



Expression of Interest (EOI) for empanelment of training centres for  
Conducting Skill Development Programmes

by

Dattopant Thengadi National Board for Workers Education and  
Development (DTNBWED)

**Contact Address:**

The Education Officer,  
Dattopant Thengadi National Board for Workers Education and Development,  
2<sup>nd</sup> Floor, Employment Exchange Building,  
Complex, Pusa Road, Near I.T.I., New Delhi – 110012  
Phone number – 011-25846225  
Email – [co-education@cbwe.gov.in](mailto:co-education@cbwe.gov.in)

Important Dates & Time of the Tender shall be as below: –

Important Dates & Time	
EoI No:	DTNBWED/2025-26/02
EoI Document available on website.	18.11.2025
EoI submission Start Date and Time	18.11.2025
EoI submission end Date and Time	24.11.2025
Date & Time of opening of EoI	25.11.2025
Technical Evaluation	The date will be communicated after Opening of Pre-Qualification and Technical Bids.

DTNBWED reserves the right to amend or cancel the EoI in part or in full without prior notice at any point of time.

***Note: Internet Explorer 8 to 9 and Mozilla Firefox version 45 to 49 only supports DTNBWED website. The bidders/ implementation partners can install any of these browsers and JRE to support the e-tendering process. If any further help is required, you are requested to contact the following Email id or Phone number.***

## **I. Background**

Dattopant Thengadi National Board for Workers Education and Development (DTNBWED), an autonomous organization under the Ministry of Labour and Employment, Government of India, has been entrusted with the responsibility of implementing the Workers Education Scheme across the country. Established in 1958, the Board operates through a network of fifty Regional Directorates spread throughout India.

With the advent of machine intelligence, rapid technological advancements, and dynamic economic transitions, the world of work is witnessing unprecedented change. Recognizing these evolving challenges, the Board has undertaken several initiatives aimed at enhancing the competencies, skills, and employability of the workforce to ensure their continued relevance and effectiveness in the modern work environment.

Given India's vast population and the diverse nature of emerging employment opportunities, collaborative partnerships play a crucial role in driving inclusive and sustainable development. Accordingly, DTNBWED invites this Expression of Interest (EOI) from eligible entities, organizations, firms, and individuals possessing relevant expertise and sharing the Board's vision and objectives, to partner in the implementation of programmes outlined under the 'Scope of Work' section of this document thereby contributing to the creation of a robust and future-ready workforce development ecosystem.

## **II. Objectives of the EOI**

The objective of this Expression of Interest (EOI) is to identify and empanel competent and adequately equipped Training Centres for the effective implementation of Skill Development Programmes for the Construction Sector (Asst. electrician and Asst. Mason) only.

The EoI aims to create a network of specialized training centres with requisite infrastructure, tools, equipment, and other related resources in construction trades such as masonry, bar bending, shuttering, plumbing, electrical works, etc. Through this initiative, DTNBWED seeks to enhance the technical competency, safety awareness, and productivity of the construction workforce while ensuring standardized and quality-driven training delivery as per the norms and guidelines of the Ministry of Skill Development & Entrepreneurship (MSDE), National Skill Development Corporation (NSDC), and Construction Skill Development Council of India (CSDCI).

The empanelled centres will play a pivotal role in providing structured skill training, certification, and employment linkages, thereby contributing to the creation of a skilled, safe, and sustainable workforce aligned with evolving industry requirements and technologies in the construction sector.

## **III. Scope of Work**

The scope of work under this Expression of Interest (EoI) covers all activities related to the planning, implementation, monitoring, and reporting of Skill Development Programmes in the Construction Sector (Asst. electrician and Asst. Mason) in collaboration with DTNBWED. The empanelled Training Centres will be responsible for executing the following key functions:

1. Providing a fully equipped training centre with adequate classroom space, practical labs/workshops, tools, equipment, safety gear, and other formalities as prescribed by scheme guidelines.
2. Conduct outreach and awareness drives in coordination with local communities, labour organizations, and DTNBWED regional offices to ensure adequate enrolment of eligible candidates from target groups such as construction workers, unorganized labour, youth, and women.

3. Exploring linkages with contractors, construction firms, industry partners, experts in the sector for their stake in the program design & delivery and maintain records.
4. Maintain transparent records as required by DTNBWED and adhere to all guidelines, norms, and quality parameters prescribed by DTNBWED, MSDE, and other concerned bodies/ Ministry. Facilitate inspection, audit, and verification by authorized representatives.

#### **IV. Minimum Requirements**

##### **1. Training Centre Infrastructure:**

- The training centre must be established in a minimum area of 5,000 sq. ft.
- It shall include at least five (5) practical training rooms/workshops and five (5) theory classrooms, each having a minimum area of 300 sq. ft.

