

**Request for Proposal (RFP) for Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme.**

**Issued by**

**Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),**

(A Govt. of Chhattisgarh Undertaking)

Udyog Bhavan, Ring Road No. 01,

Telibandha, Raipur, Chhattisgarh

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## **Disclaimer**

The information contained in this Request for Proposal (RFP) or subsequently provided to the Applicant(s), whether verbally or in documentary or any other form by or on behalf of the CSIDC, an undertaking of the Government of Chhattisgarh, or any of its employees or advisors, is provided to the Applicant(s) on the terms and conditions set out in this RFP and any other terms and conditions subject to which such information is provided.

This RFP is not an agreement and neither constitutes an offer nor an invitation by CSIDC to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful in preparing their bids for **Request for Proposal (RFP) for Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme.**

This RFP includes statements that reflect various assumptions and assessments made by CSIDC concerning the assignment. These assumptions, assessments, and statements do not purport to contain all the information that each Applicant may require. This RFP may not be suitable for all applicants, and it is not possible for CSIDC, its employees, or advisors to consider the specific objectives, financial situation, or particular needs of each Applicant. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Applicant is required to conduct its own due diligence, investigations, and analysis and should independently verify the accuracy, adequacy, correctness, reliability, and completeness of the information provided in this RFP. The information provided in this RFP may include references to laws, rules, and regulations. However, it should not be considered a complete or authoritative statement of law. CSIDC does not accept any responsibility for the accuracy of any legal interpretations contained herein.

CSIDC, its employees, and advisors make no representation and shall have no liability to any Applicant or any other person under any law, statute, rules, or regulations, or under principles of restitution or unjust enrichment, or otherwise for any loss, damage, cost, or expense that may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness, or reliability of the RFP and any assessment, assumption, statement, or information contained herein. CSIDC also disclaims any liability arising from negligence or otherwise in reliance on any statements contained in this RFP.

CSIDC may, at its sole discretion, but without any obligation, update, amend, or supplement the information, assessment, or assumptions contained in this RFP. The issuance of this RFP does not imply that CSIDC is bound to select any Applicant or to appoint the selected Applicant for empanelment. CSIDC reserves the right to reject all or any of the proposals without assigning any reason.

The Applicant shall bear all costs associated with the preparation and submission of its proposal, including but not limited to documentation, copying, postage, delivery, and any expenses related to presentations or demonstrations required by CSIDC. Shortlisted organizations may be invited through a separate notification or Request for Proposal (RFP) to submit detailed technical and financial bids.

The undersigned reserves the right to accept or reject any or all proposals without assigning any reason.

**Notice Inviting  
Request for Proposal (RFP)  
For**

**Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme.**

CSIDC, an undertaking of the Government of Chhattisgarh, invites **Request for Proposal (RFP) for Empanelment Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme.**

The details regarding the submission of Bids are available in the RFP document, accessible on the e-Procurement system at <https://eproc.cgstate.gov.in> & [www.csidc.in](http://www.csidc.in) . CSIDC, an undertaking of the Government of Chhattisgarh, reserves the right to cancel this RFP or invite fresh bids, with or without amendments, at its sole discretion, without any liability or obligation. CSIDC also reserves the right to make the final decision regarding the award of the contract, without assigning any reason.

- All eligible/interested Bidders are mandated to get enrolled on es-Procurement portal.
- Bidders can contact Help Desk for any clarification of their doubts regarding the process of Electronic Procurement System. Help Desk at Toll Free No. 1800 419 9140 or through Email ID [helpdesk.eproc@cgswan.gov.in](mailto:helpdesk.eproc@cgswan.gov.in)
- Bid submissions will be made online through the e-Procurement system at <https://eproc.cgstate.gov.in>.
- Bidders are required to submit One Original Hard Copy of Pre-Qualification & Technical Evaluation Documents, along with Power of Attorney and Authorisation Letter/ Board Resolution in sealed cover separately up to 05:00 PM on last date of bid submission. The Documents must be spiral or hardbound, with all pages sequentially numbered. **Financial Bid should not be submitted in hard copy.**
- Please note that only online bids will be considered for evaluation of offers.
- Self-Certification by the bidder letter head stating that online and offline offer are identical in all respects as needs to be submitted mandatorily.

**Issuer**

**The Managing Director,  
Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),  
(A Govt. of Chhattisgarh Undertaking)  
Udyog Bhawan, Ring Road No.1, Telibandha, Raipur (C.G) - 492006  
Phone No: 0771-6621000  
Email: [csidc.cg@gov.in](mailto:csidc.cg@gov.in)  
Website: [www.csidc.in](http://www.csidc.in)**

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# 1. Introduction

## 1.1. About the RAMP Scheme

The **Micro, Small, and Medium Enterprises (MSME) sector** has emerged as a **dynamic and evolving** segment of the **Indian economy** and is considered a key driver of economic growth. The MSME sector contributes **over 45% of exports, more than 30% of the GDP, and provides employment to approximately 111 million people**<sup>1</sup>, Being one of the most vibrant sectors, MSMEs manufacture and produce a wide range of products for **both domestic and international markets**.

MSMEs have played a vital role in **employment generation in rural areas** and have **promoted rural industrialization** due to their advantages such as **low capital requirements, high employment potential, flexibility in operations, and efficient use of local resources**. The sector also acts as a **supporting unit to large industries**, significantly contributing to India's **overall industrial development**.

The Raising and Accelerating MSME Performance (RAMP) Programme is a **Central Sector Scheme** supported by the **World Bank**, launched by the **Ministry of Micro, Small, and Medium Enterprises (MoMSME)**. It is designed to support the MSME Competitiveness Programme - Post-COVID Resilience and Recovery Programme (MCRRP), addressing the significant impact of the COVID-19 pandemic on the MSME sector.

The primary objectives of the RAMP Programme include:

- Enhancing Market Access for MSMEs in both domestic and international markets.
- Improving Access to Credit through financial linkages and support mechanisms.
- Strengthening Institutions and Governance at both the Central and State levels.
- Promoting Centre-State Linkages and Partnerships for better coordination and implementation.
- Addressing Delayed Payments to MSMEs by improving payment mechanisms.
- Promote Greening of MSMEs by encouraging sustainable and environmentally friendly practices.

Under the **RAMP Program**, participating states must develop a **long-term roadmap** to enhance MSME performance through increased outreach. This is achieved through the **Strategic Investment Plan (SIP)**, which includes:

1. **Identification of key constraints and gaps** in MSME interventions.
2. **Defining output-outcome milestones** with baseline data and program goals.
3. **Developing an outreach plan** for identifying and mobilizing MSMEs.

Under the RAMP (Raising and Accelerating MSME Performance) scheme, the Strategic Investment Plan (SIP) submitted by the State has received formal approval from the Ministry of Micro, Small and Medium Enterprises (MoMSME). Pursuant to the approval, a grant of ₹66.92 crore has been sanctioned vide D.O. No. L/AFI/RAMP/2024/SIPCycle3 dated 29th October 2024, to support the implementation of key interventions aimed at strengthening the MSME ecosystem in the State. The sanctioned amount will be utilized for various activities including Capacity Building Enhancement Programmes such as the Comprehensive

Entrepreneurship Promotion Initiative (CEPI) and Lady Entrepreneurs Augmentation Programme (LEAP); Sectoral Interventions focusing on the development of focus sectors and promotion of green packaging; activities related to improving access to markets and finance; and Institutional Strengthening initiatives. This is to support the implementation of identified interventions aimed at strengthening the MSME ecosystem within the State.

Implementation of the Programme under this contract is subject to directions and guidelines issued from time to time by the Government of India, the World Bank, and the Ministry of Micro, Small and Medium Enterprises (MoMSME). The continuation and scope of the work for Chhattisgarh State are also contingent upon the availability of funds under the RAMP Scheme and the corresponding approvals received by the State Implementing Agency (CSIDC). In case of discontinuation of the scheme, the services under this RFP shall be deemed discontinued accordingly and shall not remain in effect beyond such discontinuation.

## 1.2. Overview of Sectoral Intervention in Chhattisgarh

Sectoral interventions in Chhattisgarh aim to enhance industry-specific growth, value addition, and market expansion for MSMEs. Key activities include:

- Conducting studies to explore diversification, value addition, and downstream product development in sectors such as Iron & Steel, Engineering, Minor Forest Produce (MFP), Handicrafts, Handlooms, Tourism, and Plastics.
- Collaborating with industry experts and technical institutions to provide sector-specific knowledge and skill development.
- Organizing advanced training programs to bridge skill gaps and prepare MSMEs for future industry demands.
- Establishing Innovation cum Incubation Centres in aspirational districts to support value-added and innovative product development.
- By implementing these interventions, Chhattisgarh aims to strengthen MSME competitiveness, foster industrial growth, and enhance market linkages in key sectors.

## 1.3. Due Diligence by Bidders

- Bidders are encouraged to thoroughly **review and understand** the requirements of the project **at their own expense** before submitting their proposals. They should gather and verify all necessary information **at their own responsibility** to ensure a well-prepared submission.
- It will be **assumed** that bidders have a **complete understanding** of the project requirements. The **CSIDC holds no responsibility** for any errors, omissions, or inaccuracies in the information provided in this RFP document or otherwise. While the CSIDC strives to provide accurate details, **bidders must independently verify** all information before submission.
- The CSIDC and its employees make **no representations or warranties** regarding the accuracy, reliability, or completeness of the information provided. The CSIDC shall bear **no liability** for any losses, claims, or damages incurred by bidders in connection with this RFP, the selection process, or the awarding of the contract.

## **1.4. Communications**

All communication, including the submission of proposals, should be addressed to:

**The Managing Director,**

**Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),**

(A Govt. of Chhattisgarh Undertaking)

**Udyog Bhawan, Ring Road No.1,**

**Telibandha, Raipur (C.G) – 492006**

**Email:** csidc.cg @gov.in

**Website:** [www.csidc.in](http://www.csidc.in)

## 2.Tender Summary

The Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC), (A Govt. of Chhattisgarh Undertaking), would endeavor to adhere to the following tender summary / schedule during the Bidding Process:

S. No	Description	Date
1.	Date of Publication of Tender Notice and RFP document (T0) on the e-Procurement system at <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>	05/06/2025
2.	Tender intended for	<b>Request for Proposal (RFP) for Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme</b>
3.	Contact person for sending queries	<b>The Managing Director, Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC), (A Govt. of Chhattisgarh Undertaking),</b> Udyog Bhawan, Ring Road No.1, Telibandha, Raipur (C.G) - 492006 Phone No: 0771-6621000 Email: csidc.cg @gov.in Website: <a href="http://www.csidc.in">www.csidc.in</a>
4.	Pre-bid queries may be mailed to	Queries which will be received till the day of Pre-bid meeting shall be entertained. Queries shall be mailed at csidc.cg @gov.in
5.	Date and Location of pre-bid meeting.	16/06/2025 at 15:30 hrs at the office of:  The Managing Director, CSIDC, Udyog Bhawan, Ring Road No.1, Telibandha, Raipur (C.G) – 492006
6.	Issue of corrigendum, if any	19/06/2025
7.	Bid Submission Start Date	20/06/2025
8.	Bid Submission Closing Date	07/07/2025 at 16:00 hrs
9.	Opening of Technical Bid	07/07/2025 at 17:00 hrs
10.	Opening of Financial Bid	To be Decided
11.	Bid Submission mode	Bid submissions will be made online through the e-Procurement system at <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>

S. No	Description	Date
		<p>NOTE:</p> <ul style="list-style-type: none"> <li>Bidders are required to submit One Original Hard Copy of Pre-Qualification &amp; Technical Evaluation Documents, along with Power of Attorney and Letter of Authorisation/ Board Resolution in sealed cover separately up to 05:00 PM on last date of bid submission. The Documents must be spiral or hardbound, with all pages sequentially numbered. <b>Financial Proposal should not be submitted in hard copy.</b></li> <li>Please note that only online bids will be considered for evaluation of offers.</li> <li>Self-Certification by the bidder letter head stating that online and offline offer are identical in all respects as needs to be submitted mandatorily.</li> </ul>
12.	Place of Bid Opening / Address of Communication	<p><b>The Managing Director,</b>  <b>Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),</b>  <b>(A Govt. of Chhattisgarh Undertaking),</b>  Udyog Bhawan, Ring Road No.1,  Telibandha, Raipur (C.G) - 492006  Phone No: 0771-6621000  Email: csidc.cg @gov.in  Website: <a href="http://www.csidc.in">www.csidc.in</a></p>
13.	Period of Contract	24 Months
14.	Estimated Cost of Work	<p>Zone -1: Rs. 6,03,15,000/-  Zone 02: Rs. 5,51,85,000/-  Note: The Estimated Cost of Work is inclusive of all duties, charges, GST and all applicable taxes</p>
15.	Processing Fee (Non-refundable)	<p>Rs. 5900/-</p> <p>(Non-Refundable to be paid through online mode. Scanned copy of online payment receipt to be uploaded in the e-procurement portal of Chhattisgarh  <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>.</p>

S. No	Description	Date						
16.	Earnest money deposit. (Refundable)	<p>The applicant may apply for either of the zone or both the zones. The financial bid for each zone will be submitted separately and shall be evaluated separately. The EMD shall be as follows:</p> <table border="1"> <thead> <tr> <th>Application</th> <th>EMD amount</th> </tr> </thead> <tbody> <tr> <td>Zone-1: (17 District)</td> <td>6,03,500/-</td> </tr> <tr> <td>Zone-2 : (16 District)</td> <td>5,52,000/-</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>To be paid electronically through the online payment facility and dates provided on the <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a></li> <li>The EMD shall remain valid till 45 days beyond the final bid validity period</li> <li>The CSIDC shall not be liable to pay any interest on the EMD and the same shall</li> <li>be interest free.</li> </ul>	Application	EMD amount	Zone-1: (17 District)	6,03,500/-	Zone-2 : (16 District)	5,52,000/-
Application	EMD amount							
Zone-1: (17 District)	6,03,500/-							
Zone-2 : (16 District)	5,52,000/-							
17.	Security deposit as Performance Bank Guarantee	<p>3% of the total value of the contract in the form of Bank Guarantee. Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations.</p>						
18.	Bid validity	90 days from the day of Bid Submission						
19.	Selection process	LCS						

**Note:**

(a) If an unanticipated holiday or an unforeseen event beyond the control of the CSIDC occurs on the scheduled bid opening day, the Bid will be opened on the next working day at the same time.

