



INVITATION FOR EXPRESSION OF INTEREST (EoI)

National Institute for Micro, Small and Medium Enterprises (**ni-msme**) is an autonomous Organisation of the Ministry of MSME, Government of India, established in 1962 with the objective of providing training, research, consultancy, extension, and information services for the promotion and development of micro, small and medium enterprises.

ni-msme has been successfully rendering its services through executing assigned projects/training programmes under different schemes of different Ministries/Departments of Govt. of India and State Governments for the growth and development of MSMEs in the country.

In this context, **ni-msme** desirous of empanelling the competent and experienced Agencies to work together in implementation of such projects which are related to imparting specialised training in Entrepreneurship and Skill Development in different sectors to the educated youth in the country. Implementation of any such project is involved twin objects – training and post-training (placement services).

Keeping the above in view, Expression of Interest (EoI) is invited from the Organisations/Trusts/Association of Persons/Societies, which are registered under Income Tax Act, 1961 or Companies. The Terms of Reference (ToR) and other details can be down loaded from our website www.nimsme.org. Interested Organisation(s) may send EoI to reach the following address on or before 19th January 2018.

Chief Administrative Officer
National Institute for Micro, Small and Medium Enterprises
(An organization of Ministry of MSME, Govt. of India)
Yousufguda, Hyderabad 500 045

TERMS OF REFERENCE (ToR)

BACKGROUND

ni-msme being an autonomous Society of Government of India under the Ministry of MSME has been rendering its services through the training, research, consultancy, extension, information services, etc. for MSMEs growth and development and also in implementation of the schemes of the different Ministries of Government of India and State Governments successfully.

SCOPE OF THE ASSIGNMENT

The empanelled Organisation shall be in general required to:

- Conduct Entrepreneurship and Skill Development Training Programmes in the areas: Plumbing, Electrician, Carpentry, Painting, Sales & Marketing, DTP, Computer Operation, etc.
- Providing residential-training as and when required
- Post training services like mentoring, placement (self or wage employment)
- Select Empanelled Organisation shall be required to enter in an agreement with **ni-msme** and furnish estimated expenditure together with Action Plan upon issuance of Work Order to such Empanelled organization

TIME FRAME

- Each training programme shall be 300 hours duration spread over 40 days or as may be specified in the Work Order
- Post-training service period shall be not less than three/six months or as specified in the Work Order.

ELIGIBILITY AND SELECTION CRITERIA

- Organisation/Trust/Association of Persons/Society should have registered under Income Tax Act, 1961 or Companies Act, 2013. A copy of registration certificate together with bye-laws and performance reports & audited financial statements for the last three years may be enclosed.
- The agency should have professionals with experience in the area of training relating to Entrepreneurship and Skill Development (ESDP), etc.

- The Organisation should also have in possession of sufficient infrastructural facilities and support staff.
- The Organisation should have prior experience of conducting similar training programmes during the last 3 years.
- The organization should have conducted atleast one training program in the last three years in association with a government entity/ PSU.
- The organization should have atleast three MOUs with government organisations and conducted training programs in the last three years.
- The Organisation should also have proven experience/ registered with smart NSDC/ NSDC sector skill councils and obtained requisite certificate.
- The Organisation must have a minimum annual turnover of Rs. 5 crore on average in last three years.

OTHER GENERAL TERMS AND CONDITIONS

- **ni-msme** shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- The fee for the programmes shall be paid and released in such number of installments at such rates as mutually agreed upon by both the parties before issuance of work order and laid down in the agreement to be entered with the Organisation.

ANNEXURE-A

ORGANISATION AND EXPERIENCE

Name of the Organisation _____

[Provide here a brief (not more than two pages) description of the background and organisation of your entity and each associate, if any]

Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for imparting training similar to the ones]

| | |
|--|--|
| Programme name : | |
| Approximate value of each training programme (in Rupees) | |
| State : Location within country : | |
| Duration of Training programmes (in hours_____/in days_____) | |
| Name of client | |
| Name of the department sponsored the programme: | |
| Start date (month/year) : Completion date | |
| Name of associated Professionals: | |
| Name of senior professional staff involved and profiles such as Project Director /Coordinator, Team Leader): | |
| Description of actual services provided by your staff within the assignment: | |

Authorised Signatory

Annexure-B

Description of infrastructural facilities available and support staff:

Indicate Infrastructural Facilities available

Describe availability of Support Staff

General Description of Team

| Sr No | Name of Team Leader & Staff | Position | Input (Staff-months) |
|----------|-----------------------------------|----------|-------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |

Note: CV of the Team Members to be provided in the format given at Annexure B-I.

Authorised Signatory

Annexure B-1

CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF FOR THE ASSIGNMENT

Proposed Position [only one candidate shall be nominated for each position]:-_____

Name of Entity [Insert name of entity proposing the staff:_____

Name of Staff [Insert full name]: _____

Nationality: _____

Education: (indicate college/University and other specified education of staff member, giving names of institutions, degrees of each.

Membership of Professional Associations: _____

Other Training (s): (indicate significant training since vocational/professional qualifications/ degrees obtained):

Employment Record: (Starting with present position, list in reverse order every employment held by staff member since vocational/professional qualifications/ graduation, giving for each employment, dates of employment, name of employing organization, positions held):

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the projects/programmes in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks]

Name of project or programme_____

Year_____

Location _____

Client _____

Main project features: _____

Positions held: _____

Activities performed: _____

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Date:[Signature of staff member or authorized representative of the staff]

Full name of authorized representative: _____