Name of the Organisation: _____

Notes:

Please enclose Documentary Evidence regarding training infrastructure available in the form of:

- 2 photos per Training Center.
- The TSPs should have their own / rented space & facilities for conducting the Training Programmes. The Bidder should provide proof (self-attested photocopy proof by Organization/Agency) of availability of the facility to the Bidder in the form of ownership document/rent or lease agreement.
- *Additional pages may be attached for more centres
- ** Total in all centres not to exceed 300.

TECHNICAL FORM-10: NUMBER OF QUALIFIED TRAINERS AND THEIR CVs

The TSPs are required to provide the list of qualified regular/permanent trainers of the organization for the mentioned skill sector (signed CVs of the trainer counter sign by the authorized signatory of the Organization need to be attached).

Sl. No	Name of the Trainer	Designation	No. of years of experience in skill sector (Name of Skill)	Qualification	Expertise

FORMAT FOR CURRICULUM VITAE (CV)

1. Proposed Position:
2. Name of Firm:
(Do not abbreviate or use symbols in any portion of the firm or individual name)
3. Name of Expert:
(Do not abbreviate or use symbols in any portion of the firm or individual name)
4. Current Residential Address:

Telephone No.:

Fax No.:

E-Mail Address:
5. Date of Birth:

Citizenship:

Type of government ID and ID Number.
(please attach a copy of the ID to this form)
6. Education:
7. Membership in Professional Associations:

8. Other Trainings and Certifications:

9. Countries of Work Experience:

10. Languages: *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*

11. Employment Record *[Starting with present position, list in reverse order every employment held by expert since graduation, providing for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From *[Month/Year]*:

To *[Month/Year]*:

Employer:

Positions held:

12. Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience;
- (ii) I am not a current employee of the Executing or the Implementing Agency;
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified in Scope of Services attached as Appendix A provided team mobilization takes place within the validity of this proposal.
- (iv) I was not part of the team who wrote the terms of reference for this assignment.
- (v) I am not subject to any national or international sanctions, temporary suspension or debarment by ADB or other multilateral development banks (MDB);
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the *[insert name of project and contract]*. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.
- (vii) I have not been found guilty or convicted of any violation of law that is not a minor traffic violation
- (viii) I, as the authorized representative of the firm submitting this Proposal for the *[insert name of project and contract]*, certify that I have obtained the consent of the named expert to submit his/her CV, and that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with paras (i) to (v) above.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of expert or authorized representative of the firm]

Day/Month/Year

Name of the Organisation: _____

TECHNICAL FORM 11: SELF DECLARATION ON DEBARMENT/ BLACKLISTING

(To be executed & Attested by Public Notary / Executive Magistrate on Rs. 50/- non judicial Stamp paper by the bidder)

I / We _____ (Name of the bidder) hereby declare that the firm/company namely M/s. _____ has not been blacklisted or debarred in the past by ADB/ Union / State Government or organization from taking part in Government tenders in India.

Or

I / We _____ (Name of the bidder). hereby declare that the Firm / company namely M/s. _____ was blacklisted or debarred by ADB/ Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period got over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information is found false, we are fully aware that the tender / contract will be rejected / cancelled by the Purchaser, and EMD shall be forfeited.

Name _____

Address _____

Attested:

(Public Notary / Executive Magistrate)

Authorized Signatory [In full initials and Seal]: _____

Name of the Organisation: _____

TECHNICAL FORM 12: UNDERTAKING BY THE BIDDER

(To be printed on the bidder's company letter head, signed by Authorized Signatory)

[Location, Date]

To: Executive Director,
Meghalaya State Skill Development Society (MSSDS),
Grove Site Building, 3rd Floor, Keating Road, Shillong-793001

This is to certify that the specifications of scope and services which I have mentioned in the bid, and which I shall provide if I am awarded with the work, are in conformity with the specifications and requirements mentioned in Request for Quotation No.: _____, Dated: _____ for (name of the project).

I/We am/are participating in this bid as a single legal entity. The bidder is an *Individual / Proprietorship Firm / Partnership Firm / Company registered under the Companies Act.

I/We have not formed any Joint Venture (JV) or Consortium for the purpose of this bid. I/We understand that bids submitted on a consortium or JV basis are liable for summary rejection if not explicitly permitted.

If awarded the contract, I/We shall take full and single-point responsibility for the execution of the complete project/supply as specified in the tender document.

I/We have not submitted any other bid for this tender, either individually or in any other capacity (such as a partner in another firm or a director in another bidding company). I/We understand that submitting multiple bids will lead to the rejection of all bids associated with me/us.

I also certify that the price I have quoted is inclusive of all the cost factors involved in the execution of the project, to meet the desired Standards set out in the RFQ Document.

Authorized Signatory [In full initials and Seal]: _____

Name of the Organisation: _____

TECHNICAL FORM 13: Self Declaration on Placement Commitment

(To be printed on the bidder's company letter head, signed by Authorized Signatory)

I/ We _____ (name of the Bidder) having our registered office at _____ do hereby solemnly affirm and declare as under:

1. We undertake to provide ____Percent () placement of the total no of candidates who have been successfully completed the training, assessment and certification process and have been declared as "passed candidates"
2. That we acknowledge and accept that achievement of minimum ____percent () placement of total passed candidate is mandatory, and failure to achieve the prescribed placement target may result in withholding, deduction, or non-release of the applicable tranches of payment, as per the terms and conditions of the RFQ and decision of the competent authority.
3. That the information stated above is true and correct to the best of our knowledge and belief and nothing material has been concealed therefrom.

This declaration is made in full understanding of the consequences arising out of any misrepresentation or non-compliance with the placement commitments.

For and on behalf of the Bidder

Authorized Signatory [In full initials and Seal]: _____

Name of the Organisation: _____

TECHNICAL FORM 14: BANK GUARANTEE FORM FOR BID SECURITY (EMD)

Whereas _____ (hereinafter called the "Bidder") has submitted its quotation dated _____ for the procurement of _____ (hereinafter called the "Bid") against the purchaser's RFQ Reference No. _____

Know all persons by these presents that we _____ of _____ (Hereinafter called the "Bank") having our registered office at _____ are bound unto The Executive Director, Meghalaya State Skill Development Society (MSSDS), Grove Site Building, 3rd Floor, Keating Road, Shillong-793001 (hereinafter called the "Client") in the sum of _____ for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

The conditions of this obligation are:

1. If the Bidder withdraws or amends, breaches the terms and conditions of the tender document, impairs or derogates from the Bid in any respect within the period of validity of this Bid.
2. If the Bidder has been notified of the acceptance of his Bid by the Client during the period of its validity:-
 - a. Fails or refuses to furnish the performance security for the due Performance of the contract.
 - or
 - b. Fails or refuses to accept/execute the Contract.