(b) Bidders must upload their completed bids on the e-Procurement system at <https://eproc.cgstate.gov.in> using their registered user ID before the specified deadline. Late submissions will not be accepted.

### 3.Submission of Bid

#### 3.1. Bid Submission Process

- Bidders must submit their proposals online, following a two-stage process:
  - Technical Bid Evaluation Stage**
  - Financial Bid Evaluation Stage**

The application process, eligibility criteria, evaluation methodology, terms, conditions, and scope of work are detailed in this RFP. The RFP document can be accessed and downloaded from <https://eproc.cgstate.gov.in> .

- Availability of RFP:** As per tender summary provided in section 2

- **Deadline for Bid Submission:** As per tender summary provided in section 2
- **Opening of Technical Bid:** As per tender summary provided in section 2

The authority reserves the right to issue addendums/corrigenda, accept or reject any bid, or cancel the entire Bidding process at any stage without prior notice. No bidder shall have any claim against the authority for such actions.

2. Bidders must submit their bids electronically via <https://eproc.cgstate.gov.in> in two separate envelopes:

- **Envelope A:** Technical Bid
- **Envelope B:** Financial Bid

Bidders must ensure that all required documents are uploaded as per the instructions in the RFP:

S. No.	Document Type	Submission Format
1.	<b>Technical Bid</b>	The Technical Bid must be prepared as per the requirements specified in the RFP and submitted in the formats provided in <b>Annexure – Section I</b> .
2.	<b>Financial Bid</b>	The Financial Bid must be submitted as per the prescribed format mentioned in <b>Annexure – Section II</b> of this RFP.
3.	<b>Bid Forms</b>	All bid forms provided in this RFP must be duly completed and submitted as required.
4.	<b>Earnest Money Deposit (EMD)</b>	As per point no 14.1 provided in Clause 2 Tender Summary

**Note:** Bidders must ensure that all documents are submitted in the required format provided on this RFP to avoid disqualification.

3. Bidders must submit their eligibility and qualification details, technical bid, and financial bid as per the prescribed formats mentioned in the RFP at <https://eproc.cgstate.gov.in> under the respective bid stage.
  - Scanned copies of all relevant certificates and supporting documents must be uploaded in the e-Procurement system at <https://eproc.cgstate.gov.in> to establish compliance with eligibility and technical criteria.
  - Bidders must digitally sign all supporting documents, certificates, and statements, taking full responsibility for their correctness and authenticity.
4. The **Earnest Money Deposit (EMD)** must be paid electronically through the **online payment facility** provided in the **Chhattisgarh e-procurement portal**. The payment should be made **as per details and schedule provided in Chhattisgarh e-procurement portal**.
5. Late bids will not be accepted by the system hence the bidders are advised to submit the bids on time.
6. **Bid Evaluation:** The evaluation will be conducted strictly based on the documents submitted as per details provided in section 8 and Annexures in this RFP.
7. **Mode of Submission:** The bid and supporting documents must be submitted online through the e-Procurement system at <https://eproc.cgstate.gov.in>. CSIDC will not accept bids or supporting documents in physical form or through any other mode. Any bid submitted outside the e-Procurement system will be considered invalid and rejected.

8. **Unconditional Bids:** All submitted bids **must be unconditional** in all respects. Any bid with **conditional clauses** will be **subject to rejection** by CSIDC.
9. **Bid Opening & Notifications:** The bid opening process will be conducted **online**. Any **corrigendum, addendum, or extension notice** will be published **only on the e-Procurement portal** at <https://eproc.cgstate.gov.in> . Bidders are advised to regularly check the portal for updates.

### 3.2. Bidder Qualification

- I. The term "**Bidder**" in this RFP refers to the entity that has signed the **Bid Forms** included in both the **Technical and Financial Bids**. The bidder may be either the **Principal Officer** or a **duly Authorized Representative**, in which case a **Certificate of Authority** must be submitted. All documents, including clarifications and subsequent correspondences, must be signed by the **Authorized Representative** or the **Principal Officer**.
- II. A **written Power of Attorney** must be submitted along with Bid in the format provided in Form 10.
- III. The bidder **must be a financially sound entity** and should be eligible as per the condition provided in this RFP
- IV. A Bidder shall not have a **conflict of interest**. Any Bidder found to have a **conflict of interest** shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:
  - (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
  - (b) receives or has received any direct or indirect subsidy from another Bidder; or
  - (c) has the same legal representative as another Bidder; or
  - (d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Employer regarding this Bidding process; or
  - (e) or any of its affiliates participated as a consultant in the preparation of the Employer's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Non-Consulting Services that are the subject of the Bid; or
  - (f) or any of its affiliates has been hired (or is proposed to be hired) by the Employer or Borrower for the Contract implementation; or
  - (g) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
  - (h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who:
    - (i) are directly or indirectly involved in the preparation of the bidding document or specifications of the contract, and/or the Bid evaluation process of such contract; or
    - (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the authority throughout the procurement process and execution of the Contract.

### 3.3. Instructions for Technical Bid Preparation

- I. The **Approach and Methodology** should clearly describe how the bidder will execute the required services as per the RFP. It must articulate in detail how the bidder's solution **meets the specified requirements**.
- II. The **Technical Bid must not include any pricing information**.
- III. Bid should be **clear, concise, and complete**. Any information **not directly relevant** to this RFP should be omitted. The evaluation of the bidder's proposal will be based on **clarity** and **directness** in response to the RFP requirements.
- IV. **Excessive promotional materials or elaborate brochures** are not encouraged and may indicate a lack of cost-consciousness. The **focus** should be on the **quality** and **relevance** of the proposal.
- V. **Manpower Deployment:** The selected bidder/agency must deploy personnel with **the required qualifications and sufficient experience** to deliver services as per the **Scope of Work**. The Bidder may replace manpower after award of contract with equal experience or more. Any change in deployed manpower should be after prior approval of the authority.

### 3.4. Instructions for Financial Bid Preparation

- i. **No technical details** related to services should be included in the **Financial Bid**, unless explicitly required.
- ii. Prices must be **quoted in Indian Rupees (INR) only**.
- iii. The **contract price shall remain fixed** for the entire project duration. No adjustments will be allowed for variations in **labour (As per labour rules), material costs, or any other cost components** affecting the total project cost.
- iv. Prices should be quoted as **inclusive of all duties, charges**, but exclusive of GST and other applicable taxes.
- v. **No price escalation** on Base Price (exclusive of GST and applicable taxes) will be permitted for any reason during the project period.
- vi. Arithmetical errors will be rectified on the following basis:
  - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
  - b. If the Bidder does not accept the error correction, its Bid will be rejected and, the bidder shall stand disqualified from bidding for any contract with CBC for a period of one year from the date of notification

### 3.5. INSTRUCTIONS FOR THE SUBMISSION OF THE ONLINE TENDER

#### 1. Vendor / Bidder Registration on the e-Procurement System:

All the Users / Bidders (Manufacturers / Contractors / Suppliers / Vendors / Distributors etc.) registered with and intending to participate in the Tenders of various Govt. Departments / Agencies / Corporations / Boards / Undertakings under Govt. of Chhattisgarh processed using the Integrated e-Procurement System are required to get registered on the centralized portal <https://eproc.cgstate.gov.in> and approved on specific

class (e.g. A, B, C, D, UGE, UDE) from Public Works Department (in case to participate in tenders restricted to vendors / bidders in a particular class).

The non – registered users / bidders who are also eligible to participate in the tenders floated using the e-Procurement system are also required to be registered online on the e-Procurement system.

Vendors are advised to complete their online enrolment / registration process on the portal well in advance to avoid last minute hassle, it is suggested to complete enrolment at least four days before the last date of bid submission date, failing which may result in non-submission of bids on time for which vendor/end user shall be solely responsible. Also ensure to mention correct Bank account details during the registration, which will be referred during refund of unsuccessful EMD/Bid Security.

Vendors are required to pay online registration / enrolment fee of Rs. 500/- one time and renewal fee of Rs. 100/- for subsequent each year.

For more details, please get in touch with e-Procurement system integrator:

M/s. Mjunction Services Limited, Raipur – 492 001 Toll free 1800 419 9140 or

Email: helpdesk.cgeproc@mjunction.in.

## 2. Digital Signature Certificates:

The bids submitted online must be signed digitally with a valid Class II / Class – III Digital Signature Certificate to establish the identity of the bidders submitting the bids online. The bidders may obtain pair of Encryption & Signing Class – II / Class – III Digital Certificate issued by an approved Certifying Authority (CA) authorized by the Controller of Certifying Authorities (CCA),

Government of India, may refer [http://www.cca.gov.in/cca/?q=licensed\\_ca.html](http://www.cca.gov.in/cca/?q=licensed_ca.html).

Note: It may take up to 7 to 10 working days for issuance of Class-II / Class-III Digital Certificate, Therefore the bidders are advised to obtain it at the earliest. It is compulsory to possess a valid Class-II / Class-III Digital Certificate while registering online on the above mentioned e- Procurement portal. A Digital Certificate once mapped to an account / registration cannot be remapped with any other account / registration however it may be inactivated / deactivated.

Important Note: bid under preparation / creation for a particular tender may only be submitted using the same digital certificate that is used for encryption to encrypt the bid data during the bid preparation / creation / responding stage. However, bidder may prepare / create and submit a fresh bid using his/her another / reissued / renewed Digital Certificate only within the stipulated date and time as specified in the tender.

In case, during the process of a particular bid preparation / responding for a tender, the bidder loses his/her Digital Certificate for any reason they will not be able to submit the same bid under preparation online, Hence the bidders are advised to keep their Digital Certificates secure to be used whenever required and comply with IT Act 2000 & its amendments and CVC guidelines.

The digital certificate issued to the authorized user of an individual / partnership firm / private limited company / public limited company / joint venture and used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to the user.

Unless the certificate is revoked, it will be assumed to represent adequate authority of the specific individual to bid on behalf of the organization / firm for online tenders as per Information Technology Act 2000. This authorized user will be required to obtain a valid Class-II / Class-III Digital Certificate. The Digital Signature executed through the use of Digital Certificate of this authorized user will be binding on the organization / firm. It shall be the responsibility of management / partners of the concerned organization / firm to inform the Certifying Authority, if the authorized user changes, and apply for a fresh digital certificate for the new authorized user.

3. Online Payment: As the bid is to be submitted only online, bidders are required to make online payment(s) of the Registration fee / Transaction or Service fees / EMD using the online payments gateway services integrated into the e-Procurement portal using various payment modes like Credit Card / Debit Card / Internet Banking / Cash Card / NEFT / RTGS etc. bidders are advised to initiate and process the eChallan/NEFT/RTGS payments well before bid due date in order to get the same updated in the eProcurement system, Also refer RBI guidelines for NEFT/RTGS payment.

For the list of available online modes of electronic payments that are presently accepted on the online payments gateway services, please refer the link 'Payments accepted online' on the eProcurement portal <https://eproc.cgstate.gov.in>.

4. Setup of User's Computer System: In order to operate on the e-Procurement portal for a bidder / user, the computer system /desktop/laptop of the bidder is required to have Java ver.8.77, Internet explorer 9 / 11, latest Mozilla Firefox, Google Chrome with IE Tab V2 (Enhanced IE Tab).

A detailed step by step document on the same is available on the eProcurement portal home page. Also, internet connectivity should be minimum one MBPS.

An auto setup utility is available on the eProcurement portal home page for its users to auto configure client system, link to auto setup: <https://eproc.cgstate.gov.in> --> Auto Setup.

