

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF COMMERCE & INDUSTRIES

**REQUEST FOR PROPOSAL FOR TRAINING PROGRAMME ON ENTREPRENEURSHIP
PROMOTION FOR WOMEN AND YOUTH**

Directorate of Commerce & Industries, Government of Meghalaya invites proposals on "**Turnkey basis**" from training provider of national/international repute dealing with the training/capacity in building skill of Women and Youth in "**Apparel and Tailoring Making**" in the state of Meghalaya to enhance their abilities to become employed and find gainful employment. The duration of the training of the training programme should be of maximum of 6(six) months (180 working days).

The selected Institution would be required to execute the work of delivery of Training programmes in coordination with Government of Meghalaya and has to deposit 10% of the total project cost as security money and will be released after completion of the training programme. On completion of the programme, the selected institution should have a plan to provide placement support to the beneficiaries or any sort of assistance which culminate into gaining self-employment through micro finance or any self-employment model.

The Institution should have trainers with a commendable record of providing training in Apparel and Tailoring Making which should be supported by documentary proof.

In submitting the proposal, detailed profile of the organization/institution with experience in training needs to be submitted.

Proposal should be submitted to the Director of Commerce & Industries, Administrative Building, Lower Lachumiere, Shillong-793001. The last date for submission of proposal is on 1st August 2016 upto 3:00 p.m. Any proposal received after the deadline will not be accepted under any circumstances.

Scope of work

The training programme per batch consisting of 40 trainees for duration of 180 days. Total number of batches is 28 consisting of 1120 trainees for the whole state of Meghalaya.

- Module 1: Use of tools, basics of crafts, design aspects, quality control aspects, market requirements, practical sessions.
- Module 2: Practical Sessions of Apparel and Tailoring Making and advanced techniques.
- Organization/Institution should make their presentation about their training modules which is best suited for the training programme.

Technical and Financial bids

Interested Institution/organization should submit their proposals in two bids:

- i. Technical bid
- ii. Financial bid

The proposal will have two separate components in two separate sealed envelopes clearly marked as "technical bid" & "Financial bid" and marked with RFP number and title. Both these two envelopes must be enclosed in a single outer sealed envelope marked with the RFP

number and title. All the three envelopes should have bidders mail and address. Only printed hard copies of proposals in sealed envelope will be accepted.

Eligibility Criteria:-

A. Technical requirement

1. Trade license, valid registration and certificate from competent authority.
2. A detailed profile of the service provider and the track records for providing training for the last 3 years format enclosed as per Annexure-A.
3. Capacity for providing training in terms of appliance hardware and software supports.
4. Capacity to provide sustainable employment after completion of the course.

B. Financial requirement

1. Financial requirement will be made after fulfillment of technical aspects.
2. Training fee should be quoted in Indian Rupees.
3. Lowest bidder will be given preference.
4. The fees charge shall be quoted inclusive of all taxes.
5. All amount must be quoted in figures as well as words.

C. Signing of Proposal/Bid

All pages of the proposal should be signed by the person duly authorized to sign on behalf of the applicant.

D. Disqualification

Following Proposals will be summarily disqualified and rejected:

- If Proposals submitted after the response dead line (postal/courier delay or delay due to any other reasons whatsoever will not be entertained).
- If Proposal not signed properly.
- If the Proposal does not contain all required details and supporting documents and is not submitted as per the provisions of this RFP.
- If the bidder has made misleading false representations in the forms, statements and attachments.
- If the bidder/ any of the consortium partner has been black listed by the Government of India/State/UT Government on any ground.
- If the Proposal does not meet each and all of conditions/criteria/requirements of the RFP.

Director of Commerce & Industries,
Meghalaya, Shillong.

Annexure-A

Technical requirement proposal for providing Skill Development training for woman and youth in different districts of Meghalaya as per scope of work

1.	Name of the Firm/Institution /Organization			
2.	Head office Address			
3.	Telephone/Fax/Email			
4.	PAN/TAN no.	Supporting documents should be enclosed		
5.	Service Tax no.	Supporting documents should be enclosed		
6.	ISO certificate	Supporting documents should be enclosed		
7.	Total Turnover as per audited Balance Sheet attached along with IT Return	Year	Turnover (in `)	Profit (In `) in providing training activities exclusively
		2013-14		
		2014-15		
		2015-16		
8.	Organizational Background	Brief description at least (150 to 200 words)with supporting documents		
9.	Experience/Qualification	The proposal should include a brief history of the firm, its size and its experience in training development services for skill upgradation in the respective field with supporting documents and similar assignments handled during the last 3 years		
10.	Capacity to provide service	Describe the faculty/personnel to be assigned to this project including their educational qualification as well as experience in the relevant fields.		
11.	Training content	Describe the proposed training, format and training outcomes		
12.	Placement record	Indicate the placement records of the passed out trainees after completion of the training of similar in nature		