We undertake to pay the Client up to the above amount upon receipt of its first written demand, without the Client having to substantiate its demand, provided that in its demand the Client will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of thirty (30) days after the period of Bid validity of 180 days i.e., for _____ days from the date of Bid Opening and any demand in respect thereof should reach the Bank no later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

FORM OF QUOTATION (Services)

_____ [date]

To
Executive Director,
Meghalaya State Skill Development Society (MSSDS),
Grove Site Building, 3rd Floor, Keating Road, Shillong-793001

We offer to execute the project titled '**Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project,**' NC-PIU2-4.3 in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Quotation for the Contract Price not to exceed _____ [amount in words and numbers] (_____) [name of currency]_____ in accordance with **Price Schedule** annexed to the **Scope of Services**

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the priced **Scope of Services**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Training Service Provider: _____

Authorized Signature : _____

Name of Signatory : _____

Title of Signatory : _____

Address : _____

Telephone Number : _____

Fax Number, if any : _____

Email address (optional) : _____

ACCEPTANCE

The Client accepts the Training Service Provider's offer to provide the service.

Name of Client : _____

Authorized Signature : _____

Name of Signatory : _____

Title of Signatory : _____

Date : _____

FINANCIAL QUOTATION TEMPLATE

Project Name: **Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.**

Package ID: NC-PIU2-4.3

Name of the Bidder:

Submission Date: [Insert Date]

Summary Cost Table

Components	Unit	No. of Units (X)	Rate (INR) (Y)	Total Cost (INR) (X*Y)
A. Training Cost	Per Trainee Per Hour	300		
B. Assessment & Certification Cost	Per Trainee	300		
C. Boarding & Lodging Cost (For Residential Training only)	Per Trainee Per Day	300		
D. Travel cost (if centres are located in other States)	Per Trainee one way trip	300		
E. Self-Practice kit cost	Per set per trainee	300		
Total Cost	A+B+C+D+E			

Note:

1. All costs should be quoted in INR, exclusive of all applicable taxes. The applicable taxes shall be indicated separately at the time of invoicing. The invoice raised by the selected agency must clearly reflect the **break-up of applicable taxes**, in accordance with prevailing tax laws. It shall be the responsibility of the selected agency to ensure that all taxes levied are accurate and compliant with statutory requirements.
2. For financial evaluation, Component A – Training cost of the course will be considered as a whole sum total training cost for the course. Minimum training duration hours should be as per NCVET norms or higher than NCVET norms, if additional training duration hours for the course is required, it has to be detailed and justified in the proposal which should be aligned with the industry requirements.

For and on behalf of:

(Company Seal)

Signature:

Name :

Designation :

(Authorized Representative and Signatory)

CONTRACT

Name of Country: India

Project Name: Supporting Human Capital Development in Meghalaya (SHCDM-II)

Name of the Contract- Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.

Contract No- NC-PIU2-4.3

This Contract is entered into on _____[date]____ day of _____[month]____, _____[year]____, between _____[name of Client]_____ (hereinafter called "the Client") on the one part, and _____[name of Training Service Provider]_____ (hereinafter called "the Training Service Provider") on the other part.

Whereas the Client has requested a quotation for **Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.** to be performed by the Training Service Provider in accordance with the **Contract** and has accepted the Quotation by the Training Service Provider in the amount of _____[amount in words]_____ [amount in figures] hereinafter called "the Contract Price".

The Client and the Training Service Provider agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - a) Technical Proposal Forms (Technical Forms 1 to 14)
 - b) **Form of Quotation**, with **Scope of Services** as Appendix A along with Price Schedule
 - c) **Contract Terms and Conditions**.
2. Considering payments to be made by the Client to the Training Service Provider as hereinafter mentioned, the Training Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.
3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the **Contract** under the laws of India on the date indicated above.

Signature and seal of the Client:

For and on behalf of

Signature and seal of the Training Service

Provider:

For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

CONTRACT TERMS AND CONDITIONS

Project Name: **Selection of Training Service Provider (TSP) for Imparting Skills Training to 300 trainees in Embedded Full Stack IoT Analyst Course in Electronics Sector under Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.**

Client: **Executive Director, Meghalaya State Skill Development Society (MSSDS)**

Contract No. NC-PIU2-4.3

1. Definitions

- (a) "Contract" means the agreement entered between the Client and the Training Service Provider (TSP), together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Training Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.
- (d) "Completion" means the fulfilment of the committed services by the Training Service Provider in accordance with the terms and conditions set forth in the Contract.
- (e) "Client" means the entity purchasing the Services.
- (f) "Services" means the services the Training Service Provider will perform as specified in the Scope of Services in Appendix A.
- (g) "Training Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.
- (h) "ADB" is the Asian Development Bank.

2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Client's country.

3. Language

All communications and documents related to the Contract shall be in English.

4. Assignment

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

5. Fraud and Corruption

This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Training Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6. Performance of the Services

The Training Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time-to-time reasonably request. The Training Service Provider shall at all times cooperate and coordinate with the Client with respect to the performance of the Services.

7. Required Performance Standards (with attachments as necessary to be prescribed by Client.)

- (a) General Description As detailed in Appendix A
- (b) Specific Standards As detailed in Annexure 1
- (c) Performance Parameters As detailed in Annexure 2

Training Service Provider confirms compliance with above standards and parameters.

8. Service Completion Schedule

The services should be completed as per schedule indicated in the **Scope of Services** but not exceeding 36 (Thirty-Six) months from the date of signing of contract.

9. Fixed Contract Price

The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

10. Taxes and Duties

The Training Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

11. Payment

(a) Training & Placement Costs

Upon submission by Training Service Provider of claim and subsequent verification of the claim by Client, payment of the contract price shall be made in the following manner:

Instalment (as %age of the contract amount)	Milestones	Supporting Documents Required	Timeline
1st – 45%	Commencement of Training of a Batch / Batches	1. Signed and sealed document detailing the constituted team of project officials. 2. Details of Completion of Mobilization by documentation as well as photographic evidence. 3. Certified Document from M&E Manager, MSSDS that CCTV installation is completed and access provided to PM-ADB. 4. Reports of Orientation Activities and Start of Training Activities by documentation as well as photographic evidence 5. List of Trainees inducted and a copy of Batch file with approval of Trainees from the District Skill Development Officer / Authorised MSSDS' personnel, which should match with the MIS portal.	30 (Thirty) working days
2nd – 35 %	Completion of Training for a batch / batches with Assessment and Certification	1. Report of training and practical activities by documentation as well as photographic evidence. 2. Provide Biometric Attendance Record of all trainees for the entire Training duration. The minimum attendance of 70% will be mandatory to qualify for assessments. 3. Certified Document from M&E Manager, MSSDS that CCTV recordings of classes for	30 (Thirty) working days