Publishing of N.I.T.: For the tenders processed using the e-Procurement system, only a brief advertisement notice related to the tender shall be published in the newspapers and the detailed notice shall be published only on the e-Procurement system. Bidders can view the detailed notice, tender document and the activity time schedule for all the tenders processed using the e-Procurement system on the portal <https://eproc.cgstate.gov.in>.

6. Tender's Critical Dates & Time/Tender Time Schedule: The bidders are strictly advised to follow the tender schedule for their side of tasks activities and responsibilities require to participate in the tender.

All the activities / tasks of each tender are locked with the start date and time and end date & time at the time of uploading tender as set by the concerned department official.

7. Download Tender Document(s): The tender document and supporting document(s) can be downloaded only online. The tender document(s) will be available for download to concerned bidders after online publishing of the tender and up to the stipulated date & time as set in the tender.

8. Submit Online Bids:

Bidders have to submit their bid online after successful filling of forms within the specified date and time as set in the tender.

The encrypted bid data of only those bidders who have submitted their bids within the stipulated date & time will be accepted by the e-Procurement system. It is expected that the bidder completes his bid within stipulated timeline. Bid of the bidder who has not submitted his bid within the stipulated date & time will not be available during opening. It is recommended that bidders login and recheck their bid details & its status after bid submission in order to double sure submission of accurate bid data for respective tenders. Size of bid documents uploaded during bid preparation should be less than five MB (for individual document) and over all bid documents should be less than fifty MB.

In case of any concern for any tender/bid submission, please register it in the Department / CHiPS/ Help Desk well in advance before initiating opening process so that appropriate action can be taken.

9. Submission of Earnest Money Deposit: The bidders shall submit their Earnest Money Deposit Either as in usual physically sealed Earnest Money Deposit envelope and the same should reach the concerned office OR Online using payment gateway as stated in the Notice Inviting Tender/ Tender document. Bidders also have to upload scanned copy of Earnest Money Deposit instrument OR Online Payment /NEFT/RTGS receipt along with the reference details online.

Bidders who choose to pay Earnest Money Deposit (EMD) or bid security using online payment(s) mode like Internet banking/ Debit Card/ Credit Card/NEFT/RTGS/eChallan/wallet etc. would be entitled for online refund subject to tender terms & conditions and evaluation by respective department authority.

Intending bidder(s)/vendor(s)/user(s) are required to provide their relevant & correct account details during registration in the portal which shall be used for EMD/Bid Security refund purpose, bidder(s)/vendor(s)/user(s) shall be solely responsible for providing correct account details and CHiPS/System Integrator shall not verify account details provided and be not responsible for any loss/transfer of funds.

Bidder(s)/vendor(s)/user(s) may update their account details in their registration if desired, the last updated account details shall be considered for future payment(s)/refund(s) if applicable.

10. Opening of Tenders: The concerned department official receiving the tenders or his duly authorized officer shall first open the online Earnest Money Deposit envelope of all the bidders and verify the same uploaded by the bidders. He / She shall also verify the scanned documents uploaded by the bidders, if any, as required. In case, the requirements are incomplete, the next i.e. technical and commercial envelopes of the concerned bidders received online shall not be opened.

The concerned official shall then open the other subsequent envelopes submitted online by the bidders in the presence of the bidders or their authorized representatives who choose to be present in the bid opening process or may view opened details online.

11. Briefcase: Bidders are privileged to have an online briefcase to keep their documents online and the same can be attached to multiple tenders while responding, this will facilitate bidders to upload their documents once in the briefcase and attach the same document to multiple bids submitting.

#### 12. Support – Help Desk

For any further queries / assistance, bidders may contact:

1. The Service Integrator of e-Procurement system, M/s. Mjunction Service Ltd. on Help Desks Toll free No. 1800 419 9140 or email [helpdesk.cgeproc@mjunction.in](mailto:helpdesk.cgeproc@mjunction.in).
2. Mr. Shailesh Kumar Soni, Sr. Manager, Chhattisgarh Infotech & Biotech Promotion Society (CHIIPS) on Tel. No. 0771 - 4014158 or email: [pro-chips@nic.in](mailto:pro-chips@nic.in).

## 4. Opening of Bids, Evaluation, and Award of Contract

### 4.1. Opening of Bids

- If the bidder's representative wish to join the online Opening of Financial Bid, they may attend the Opening of Financial Bid at the designated time, date, and specific location mentioned in the tender schedule with the Authorization.

### 4.2. Evaluation of Bids

The selection process will follow the **Least Cost Selection (LCS) method**.

#### Two-Stage Selection Process:

##### 1. Stage 1: Eligibility Assessment

- Bidders will be evaluated based on **eligibility criteria** mentioned in Section 8.1 of the RFP.
- Only Eligible Bidder will be evaluated as per scoring criteria provided in Section 8.2.

##### 2. Clarifications

- **CSIDC may seek clarifications** from bidders during evaluation. However, bidders **cannot make changes** to their submitted bid or pricing.

##### 3. Stage 2:

#### **A. Technical Evaluation**

- Proposals will be assessed based on **technical parameters** outlined in the 8.2 of the RFP.
- Qualified bidders will be invited to present their approach, methodology, and project plan to demonstrate feasibility and alignment with RFP requirements. (as per Section **8.2**)
- Bidders will be **shortlisted based on their technical scores**.
- A **minimum qualifying score** 70 out of 100 is set to shortlist technically responsive proposals.

#### **B. Financial Evaluation**

- The Financial Bid of Technically Responsive Bidder will be opened.

#### **C. Bidder Selection Process:**

- The final selection of bidder will be based on technical responsive bid and lowest quoted price.

### **4.3. Financial Bid Evaluation (Least Cost Selection Method)**

- i. Only the Financial Bid of the Technically Qualified Bidder (Securing minimum Technical Score as mentioned Clause no 4.2 above) will be opened.

### **4.4. Empanelment of Successful Bidder**

- i. On opening the commercial bids of all the bidders, the Least Amount (L1) shall be discovered
- ii. Subsequently, all the bidders shall be invited to match the L1 price within a stipulated date and time
- iii. Bidders agreeing to the least cost (L1 price) shall be empanelled by CSIDC and a letter of empanelment shall be issued in this regard to the successful bidders
- iv. On the basis of the empanelment, CSIDC shall allocate/ award suitable work, after following due process, to any of the empanelled bidders. The decision of CSIDC in this regard shall be final.
- v. The empanelment shall initially be for a period of two (2) years. Subject to performance, the empanelment may be extended on mutual agreement for a period acceptable to both the parties at the L1 rates only.
- vi. The selected bidder is expected to commence the assignment on the date and at the location specified in the Contract/ LOA.
- vii. The change in payment terms, deliverables/ milestones and penalties for delays, if any, of the work assigned shall be intimated to empanelled agencies while awarding the work order/ contract by the CSIDC.

### **4.5. Notification of Empanelment**

#### **i. Notification to the Selected Bidder**

- The **selected bidder** will be notified via **official communication (email), followed by a Letter of Acceptance (LoA)** confirming acceptance.
- This notification will constitute the **formation of the agreement**.

ii. **Submission of Performance Security**

- After acceptance of LOA, the selected bidder will submit Performance Guarantee as per the format provided in RFP

iii. **Signing of Agreement**

- The **selected bidder** must sign a formal **contract with CSIDC**, incorporating all **terms, conditions, deliverables, payment schedule, and project milestones** as specified in the RFP

iv. **Return of EMD:**

- After signing of the Agreement with the Successful Bidder, the Bid Security of all bidders will be refunded

## 5. Scope of Work

The selected training agencies/institutes shall be responsible for the planning, coordination, and execution of Entrepreneurship Development Programme (EDP) and Capacity Building initiatives under the RAMP Scheme in Chhattisgarh. These initiatives fall under the **Lady Entrepreneurs Augmentation Programme (LEAP)** and the **Comprehensive Entrepreneurship Promotion Initiative (CEPI)**. The overall objective is to promote entrepreneurship, improve business readiness, and enhance the competitiveness of MSMEs, SHGs, and women entrepreneurs across the state. Their primary roles include mobilization, training delivery (including Entrepreneurship Development Programs), database preparation, capacity building, Market Development Assistance, organizing exposure visits, and conducting impact assessments to comprehensively support both Women MSMEs/entrepreneurs and the broader MSME ecosystem throughout the state. The key activities and responsibilities include the following:

### 5.1. Key Responsibilities:

#### 1. Ground-Level Mobilization

- The selected agency/institute shall be solely responsible for carrying out effective ground-level mobilization activities prior to the commencement of any training or capacity-building programs.
- **Identify and mobilize potential participants, including prospective entrepreneurs, SHG members, and women entrepreneurs, MSMEs in alignment with the minimum batch size requirements** for each activity, such as workshops, EDP/ESDP programs, advanced skill development trainings, and exposure visits.
- Ensure the required number of participants are enrolled on online platform as per direction of CSIDC.
- The agency will be fully responsible for meeting participant targets for each activity and must bear all mobilization-related costs, including outreach and promotion.
- Mobilization must be completed before training starts. The agency must inform participants in advance about the program schedule, objectives, and benefits to ensure effective participation.
- The agency shall coordinate with government institutions such as DIC, Handloom, and Handicrafts departments to facilitate artisans / MSMEs data collection.

## **2. Counselling and Participant Orientation**

- The selected agency shall conduct counselling sessions along with mobilization activities.
- These sessions should provide detailed information on business development, trade-specific opportunities, and the advantages of entrepreneurship.
- The purpose is to help participants understand the nature and scope of the training programs.
- Counselling should empower participants to make informed decisions about joining the workshops and pursuing business or skill development.

## **3. Curriculum Development**

- Develop training materials and curriculum in English and Hindi and submit them to SPIU for approval.
- Ensure all content aligns with CSIDC-approved modules before implementation.
- The selected training agency will be responsible for printing, distributing, and managing training materials for participants.
- Develop varied learning formats including illustrated manuals, audio guides, and interactive workbooks
- Incorporate industry best practices and localized success stories as case studies

## **4. Trainer Qualification criteria**

### **• Educational Qualification**

- Graduate/Postgraduate Degree or Diploma in Management, Entrepreneurship, Skill Development, or any relevant technical discipline from a recognized university/institution.

### **• Experience**

- Minimum **3 years** of experience in conducting training programs related to entrepreneurship, business development, industry-specific skills, or livelihood promotion.
- Preference will be given to trainers having prior experience with government-sponsored training programs or industry-led skill initiatives.

### **• Domain Knowledge**

- Trainers should have sector-specific knowledge aligned with the training content (e.g., marketing, branding, finance, digital tools, manufacturing processes, sector specific expert, DPR preparation, documents requirement etc.).
- Ability to deliver both theoretical and practical components effectively.

### **• Communication Skills**

- Proficient in local language (Hindi/Chhattisgarhi, and English) and able to communicate clearly with trainees at different skill levels.
- Good presentation and facilitation skills.

### **• Certifications (Preferred but not mandatory)**

- Certified Trainer under any National Skill Development Corporation (NSDC) or Sector Skill Council or Government agency

- Participation in ToT (Training of Trainers) programs under government schemes (PMKVY, DDU-GKY, NRLM, CSSDA etc.)
- **Additional Provision**
  - Agencies may hire professional experts / professors from institutes, colleges, and universities on an honorarium basis to deliver specialized sessions, subject to approval from the CSIDC.
- 5. Exposure, Training & Workshop Calendar and Venue Management**
  - Prepare a structured calendar for Workshops, EDP/ESDP, Advanced Training, and Exposure Visits in consultation with the CSIDC
  - Ensure timely execution of all scheduled activities.
  - The selected training agency shall:
    - Identify and arrange suitable venues (AC / Non-AC) with required facilities.
    - The agencies may sign agreements or establish mutual arrangements, based on the availability of vacant premises, with community halls, Livelihood Schools, ITIs, colleges, universities, MSME unit premises, industrial premises, their own premises, or other institutions to use existing infrastructure for conducting training programmes under the RAMP scheme. It is clarified that DICs or government departments shall not be responsible for providing or arranging training premises. Ensure the timely execution of all scheduled sessions and related activities.
    - Manage all logistics including:
      - ✓ Backdrop banners/standees as per **RAMP IEC Guidelines**
      - ✓ Internet, laptop, mic & sound system, Audio-Video equipment, printer
      - ✓ Participation kits
      - ✓ Pick-and-drop and stay arrangements (as needed)
      - ✓ Water bottles and drinking water
      - ✓ Meals for guests/resource persons / participants (lunch/dinner)
      - ✓ Washrooms [separate for male and female]
      - ✓ Proper seating arrangement (one chair per participant)
      - ✓ Writing board
      - ✓ Lighting and electrical power backup
      - ✓ Fans or air conditioning
  - Ensure complete event coverage through:
    - ✓ Photography
    - ✓ Videography
    - ✓ Report writing
- 6. District level sensitisation programme-Workshops on Entrepreneurship Awareness**
  - Conduct Zone-wise targeted workshops / Seminars/ awareness programmes, etc., to promote entrepreneurship.
  - Target prospective and aspiring entrepreneurs to enhance awareness about business opportunities and MSME benefits.
  - Ensure the required number of participants are enrolled on online platform as per direction of CSIDC.
  - Collect feedback from participants in workshops / seminars / awareness programs to enhance learning content and identify training needs.
- 7. EDP/ESDP assistance programs Modules, Calendars and Venue Management**
  - Develop a structured modules and calendars for EDP programs, and **market development assistance programme** in consultation with CSIDC.