##### **2. Classroom Facilities:**

- Each classroom must have a minimum seating capacity of 30 trainees per batch, with proper table and chair arrangements.
- Classrooms should be equipped with:
  - LCD Projector and Whiteboard
  - Adequate lighting and ventilation
  - Fans and/or Air Conditioning systems
  - Trainer's workstation with seating and teaching aids

##### **3. Workshop/Practical Training Area:**

- Dedicated practical labs/workshops equipped with construction job role (Asst. electrician and Asst. Mason) related tools, machinery, and materials for hands-on training.
- Training aids and models for trades such as Masonry, Bar Bending, Plumbing, Electrical, Carpentry, Painting, etc.
- Proper safety gear and equipment for trainees (helmets, gloves, boots, masks, etc.).

##### **4. Additional Centre Facilities:**

- Reception and Registration Area for visitor and trainee handling
- Counselling and Mobilization Room for career guidance and enrolment support
- IT Lab/Computer Room with internet-enabled computers for digital and soft skills training
- Dedicated Placement Cell/Office for employer engagement and job facilitation along with the dedicated team to ensure the placement of the trainees. Conduct post-placement tracking and support to ensure sustained outcomes.
- Drinking water, sanitation, and hygiene facilities (separate washrooms for male and female trainees)
- First Aid Kit and Fire Extinguishers at appropriate locations
- Notice Boards, Display Area, and Information Panels for updates, safety instructions, and achievements
- Comprehensive list of tools, equipment, and furniture for classrooms and labs to be provided as per the job roles(Asst. electrician and Asst. Mason) and scheme guidelines.
- Storage area for training materials and safety equipment.
- Installation of Biometric Attendance Device to capture real-time attendance of trainees and trainers.

- Facility for CCTV surveillance and digital monitoring for quality assurance (recommended).
- Submission of detailed facility layout plan showing room distribution, practical areas, and safety arrangements.
- Specifications sheet of all tools, equipment, and furnishings.
- Helping DTNBWED for getting the qualified and experienced staff.
- Helping team for awareness for mobilization of the trainees at the centre and their enrolment for the execution of the training programme.

## 5. Other requirements

- Third-party inspection or verification may be undertaken prior to approval.
- Facility for all record keeping, including trainee attendance, assessment, and placement, placement tracking data digitally and physically.
- Centres must comply with health, safety, and environmental (HSE) standards applicable to construction training.
- Handle Management Information System (MIS) and portal data management

## V. Minimum Technical Eligibility Criteria for participation in EOI to provide the training centre(s):

The below is the Minimum Technical Eligibility (Pre-Qualification) Criteria for the bidding failing which the bidder shall be Disqualified:

### Submission Requirements:

Applicants must submit the following documents in sealed envelope or through official portal: Documents to be Submitted with the EOI Application. Applicant Training Centre must submit the following documents, duly signed and sealed, along with the EOI application. Incomplete or unsigned applications are liable to be rejected:

**a. Covering Letter:** A duly signed and sealed covering letter on the applicant's official letterhead, as prescribed in the EOI document.

**b. Centre Owner Profile and Background:** Detailed profile of the Training Centre owner/entity in the prescribed format, highlighting organizational structure, key management, experience in skill development, and sectoral expertise.

**c. Proof of Legal Status:** Copy of valid Incorporation / Registration Certificate or any other Government-issued proof of legal entity, establishing the legal standing of the applicant (Company / Society / Trust / Individual Proprietor, as applicable).

### d. Financial Documents:

- Audited Financial Statements for the last three (3) financial years, along with Income Tax Returns (ITR).
- A CA-certified Turnover Certificate specifically stating that a minimum cumulative turnover of ₹50 Lakh has been generated from activities conducted through the proposed Training Centre's infrastructure over the last three years.
- The certificate must clearly specify that the said turnover pertains exclusively to training operations of the proposed centre.

**e. Infrastructure Details:**

- Geo-tagged and time-stamped photographs of the existing infrastructure and facilities.
- Detailed layout plan of the training premises indicating classrooms, labs, reception, and utility areas.
- Proof of ownership or valid lease/rent agreement for the premises.
- In case of a rented property, the rent/lease agreement must be registered and valid for a minimum period of 10 months from the date of issuance of this EOI.

**g. Past Experience:** A comprehensive list of past skill development or vocational training projects executed, including project name, client/agency, duration, job roles covered, and number of trainees trained and placed.

**h. Statutory Registrations:** Copy of valid GST Registration Certificate of the Training Centre owner/entity.

**i. Tax and Bank Details:**

- Copy of PAN Card of the owner/entity.
- Bank account details (cancelled cheque or bank statement) for verification.