Instalment (as %age of the contract amount)	Milestones	Supporting Documents Required	Timeline
		the entire duration of the training is completed and made available to MSSDS. 4. Provide the list of all trainees assessed and certified by third party assessors which should match with the list of trainees trained, assessed and certified on the MIS portal.	
3rd – 20%	Achieved the Outcomes as indicated in the Contract for the Target Allotted	1. Evidence that the outcomes, as indicated in the Contract, have been achieved to satisfy that all trainees are benefiting from the skills training in the form of placement, achievement of targeted salary as per Appendix A, value addition to their enterprises/ endeavors or any other form of quantifiable measure of performance. 2. Evidence of providing placement services along with targeted salary as per Appendix A. 3. Final report and project closure documents on the achievement of the project targets that include signed statements and/or testimonials by trainees, photographic evidence and edited videos.	45 (Forty-Five) working days from the date of submission of Invoice, subject to the satisfaction of the client along with necessary approvals accorded by the TSP

- i. The Invoice with Bank account details, GST Registration, PAN will be submitted after completion of each milestone for each batch, with supporting documents as proof of completion of the milestone as indicated in the table.
- ii. Invoice can be submitted for each individual batch or multiple batches, and payment will be as per the payment schedule.
- iii. Payment towards residential costs will be made only for the actual number of trainees availing residential facility, and strictly for the approved number of days.
- iv. MSSDS shall disburse the payment after all due verifications have been done for the submitted documents as required against each instalment which has been defined in the cost and process norms and outlined in the Agreement.
- v. Taxes will be deducted as admissible by law.
- vi. All payments will be released as indicated in the table above. There would not be any deviation from the mentioned payment terms and any request for deviation shall not be entertained under any circumstances.
- vii. All 3 (three) instalments will be paid directly into the Bank Accounts of the TSP via Electronic Transfer/Cheque. The Bank Account shall be under the TSP's trade name and not under an individual person.
- viii. In case any of the milestone is not completed satisfactorily by the TSP, MSSDS has the right to recover any of the payment made to TSP.
- ix. Payment of the last instalment will be made upon achievement of all milestones for the total target allotted on a pro-rata basis for each trainee placed. Failure to submit the invoice with all required documentary evidence within 6 months after the expiry of the post-training tracking period of the last completed batch will result in the TSP being considered as not achieving the milestones and therefore forfeiting the last instalment. Furthermore, depending on the severity of the non-compliance, the TSP may face de-empanelment or

even blacklisting.

- x. It shall be open to the MSSDS to prescribe such additional conditions, as it deems fit, from time to time in the interest of the proper execution of the project.

12. Resolution of Disputes

The Client and the Training Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act 1996. Any kind of resolution of disputes will take place in Shillong, Meghalaya.

13. Independent Training Service Provider

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee or principal and agent between the Client and the Training Service Provider, or his employees or agents or other persons engaged by the Training Service Provider to perform any of the services.

14. Intellectual Property Rights

Intellectual Property Rights: (a) The Training Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Training Service Provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Training Service Provider.

15. Failure to Perform

The Client may terminate the Contract if the Training Service Provider fails to perform the services, in accordance with the above terms and conditions, despite a 14-day notice given by the Client, without incurring any liability to the Training Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

16. Termination Due to Integrity Violation

The Client may terminate this Contract, in whole or in part, if the Training Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

17. Other Grounds for Termination

The Client may also terminate this Contract, in whole or in part, if the Training Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

18. Force Majeure

The Training Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, "Force Majeure" means an events beyond the control of the Training Service Provider and not involving the Training Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Training Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in

writing, the Training Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

19. Accounts and Records

- (a) The Training Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.
- (b) Notwithstanding anything to the contrary stated herein, the Training Service Provider shall maintain accounts and records, including original receipts, invoices and other supporting documents evidencing payments made by the Training Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.
- (c) The Training Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Training Service Provider and to have them audited by auditors appointed by ADB.

20. Suspension of ADB Loan or Credit.

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Training Service Provider are being made, the Client is obligated to notify the Training Service Provider, with copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

21. Termination Notice Due to Non-payment

If the Training Service Provider has not received payments due within the 45 (Forty-Five) days as provided for in Clause 11 [Payment], the Training Service Provider may immediately issue a 14-day termination notice.

22. Performance Security

- (a) As a guarantee for the due performance, observance, and fulfillment of all obligations, terms, conditions, representations, warranties, and covenants of the TSP under this Contract Agreement, the TSP shall furnish to the Client, within 28 (twenty-eight) days of receipt of the returned Form of Quotation with signed Acceptance, a Performance Guarantee for an amount equivalent to five percent (5%) of the total contract value.
- (b) Performance Security should remain valid for a period of 90 (Ninety) days beyond the date of completion of all the contractual obligations in accordance with Scope of Services in Appendix A from the date of signing of the contract agreement.
- (c) The TSP shall furnish performance security in the form of Fixed Deposit ¹ Receipt from a commercial bank or Bank Guarantee from a Commercial bank as per the format given as Appendix 1. Performance Security shall be denominated in Indian Rupees (INR).
- (d) The Client will release the Performance Security without any interest to the TSP on completion of the TSP's all contractual obligations including the performance obligations, subject to adjustment of all amounts/losses/damages/recoveries/penalties payable to the Client and claims of Client, therefrom.

¹ Terms of the Fixed Deposits as Performance Security:

- The Fixed Deposit (FD) must be lien-marked in favour of MSSDS.
- The lien confirmation letter from the issuing bank must be submitted along with the FD receipt.
- The FD must remain valid up 90 (ninety) days beyond the date of expiry of period of Contract.
- The FD must be issued by a nationalized or scheduled commercial bank in India.
- MSSDS reserves the right to invoke and encash the FD in case the TPP fails to comply with the terms and conditions.

23. Breach of Contract

Breach means any failure, refusal, or neglect by TSP to duly perform, observe, or comply with any obligation, covenant, representation, warranty, or undertaking under the Contract Agreement, including any violation of applicable law, whether such failure is material or otherwise, and whether occurring due to act or omission. In case of a breach by TSP, the Client shall be entitled to:

- (a) Forfeiting Performance Security
- (b) Imposing a Penalty
- (c) Blacklisting or Debarment

24. Forfeit of Performance Security

In the event of a breach of contract by the TSP, Performance Security shall be forfeited and credited to the account of The Executive Director, Meghalaya Skill Development Society (MSSDS), Grove Site Building, 3rd Floor, Keating Road, Shillong-793001. For the avoidance of doubt, Client may draw from the Performance Securities any costs, expenses, losses, damages or compensation arising out of any such breach/damage or failure.

25. Penalty for Breach

- (a) In case of a breach, the Client shall be entitled to impose a **penalty**, without prejudice to any other rights or remedies available under the Contract or applicable law. The penalty shall be calculated at the rate of **0.5 %** of the contract price per **week of breach** for each instance of breach or non-compliance.
- (b) The total penalty imposed under this Clause shall not exceed **10 % of the total contract price**. The Client may recover the penalty amount from any sums due or becoming due to the Agency, or by invoking the Performance Guarantee.
- (c) Imposition of penalties under this Clause shall not relieve the TSP from its obligations under the Contract, nor shall it prevent the Client from seeking **termination, damages, or any other legal remedy** for losses arising from such breach.