- Ensure timely execution of all scheduled training / programmes sessions.
- The selected training agency would also be responsible for venue identification, venue arrangement and venue management for all activities.
- Ensure the required number of participants are enrolled on online platform as per direction of CSIDC.

**8. Entrepreneurship Development Programmes (EDP) for prospective entrepreneurs, Women Entrepreneurs / SHGs**

- In the EDP, prospective entrepreneurs will be equipped with the essential skills and knowledge needed to launch and sustain a successful venture.
- Identify industry-specific training needs and organize Zone-wise targeted structured EDP/ESDP programs with a duration of 2 to 6 weeks, following the [ESDP guidelines of O/O DCMSME](#).
  - Business incorporation procedures
  - Project / Business planning
  - Financial management
  - Marketing strategies
  - Legal compliance and regulatory frameworks
  - Type of Loan and financial assistance
  - Other MSME-relevant skill sets like product/process design, manufacturing best practices, testing and quality control, selection and usage of appropriate machinery and equipments, project profile preparation, product/service pricing strategies, export opportunities and Market access, Available infrastructure facilities, finance and financial institutions, cash flow management and financial planning, etc.
- Ensure high-quality, practical, and impactful skill enhancement programs for entrepreneurs and MSMEs.
- Ensure the required number of participants are enrolled on online platform as per direction of CSIDC
- Collect feedback from participants to improve learning content and identify future training needs.

The agency will organize Zone-wise targeted structured EDP programmes (Duration: 2 weeks per program, Batch size: minimum 30 participants) following the [ESDP guidelines of O/O DCMSME](#).

- Identify industry-specific training needs and design tailored EDP programs.
- Delivering structured training on:
  - Business incorporation & legal compliance (regulatory frameworks, licensing, and financial linkages).
  - Business & financial planning (cash flow management, financial literacy, financial institutions, and funding opportunities).
  - Marketing & branding strategies (digital marketing, pricing, product positioning, and market access).
  - Product development & quality control (process design, testing, appropriate machinery, and equipment selection).
  - Market opportunities & infrastructure support (logistics, government schemes, and financial assistance).
  - Business expansion strategies (scaling operations, diversification, and innovation).

- Other training programs based on the specific needs of SHGs, women entrepreneurs, and MSMEs
- Ensure high-quality, practical, and impactful skill enhancement programs for SHGs, women entrepreneurs, and MSMEs.
- Conduct pre- and post-program skill assessments to measure learning outcomes.
- Provide mentorship and handholding support for sustained business growth.

## 9. Advanced Training Programs

- Advanced training modules for existing entrepreneurs will focus on enhancing their capabilities in areas such as digital transformation, innovation management, and quality control, thereby improving their competitiveness.
- Identify specific advanced training needs and conduct 2-day Advanced Training Programs for eligible candidates as per the zone-wise targets.
- Ensure the training follows the guidelines of O/O DCMSME
- Focus areas include:
  - **Business Review & Scaling Strategy**
    - Assessing current business performance
    - Planning for production capacity expansion
    - Workforce and supply chain management
    - Diversification of products/services
  - **Financial Management & Digital Tools**
    - Budgeting, cost control, and profit planning
    - Working capital and reinvestment strategy
    - Digital accounting tools (e.g., Tally, Khatabook, Marg)
    - Loan repayment planning
  - **Legal & Regulatory Compliance (with GST Filing)**
    - Business registrations: UDYAM, FSSAI, IEC, etc.
    - GST registration and GST filing process (monthly/quarterly returns)
    - Understanding applicable taxes and penalties
    - Labor laws, ESI, and PF basics
  - **Quality Control & Standardization**
    - Maintaining product/service quality
    - Understanding buyer/exporter quality needs
    - Applying for ISO, BIS, FSSAI certifications
  - **Branding, Marketing & Customer Engagement**
    - Building brand identity
    - Crafting marketing strategies and campaigns
    - Participating in exhibitions and trade fairs
    - Using customer feedback for brand improvement
  - **Digital Transformation & E-Commerce**
    - Setting up online presence (WhatsApp Business, Instagram, etc.)
    - Onboarding platforms: Flipkart, Amazon, GeM
    - Managing orders, inventory, and customer service
    - Accepting digital payments and managing reviews
  - **Government e-Marketplace (GeM) Training**
    - GeM seller registration, catalogue upload
    - KYC, bank account linking
    - Searching tenders, preparing bids (technical + financial)

- Required documents: PAN, GST, UDYAM, ITR, bank details, declarations
- Post-bid actions: delivery, invoicing, payment tracking
- **Export Readiness & International Market Access**
  - Export documentation and procedures
  - Identifying international buyers
  - Export logistics and packaging standards
  - Trade compliance and support schemes
- **Supply Chain & Inventory Management**
  - Inventory tracking and stock management
  - Raw material sourcing and logistics
  - Vendor management
- **Government Schemes & MSME Support**
  - Awareness of subsidies, funding schemes
  - How to apply and track scheme benefits
  - Sector-specific incentives (PMFME, PMEGP RAMP, etc.)
- **Business Pitching & Investor Readiness**
  - Creating a compelling business pitch
  - Engaging investors and partners
  - Building business networks and alliances
- Ensure the required number of participants are enrolled on online platform as per direction of CSIDC.
- Collect feedback from participants to improve learning content and identify future training needs.

## 10. Exposure Visits & Practical Learning

- Exposure programs will further complement these efforts by providing selected entrepreneurs with opportunities through national visits
- Facilitate national and state-level exposure visits for entrepreneurs as per the zone-wise targets.
- Identify successful MSME models for benchmarking and learning.
- Organize sector-specific visits to enhance knowledge transfer.
- Gather participant feedback to assess learning outcomes and identify future exposure needs.

## 11. Certification for Participants

- **Certificate Design & Branding**
  - Design participation and training certificates with appropriate branding of the Chhattisgarh State Government and the RAMP scheme. A draft of the certificate, including content and details, must be submitted by the agency to CSIDC., for approval before finalization.
  - Ensure certificates reflect **industry-endorsed standards** to enhance employability.
- **Approval Process**
  - Obtain **prior approval** from the CSIDC before distributing certificates to participants.
- **Training Materials & Distribution**
  - The selected agency will be responsible for:
    - Providing **training materials** to all participants.
    - Issuing **certificates** after successful completion of the training.

- **Uploading certificates** on the **online platform** as per the instructions of the CSIDC.
- **Assessment & Validation**
  - Develop a **clear assessment framework** to evaluate knowledge and skill acquisition during training.
  - Conduct evaluations before issuing certificates to ensure quality and credibility.
- **Record Maintenance**
  - Maintain a **comprehensive digital record** of all certified trainees for monitoring, tracking, and future evaluation.

## 12. Monitoring & Reporting

The selected agency will be responsible for maintaining and regularly updating a comprehensive digital database of all program beneficiaries—including women entrepreneurs, MSMEs, SHG members, and other participants. The database must include key information such as personal details (name, gender, contact, caste, PWD status), educational qualifications, employment status, type of activity attended, certificates received, future training needs, and business performance (e.g., turnover). It should also capture data on onboarding to e-commerce and quick-commerce platforms, including order details, sales, and business growth. Additionally, the database must track prospective **entrepreneur participants who have successfully transitioned into entrepreneurs or established MSMEs** as a result of the program. All data must be uploaded to the designated online platform as per the directions of the CSIDC.

The agency shall also:

- Collect and submit compliance documents (e.g., Environmental & Social Checklist forms) from participants, as required under RAMP guidelines.
- Conduct regular impact assessments to evaluate the effectiveness of training and market linkage activities.
- Submit monthly progress reports and program improvement recommendations to the CSIDC.
- Coordinate with relevant stakeholders—government bodies, financial institutions, and industry partners—to improve outreach and effectiveness.
- Participate in quarterly reviews with the District and State Level Monitoring Committees for continuous improvement.
- Ensure on-ground monitoring, with progress verified by the SPIU Team and oversight provided by CGMs/GMs of the respective District Industries Centres (DICs).

This robust monitoring framework ensures transparency, continuous learning, and measurable progress in entrepreneurship promotion, particularly supporting the growth of women-led enterprises, MSMEs, and youth-led startups in Chhattisgarh.

## Outcome & Collaboration

The expected outcomes of the sector-specific training programmes are designed to enhance the entrepreneurial ecosystem in Chhattisgarh by supporting sustainable enterprise development, employment generation, and improved market access. These outcomes will be achieved through strategic collaborations, stakeholder engagement, and high-quality training delivery.

- **Key Expected Outcomes:**

- ✓ **Enhanced Entrepreneurial Ecosystem:** Strengthened capacities of women entrepreneurs, SHGs, and MSMEs across Chhattisgarh through structured EDP/ESDP and advanced training programs.
- ✓ **Increased Business Readiness:** Participants will demonstrate improved business planning, financial literacy, compliance, marketing, and digital adoption.
- ✓ **Market and Export Linkages:** Improved access to markets and government schemes, with readiness for GeM onboarding and export opportunities.
- ✓ **Inclusive Participation:** Effective mobilization ensuring representation of women, SHGs, entrepreneurs and rural & Urban MSMEs from all zones of the state.
- ✓ **Skill Enhancement and Employment Generation:** Improved technical and managerial skills among MSMEs, SHGs, artisans, and youth leading to enhanced productivity, business growth, and employment opportunities.
- ✓ **Increased Market Readiness:** Enterprises will be equipped with branding, digital marketing, and quality certification skills to improve access to domestic and export markets.
- ✓ **Quality Training Delivery:** Use of trained professionals, approved curriculum, and real-world case studies for impactful, hands-on learning.
- ✓ **Inclusion and Empowerment:** Special focus on women entrepreneurs, tribal communities, and marginalized groups to ensure equitable access and inclusive growth.
- ✓ **Sustainable Institutional Capacities:** Development of local training capacity through train-the-trainer models and partnerships with educational institutions for long-term sustainability.
- ✓ **Technology Adoption and Digital Enablement:** Enhanced digital readiness of MSMEs through training on digital tools, e-commerce platforms, and sector-specific software.
- ✓ **Certification and Digital Records:** Participants will receive recognized certification and be digitally tracked for future support and evaluation.
- ✓ **Collaboration and Stakeholder Engagement:**
- ✓ **Collaborative Implementation:** Seamless coordination between training agencies, Directorate of Industries, CSIDC, and other government departments to ensure effective delivery, monitoring, and impact assessment.
- ✓ **Coordination with Government Departments:** Training agencies shall closely coordinate with District Industries Centres (DICs), Handloom and Handicrafts Departments, CSIDC, and SPIU to ensure alignment with government objectives and facilitate field-level execution.
- ✓ **Industry and Academic Linkages:** Agencies may collaborate with MSME clusters, industry associations, technical institutes, and universities to design relevant training modules and leverage infrastructure.
- ✓ **Engagement of Resource Persons and Experts:** Agencies may onboard certified trainers, domain experts, and professors from reputed institutions on an honorarium basis for delivering specialized content, subject to approval.
- ✓ **Feedback and Monitoring:** All stakeholders, including CGMs/GMs of DICs, will play a role in monitoring the progress, collecting feedback, and validating implementation on the ground.
- ✓ **Sustainable Growth and Competitiveness:** The collaboration is expected to contribute to sustainable growth, improved competitiveness, and enhanced capacity of MSMEs across the state.

## **5.2. Target Allocation**

The activity targets for the two-year period (FY 2025–26 and FY 2026–27) are outlined in the table below, with the total zone-wide training target fixed for the duration, while the annual district-wise targets are tentative and subject to revision upon approval by CSIDC. The selected agency must develop a comprehensive plan to achieve these targets within their designated zone(s), focusing on workshops, seminars, awareness programs, EDP/ESDP programs for prospective entrepreneurs, Women Entrepreneurs /SHGs, MSMEs advanced training, and exposure visits. The agency will be responsible for organizing and conducting these sessions, ensuring active participation and engagement of MSMEs.