**j. Declaration of Authenticity and Compliance:**

A duly signed Declaration by the Training Centre owner confirming –

- The authenticity and correctness of all information provided.
- Commitment to comply with all prevailing guidelines, standards, and norms of SSC/NSDC/MSDE or any other stakeholder agency involved in the skill ecosystem.
- Willingness to make any required modifications or upgrades to the infrastructure, staff, or systems upon shortlisting to meet programme compliance requirements.

**3.1 Evaluation Criteria:****A. Technical Evaluation (70 Marks)**

S. No.	Parameter	Detailed Criteria	Marks Distribution	Max. Marks
1	Infrastructure & Facilities	Evaluation based on total area, number of classrooms/labs, and compliance with prescribed norms (minimum 5000 sq. ft, 5 classrooms, 5 practical labs, etc.)	a. Meets minimum criteria → 10 marks b. Additional 25–50% area and upgraded facilities → 15 marks c. Excellent setup ( $\geq 15000$ sq. ft., modern labs, IT lab, placement cell/room, safety compliance, AC classrooms, digital teaching aids) → 20 marks	20
2	Past Experience in Skill Development Projects	Experience in implementing skill development from central/ state government training projects	a. 2 relevant projects executed → 10 marks b. 3 projects executed → 15 marks c. $\geq 5$ projects executed successfully, with completion proofs & placement record → 20 marks	20
3	Financial Capacity & Turnover (CA	Cumulative turnover in last 3 years from training activities of the proposed	a. ₹50 Lakh → 10 marks b. ₹75 Lakh → 15 marks c. ₹1 crore or more → 20 marks	20

	Certified)	centre		
4	Legal & Statutory Compliance	Incorporation/registration, GST, PAN, valid ownership/lease, declaration, etc.	a. All mandatory documents provided → 5 marks b. Additional statutory/quality certification (ISO, NSDC affiliation, safety certification, etc.) → 10 marks	10
	<b>Sub Total (A)</b>			<b>70</b>

B. Presentation & Interaction Evaluation (30 Marks)

S. No.	Parameter	Evaluation Focus	Max. Marks
1	Understanding of Programme Objectives & Methodology	Concept clarity, understanding of EPEP framework, target audience, and integration with NSQF/SSC ecosystem	10
2	Operational & Mobilization Strategy	Proposed plan for trainee mobilization, batch scheduling, monitoring, and adherence to quality norms	10
3	Centre Readiness, Infrastructure Demonstration & Innovation	Demonstration of readiness, digital teaching tools, safety measures, and value-added initiatives	10
	<b>Sub Total (B)</b>		<b>30</b>
	<b>Total (A+B)</b>		<b>100</b>

**Qualification Criteria:**

- The Bidders will be evaluated based on the Minimum Eligibility Criteria as mentioned in the respective chapters.
- If an applicant meets the minimum mandatory eligibility criteria only then, further evaluation shall be carried out as per technical scoring criteria given in the respective chapters.
- The applicant must secure a minimum of 60 marks in the technical scoring (out of 70 marks) to be eligible for the technical presentation stage.

**VI. Financial Terms**

- This Expression of Interest (EOI) is solely for empanelment and does not involve disclosure, consideration, or evaluation of financial bids. Accordingly, no financial norms, cost components, retention percentages, payout stages, or commercial commitments shall form part of this EOI.
- No financial proposal is required or to be submitted under this Empanelment EOI.
- Financial bids shall be invited separately from the empanelled training centres at the time of work allocation through a *Limited Bid Process* in accordance with the General Financial Rules (GFR) 2017.
- The financial terms, cost norms, payment milestones, and retention conditions shall be prescribed only at the time of issuing the Limited Tender / Work Order, based on the nature, scope, and funding pattern of the assignment.
- Empanelment under this EOI does not guarantee the award of any work, project, training batch, or financial commitment by DTNBWED.
- DTNBWED reserves the absolute right
  - to limit, modify, or expand the empanelment list;
  - to allocate work only through Limited Tender among empanelled entities;

- to cancel the empanelment process at any stage without assigning any reason and without any financial liability towards any applicant.

## **VII. INSTRUCTIONS TO BIDDERS**

- a. The Bidders shall submit their bids duly signed on each page in duly sealed and super scribing (Name/Subject of Tender/NIT No./Part which applied for) and the name and address of the bidder. The Bid(s) submitted without proper marking and not sealed would be summarily rejected.
- b. The Tender shall be addressed and submitted:  
**To,**  
**The Director General,**  
**Dattopant Thengadi National Board for Workers Education and Development**  
**2nd Floor, Employment Exchange Building, Pusa Complex, Pusa Road,**  
**Near Industrial Training Institute (ITI),**  
**New Delhi-110012**

**VIII. Liquidated Damages:** If the Deliverables are not made within the due timeline for any reason under the control of the successful bidder, the DTNBWED reserves the right to terminate the contract without any liability to cancellation charges and encash the submitted performance guarantee/s submitted by successful bidder.