26. Blacklisting/ Debarment

- (a) The Client also reserves the right to **blacklist/ Debarred** the TSP and bar it from participating in any present or future tenders, bids, or contractual engagements of the Client for a period of up to 3 (three) **years**, if the TSP is found to have committed any serious breach of its obligations under this Contract. Grounds for blacklisting/ debarment shall include, but are not limited to:
 - 1. **Fraud, corruption, collusive or coercive practices**, or any unethical business conduct;
 - 2. **Non-performance, abandonment, or unauthorized discontinuation** of services;
 - 3. **Major breach of contractual terms**, including refusal to execute the Contract or provide agreed services;
 - 4. **Breach of confidentiality**, data protection obligations, or violation of applicable laws and regulations;
 - 5. **Actions that compromise the integrity, reputation, or operational interests** of the Client.
- (b) Prior to blacklisting, the Client shall issue a written show-cause notice specifying the grounds for proposed action. The TSP shall have 7 (seven) days to submit its written explanation. After considering the explanation, if any, the Client may issue a reasoned order of blacklisting.
- (c) Blacklisting shall be without prejudice to any other rights or remedies available to the Client under this Contract or applicable law, including termination, recovery of losses, and invocation of the Performance Guarantee.

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To
The Executive Director,
Meghalaya Skill Development Society (MSSDS),
Grove Site Building, 3rd Floor, Keating Road,
Shillong-793001

WHEREAS _____ (Name and address of the Agency)
(Hereinafter called "the Agency") has undertaken, in pursuance of contract
no _____ dated _____ to undertake **(Name of the Project)**
Project (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the
said contract that the Agency shall furnish you with a bank guarantee by a scheduled
commercial bank recognized by you for the sum specified therein as security for compliance
with its obligations in accordance with the contract; AND WHEREAS we have agreed to give
the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf
of the Agency, up to a total of _____ (Amount of the guarantee in words
and figures), and we undertake to pay you, upon your first written demand declaring the Agency
to be in default under the contract and without cavil or argument, any sum or sums within the
limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds
or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract
to be performed there under or of any of the contract documents which may be made between
you and the Agency shall in any way release us from any liability under this guarantee and we
hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up 90 (ninety) days beyond the date of expiry of period of Contract.

(Signature with date of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....

Seal, name & address of the Bank and address of the Branch

APPENDIX A

SCOPE OF SERVICES

Terms of Reference (TOR) for Short Term Skill Development Programme

1. Background:

Located in North-east India, Meghalaya, also known as the Abode of Clouds, falls in one of the richest biodiversity areas of the world, however, state faces key development challenges including a low economic base with most people engaged in the agriculture sector, inadequate infrastructure, limited wage employment, and a largely rural (80%) and unskilled population. Meghalaya has identified high unemployment rate, unskilled workforce and poor skilling eco-system as key challenges hindering its development. The state has one of the lowest percentages of skilled workforces in India with only 28.4% of the workforce with secondary education or higher (compared to the national average of 38.9%) and a high youth unemployment rate at 18.0%.

Lack of quality and market-relevant skills training constrains employability and opportunities for entrepreneurship. Low awareness among youth about skill development programmes and barriers such as distance to training institutes and lack of transportation options combined with lack of hostel facilities contribute to low access and retention.

To support the Government of Meghalaya in strengthening its human capital base, “Supporting Human Capital Development in Meghalaya -Phase II (SHCDM-II)” project funded by Asian Development Bank is set to address underlying issues in the education and skills development sector. The government aims to skill over 150,000 youth over the next 5 years. Achieving the target and ensuring meaningful results that lead to better employment and economic opportunities for the state’s youth will require transformative interventions in the state’s education and skills development systems.

The project will engage private Training Service Providers (TSPs) to deliver market-relevant training in a wide range of areas such as building & construction, agro-based sectors, healthcare, tourism and hospitality, gig economy-related jobs, and IT and ITeS. Training will also include modules that promote successful self-employment and entrepreneurship such as marketing, branding, packaging, and online sales methods. Moreover, training programmes will incorporate soft-skills training to enhance trainees’ employability and job-readiness. Meghalaya State Skill Development Society (MSSDS) will be implementing these training programmes.

In view of the above, MSSDS intends to select a TSP for Imparting Skills Training to 300 trainees in Embedded Full Stack IOT Analyst (ELE/Q1404) course under SHCDM-II project as per NSQF standards.

2. Scope of Services, Expected Outputs and Target Achievement:

The objective of the project is to enhance employability, provide wage employment, and entrepreneurship opportunities to unemployed youth of Meghalaya within and outside state.

Eligibility of the Beneficiary/ Trainee and Courses:

- a) The project beneficiaries should be in the age group of 18 years and above.
- b) The project beneficiaries should be permanent residents of Meghalaya.
- c) The project beneficiaries must have the following minimum educational qualification:
 - UG Diploma (2nd year Completed) (Physics/Electronics/ Electrical/Computer Science)
 - OR
 - Completed 3 years’ Diploma after 10th (Electronics/Electrical/ Computer Science)
 - OR
 - Previous relevant Qualification of NSQF Level (4.5)

OR

- B.Sc. (Mathematics / Physics / Electronics with Computer Science)

Course and Curriculum:

- a) The course curriculum of the Embedded Full Stack IOT Analyst (ELE/Q1404) course under SHCDM-II project should be in line with National Skills Qualification Framework (NSQF) Level 5 (570 hours)
- b) In addition to domain skills, the TSP should include training curriculum/modules on employability skills such as soft skills, computer literacy, financial literacy and entrepreneurship as per NSQF level 5 parameters.
- c) The model curriculum for the Embedded Full Stack IOT Analyst course prescribes 150 hours of On-the-Job Training (OJT). The Training Service Provider (TSP) is therefore required to ensure that all trainees undergo the minimum prescribed OJT to enhance their practical exposure and overall employability.

Targeted Beneficiaries:

- a) The number of targeted beneficiaries is 300. The batch size should not exceed 30 trainees or as determined by the capacity outlined in the MSSDS nominated Officer's / Skill development Officer's (SDO) Centre Inspection Report, ensuring the delivery of quality training.
- b) To promote gender equity and inclusive development, the TSP is encouraged to take proactive measures to mobilize and encourage the participation of female and people with disability (PwD) candidates, especially from rural areas, remote locations, and underserved communities. These measures will include conducting targeted outreach, creating awareness among families, offering residential training options, and ensuring a safe and supportive training environment for female candidates. MSSDS will support the TSP in designing and implementing gender-sensitive mobilization strategies wherever necessary.

Location:

The location of the training programme may be anywhere in India.

Training Mode:

- a) Training can be residential or non-residential mode.
- b) Training hours for residential programmes shall be 6 hours per day and 6 days per week.
- c) The number of days for which residential facilities are claimed shall not exceed the duration indicated in the approved training calendar or guidelines.