Sl. No.	Zone	Division	Districts	District-Level Sensitisation Programme (Workshops/Seminars/Awareness Programmes – One-day Activity) (Minimum participation: 30 youths, prospective entrepreneurs, or MSMEs per program)- Max. Amount :Rs. 70,000/- per workshop	Entrepreneurship Development Programs (EDP/ ESDP) (Minimum 2 weeks duration, Batch size: 30 prospective entrepreneurs)- Max. Amount : Rs. 1,25,000/- per programme	Advanced Skill Development Training Programs (2-day training, Batch size: 30 potential MSMEs and entrepreneurs), Max. Amount :Rs.2500 per day per candidate for 2 days.	Exposure Visits (25 units of entrepreneurs / MSMEs per Batch), (25 units per Batch)Max. Amount : Rs.16000 per candidate	Entrepreneurship Development Programs (EDP) -Women Entrepreneurs / MSMEs / SHGs (Minimum 2 weeks duration, Batch size: 30), Max. Amount :Rs. 1,25,000/- per programme
1	Zone 1	Durg	Balod	16	5	3	12	9
2	Zone 1	Durg	Durg	22	8	3		10
3	Zone 1	Durg	Mohla-Manpur-Ambagarh Chowki	14	4	3		9
4	Zone 1	Durg	Rajnandgaon	16	5	3		9
5	Zone 1	Durg	Khairagarh-Chhuikhadan-Gandai	14	4	3		9
6	Zone 1	Raipur	Baloda Bazar	15	5	3		9
7	Zone 1	Raipur	Dhamtari	15	5	3		9
8	Zone 1	Bilaspur	Janjgir-Champa	14	4	3		9
9	Zone 1	Bilaspur	Sakti	14	4	3		9
10	Zone 1	Raipur	Raipur	24	8	4		10
11	Zone 1	Bastar	Bastar	14	4	3		9
12	Zone 1	Bastar	Bijapur	14	4	3		9
13	Zone 1	Bastar	Dantewada (Dakshin Bastar)	14	4	3		9
14	Zone 1	Bastar	Kanker (Uttar Bastar)	14	4	3		9
15	Zone 1	Bastar	Kondagaon	14	4	3		9
16	Zone 1	Bastar	Narayanpur	14	4	3		9
17	Zone 1	Bastar	Sukma	14	4	3		9
18	Zone 2	Surguja	Balrampur-Ramanujganj	14	4	3	12	9
19	Zone 2	Surguja	Jashpur	14	4	3		9
20	Zone 2	Surguja	Koriya	14	4	3		9
21	Zone 2	Surguja	Manendragarh district	14	4	3		9
22	Zone 2	Surguja	Surajpur	14	4	3		9
23	Zone 2	Surguja	Surguja	14	4	3		9
24	Zone 2	Bilaspur	Bilaspur	21	8	3		10
25	Zone 2	Bilaspur	Gaurella-Pendra-Marwahi district	14	4	3		9
26	Zone 2	Raipur	Gariaband	15	5	3		9
27	Zone 2	Bilaspur	Korba	15	5	3		9
28	Zone 2	Bilaspur	Mungeli	14	4	3		9
29	Zone 2	Bilaspur	Raigarh	14	4	3		9
30	Zone 2	Raipur	Mahasamund	14	4	3		9
31	Zone 2	Bilaspur	Sarangarh-Bilaigarh	14	4	3		9
32	Zone 2	Durg	Kabirdham (Kawardha)	14	4	3		9
33	Zone 2	Durg	Bemetara	14	4	3		9
<b>Total</b>				<b>495</b>	<b>150</b>	<b>100</b>	<b>24</b>	<b>300</b>

**\*Note1:** The agency must ensure that no participant is duplicated within the same activity program.

**Note2:** The activity cost shall be inclusive of all components such as mobilization, trainer fees/expert honorarium, labour charges, material costs, venue cost, refreshment of participants and event management expenses, administrative and monitoring costs, applicable taxes, duties, levies, and other expenses directly related to the project activities.

**Note3: The applicant may apply for either of the zones separately or both the zones.**

**Note4:** If participants for the focused specific trainings / workshops are not available in the district, the agency shall request the concerned DIC to recommend a change and propose the revised training target to CSIDC/Department. Upon receiving approval from CSIDC/Department, the agency may proceed with the training.

**Note5:** The final decision on revising or reducing the training target will rest with CSIDC/Department.

## 6. Deliverables

All reports and documents must be submitted to the CSIDC.

### i. Training Modules and Materials

#### ➤ Training Curriculum:

- ✓ Well-structured training curriculum covering essential topics such as business incorporation, project planning, financial literacy, legal compliance, marketing (including digital marketing), technology adoption, export procedures, and sector-specific growth.
- ✓ Modules should include learning objectives, detailed content, case studies, interactive elements, and practical exercises.

#### ➤ Training Manuals and Guides:

- ✓ Development of bilingual (Hindi and English) training manuals for trainers and participants.
- ✓ Manuals should be easy to understand with step-by-step instructions.

#### ➤ Presentations and Handouts:

- ✓ Professionally designed presentations for each training module.
- ✓ Handouts and supplementary materials to reinforce learning and provide additional resources.

#### ➤ Assessment Tools:

- ✓ Tools and questionnaires to assess participant understanding before, during, and after training.

### ii. Training / Programs Sessions,

#### ➤ Training Programs Execution:

- Zone-wise targeted Entrepreneurship Development Programmes (EDP) Women Entrepreneurs / MSMEs / SHGs focusing on business planning, finance, and market access.
- Zone-wise targeted District sensitization workshops/seminars to promote entrepreneurship and MSME awareness.
- Zone-wise targeted Entrepreneurship Development Programmes (EDP/ESDP) focusing on business planning, finance, and market access.
- Zone-wise targeted Advanced Training Programs in alignment with Vendor Development Program (VDP) and Business Skill Development Program (BSDP) guidelines.

- Zone-wise targeted Exposure Visits for benchmarking and practical learning
  - ✓ Exposure visit plan with location
  - ✓ Training sessions must be interactive, engaging, and tailored to MSME needs.
  - ✓ Collect participant feedback for continuous improvement.
- **Venue Management:**
  - ✓ Identify, arrange, and manage venues for all training / programs sessions.
- **Participant Engagement & Support:**
  - ✓ Mobilize and enroll participants for all training / programs sessions activities.
  - ✓ Ensure the required number of participants are enrolled on online platform as per direction of CSIDC.
  - ✓ Conduct counselling sessions to help trainees make informed career and business decisions.

### iii. Participant Support and Certification

- **Ongoing Mentoring & Support:**
  - ✓ Provide post-training **sector-specific** mentoring support to help MSMEs apply acquired skills.
  - ✓ Regular follow-ups to track progress and address challenges.
- **Additional Learning Resources:**
  - ✓ Post-training support materials to help participants in business implementation.
  - ✓ Access to a network of mentors and industry experts for continued guidance.
- **Certification for Participants**
  1. **Certificate Design & Branding**
    - Design participation / training certificates with appropriate branding of the **Chhattisgarh State Government** and the **RAMP scheme**. The details and the content of the certificate to be approved by CSIDC.
    - Ensure certificates reflect **industry-endorsed standards** to enhance employability.
  2. **Approval Process**
    - Obtain **prior approval** from the **CSIDC** before distributing certificates to participants.
  3. **Training Materials & Distribution**
    - The selected agency will be responsible for:
      - Providing **training materials** to all participants.
      - Issuing **certificates** after successful completion of the training.
  4. **Assessment & Validation**
    - Develop a **clear assessment framework** to evaluate knowledge and skill acquisition during training.
    - Conduct evaluations before issuing certificates to ensure quality and credibility.
  5. **Record Maintenance**
    - Maintain a **comprehensive digital record** of all certified trainees for monitoring, tracking, and future evaluation.
    - **Uploading certificates** on the **online platform** as per the instructions of the CSIDC.

### iv. Monitoring and Evaluation Reports

- **Evaluation Framework:**

- ✓ Development of a structured monitoring and evaluation framework to measure training impact.
- ✓ Use of qualitative and quantitative metrics to assess participant performance.
- **Periodic Progress Reports:**
  - ✓ Submission of regular progress reports, including:
    - **Mandatory attendance reports** (at least 80% attendance as per [ESDP guidelines of O/O DCMSME](#))
    - **Monthly, quarterly, and annual reports** documenting training progress, challenges, and impact.
    - **Maintain a database** of trained artisans, Prospective entrepreneurs, entrepreneurs, MSMEs, and program beneficiaries, including names, contact details, gender, caste category, Persons with Disabilities (PwD), education level, employment status, type of training/activities attended, certificate, success story/case study and increased turnover/progress details will be maintained offline and also on online platform (which will be developed by a separate consultant through different RFP or selected agency) as per the directions of the CSIDC.
- **Impact Analysis**
  - ✓ A comprehensive evaluation will be conducted to assess the effectiveness and long-term impact of the training interventions under the RAMP Scheme. The focus areas will include:
    - **Increased Participation & Entrepreneurship Inclusion**
      - Significant increase in the participation of prospective entrepreneurs, entrepreneurs, MSMEs.
      - Enhanced involvement of women, SC/ST, and rural entrepreneurs, contributing to inclusive growth.
    - **Quantifiable Business Impact**
      - Tracking of measurable outcomes such as improved productivity, enhanced market access, employment generation, formalisation of MSMEs, and increased turnover through well-structured ESDP programmes. The selected agency shall conduct these programmes with a batch size of 30 participants, aged 18 years and above. Attendance must be documented through paper-based attendance records and verified through geo-tagged photographic evidence. In cases where the number of participants is less than 25, payments to the agency will be made on a pro-rata basis. All costs associated with organising the programmes—including venue arrangements, mobilisation, audio-visual equipment, furniture, participant kits, training/reading materials, teaching aids, and other incidental expenses—shall be borne by the selected agency.
      - Enhanced credit linkage and improved access to government schemes post-training.
- **Success Stories & Case Documentation**
  - Development of real-life case studies and success stories showcasing transformation journeys of trained entrepreneurs and MSMEs.
  - Showcasing local champions to inspire others and promote replication.

• **Continuous Learning & Future Planning**

- Feedback-driven assessment to identify gaps and evolving training needs.
- Alignment of future training modules with changing industry demands and market trends.
- Building a data-driven repository for long-term policy and program refinement.

**v. Key Performance Indicators (KPI)**

<b>S. No.</b>	<b>Component</b>	<b>Description</b>
1	Training Programmes Conducted	Number of District Level Sensitization Programmes, EDP and ESDP, Advanced Skill Development Training Programmes, Exposure Visits and EDP for Women Entrepreneurs/MSME/SHG Programmes conducted across the designated zones with the required number of participants (30 per batch).
2	Participation Levels	Programme-wise count of enrolled and attending participants (aged 18 years and above), documented through paper-based attendance records and verified through geo-tagged photographic evidence.
3	Participant Feedback	Feedback received from participants on content quality, delivery effectiveness, trainer competence, and overall programme satisfaction.
4	Post-Training Outcomes	Number of participants who established new enterprises, secured Udyam Registration, scaled or diversified existing businesses; achieved growth in turnover; created employment opportunities; facilitated exports; and obtained relevant certifications such as FSSAI, ISO, Organic, GI.
5	Required Supporting Documentation for Each Workshop / Training	The selected agency shall submit comprehensive documentation for each workshop or training, including participant attendance, training plans, geo-tagged photos and videos, participant feedback, event reports, press clippings, and verified proofs of outcomes such as Udyam Registration, GST returns or audited financials, wage payment and EPFO/ESIC records, IEC certificates, and relevant quality certifications (FSSAI, ISO, Organic, GI).

Note: The Scope of Work, Deliverables provide above is for indicative purpose and not exhaustive. CSIDC may modify the Scope of Work and Deliverables.

**7. Payment Schedule**

Payment for services shall be linked to the agreed deliverables as outlined in the Scope of Work and Deliverables, including the roles and responsibilities defined in Section 5 (Scope of Work) and Section 6 (Deliverables). Payments will be released based on the achievement of specified milestones, with a clear linkage to the aforementioned activities and deliverables.