## **IX. Special Terms & Conditions:**

- a. It is acknowledged that bidders have gone through all the terms and conditions mentioned in the Tender and bidders agree to abide by them.
- b. The contract agreement shall consist of: Notification, Tender Notice, Notice Inviting Tender, Instructions to Bidders, all the documents of tender & contract for works including special conditions of contract, technical specifications and drawings, if any, forming the part of tender documents as issued/ downloaded by the Bidder from the websites at the time of invitation of tender and acceptance thereof together with any correspondence with them leading there to and also the correspondence related with verification of credentials.
- c. The Contract should be interpreted in accordance with the laws of the Union of India and all disputes should be subject to place of jurisdiction located within New Delhi.
- d. Resolution of Disputes: The dispute resolution mechanism to be applied pursuant should be as follows:
- e. Arbitration: Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the India International Arbitration Centre in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations (“IIAC Regulations”) for the time being in force, which regulations are deemed to be incorporated by reference in this clause.
- f. The place of the arbitration shall be New Delhi, India. The tribunal shall consist of One arbitrator. The law governing the arbitration agreement shall be Indian Law. The language of the arbitration shall be English.
- g. Either party’s performance under this agreement is subject to acts of God, war, epidemics, government regulation, strikes, or any other occurrence of event(s) or



emergency beyond the party's control (except for rains), making it impossible, illegal, or commercially impracticable for either party to perform its obligations under this agreement, in whole or in part.

- h. The Agency is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.
- i. Agency should be entirely responsible for all taxes, duties, etc., incurred until submission of deliverables. DTNBWED shall not make any payment towards any other incidental charges payable by the agency at any site location.
- j. Under Income Tax Act, 1961, a deduction for income tax along with surcharge as applicable will be made from sums paid on account and final payments for carrying out the work under this contract.
- k. Entire deliverable / report shall be in English language. If asked for Hindi translation, successful bidder should submit the same without any additional cost.
- l. Termination for Default.: DTNBWED should, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Agency, terminate the Contract in whole or part:
  - i. If the Agency fails to submit deliverables specified in the order, or within any extension thereof granted by DTNBWED; or
  - ii. If the Agency fails to perform any other obligation(s) under the Contract.
  - iii. If the Agency, in the judgment of DTNBWED has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.  
For the purpose of this Clause:
  - iv. 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - v. 'Fraudulent practice' means a misrepresentation of facts to influence a tendering process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid rates at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.
- m. In the event of the termination of the Contract in whole or in part, the DTNBWED shall execute such service with any other agency, as it deems appropriate and the Agency should be liable to the DTNBWED for any excess costs for executing the work. However, the agency should continue the performance of the Contract to the extent not terminated.
- n. In case of Termination due to Force Majeure: Force Majeure shall mean occurrence in India of any act of God, such as rain, fire, flood, earthquake or other natural calamity causing the cancellation of the project/event. In such a case, the agency shall be paid only for the time/cost actually spent on the project. In case of any material and equipment cost, the same shall be paid on an actual basis.
- o. In case of Termination by Client: Time is the essence of this project/event and in case of delay of any activity, the Client reserves the right to terminate the contract and forfeit PBG submitted by the selected agency and recover other reputational losses from the agency and in such case no payment shall be made to the agency.

- p. The selected Bidder shall not use any material with intellectual property right of DTNBWED without prior permission. The Bidder shall have to take any and all permissions and clearance related to intellectual property. DTNBWED shall not be held liable for any default.
- q. DTNBWED reserves the right to accept or reject any proposal and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the Bidders. In case of annulment, all proposals submitted and specifically, proposal securities shall be returned to the Bidder.
- r. Bidder shall furnish an affirmative statement as to the absence of, actual or potential conflict of interest on the part of the Applicant or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations.
- s. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the Bidder to complete the requirements as given in the application document. If the bidder fails to disclose said situations and if the Client comes to know about any such situation at any time, it may lead to the disqualification of the Bidder during bidding process or the termination of its Contract during execution of assignment.
- t. Normally Negotiations are not allowed. However, if required, negotiations may be held at registered/corporate office of DTNBWED. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate technical, financial, and other terms and conclude a legally binding agreement.