Training, Residential & Assessment Cost:

- a) The TSP will be paid as per the price indicated in the contract documents.
- b) Residential Costs will be paid on the actual number of trainees availing residential facility, irrespective of the training certification result.
- c) The number of days for boarding and lodging shall not exceed the days corresponding to the total training hours proposed in response to this RFQ.
- d) Any additional duration of training hours and additional days of Boarding & Lodging for the trainees whose training duration is extended due to any circumstances should be borne by the TSP without compromising the Training quality and Training duration.

Selection of Beneficiaries:

- a) The project beneficiaries will be selected based on their interest in the course and aspiration towards placement or entrepreneurship or opting for enrolment in higher NSQF level after course completion. Counseling will be done by the TSP in collaboration with the respective district SDO and MSSDS.
- b) TSP shall counsel the candidates on the entrepreneurship opportunities.
- c) TSP will select & enroll only the permanent residents of Meghalaya above 18 years of age. Proof of the same is to be documented in the form of an acceptable valid proof of residence e.g. EPIC, ADHAAR Card, Driving License, Passport etc.
- d) Once a training batch is frozen, no further enrolments shall be permitted under any circumstances. However, in the event of candidate drop-outs, replacements may be allowed within the first 5% of the total training duration. Any replacements beyond this period shall not be accepted and the batch composition will be considered final.

Mobilization and Counseling:

- a) The responsibility of mobilization and counseling resides with the TSP. Ground-level mobilization of eligible trainees must be done by the TSP in areas identified in consultation with the respective district SDOs and MSSDS.
- b) The MSSDS will support the TSP in connecting with State and district level government machinery to extend support for mobilization and counseling.
- c) The MSSDS will also conduct separate mobilization and counseling camps based on the demand and request by the TSP in the identified areas.
- d) The TSP in consultation with MSSDS shall conduct basic screening tests to assess the needs/aspiration and aptitude of the trainees that are fundamental to the trades in which training is to be imparted.

Branding:

The approved standard branding materials are to be prominently displayed at the training centres as well as during the mobilization camps and should be visible in all documentary and visual evidence submitted to MSSDS.

Training equipment and infrastructure:

- a) The TSP shall be responsible to ensure the infrastructure readiness for the skill training programme including, but not limited to, deployment of required resources including trainers, tools, equipment and machinery for conducting the training as per applicable NSQF level.
- b) The following shall be ensured by the TSP at the Centre:
 - i. Lab with required equipment and training aids.
 - ii. Training classrooms, Centre Manager room, student counseling cum placement room etc.
 - iii. First aid kit, safe drinking water and hygienic washroom.
 - iv. CCTV installed in all classrooms and labs with access provided to MSSDS.
 - v. All records including, but not limited to, those pertaining to attendance, class progress, assessment, certification, and training outcomes. These must be maintained both as hard copies (to be submitted to MSSDS) as well as online versions which are to be uploaded on PMIS Portal developed by MSSDS.
 - vi. Equipment / machinery installed by the TSP at the training center may be owned or hired. A declaration to the effect shall be submitted to MSSDS. In the case of rented equipment /machinery, the duration of the rent agreement/ lease shall not be less than the duration of

the training programme in the concerned course. All these documents should be submitted along with the RFQ signed by authorized signatory (having Power of Attorney to sign the document)

- vii. **Self-Practice Kits:** The Training Service Provider (TSP) shall provide each enrolled trainee with an individual self-practice kit containing the necessary tools, components, consumables, and learning materials required to undertake practical exercises outside the scheduled training hours. The kits shall enable trainees to reinforce classroom learning through hands-on practice at their place of residence or other suitable locations. Upon successful completion of the training programme, the self-practice kit shall remain the property of the trainee and shall not be returned to the TSP. The cost of the self-practice kits shall be deemed to be included in the quoted training fee and no separate payment shall be made on this account.

Training Delivery:

- a) Training through franchisee arrangement is strictly prohibited to maintain quality control and direct accountability. No part of the training center or training shall be sub-let to any agency/individual in any form. Any officer nominated by MSSDS or the nominee of the officer will inspect the training center as and when required by MSSDS.
- b) The TSP shall be responsible for all aspects of the training including center readiness, quality of training delivery, assessment and certification as well as outcomes required from the training.
- c) The TSP shall employ qualified and experienced Personnel/Trainers as per the criteria mentioned in the RFQ.

Gender and Social Inclusion

The Training Service Provider (TSP) shall ensure that the training environment is inclusive, safe, and conducive for the participation of women, persons with disabilities, and individuals from marginalized or disadvantaged communities. To this end, the TSP must:

- a) Implement a Gender and Social Inclusion Policy at the training center
- b) Ensure availability of separate sanitation facilities for male and female trainees
- c) Designate a female staff member or counselor to address gender-related concerns and provide support to women trainees
- d) Organize regular sensitization sessions for trainers, staff, and trainees on gender equity, diversity, and inclusion
- e) Provide reasonable accommodation for persons with disabilities wherever feasible

Any incident of harassment, discrimination, or unsafe practices must be immediately reported and addressed in accordance with the grievance redressal mechanism established by MSSDS.

MIS System:

- a) The TSP shall complete the registration process on the PMIS system of MSSDS @ <https://skills.meghalaya.gov.in/> within 5 days of signing the contract.
- b) The TSP shall also ensure that all minimum requirements of the physical infrastructure of the Training Centre, Hostel etc. including biometric attendance are in place. In cases where training is off site or outdoors the TSP will inform MSSDS according to which other modes of capturing attendance will be suggested.

Assessment & Certification:

- a) The TSP will conduct the assessment and certification of each trainee who has completed the course as per NSQF parameters. The certification would be done either by recognized

agencies, assessors of the Assessment Agencies empaneled with the SSCs or an equivalent certifying body approved by MSSDS.