<b>Schedule</b>	<b>Description</b>	<b>Percentage</b>
First Quarter Payment	The implementation phase shall commence upon completion of the zone-wise quarterly targeted activities—including District-Level Sensitization Programs, EDPs/ESDPs, and EDPs for Women Entrepreneurs, MSMEs, and SHGs—along with the submission of the district-wise project implementation plan and achievement of KPI, training curriculum and materials, Exposure Calendar, and the delivery of related activities as outlined in Section 5 and Section 6, following the necessary approvals.	10%
Second Quarter Payment	Upon completion of the zone-wise quarterly targeted activities—including District-Level Sensitisation Programs, EDP/ESDPs, Advanced Skill Development Programs, Exposure Visits, and EDPs for Women Entrepreneurs/MSMEs/SHGs—along with the submission of the first quarterly monitoring and evaluation report and achievement of KPI, the next phase of implementation shall proceed, and the delivery of related activities as outlined in Section 5 and Section 6, following the necessary approvals.	10%
Third Quarter Payment	Upon completion of the zone-wise quarterly targeted activities—including District-Level Sensitisation Programs, EDP/ESDPs, Advanced Skill Development Programs, Exposure Visits, and EDPs for Women Entrepreneurs/MSMEs/SHGs—and submission of the second quarterly report and achievement of KPI, the next phase of implementation shall proceed, and the delivery of related activities as outlined in Section 5 and Section 6, following the necessary approvals.	10%
Fourth Quarter Payment	Upon completion of the zone-wise quarterly targeted activities—including District-Level Sensitisation Programs, EDP/ESDP Programs, Advanced Skill Development Programs, Exposure Visits, and EDPs for Women Entrepreneurs/MSMEs/SHGs—along with the submission of the annual progress report and achievement of KPI, the implementation cycle shall be reviewed and further actions planned accordingly, and the delivery of related activities as outlined in Section 5 and Section 6, following the necessary approvals.	20%
Fifth Quarter Payment	Upon completion of the zone-wise quarterly targeted activities—including District-Level Sensitisation Programs, EDP/ESDP Programs, Advanced Skill Development Programs, Exposure Visits, and EDP Programs for Women Entrepreneurs/MSMEs/SHGs—along with the submission of an interim progress report and achievement of KPI, the implementation shall be reviewed for the next phase, and the delivery of related activities as outlined in Section 5 and Section 6, following the necessary approvals.	10%

Schedule	Description	Percentage
Sixth Quarter Payment	Upon completion of the zone-wise quarterly targeted activities—including District-Level Sensitisation Programs, EDP/ESDP Programs, Advanced Skill Development Programs, Exposure Visits, and EDP Programs for Women Entrepreneurs, MSMEs, and SHGs—along with the submission of a mid-year report and achievement of KPI, the implementation progress shall be reviewed for further action, and the delivery of related activities as outlined in Section 5 and Section 6, following the necessary approvals.	10%
Seventh Quarter Payment	Upon completion of the zone-wise quarterly targeted activities—including District-Level Sensitisation Programs, EDP/ESDP, Advanced Skill Development Programs, Exposure Visits, and EDPs for Women Entrepreneurs/MSMEs/SHGs—submission of the final impact/outcome assessment report and achievement of KPI, and the delivery of related activities as outlined in Section 5 and Section 6, following the necessary approvals.	10%
Eighth Quarter Payment	Upon completion of the zone-wise quarterly targeted activities—including District-Level Sensitisation Programs, EDP/ESDP Programs, Advanced Skill Development Programs, Exposure Visits, and EDPs for Women Entrepreneurs, MSMEs, and SHGs—along with the submission of a final progress report along with the Impact Analysis Report and the delivery of related activities as outlined in Section 5 and Section 6, the implementation shall proceed subject to the necessary approvals.	20%

**Conditions:**

- **Milestone Verification:** Payments will be released only upon the successful completion and approval of specified milestones and deliverables by CSIDC.
- **Reporting:** Timely submission and approval of detailed reports, including progress updates, monitoring and evaluation, and measurable impact analysis as per deliverables, are mandatory for payment disbursement.
- **Performance Review:** Regular evaluations will be conducted to ensure the training programs meet quality standards and achieve desired outcomes.
- **Adjustments:** The payment schedule may be revised based on project requirements through mutual agreement between the agency and CSIDC.
- All the activities which are not covered under the milestones defined under the payment schedule, all the balance activities must be completed in the 3<sup>rd</sup> & 4<sup>th</sup> Quarter without which the balance 20% will not be released.
- The change in payment terms, deliverables/ milestones and penalties for delays, if any, of the work assigned shall be intimated to empanelled bidders while awarding the work order/ contract by the CSIDC.
- The bidder, where requested, shall provide a comprehensive report to CSIDC and provide clarification to queries, if any. Any gap that is found in the deliverable with

respect to above, even after the sign-off, will have to be addressed by the bidder without any additional cost to CSIDC.

- The selected agency shall submit Quarterly comprehensive documentation for each workshop / training, including participant attendance, workshop / training plans, geo-tagged photographs, video clips, participant feedback, workshop/event reports, press release clippings, and proof of Udyam Registration of enterprises facilitated through the programme.
- No additional Out-of-Pocket expenses shall be payable unless pre-approved in writing by the concerned authority.

## 8. Eligibility Criteria and Bid Evaluation

### 8.1. Eligibility Criteria

Before proceeding with the evaluation of technical proposals, bidders must meet the following pre-qualification criteria. Each bidder must submit the required supporting documents as part of their technical proposal. Failure to provide the necessary documents will result in disqualification:

S. No.	Particulars	Criteria	Documents Required
1.	<b>Legal Entity</b>	<p><b>The bidder must be a single legal entity registered in India under any of the following Acts:</b></p> <ul style="list-style-type: none"> <li>• The Companies Act</li> <li>• The Limited Liability Partnership (LLP) Act</li> <li>• The Societies Registration Act</li> <li>• The Indian Trusts Act</li> <li>• Central Universities Act /UGC Act / institutes that are registered under relevant Indian legislation</li> </ul> <p>Note: Participation as a consortium or sub-contracting of any part of the assignment is not allowed</p>	<ul style="list-style-type: none"> <li>• <b>Certificate of Incorporation</b> or copy of <b>Memorandum of Association (MoA) / Articles of Association (AoA) / Registration Certificate</b> under the applicable Act (such as the Companies Act, LLP Act, Societies Registration Act, Indian Trust Act, or relevant UGC Acts), or any equivalent document as proof of legal status and incorporation of the firm/company/institution.</li> <li>• <b>Self-attested copies</b> of valid <b>PAN card</b> and <b>GST registration certificate</b></li> </ul>
2.	<b>Financial Capacity</b>	<p>The <b>prime bidder</b> must have a <b>minimum average annual turnover of INR 5 Cr</b> in the last three (3) financial years (latest being FY 2024-25)</p> <p>The bidder must submit turnover details for the last three financial years. For FY 2024–25, a provisional turnover statement duly certified by a Chartered Accountant (CA) with UDIN must be submitted.</p>	<ul style="list-style-type: none"> <li>• <b>Statutory Auditor Certificate</b></li> <li>• Audited Balance Sheets and P&amp;L Statements</li> </ul>
3.	<b>Blacklisting Declaration</b>	<p>The bidder must not be blacklisted or declared ineligible by any <b>Central/State Government Department/Agency</b>.</p>	<ul style="list-style-type: none"> <li>• Self-Declaration on company letterhead</li> </ul>
4.	<b>Experience</b>	<p>The bidder must have at least 5 years of experience in providing services, technical assistance, implementation</p>	<ul style="list-style-type: none"> <li>• Work Order / Contract</li> <li>• Experience / Completion Certificates</li> </ul>

S. No.	Particulars	Criteria	Documents Required
		support, and conducting training in areas such as Entrepreneurship Development, Skill Development, MSME Promotion, Cluster Development, Capacity Building of MSMEs, Mentoring of Startups, and managing Incubation Centres. The experience may also include implementing sector-focused initiatives, conducting Impact Assessments, MSME Scoping Studies, Skill Gap Analyses, and organizing training programs, workshops, and seminars, specifically aimed at MSMEs or similar sectors.	

## 8.2. Technical Bid Score Matrix

S. No.	Evaluation Criteria	Supporting Documents	Maximum Marks
<b>A</b>	<b>Bidder's Experience (All criteria shall remain the same for all agencies, including institutes)</b>		<b>70</b>
<b>1</b>	<p><b>Average Annual Turnover</b> (Last Three Financial Years: FY 2022-23, 2023-24 &amp; 2024-25) The bidder must submit turnover details for the last three financial years. For FY 2024–25, a provisional turnover statement duly certified by a Chartered Accountant (CA) with UDIN must be submitted. Marking Criteria:</p> <ul style="list-style-type: none"> <li>• ₹5 Cr-10Cr: 10 marks</li> <li>• ₹10Cr – ₹15 Cr: 15 marks</li> <li>• More than ₹15 Cr: 20 marks</li> </ul>	Duly attested Copies of Certified audited Financial Statements/ Balance sheet / Profit & Loss statement for last 3 financial years CA certificate certifying that the bidder the annual turnover and positive net worth in the mentioned financial years	<b>20</b>
<b>2</b>	<b>The bidder must demonstrate experience in executed or ongoing projects with Government agencies, including Central and State Governments, Public Sector Undertakings (PSUs), Corporations, and Government Societies, over the last five financial years, including time period for the date</b>	Copy of Work Orders / Completion Letters / Project Sanction Orders / Engagement Letter or Declaration on the letterhead of Central Government / State Government / CPSUs / SPSUs in the name of Execution Partner. Format in <b>Form 3: Organization</b>	<b>20</b>

S. No.	Evaluation Criteria	Supporting Documents	Maximum Marks
	<p><b>of bid publication in FY 2025–26.</b> Eligible projects must involve providing services, technical assistance, implementation support, and organizing training in areas such as Entrepreneurship Development, Skill Development, MSME Promotion, Cluster Development, Capacity Building of MSMEs, Mentoring of Startups, and managing Incubation Centres. Projects may also include the implementation of sector-focused initiatives and the execution of Impact Assessments, MSME Scoping Studies, Skill Gap Analyses, as well as the organization of training programs, workshops, and seminars.</p> <p>Marking Criteria:  -5-10 projects: 10marks  -10-15 projects: 15marks  -15 and above projects: 20 marks</p>	<p><b>Project Experience</b> (Please include Narrative Description of the work, contact details of the Client and supporting documents)</p>	
3	<p><b>The bidder must demonstrate experience in executed or ongoing projects with a minimum individual project value of more than ₹50 lakhs, undertaken over the last five financial years, including time - period for the date of bid publication in FY 2025–26.</b> Eligible projects should involve the provision of services, technical assistance, implementation support, and the organization of training activities in areas such as Entrepreneurship Development, Skill Development, MSME Promotion, Cluster Development, Capacity Building of MSMEs, Mentoring of Startups, and management of Incubation Centres. Projects may also include implementation of sector-focused initiatives, execution of Impact Assessments, MSME Scoping</p>	<p>Copies of Work Orders, Project Sanction Orders, Engagement Letters, or Completion Certificates that specify the agency name, project value, and activities, issued by the Central Government, State Government, Central PSUs, or State PSUs, must be submitted. Each project's details should be provided in <b>Form 3: Organization Project Experience</b>, including a narrative description of the work, client contact information, and relevant supporting documents.</p>	15

S. No.	Evaluation Criteria	Supporting Documents	Maximum Marks
	<p>Studies, Skill Gap Analyses, and conducting training programs, workshops, and seminars.</p> <p><b>Marking Criteria:</b></p> <ul style="list-style-type: none"> <li>• 5 to 10 projects: 5 marks</li> <li>• 11 to 15 projects: 10 marks</li> <li>• More than 15 projects: 15 marks</li> </ul>		
4	<p><b>The bidder must demonstrate experience in executed or ongoing projects undertaken during the last five financial years, including the period up to the date of bid publication in FY 2025–26. These projects must involve Entrepreneurship Development Programs (EDP/ESDP).</b></p> <p><b>Marking Criteria:</b></p> <ul style="list-style-type: none"> <li>• 2 to 5 projects: 5 marks</li> <li>• 6 to 10 projects: 10 marks</li> <li>• More than 10 projects: 15 marks</li> </ul>	<p>Copies of Work Orders, Project Sanction Orders, Engagement Letters, or Completion Certificates that specify the agency name, project value, and activities issued by the Central Government, State Government, Central PSUs, or State PSUs, must be submitted. Each project's details should be provided in <b>Form 3: Organization Project Experience</b>, including a narrative description of the work, client contact information, and relevant supporting documents.</p>	15
<b>B</b>	<b>Approach &amp; Methodology</b>		<b>30</b>
5	<p><b>Approach &amp; Methodology</b> (Evaluation based on Presentation covering:)</p> <ul style="list-style-type: none"> <li>• Understanding of the Terms of Reference (ToR) and RAMP Scheme</li> <li>• Insights on local demographics and MSME Challenges in the State, with a Focus on Women-Led MSMEs</li> <li>• Approach and methodology for project execution, including implementation plan, timelines, mobilization, and training delivery strategy</li> <li>• Monitoring, quality assurance, and sustainability framework</li> </ul>	<p>A hard copy of presentation will also have to be submitted on the presentation date.</p>	30
<b>Total</b>			<b>100</b>

## 9. ANNEXURES

### Section I – Format for Qualification and Technical Bid

#### 9.1. Form 1: Bid Main Cover Letter

To,  
The Managing Director  
Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),  
(A Govt. of Chhattisgarh Undertaking)  
Udyog Bhawan, Ring Road No.1,  
Telibandha, Raipur (C.G) - 492006

**Subject:** Bid Submission for **Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building for Zone-1 /2.... in Chhattisgarh under the RAMP Scheme.**

Dear Sir/Madam,

Having examined the Request for Proposal (RFP) document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the required services as outlined in the RFP for the **“Request for Proposal (RFP) for Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building for Zone-1 /2.... in Chhattisgarh under the RAMP Scheme.”** For CSIDC

We hereby confirm that:

- i. Each page of the Technical Bid has been duly signed by the Authorized Signatory.
- ii. In the event of acceptance of our bid, we shall provide the services as stipulated in the RFP and perform all incidental services as required.
- iii. We agree to abide by our offer for a period of **90 days** from the date of submission of the bid.
- iv. We have carefully read and understood the terms and conditions of the RFP and the contract conditions, and we undertake to provide services as per the stipulated terms.
- v. The information contained in this Bid or any part thereof, including its exhibits, schedules, and supporting documents, is true, accurate, and complete to the best of our knowledge and belief.
- vi. We confirm that we are entitled to act on behalf of our corporation /company/ firm/organization and are empowered to sign this document and any other required documents in connection with this bid.