**X. Force Majeure:**

- a. The agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b. For purposes of this Clause, 'Force Majeure' means an event beyond the control of the agency and not involving the agencies' fault or negligence and not foreseeable. Such events shall include, but are not limited to, acts of DTNBWED either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c. If a Force Majeure situation arises, the Agency should promptly notify DTNBWED in writing of such conditions and the cause thereof. Unless otherwise directed by DTNBWED in writing, the agency shall continue to perform its obligations under the Contract as far as is reasonably practical and should seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d. Any notice given by one party to the other pursuant to this contract/order should be sent to the other party in writing or e-mail and confirmed in writing to the other party's address.
- e. Termination for Convenience: DTNBWED reserves the right to terminate the contract at any time without assigning any reason thereof.
- f. DTNBWED reserves the right to amend the terms and conditions of the tender as deems necessary and no queries whatsoever grounds shall be entertained.

[COVERING LETTER – ON BIDDER'S LETTERHEAD]

Ref:

Date:

To,  
The Director General,  
DattopantThengadi National Board for Workers Education and Development  
2nd Floor, Employment Exchange Building, Pusa Complex, Pusa Road,  
Near Industrial Training Institute (ITI),  
New Delhi-110012

**Subject:Submission of Expression of Interest (EoI) for Empanelment of Training Centres for Implementation of Skill Development Training Programmes.**

Sir,

With due respect, I/We hereby submit our Expression of Interest (EoI) for empanelment as a Training Centre for implementing skill development training programmes as per the terms and conditions mentioned in the EoI document.

I/We have carefully read and understood the contents of the EoI document and hereby irrevocably declare and confirm that:

1. All the information furnished in our proposal, including company/firm details, engaged manpower, financials, infrastructure, and project experience, is true, accurate, and complete in all respects. No information has been concealed or altered in any manner.
2. We unconditionally accept all the terms and conditions of the EoI and undertake to abide by them without any deviation.
3. Our firm/company has **not been blacklisted, debarred, or declared ineligible** by any Central/State Government department, semi-government organization, public sector undertaking, or any other competent authority in India.
4. We undertake to promptly notify DTNBWED of any material change or fact that could render the information provided in this proposal misleading, incomplete, or inaccurate.
5. We understand and agree that any material misrepresentation or concealment of information may lead to rejection of our proposal or termination of empanelment, as applicable.
6. We acknowledge that DTNBWED reserves the right to reject or disqualify any applicant at any stage in the larger interest of the programme, public policy, or national security, without assigning any reason thereof.

I, **(Name)**, **(Designation)**, hereby certify that I am duly authorized to sign and submit this EoI on behalf of my company/firm and that the information furnished herein is true and correct to the best of my knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of Authorized Signatory)

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Company/Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Seal/Stamp:** \_\_\_\_\_

**Annexure – I**  
**BIDDER'S PROFILE**

S. No.	Profile	Details / Documents Enclosed
1	Name of the Applicant / Company / Firm / Society / Individual	
2	Registered Office Address	
	Head Office / Communication Address (if different)	
3	Contact Details of the Authorized Person	
	(i) Name	
	(ii) Designation	
	(iii) Office Telephone Number	
	(iv) Mobile Number	
	(v) E-mail ID	
4	Type of Entity (Private Limited / Public Limited / Partnership / Proprietorship / Society / Trust / Individual)	Copy of Certificate as applicable
5	Date of Incorporation / Establishment	
6	Year(s) of Existence of Training Centre Operations (Minimum 3 years)	
7	GST Registration Number	Attach Copy
8	Permanent Account Number (PAN)	Attach Copy
9	Tax Deduction Account Number (TAN)	Attach Copy
10	Corporate Identification Number (CIN) (if applicable)	Attach Copy
11	Proof of Legal Status (Certificate of Incorporation / Registration Certificate / Valid Government Proof)	Attach Copy
12	Memorandum & Articles of Association / Partnership Deed / Trust or Society Registration Documents	Attach Copy
13	Audited Financial Statements for the Last 3 Financial Years	Attach Copies (FY 2022-23, 2023-24, 2024-25)
14	CA Certificate confirming turnover from training operations (minimum ₹50 Lakh in last 3 years)	Attach Original / Certified Copy
15	Bank Details of the Bidder	Declaration for Separate Bank Account
	(i) Name & Address of the Bank Branch	
	(ii) Account Number	
	(iii) IFSC Code	
	(iv) Scanned Copy of Cancelled Cheque	Attach Copy
16	Authorized Signatory for Signing Bid Documents (Name, Designation, and Authorization Letter/Board Resolution)	Attach Copy
17	Any Other Relevant Information	

**Declaration:**

I/We hereby certify that the information furnished above is true, complete, and correct to the best of my/our knowledge and belief. All documents enclosed are authentic and duly certified. I/We understand that any misrepresentation or false information may result in disqualification from the empanelment process.