- b) Assessment Costs will be paid directly by the TSP. TSP will have to submit the invoice for reimbursement of the same
- c) The TSP is required to inform MSSDS about the assessment and certification schedule at least 5 days in advance of the actual date.
- d) In case the assessment is being done by an assessing body approved by MSSDS or any recognized assessing body, the TSP will ensure that the Certificates to successful trainees are prepared in the format approved by MSSDS.
- e) The assessments for the residential trainees should be completed within 3 days from the date of training completion. Any additional days of Boarding & Lodging for the trainee should be borne by the TSP.
- f) Assessor Requirements:

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma/ ITI/ Degree	Computer Science/ Electrical/ Electronics	3	Semiconductor, Components Domain	1 year preferably	Electronics & Semiconductors Domain	

Assessor Certification	
Domain Certification	Platform Certification
“Embedded Full Stack IoT Analyst”, “ELE/Q1404, v4.0”, Minimum accepted score is 80%	Recommended that the Assessor is certified for the Embedded Full Stack IoT Analyst “Assessor (VET and Skills)” , mapped to the Qualification Pack: “MEP/Q2701, V2.0”, with minimum score of 80%

Placement Commitment:

- a) The Training Service Provider (TSP) should ensure that at least 75% of the successfully certified candidates are supported in gainful outcomes as wage employment, in alignment with the aspirational preference indicated by the trainee at the time of enrolment. Achievement of employment outcomes shall be one of the key elements for assessing the performance of the TSP.
- b) The TSP shall ensure that placement of the trained candidates is for “above-entry level” jobs having regular monthly remuneration of minimum INR.13,156/- (take-home) within Meghalaya and INR 17,940/- (take-home) outside the state or INR.13,156/-(Take home) outside the State with food and accommodation. Placement is defined as continuous employment and tracking of the same for a period of 6 months from the date of issuance of offer letter to the candidate. The proof of regular wage employment is demonstrated by the Appointment/Offer Letter and salary slip from the Human Resources department of the recruiting organization/corporate. These documents shall be maintained by the TSP and submitted to MSSDS.
- c) In case of Captive placements, Agency or Consortium of Agencies shall submit their methodology of placement by providing details of their own manpower requirement based on a realistic estimate of current/future needs. Trained and certified candidates can be placed

with the corporate of the TSP or any of its own subsidiaries. Captive employment by the TSP will be highly encouraged.

- d) To ensure sustained benefits from training, the TSP shall track and report successfully placed candidates for a period of 6 months.
- e) The TSP will submit the contact details of employed candidates to MSSDS for record and verification.
- f) The TSP shall take feedback from employers and ensure that their suggestions are incorporated in training to further batches to improve the quality of training delivery.

3. Governance Mechanism:

- a) The TSP will be directly reporting to, seeking approval from, and obtaining certificate of acceptance of output from the MSSDS.
- b) The methodology and work plan must be submitted after 30 days of signing the contract agreement.
- c) The final report on the implementation of the tasks should be submitted 30 days after finishing the skill training programme.
- d) MSSDS will be monitoring the delivery of the training programme from the planning phase until the completion and the submission of the final report directly or indirectly through third party agencies.

4. Project Duration:

The TSP will be selected for the period of 3 (three) years. MSSDS may consider awarding **additional training targets** to the TSP during the project period based on:

- a) Demonstrated quality of training delivery,
- b) High certification and placement outcomes,
- c) Responsiveness to industry needs and evolving job market demand,
- d) Successful implementation of compliance measures.

TSPs achieving exceptional performance metrics may also be eligible for piloting or expanding training to related job roles under the same sector.

SPECIFIC STANDARDS

The specific standards to be followed by the Training Service Providers (TSP) will be as below:

1. Publicity & Branding

- a. Awareness creation in the districts in which it has been empaneled.
- b. All print and video advertisements are to be approved by MSSDS before distribution.
- c. TSP may route Advertisement Distribution through MSSDS to avail of the government approved rates for publicity. In such cases, applications for print and video adverts along with materials, dates for advertisement, name of newspaper, TV media are to be submitted to MSSDS at least 2 working days prior to advertisement of the same.
- d. The TSP shall place a banner and other publicity related material in front of the center (for 100% visibility) with the MSSDS logo prominently displayed as per the specifications provided by MSSDS.
- e. The TSP shall put the logo of 'SHCDM' and key messages/taglines on all advertisement materials as per the specifications given by the MSSDS.

2. Mobilization, Pre-Counselling and Registration of eligible candidates

- a. TSP shall prepare the mobilisation plan as per the format to be shared by MSSDS within one week after signing of the Contract.

Schedule Date	Location/ Venue	Mobilization Strategy (e.g. community workshop, kiosks etc.)	Target Groups	Target Nos	Comments/ Remarks

- b. TSP is directed to finalise the scheduled dates of mobilisation and to share the same with MSSDS and the respective SDOs of their districts as per the General Guidelines.
- c. All mobilization activities are to be documented in picture and video format with time stamps. Photographs taken during the mobilization should reflect the numbers claimed by the TSP in the reports submitted to MSSDS.
- d. Any mobilisation activities made by the TSP prior to the signing of Contract will not be considered.

- e. All mobilization activities have to be conducted under the Skills Meghalaya and MSSDS banner with the logos clearly visible.
- f. Candidate Pre-Counselling: Counselling on the training, career options and career planning.
- g. Priority must be given to cover the registered candidates first and then look for non-registered candidates. Further, there is a provision for registering new candidates based on TSP's mobilization.
- h. The list of trades / courses / job roles as specified in the Contract must be prominently displayed during mobilization.
- i. Counselling the candidates on the available job opportunities and setting their expectations on jobs and compensation or entrepreneurship opportunities.
- j. The TSP shall collect copies of the prescribed documents at the time of enrolment and verify them against the originals.

3. Training

- a. The TSP is to ensure that the Trainers assigned to the batches should possess competence across all training domains
- b. The TSP is to ensure that trainers, faculty and staff assigned to the project are aware of the specific requirements of the training programme
- c. Ensuring adequate coverage of the topics specific to the requirements of the module as assessments would be based on the proposed curriculum.

4. Placement and Forward Linkages of Trainees

It is the responsibility of the TSP to place or link the trainees to employment opportunities / income-generating activities / upskilling courses as per the Scope of Services mentioned in the Contract. A trainee will be considered as placed or linked to employment opportunities / income-generating activities / upskilling courses only if the Terms and Condition of the Contract are fulfilled.

PERFORMANCE PARAMETERS

The TSP shall follow the Process Norms and scheme specific guidelines as notified by MSSDS from time to time for implementing the Skills Meghalaya Programme.

1. Branding

- a. The SHCDM and MSSDS logos are to be prominently displayed in all mobilisation materials made by the TSP and should reflect in all documentary and visual evidence submitted to MSSDS.
- b. The SHCDM and MSSDS logos are to be prominently displayed at the Training Centres and should be visible in all documentary and visual evidence submitted to MSSDS.

2. Onboarding

- a. Register themselves on the PMIS system of MSSDS within 15 (fifteen) days of signing of the Contract.
- b. Ensure all minimum requirements of the physical infrastructure of the Training Centre including biometric attendance. In cases where training is off site or outdoors the TSP will inform MSSDS accordingly to which other modes of marking attendance will be suggested on a case-to-case basis.

3. Mobilisation

- a. Share their mobilisation plans with the scheduled dates as per the prescribed mobilisation format.
- b. Invite the Skill Development Officer (SDO) of the concerned district of the area of operations to the planned mobilisation drives. The SDO will be documenting the mobilisation drive for reporting purposes to MSSDS.
- c. Adhere to a systematic rolling out of the mobilisation drive, while ensuring that the concerned District Skill Committee inclusive of the Skill Development Officers and Block Level Officers, District Level Officers, Village Level Committees and Rangbah Shnongs, Nokmas, etc are made aware of the projects and its implementation details.
- d. Tie-up with local Non-Governmental Agencies and Community Based Organizations (CBO) in mobilisation efforts, to maximise their advantage of local reach and impact.
- e. Take appropriate awareness and publicity campaigns in local electronic/print media, conduct road shows and organise meetings especially in minority pockets in rural areas for selection of trainees. Content is to be translated into the local languages to enable better dissemination of information to rural communities.