We look forward to your positive consideration of our bid submission.

**Yours sincerely,**

(Signature)

Date:

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder

### Attachment: Bid Documents Checklist

S. No.	Annexure / Form Title	Documents Required / Supporting Evidence	Status (✓/X)	Remarks
1.	<b>Form 1:</b> Bid Main Cover Letter	- Cover letter on company letterhead, signed by authorized signatory		
2.	<b>Form 2:</b> General Information about the Bidder	- Certificate of Incorporation / MoA / AoA / Registration Certificate - PAN Card (self-attested) - GST Registration Certificate, etc.		
3.	<b>Form 3:</b> Organization Project Experience	- Copies of Work Orders, Completion Certificates, Project Sanction Orders, or Engagement Letters from Govt./PSUs - Sector-specific experience (must mention the sector clearly) - Narrative description of work - Client contact details - Performance evaluation documents (if available)		
4.	<b>Form 4:</b> Affirmative Statement for Conflict of Interest	- Self-declaration on company letterhead		
5.	<b>Form 5:</b> Profiles of the proposed core team members & experts	- CVs of key experts/team members signed by individual and authorized signatory - Educational & experience proof documents (optional)		
6.	<b>Form 6:</b> Description of the approach and methodology	- Technical narrative explaining your strategy, approach, innovation, risk mitigation, etc.		
7.	<b>Form 7:</b> Detailed Work Plan for performing the assignment	- Timeline, milestones, activity-wise schedule		
8.	<b>Form 8:</b> Financial Information	- Audited Balance Sheets and Profit & Loss Statements for last 3 FYs		

S. No.	Annexure / Form Title	Documents Required / Supporting Evidence	Status (✓/X)	Remarks
		- CA Certificate for turnover & positive net worth		
9.	<b>Form 9:</b> Performance Bank Guarantee Format	- To be submitted on award of work as per provided format		
10.	<b>Form 10:</b> Power of Attorney	- Power of Attorney in favor of the Authorized Signatory		
11.	<b>Form 11:</b> Self Declaration – No Blacklisting	- Self-declaration on company letterhead signed by Authorized Signatory		
12.	<b>Form 12:</b> Pre-Bid Query Format	- Only if any pre-bid queries were raised		
13.	<b>Form 13:</b> Financial Bid Submission Form	- Financial Bid as per the prescribed format		
14.	<b>Presentation (Technical)</b>	- Soft copy of the presentation to be uploaded on portal at time of bid submission		

## 9.2. Form 2: General Information about the Bidder

Details of the Bidder/Prime Bidder (Company/Agency)		
S. No.	Particulars	Details
1.	Name of the Bidder	
2.	Registered Address	
3.	Legal Status (Company/Firm/LLP/Others)	
4.	Date of Incorporation/Registration	
5.	Date of Commencement of Business	
6.	Goods & Services Tax (GST) Registration No.	
7.	Permanent Account Number (PAN)	
8.	Name & Designation of Contact Person	
9.	Contact Number (with STD Code)	
10.	Email ID of the Contact Person	
11.	Official Website (if any)	

### Declaration:

I/We hereby declare that the above information is true and correct to the best of my/our knowledge.

### Authorized Signatory:

(Signature with Seal)

**Name:**

**Designation:**

**Date:**

**Place:**

### 9.3. Form 3: Organization Project Experience

Bidders must use this format to demonstrate their relevant experience in executing similar assignments. A separate form should be used for each project experience.

Reference Page Numbers in the Bid	From Page:	To Page:
Assignment Name:		
Name of the Client:		
Approx. Value of the Contract:		
Total number of staff-months of the Assignment:	Location & Address:	
Start Date (Month/Year):	Duration of Assignment (months):	
Completion Date (Month/Year):		
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative description of Project:		

Note: For each experience, bidder has to attach the supporting work orders / agreements / LoAs / completion certificates.

**Authorized Signatory:**

(Signature with Seal)

**Name:**

**Designation:**

**Date:**

**Place:**

#### 9.4. Form 4: Affirmative Statement for Conflict of Interest

*(To be provided on the official letterhead of the bidder)*

To,  
The Managing Director  
Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),  
(A Govt. of Chhattisgarh Undertaking)  
Udyog Bhawan, Ring Road No.1,  
Telibandha, Raipur (C.G) - 492006

**Subject:** Affirmative Statement for Conflict of Interest

Dear Sir/Madam,

We, the undersigned, hereby affirm that:

1. We have reviewed the Request for Proposal (RFP) for “**Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across Zone 1 / 2..... in Chhattisgarh under the RAMP Scheme.**” and confirm that there exists **no conflict of interest** between our firm and CSIDC in relation to this assignment.
2. We further declare that there are **no prior, ongoing, or anticipated engagements, contracts, or affiliations** with CSIDC that may directly or indirectly affect our ability to provide services as per the requirements outlined in the RFP.
3. In the event of any potential conflict of interest arising during the execution of the contract, we undertake to disclose the same immediately and comply with any instructions from CSIDC to mitigate the impact.
4. We confirm that there are **no financial, personnel, or operational constraints** that would adversely affect our ability to deliver the services within the stipulated time frame and as per the defined scope of work.
5. If selected, we undertake that we will **not sublet the work activities** to any other organization.

We certify that the above information is true and accurate to the best of our knowledge.

**Yours sincerely,**

Dated \_\_\_\_\_ this Day \_\_\_\_\_ of 2025

(Signature)

Duly authorized to sign the RFP response for and on behalf of:

**(Name and Address of the Company/Organization)**

**Seal/Stamp of the Bidder**

### 9.5. Form 5: Profiles of the proposed core team members & experts to be deployed for the project

Using the format provided below, please provide profile of the proposed core team including the profile of **key personnel** proposed to be engaged.

<b>Photo</b>	<b>Name</b>				
	<b>Position:</b>				
	<b>Date of Birth</b>				
	<b>Education:</b>				
<b>Employment Record</b>	<b>From</b>	<b>To</b>	<b>Company</b>	<b>Position Held</b>	
<b>Brief Profile</b>					
<b>Countries of Work Experience</b>					
India					
<b>Languages</b>					
	<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>	
<b>Work Undertaken that Best Illustrates Capability to Handle the Task Assigned</b>					
<b>Nature of Work:</b>					
Year:					
Location:					
Company:					
Position Held:					
Main features:					
Activities Performed:					
<b>Certification</b>					
I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.					
<i>Signature of staff member</i>				<i>Day/Month/Year</i>	

## **9.6. Form 6: Description of the approach and methodology for the project**

*Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.*

## **9.7. Form 7: Detailed Work plan for performing the assignment**

*Bidder to provide detailed activity and resource schedule for the entire work plan for the project*

In case bidders wish to provide any additional documentation, brochures etc. of above, they may do so by attaching the same as clearly referenced supplemental information.

## 9.8. Form 8: Financial Information

The applicant should give declaration by chartered accountant on their letter head duly signed and sealed in following format.

### To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rupees ..... Crores in the three consecutive years (2022-23, 2023-24 and 2024-25). The details of annual turnover are mentioned below:

Sl. No.	Financial Year	Annual Turnover (INR)	Net Worth (INR)
1	2022-23		
2	2023-24		
3	2024-25		
	Average Turnover		

#### Note:

- Audited financial statements for the past three years (2022-23, 2023-24 and 2024-25) should be submitted by the Applicant.
- For FY 2024–25, a **provisional turnover statement** duly certified by a Chartered Accountant (CA) with UDIN must be submitted.
- All financial documents and statements must be submitted exclusively through the online E-Procurement Portal as part of the bid submission process.

(Chartered Accountant):

Signature Name

Registration No.

UDIN No.

Contact No.

Seal:

Date:

Place:

## 9.9. Form 9: Performance Bank Guarantee Format

### PERFORMANCE SECURITY:

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email Id.>

Whereas, <<name of the supplier and address>> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to CSIDC, Raipur, Chhattisgarh.

And whereas it has been stipulated in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> 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 supplier, up to a total of INR<Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of INR <Insert Value> (Rupees <Insert Value in Words> only) 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 Bidder 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 Bidder 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 until <<Insert Date>>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed INR <Insert Value> (Rupees <Insert Value in Words> only).
- II. This bank guarantee shall be valid up to <Insert Expiry Date>
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

## 9.10. Form 10: Power of Attorney

### POWER OF ATTORNEY

(On Stamp paper of relevant value)

Know all persons by these presents, We. (name and address of the registered office) do hereby constitute, appoint, and authorize Mr. / Ms.....  
.....(name and residential address) who is presently employed with us and holding the position of.....as our attorney, to do in our name and on our behalf, all such acts, deeds, and things necessary in connection with or incidental to our Proposal for **“Request for Proposal (RFP) for Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across Zone 1 / 2..... in Chhattisgarh under the RAMP Scheme”** including signing and submission of all documents and providing information/responses to CSIDC, in all matters in connection with our Proposal for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the Day of 2025 For \_\_\_\_\_

(Name and designation of the person(s) signing on behalf of the Bidder)

Accepted

\_\_\_\_\_Signature)

(Name, Title and Address of the Attorney)

Date: .....

Note:

- 1.To executed only if the Bidder is a Company or Partnership firm
- 2.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 executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.

Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in Favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

## 9.11. Form 11 – Self Declaration – No Blacklisting

(On the Official Letterhead of the Organization)

Date: [Insert Date]

To,  
The Managing Director  
Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),  
(A Govt. of Chhattisgarh Undertaking)  
Udyog Bhawan, Ring Road No.1,  
Telibandha, Raipur (C.G) - 492006

Subject: Self-Declaration for No Blacklisting

Dear Sir/Madam,

In response to the Request for Proposal (RFP) for **Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building for Zone-1 /2.... in Chhattisgarh under the RAMP Scheme.**, issued by CSIDC, I/We, as the Owner/ Partner/ Director/ Authorized Representative of [Name of the Organization], hereby declare that:

Our organization [Name of the Organization], at the time of submission of this bid, has a clean record and has not been blacklisted or declared ineligible for corrupt or fraudulent practices by any Central Government/State Government/Semi-Government Department/PSU/Autonomous Body or any other Government agency in India.

If this declaration is found to be incorrect at any point in time, CSIDC reserves the right to take necessary action, including but not limited to forfeiting our security deposit and cancelling our bid to the extent accepted.

We affirm the above declaration to be true and correct to the best of our knowledge and belief.

Yours sincerely,

Authorized Signature [In Full and Initials]: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Firm/Bidder: \_\_\_\_\_

Date & Stamp of the Firm/Signatory: \_\_\_\_\_

## 9.12. Form 12: Pre-Bid Query Format

(On the Official Letterhead of the Organization)

To,  
The Managing Director  
Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),  
(A Govt. of Chhattisgarh Undertaking)  
Udyog Bhawan, Ring Road No.1,  
Telibandha, Raipur (C.G) - 492006

**Subject: Submission of Pre-Bid Queries for CSIDC RFP- Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building for Zone-1 /2.... in Chhattisgarh under the RAMP Scheme.**

Dear Sir/Madam,

We hereby submit our queries regarding the RFP for the **Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across Zone-1 /2.... in Chhattisgarh under the RAMP Scheme.** as per the format below:

Sl. No.	RFP Section	Sub-section	Clause in RFP	Query
1				
2				
3				
4				

Bidder Details:

- i. Name and Complete Official Address of the Bidder:
- ii. Name of the Bidder's Contact Person:
- iii. Email:
- iv. Mobile No.:
- v. Telephone:
- vi. Signature:
- vii. Name of the Authorized Signatory:
- viii. Company Seal:
- ix. Date:

We request your clarification on the above queries at the earliest.

Yours sincerely,

(Signature)  
(Name & Designation of Authorized Signatory)  
(Company Name)  
(Seal/Stamp of Bidder)

## Section II – Format Financial Bid

### 9.13. Form 13: Financial Bid Submission Form (To be submitted online)

To,  
 The Managing Director  
 Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),  
 (A Govt. of Chhattisgarh Undertaking)  
 Udyog Bhawan, Ring Road No.1,  
 Telibandha, Raipur (C.G) - 492006

Dear Sir,

I/We, the undersigned, offer to provide the services as outlined below, in accordance with your Request for Proposal dated [insert RFP date], and our submitted Proposal (Technical and financial).