**For and on behalf of:** \_\_\_\_\_

*(Name of the Applicant / Firm / Company)*

***(Signature of Authorized Signatory)***

***Name:*** \_\_\_\_\_

***Designation:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Place:*** \_\_\_\_\_

Annexure – II

**POWER OF ATTORNEY**

(To be executed on a Non-Judicial Stamp Paper of appropriate value as per applicable laws)

KNOW ALL MEN BY THESE PRESENTS, that we,  
\_\_\_\_\_  
(Name of the Service Provider / Training Centre / Organization) having our registered office at \_\_\_\_\_, do hereby constitute, nominate, appoint, and authorize Mr./Ms. \_\_\_\_\_, son/daughter/wife of \_\_\_\_\_, residing at \_\_\_\_\_, presently employed with / retained by us and holding the position of \_\_\_\_\_, as our true and lawful Attorney (hereinafter referred to as the “Authorized Representative”), to do in our name and on our behalf all such acts, deeds, and things as may be necessary or required in connection with or incidental to the submission of our proposal for Empanelment of Training Centres for Conducting Skill Development Programmes on behalf of DattopantThengadi National Board for Workers Education and Development (DTNBWED), including but not limited to:

- Signing and submission of all applications, proposals, and other documents, statements, and correspondences;
- Participating in pre-bid meetings, presentations, and discussions with DTNBWED or its representatives;
- Providing clarifications, responses, and additional documents as may be required;
- Representing us in all matters before DTNBWED related to the EOI, evaluation, and subsequent processes;
- Signing and executing all agreements, contracts, undertakings, and documents consequent to the acceptance of our proposal; and
- Generally dealing with DTNBWED and its authorized officers in all matters in connection with or arising out of our proposal until the execution of the final agreement.

AND, we do hereby agree to ratify and confirm all lawful acts, deeds, and things done or caused to be done by our said Authorized Representative pursuant to this Power of Attorney and that all such acts, deeds, and things shall be deemed to have been done by us as if done by ourselves.

**IN WITNESS WHEREOF**, we, the above-named Principal, have executed this Power of Attorney on this \_\_\_\_\_ day of \_\_\_\_\_, 202.

**For and on behalf of**

\_\_\_\_\_  
(Name and Registered Address of the Applicant / Training Centre / Organization)

**(Signature of Authorized Person)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Seal / Stamp**

**Witnesses:**

1. \_\_\_\_\_ (Signature, Name, Address, Contact No.)
2. \_\_\_\_\_ (Signature, Name, Address, Contact No.)

**Accepted by the Authorized Representative**

(Signature) \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notarized by:**

(Seal & Signature of Notary Public with Registration Number and Date)

### **ANNEXURE – III**

#### **SELF-DECLARATION REGARDING NON-BLACKLISTING**

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

**To,**

The Director General,

**DattopantThengadi National Board for Workers Education and Development (DTNBWED)**

2nd Floor, Employment Exchange Building, Pusa Complex, Pusa Road,

Near Industrial Training Institute (ITI),

New Delhi – 110012

**Subject:Self-Declaration regarding Non-Blacklisting / Non-Debarment**

Sir,

In response to the Expression of Interest (EOI) for Empanelment of Training Centres for Conducting Skill Development and Employability Enhancement Programmes (EPEP) on Pan India basis, I/We hereby declare that:

1. Our organization has not been blacklisted, debarred, or declared ineligible by any Central/State Government Department, Public Sector Undertaking, Autonomous Body, or Government Agency in India as on the date of submission of this EOI.
2. We further confirm that our organization has not been involved in any fraudulent, unethical, or corrupt practices, nor have we been convicted by any court of law in connection with any similar activities.
3. We also undertake that, in the event of any such information coming to light in future, DTNBWED reserves the right to terminate our empanelment and forfeit any security deposit/EMD (if applicable), without prejudice to any other legal action that may be deemed appropriate.

We hereby declare that all information furnished in this declaration is true and correct to the best of our knowledge and belief.

(Signature)

Name of the Authorized Signatory:

Designation:

Date:

Official Seal



**Annexure - IV**

**FINANCIAL STRENGTH OF THE BIDDER**

**(Rs. in Crore)**

<b>Sr No</b>	<b>Financial Year</b>	<b>Annual Turnover</b>	<b>Net Worth (Positive/Negative)</b>	<b>Net Profitability</b>
1	2022-23			
2	2023-24			
3	2024-25			
	<b>Avg. of past 3 years</b>		<b>NA</b>	<b>NA</b>

Provisional for FY 2024-25 shall also be acceptable, but the average will be considered for the past 03 FY Years.

**Signature & Stamp of Chartered Accountant/ Statutory Auditor**

**Note:**

- (i) Above Certificate to be provided on letter head of the bidder with certification from Statutory Auditor/Chartered Accountant
- (ii) Copy of Audited Balance Sheet and Profit & Loss account for all three years to be enclosed.