4. Selection and Enrolment of Candidates

- a. Prepare an enrolment format/digital form with the allocated code from MSSDS for candidates which must include the Name, Age, Gender, Address, Contact details and educational qualifications.
- b. Prepare basic screening tests to assess the needs/aspiration and aptitude that are fundamental to the trades in which training is to be imparted and also to reduce mid-course/post training dropout of trainees.
- c. Select & enroll only the permanent residents of Meghalaya above 18 years of age and who are meeting the eligibility criteria. Proof of the same is to be documented in the form of an acceptable valid proof of residence e.g. EPIC, ADHAAR Card, Driving License, Passport etc.
- d. Ensure that the candidates have not been assisted under any other State or Central Government programmes for similar skill development/training.

5. Curriculum

The syllabus outlines have to be as per the Qualification Packs (QPs) / National Occupational Standards (NOSs) of Sector Skill Councils (SSCs) and approved by the SSC or an equivalent certifying body approved by MSSDS.

6. Training

- a. Commence the training of the First Batch of trainees within 1 month of signing of the Contract.
- b. Give an official intimation to MSSDS along with a copy to the SDOs of respective Districts / PM-ADB regarding start date of training at least 1 week prior to the first day of training.
- c. Ensure that all trainees are informed on the timings and schedule of training are per their batch.
- d. Prepare an Orientation Session for a minimum of 12 hours to address matters relating to Domain Awareness, Soft Skills and familiarization of the programmes assessment process and terms.
- e. Prepare and issue ID cards for trainees under the programme specifying the course enrolled for under the Skills Meghalaya initiative of MSSDS (sample may be shared with MSSDS for approval).
- f. Provide uniforms to all trainees enrolled in NSQF courses.
- g. Offer all trainees quality training in the domain specified as per the curriculum submitted and approved.
- h. Ensure the provision of training modules and availability of teaching tools/equipment required for the Course(s) either on its own or on lease/rent for the duration of the Course(s).
- i. Ensure adequate practical and/or field training to all trainees.

- j. Ensuring timely and quality assessment of trainees.
- k. The maximum batch size should not exceed 30 trainees, or as determined by the capacity outlined in the SDO's Centre Inspection Report, ensuring the delivery of quality training.

7. On-Job-Training (OJT)

- a. OJT should be aligned with specific job roles and National Occupational Standards (NOS) to ensure that learners acquire relevant skills and competencies.
- b. OJT Service Providers are required to keep an individual file for each OJT Employer which includes the Employer Pre-Screening Checklist verifying employer eligibility. Employer files must be available to monitors for compliance review.
- c. The OJT Training Plan must be signed by the Employer, OJT Service Provider and Trainee prior to the commencement of the OJT. The Training Plan is unique and customized for each OJT Trainee. The Training Plan includes the skills to be learned, training hours and evaluation of skills gained.
- d. Assessment and certification processes should be in place to evaluate learners' skills and competencies acquired through OJT.

8. Assessment & Certification

- a. Assess and certify each trainee as per the mechanism laid down by MSSDS. The certification would be done by assessors of the Assessment Agencies empaneled with the SSCs or an equivalent certifying body approved by MSSDS.
- b. Inform MSSDS and the relevant SDO of the assessment and certification schedule at least 5 days in advance of the actual date.
- c. Issue Certificates to successful trainees in the prescribed format shared by MSSDS.
- d. Award certificates to all trainees on completion of the programme by respective SSC or third-party agencies as approved by MSSDS.

9. Forward Linkage

- a. Prepare all assessed trainees for placement and/or forward linkage procedures as the main prerequisite of the programme is the commitment of the TSP to connect the trained candidates to jobs or self-employment or enhance their income.
- b. Track all trained candidates for a minimum period of 6 months from the date of award of certificates.

10. Reporting

- a. Use the PMIS Portal of MSSDS along with any other Applications or Portals as directed by MSSDS for monitoring and reporting. Guidance on the same will be given by MSSDS.
- b. Maintain a Biometrics Attendance along with Physical Attendance copy of the trainees.
- c. Upload daily training activities in the form of photographs and update daily attendance in the PMIS portal.
- d. Update PMIS portal on every milestone of the training activities till the completion of the post training tracking for 6 months.
- e. Documentation of all training and practical sessions in the form of pictures and videos. All photographs and videos captured must be clear, high-resolution, and ensure good visibility of all trainees featured.
- f. Collate and document evidence of the training in the form of photographs and videos at every level and to share the same with MSSDS on a given timeline.
- g. Maintain a record of the entire training activity from the onset of the programme and furnish timely reports. MSSDS suggests the use of the Input-Output Monitoring tool with defined progress indicators as a means to monitor the programme.
- h. Submit Quarterly post-training tracking Reports in the prescribed format for all completed batches.
- i. Prepare the physical progress report of the entire project that must clearly indicate the number of trainees who have been trained and placed OR linked to employment initiatives like market connect, credit linkages, industry recognition, licences, self-employment, etc.

11. Miscellaneous

- a. Ensure regular participation in the review meetings and / or events organised by MSSDS from time to time.
- b. Permit access to duly authorised MSSDS officials into its centres as and when required for the project and provide documents necessary for the inspection.
- c. Regularly check the email address provided to MSSDS and the MSSDS website regularly for updates and important information that might be updated by MSSDS.

12. Communication

- a. All queries with regards to the PMIS system are to be communicated with the MIS-Specialist, MSSDS at the email address mssdswebinfo@gmail.com and Phone no. 0364-2502243.

- b. All other queries with regards to any assistance from MSSDS can be communicated on the email address skills-meg@gov.in and ra.mssds21@gmail.com .

13. Performance Review

- a. Based on the duration of the proposed programme, the Performance Review shall be scheduled within a month from the date of signing the contract or as deemed fit by MSSDS. In addition, surprise visits by the SDOs / officials deputed by MSSDS will occur to evaluate the TSP's performance and make recommendations for allocating additional targets, de-empanelment, or corrective actions as necessary.
- b. The TSP's performance will be assessed based on the attainment of training and placement/ forward linkage objectives compared to the targets set for the period, using the following parameters:
- i. Achievement of Training Targets: For the calculation of achievement of training targets, Number of Candidates Trained (who successfully pass the third-party assessment).² The achievement percentage shall be calculated based on the targets fixed as per capacity.
 - ii. Attendance of Training batch: The minimum attendance will be prescribed in the Process norms which will be mandatory to qualify for assessments. Achievement of Training Certification: For the calculation of achievement of the training certification, trainees should appear for their assessment with the certified assessors as per the prescribed Process Norms.
 - iii. Achievement of Outcomes as per Appendix A - Scope of Services.
 - iv. Reporting: Completion of all mandatory Reporting as prescribed by MSSDS.

c. **Key Performance Indicators:**

SN	Indicators	Detail
1	Outcome %	Min 75% Placement or Self Employed or Upskilling
2	Output %	Average Salary / Training Cost per Trainee
3	Drop-out rate	Not more than 7% Replacement of drop out candidates within 5% of total training duration
4	Success %	(Placement +Self-employed) / Trained
5	PMIS Data Management	Registration, Enrolment, Trained, Assessed, Certified, Drop out and Post Training Activities
7	Forward Linkages	F/up of trainees - Submission of quarterly status report
8	Quality of Forward Linkages	Self-Employment: Quality of Startup Tools / Financial Linkages / Market Linkage / Scheme Linkages Wage Employment: Quality of Placement

² This shall include the Number of trainees awaiting assessment i.e. those whose batch end date has expired and who meet the minimum attendance criteria.

14. Contractual Termination

Training Centre will undergo periodic inspections, with all reports regarding its performance reviewed by MSSDS. Based on progress and adherence to fair practices in achieving targets, MSSDS will assess the performance of the TSP. A TSP may be terminated for the following reasons

- a. Failing to meet deadlines or achieve targets.
- b. Submission of false or counterfeit documents to MSSDS to falsely demonstrate positive performance.
- c. Engaging in unfair or illegal practices to portray positive performance.
- d. Undertaking any actions without the consent of MSSDS that could result in legal complications in the future. (TSP must ensure completion of license renewal and other legal formalities, with information shared with MSSDS).

Tools Equipment and Other requirements

The tools and equipment and other requirements are:

SN	Tool / Equipment / Other requirements Name	Quantity for specified Batch size	Unit
1	Chairs/Tables	1 per trainee	No.
2	Latest configuration computer with internet	1 per trainee	No.
3	LCD projector with screen	1	No.
4	Trainer chair and Table	1	No.
5	Demonstration table pin up boards	1	No.
6	White board with marker	1	No.
7	Connecting screwdriver	1 per trainee	No.
8	Neon tester 500 V.	1 per trainee	No.
9	Screw driver set	1 per trainee	No.
10	Insulated combination pliers	1 per trainee	No.
11	Insulated side cutting pliers	1 per trainee	No.
12	Digital Multimeter	1 per trainee	No.
13	Soldering Iron Changeable bits	10	No.
14	Tweezers – Bend tip	1 per trainee	No.
15	Crimping tool (pliers)	1 per trainee	No.
16	Allen key set (Hexagonal -set of 9)	10	No.
17	Analyzer	1 per trainee	No.
18	Digital IC Trainer	1 per trainee	No.
19	IT Workbench for computer hardware and networking	1	No.
20	Electronic circuit simulation software	5	No.
21	Different types of Analog electronic components, digital ICs, power electronic components, general purpose PCBs	30	Bundle
22	SMD Soldering & De soldering Station with necessary accessories	1 per trainee	No.
23	SMD Technology Kit	1 per trainee	No.
24	Microcontroller kits (8051) along with programming software	1 per trainee	No.
25	Sensor Trainer Kit Containing required Sensors	2	No.
26	Internet of Things Explorer	1 per trainee	No.
27	Wireless Communication modules for interfacing with microcontrollers	1	No.
28	Embedded Planning Tools	1	No.
29	Embedded Operating Systems		
30	Microcontroller, microprocessors, sensors, planning tools such as JIRA and Microsoft Project, embedded operating systems like MbedOS, RTX Kernel, FreeRTOS, Yocto Linux, configuration management tools, software version control tools	-	-
31	Classroom aids required to conduct sessions in classroom are: 1. Whiteboard 2. Projector 3. Computer/Laptop 4. Chairs 5. Tables 6. Internet connectivity 7. Whiteboard marker 8. Training kit (Trainer guide, Presentations). 9. UPS	-	-
32	Self-Practice Kits	1 per trainee	set

**Indicative Specification of Self-Practice Kit
(One Kit per Student)**

Sl. No.	Item Description (Indicative)
A. Development Boards	
1	ESP32/ESP8266 Development Board (Wi-Fi & Bluetooth)/NodeMCU module
2	Arduino UNO R3 or Raspberry Compatible Board
3	USB Programming Cable (Type-B for Arduino)
4	USB Programming Cable (Micro-USB/USB-C for ESP32, as applicable)
5	Wifi Secure Access Development Board
B. Prototyping Components	
6	Breadboard (830 points, full-size)
7	Jumper Wire Kit (Male-Male, Male-Female & Female-Female)
8	Prototype PCB (General Purpose)
C. Basic Electronic Components	
9	LED Assortment (Red, Green, Blue, Yellow, White)
10	Resistor Assortment (220Ω, 330Ω, 1kΩ, 4.7kΩ, 10kΩ, etc.)
11	Capacitor Assortment
12	Push Button Switch
13	Potentiometer (10kΩ)
14	Active Buzzer
15	Passive Buzzer
16	Digital multi-meter
17	Soldering Station
18	De-soldering Pump
19	Wire Stripper
20	Solder Wire
21	Flux Paste
22	Heat Shrink Tubes
23	Cable Ties
24	Insulation Tape
25	USB Cables (Spare)
26	Mini Precision Screwdriver Set
27	Plastic Storage/Carry Box
D. Sensors	

Sl. No.	Item Description (Indicative)
28	DHT11 Temperature & Humidity Sensor
29	Ultrasonic Distance Sensor (HC-SR04)
30	PIR Motion Sensor
31	LDR Light Sensor Module
32	Sound Sensor Module
33	IR Obstacle Sensor
34	Soil Moisture Sensor
35	Gas Sensor (MQ-2 or MQ-135)
E. Actuators & Drivers	
36	SG90 Servo Motor
37	DC Motor
38	Stepper Motor (28BYJ-48) with ULN2003 Driver
39	L298N Motor Driver Module
40	Single-Channel Relay Module
F. Display & Communication Modules	
41	16×2 LCD Display with I ² C Interface
42	0.96" OLED Display (I ² C)
43	RFID Reader (MFRC522) with RFID Card & Key Fob
G. Power & Accessories	
44	Breadboard Power Supply Module
45	Battery Holder/Power Module
46	9V Batteries
47	AA Batteries
H. Software & Digital Resources (pre-installed/documented, not physical)	
48	Arduino IDE (or PlatformIO)
49	ESP32 board manager package
50	MQTT broker access (e.g., free HiveMQ or Mosquitto instance) for pub-sub exercises
52	Basic Python + MicroPython setup (if Raspberry Pi Pico is included)
53	Cloud Server

Note: This list excludes Computer (Desktop/Laptop) which the candidate should possess for practicing.