**Annexure – V**

**Work Experience:**

S. No.	Assignment name sanction order number and date	Client name	Assistance Provided	State Covered	No. Of Beneficiary	Value of Services/contract	Ref Page No. for d, e, f,g	Client Contact Person Name	Client Email ID
a	b	c	d	e	f	g	h	i	j

(Signature)

Name of the Authorized Signatory:

Designation:

Date:

Official Seal

**All the above projects mentioned above in A,B,C,D to be supported by relevant documents.**

**Annexure – VI**

**LIST OF TEAM PERSONNEL**

<b>S.No .</b>	<b>Designation /Position/ Domain Expertise</b>	<b>No. of the Person nel</b>	<b>Minimum Qualification</b>	<b>Desirable Qualification</b>	<b>Cumulative Years of experience</b>	<b>Length of Relevant experience required in this tender</b>
<b>A. Minimum Manpower Required (as per RFP)</b>						
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>B. Additional Manpower Proposed</b>						
<b>1</b>						
<b>2</b>						

For and on behalf of:

Signature

Name:

Designation:

Date:

Official Seal

**ANNEXURE – VII**

**DETAILS OF TRAINING CENTRE(S) for Asst. Electrician and Asst. Mason Job-roles  
(To be filled separately for each Training Centre proposed for empanelment)**

**1. Basic Information**

S. No.	Particulars	Details
1	Name of Training Centre	
2	Name of Organisation / Entity Owning or Operating the Centre	
3	Legal Status (Company / Society / Trust / Individual)	
4	Registered Address of Centre	
5	District	
6	State	
7	Contact Person Name	
8	Designation	
9	Mobile Number	
10	Email ID	
11	Year of Establishment Centre	
12	Total Operational Years of the Centre	

**2. InfrastructureDetails**

S. No.	Particulars	Details
1	Total Built-up Area (in sq. ft.)	
2	Ownership Type (Owned / Leased / Rented)	
3	If Leased / Rented – Name of Owner	
4	Rent Agreement / Lease Deed Valid Upto (Date)	
5	Copy of Ownership / Rent Agreement Attached (Yes / No)	
6	Total Seating Capacity (per batch)	
7	Total No. of Classrooms	
8	Average Classroom Size (sq. ft.)	
9	Availability of Practical / Lab Area (Yes / No)	
10	Area of Lab / Workshop (sq. ft.)	
11	Equipment Available (As per NSQF Job Role Requirements)	
12	Reception Area (Yes / No; Size)	
13	Counselling Room / Placement Cell (Yes / No)	
14	Washrooms (Separate for Male / Female)	
15	Power Backup (Generator / Inverter)	
16	Internet Connectivity (Type and Bandwidth)	
17	Fire Safety Equipment (Yes / No)	
18	CCTV Surveillance (Yes / No; No. of Cameras)	
19	Drinking Water Facility (Yes / No)	
20	First Aid & Safety Equipment (Yes / No)	

**3. Accreditation&Affiliation Details**

S. No.	Particulars	Details
1	Accreditation Agency / Sector Skill Council (SSC)	
2	Accreditation / Affiliation Number	
3	Job Role(s) Approved	

4	Accreditation Valid Till (Date)	
5	Type of Accreditation (Provisional / Permanent)	
6	Supporting Document Attached (Yes / No)	

#### 4. Training Capacity and Performance

S. No.	Particulars	Details
1	Average Training Capacity per Batch	
2	No. of Batches Completed in Last 3 Years	
3	Total Candidates Trained in Last 3 Years	
4	Placement Percentage Achieved	
5	Major Recruiters (if any)	
6	Past Government Projects Implemented (Yes / No; details)	

#### 5. Supporting Documents Checklist

S. No.	Document Description	Attached (Yes/No)
1	Proof of Ownership / Lease / Rent Agreement	
2	Valid Accreditation Certificate	
3	Fire Safety Certificate (if applicable)	
4	Electricity Bill / Property Tax Receipt	
5	Staff Qualification Certificates	
6	Photos of Training Centre (Exterior, Classrooms, Labs)	
7	Last 3 Years' Training Records / MIS Reports	

#### DECLARATION

I/We hereby declare that all information and documents provided above are true and correct to the best of my/our knowledge. In case of any misrepresentation, the DTNBWED reserves the right to reject our application or take appropriate action as deemed fit.

(Signature with Seal)

Name:

Designation:

Organization:

Date:

Place:

## ANNEXURE – VIII

### **PERFORMANCE BANK GUARANTEE FORMAT**

(To be executed on Non-Judicial Stamp Paper of appropriate value as per applicable laws)

**To,**

The Director General,

**Dattopant Thengadi National Board for Workers Education and Development (DTNBWED)**

2nd Floor, Employment Exchange Building, Pusa Complex, Pusa Road,

Near Industrial Training Institute (ITI),

New Delhi – 110012

**Performance Bank Guarantee No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

In consideration of the **Director General, DTNBWED**, acting through \_\_\_\_\_ (Designation & Address of the Contract Signing Authority), hereinafter referred to as “**DTNBWED**”, having agreed under the terms and conditions of Agreement/Contract Acceptance Letter No. \_\_\_\_\_ **dated** \_\_\_\_\_ entered into between **DTNBWED** and \_\_\_\_\_ (hereinafter referred to as the “**Agency**”) for the work \_\_\_\_\_ (hereinafter referred to as the “**Agreement**”), the Agency having agreed to furnish an irrevocable **Performance Bank Guarantee** for an amount of **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)** as a performance security to ensure due compliance of its obligations under the Agreement.

1. **We, \_\_\_\_\_ (Name of the Bank)**, having our registered office at \_\_\_\_\_ (hereinafter referred to as “*the Bank*”), do hereby undertake to pay to DTNBWED on demand an amount not exceeding **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)** against any loss or damage caused or suffered by DTNBWED by reason of any breach by the said Agency of any of the terms and conditions contained in the said Agreement.
2. **We, \_\_\_\_\_ (Name of the Bank)**, further agree that the demand made by DTNBWED through its authorized officer shall be conclusive as regards the amount due and payable under this guarantee. The decision of DTNBWED in writing shall be final, binding, and conclusive on us as to any amount due and payable under this guarantee. However, our total liability under this guarantee shall be restricted to an amount not exceeding **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)**.
3. We undertake to pay DTNBWED any money so demanded notwithstanding any dispute or disputes raised by the Agency in any suit or proceeding pending before any Court or Tribunal relating thereto, and our liability under this present being absolute and unequivocal.
4. The payment so made by us under this Performance Bank Guarantee shall be a valid discharge of our obligations under this guarantee, and the Agency shall have no claim against us for making such payment.
5. We further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all dues of DTNBWED under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged.
6. **a)** Notwithstanding anything to the contrary contained herein, our liability under this guarantee will remain valid and in force until such time as this guarantee is discharged in writing by DTNBWED

or until (date of completion + handholding period), whichever is earlier. No claim shall be valid under this guarantee unless notice in writing thereof is given by DTNBWED within the validity or extended validity period of this guarantee.

**b)** We unconditionally undertake to renew or extend this guarantee from year to year before the expiry of the existing period on being called upon to do so by DTNBWED. In case the guarantee is not renewed or extended upon demand, we shall pay DTNBWED the full amount of the guarantee immediately, without demur.

7. We further agree that DTNBWED shall have the fullest liberty, without our consent and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said Agreement or to postpone any time or from time to time exercise of any of the powers vested in DTNBWED against the said Agency and to forbear or enforce any of the terms and conditions of the said Agreement, and we shall not be relieved from our liability by reason of any such variation, extension, forbearance, or indulgence.
8. This guarantee will not be discharged by any change in the constitution of the Bank or the Agency.
9. We lastly undertake not to revoke this guarantee during its currency without the previous written consent of DTNBWED.
10. This guarantee shall remain valid up to \_\_\_\_\_ (Date of Completion plus Handholding Period) and may be extended on demand by DTNBWED. Notwithstanding anything contained hereinbefore, our total liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Unless a written demand is made upon us on or before \_\_\_\_\_, all our liabilities under this guarantee shall cease thereafter.

**Dated:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**For** \_\_\_\_\_

*(Name of the Bank)*

**Authorized Signatory of the Bank**

**(Signature with Name & Designation)**

**Seal / Stamp of the Bank**

**Witnesses:**

1. \_\_\_\_\_ (Name, Designation, Address, Contact No.)

2. \_\_\_\_\_ (Name, Designation, Address, Contact No.)

**List of Authorized Banks for Acceptance of Performance Bank Guarantee**

The Bank Guarantee shall be issued only by Scheduled Commercial Banks operational and invocable in Delhi. The issuing bank must have a designated operational branch in Delhi.

S.No.	Name of the Bank
<b>I. Scheduled Public Sector Banks</b>	
1	Bank of Baroda
2	Bank of India
3	Bank of Maharashtra
4	Canara Bank
5	Central Bank of India
6	Indian Bank
7	Indian Overseas Bank
8	Punjab & Sind Bank

9	Punjab National Bank
10	State Bank of India
11	UCO Bank
12	Union Bank of India
<b>II. Scheduled Private Sector Banks</b>	
1	HDFC Bank Ltd.
2	ICICI Bank Ltd.
3	Axis Bank Ltd.
4	Kotak Mahindra Bank Ltd.
5	IndusInd Bank Ltd.