Sr. No.	Description / Activities	Zone	No. of Activities for 2 years as per selected Zone (As per given section 5.2. Target Allocation in RFP documents)	Unit Rate Per Programme/ Activity	Total Amount (INR)
A.	<b>District-Level Sensitisation Programme</b> (Workshops/Seminars/Awareness Programmes – One-day Activity) (Minimum participation: 30 Existing / prospective entrepreneurs MSMEs per program)	Select Zone			
B.	<b>Entrepreneurship Development Programmes (EDP/ESDP)</b> (Minimum 2 weeks duration, Batch size: 30 prospective entrepreneurs per program)				
C.	<b>Advanced Skill Development Training Programs</b> (2-day training, Batch size: 30 Existing entrepreneurs / MSMEs per program)				
D.	<b>Exposure Visits</b> (25 units per Batch)				

E.	<b>Entrepreneurship Development Programmes (EDP) for SHGs / prospective Women Entrepreneurs</b> (Minimum 2 weeks duration, Batch size: 30 prospective women entrepreneurs per program))				
<b>F. Grand Total (A + B + C + D + E)</b>					

**NOTE:** The bidder shall provide Financial Bid for each Zone separately. The financial bid evaluation shall be carried out zone-wise, based on the total cost quoted **including all applicable taxes and charges**.

Refer Table provided in Section 5.2 while quoting the rate.

We hereby submit our total Financial Bid for a sum of **INR [insert amount]** (Rupees [insert amount in words] only), *inclusive of all taxes and charges*.

Our Financial Bid shall remain binding upon us, subject to any modifications arising from contract negotiations, until the expiration of the validity period of the proposal as specified in the bid.

We fully understand that you are not bound to accept any proposal received.

**Yours sincerely,**  
**Authorized Signature:**  
**Name and Title of Signatory:**  
**Name of the firm :**  
**Address**

## 10. General Condition of Bid

### 10.1. Bid Currencies

All prices shall be quoted in Indian Rupees (INR) only.

## **10.2. Amendment of RFP Document**

The CSIDC may modify the Bid Document through an amendment notice at any time before the bid submission deadline or as per GFR guidelines. Such amendments will be communicated via E-procurement portal, and bidders are responsible for regularly checking for updates. THE MD , CSIDC also reserves the right to amend the bid process timeline.

## **10.3. Validation of Bid Corrections**

Bids must not contain interlineations, erasures, or overwriting, except where necessary to correct errors. Any corrections must be duly initialled by the authorized signatory.

## **10.4. Cost of Bidding**

All costs incurred in connection with the bid preparation, submission, participation in discussions, and negotiation are to be borne by the bidder. CSIDC does not commit to awarding a contract or reimbursing any costs.

## **10.5. Language of Bids**

All proposals, correspondence, and supporting documents must be in English. If supporting documents are in another language, they must be accompanied by a certified English translation.

## **10.6. Bid Prices**

Bidders must quote prices as per the prescribed format in the RFP. CSIDC reserves the right to reject bids with disproportionately low quotations. Bidders must ensure their bid aligns with the scope of work specified.

## **10.7. Modifications and Withdrawal of Bids**

No proposal may be modified or withdrawn after the submission deadline. If a bidder withdraws their bid post-opening, the Earnest Money Deposit (EMD) shall be **forfeited**.

## **10.8. Right to Accept or Reject Any Bid**

CSIDC reserves the right to accept or reject any bid or annul the bidding process at any stage without assigning any reason. In case of a single bid, CSIDC reserves the right to award the contract after following the appropriate procedures.

## **10.9. Agreement Execution Expenses**

All incidental expenses related to the execution of the Agreement/Contract shall be borne by the successful bidder.

## **10.10. Performance Bank Guarantee (PBG)**

- The successful bidder must submit an unconditional and irrevocable Performance Bank Guarantee (PBG) within 15 days of receiving the Letter of Acceptance (LOA) from CSIDC.
- The PBG must be issued by a Scheduled Bank acceptable to CSIDC and must be equivalent to **3% of the contract value**.
- All related charges, such as premium or commission, shall be borne by the bidder.
- The PBG shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. Upon satisfactory project completion and final acceptance sign-off, CSIDC may release the PBG.
- No interest shall be payable on the Performance Bank Guarantee.

## **10.11. Rejection on Grounds of Malpractices**

- I. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the CSIDC shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the CSIDC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case maybe, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidders Proposal.
- II. Without prejudice to the rights of the CSIDC under Clause above and the rights and remedies which the CSIDC may have under the LoA or the Agreement, if an Bidder or Systems Implementation Agency, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LoA or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by the CSIDC during a period of 2 (two) years from the date such Bidder or the Selected Bidder, as the case may be, is found by the CSIDC to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- III. In further pursuance of this policy, the selected agency shall permit CSIDC or its representatives to inspect the accounts, records and other documents relating to the submission of the application and execution of the contract, in case of award, and to have the records inspected by CSIDC as and when required.

## **10.12. Limitation of Liability**

1. The CSIDC shall not recover from the bidder any amount for loss of profit, data, goodwill, or any other consequential, incidental, indirect, disciplinary, or special damages arising from this Agreement.
2. The total liability of the bidder shall not exceed the Contract Value that directly caused the loss in connection with claims under this Agreement.

## **10.13. Confidentiality**

- a. As used herein, the term "Confidential Information" means any information, including information created by or for the other party, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the services here under are the Confidential Information of the Bidder.
- b. The Bidder shall keep confidential, any information related to this tender, with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this tender and shall not be disclosed to any third party for any reason what-so-ever.
- c. At all-time of the performance of the services, the Bidder shall abide by all applicable security rules, policies, standards, guidelines and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms no less onerous than those contained under these tender and such rules, policies, standards, guidelines and procedures by its employees or agents.
- d. The Bidder should not disclose to any other party and keep confidential the terms and conditions of this Contract agreement, any amendment hereof, and any Attachment or Annexure hereof.
- e. The obligations of confidentiality under this section shall survive rejection of the contract.

## **10.14. Miscellaneous**

- i. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts in Chhattisgarh. shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- ii. CSIDC, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - a. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto.
  - b. Consult with any Bidder in order to receive clarification or further information;
  - c. Retain any information and/or evidence submitted to the Department by, on behalf of and/or in relation to any Bidder; and/or
  - d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder. If during the period of this contract, a conflict of interest arises for any reasons, the Consultant shall promptly disclose the same to the Client and seek its instructions

## 11. General Conditions of Contract

S. No.	Particulars	Clause	Description
1	General		
1.1	Definitions		Unless the context otherwise requires, the following terms wherever used in this Contract have the following meanings:
		1.1.1	Deleted
		1.1.2	“Applicable Law” means the laws and any other instruments having the force of law in India and Chhattisgarh, as they may be issued and in force from time to time.
		1.1.3	“CSIDC” means the CSIDC, Raipur which is the agency of GOCG for procuring the Services of a Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme. The selected bidder will sign the Contract with CSIDC for the Services.
		1.1.4	“CC” mean these Conditions of Contract.
		1.1.5	“Client” means the CSIDC Chhattisgarh, Raipur
		1.1.6	“Contract” means the legally binding written agreement as signed by the Parties that are Letter of Acceptance (LOA), these Conditions of Contract (CC), Bidding Forms and the Appendices.
		1.1.7	“Day” means a calendar day.
		1.1.8	“Effective Date” means the date on which this Contract comes into force and effect.
		1.1.9	“Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the bidder assigned by the bidder to perform the Services or any part thereof under the Contract.

S. No.	Particulars	Clause	Description
		1.1.10	“Government/ GOCG” means the Government of Chhattisgarh.
		1.1.12	“MD” means the executive head of CSIDC
		1.1.13	“In writing” means communicated in written form as a letter, E-mail, fax to the specified address, contact id with proof of receipt.
		1.1.14	“Key Expert(s)” or “Key Personnel” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the bidders
		1.1.15	“LOI/ LOA” means the Letter of Intent/ Acceptance sent by CSIDC to the selected most advantageous Bidder.
		1.1.16	“Non-Key Expert(s)” means an individual professional provided by the bidder to perform the Services or any part thereof under the Contract.
		1.1.17	“Party” means the Client or the bidder, as the case may be, and “Parties” means both of them.
		1.1.18	“Personnel” means professionals and support staff in form of Key Personnel and Non-Key Personnel which will be provided by the Bidder to perform the Services or any part thereof under the Contract;
		1.1.19	“Procuring Entity” means the CSIDC Chhattisgarh, Raipur.
		1.1.20	Deleted
		1.1.21	“Services” means the tasks to be performed by the selected bidder within the completion period pursuant to the Contract.

<b>S. No.</b>	<b>Particulars</b>	<b>Clause</b>	<b>Description</b>
		1.1.22	Deleted
		1.1.23	“Terms of Reference” (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, to be performed, respective responsibilities of the Client and the bidder, and expected results and deliverables of the assignment.
		1.1.24	“Third Party” means any person or entity other than the Government, CSIDC, the Contractor
		1.1.25	Terms not defined here shall have the same meaning as given to them in the Act.
<b>2.</b>	<b>Interpretation</b>		
<b>2.1</b>	<b>Relationship Between the Parties</b>	2.1.1	Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the bidder. The bidder, subject to this Contract, has complete charge of Experts, Personnel, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
<b>2.2</b>	<b>Law Governing the Contract</b>	2.2.1	This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
<b>2.3</b>	<b>Language</b>	2.3.1	This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
<b>2.4</b>	<b>Headings</b>	2.4.1	The headings shall not limit, alter or affect the meaning of this Contract.
<b>2.5</b>	<b>Notices, Communications</b>	2.5.1	Any communication, notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in Writing. Any such notice, request or consent shall be deemed to have been given or made when

S. No.	Particulars	Clause	Description
			<p>delivered personally, posted, e-mailed, faxed to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified below:-</p> <ol style="list-style-type: none"> <li>1. Bidder :- [to be selected]</li> <li>2. Client: The Managing Director, Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC), (A Govt. of Chhattisgarh Undertaking) Udyog Bhawan, Ring Road No.1, Telibandha, Raipur (C.G) - 492006</li> </ol>
		2.5.2	A Party may change its address for notice hereunder by giving the other Party a notice In Writing of such change to the address specified in the SCC.
2.6	<b>Location</b>	2.6.1	The Services shall be performed at the office of CSIDC, Raipur and at such other locations as may be specified from time to time by CSIDC
2.7	Authorized Representatives	2.7.1	Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the bidder may be taken or executed by the Authorized Representatives of the CSIDC and the bidder.
		2.7.2	<p>The Authority may, from time to time, designate one of its officials as the Authority Representative. Unless otherwise notified, the Authority Representative shall be:</p> <p><b>The Managing Director, Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC), (A Govt. of Chhattisgarh Undertaking) Udyog Bhawan, Ring Road No.1, Telibandha, Raipur (C.G) - 492006 Phone No: 0771-6621000</b></p>

S. No.	Particulars	Clause	Description
			<b>Email:</b> csidc.cg @gov.in
		2.7.3	<p>The Bidder may designate one of its employees as Bidder's Representative. Unless otherwise notified, the Consultant's Representative shall be:</p> <p>Name : -----</p> <p>Designation : -----</p> <p>Address : -----</p> <p>Tel : -----</p> <p>Mobile : -----</p> <p>Fax : -----</p> <p>E-mail : -----</p>
3	<b>Code of Integrity</b>		
3.1	Code of Integrity	3.1.1	<p>It is required that bidders observe the highest standards of ethics during the procurement process and performance of the Contract. Therefore, The bidder, or their personnel shall-</p> <p>(a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or performance of the Contract or to otherwise influence the Client/ Procuring Entity;</p> <p>(b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation in performance of the Contract;</p> <p>(c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process and performance of the Contract;</p> <p>(d) not misuse any information shared between the procuring Entity and the Bidders</p>

S. No.	Particulars	Clause	Description
			<p>with an intent to gain unfair advantage in the procurement process and performance of the Contract;</p> <p>(e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process and performance of the Contract;</p> <p>(f) not obstruct any investigation or audit of a procurement process and performance of the Contract;</p> <p>(g) disclose conflict of interest, if any.</p> <p>(h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring Entity; and not indulge in corrupt, fraudulent, collusive</p>
		3.1.2	<p>For the purposes of this Sub-Clause:</p> <p>i. “corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in the Contract execution;</p> <p>ii. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process</p> <p>iii. “collusive practice” means a scheme of arrangement between two or more bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non- competitive levels;</p> <p>iv. “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a Contract.</p>

S. No.	Particulars	Clause	Description
3.2	<b>Measures to be Taken On Breach Of Code of Integrity</b>	3.2.1	Breach of Code of Integrity by the bidder, or their personnel: Without prejudice to the provisions of Chapter IV of the Act, in case of any breach of the Code of Integrity by the bidder or their personnel, the Procuring Entity, CSIDC may take appropriate action.
3.3	Fees	3.3.1	The CSIDC requires the bidder to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and debarment by CSIDC.
4	<b>Commencement, Completion, Modification and Termination of Contract</b>		
4.1	<b>Effectiveness of Contract</b>	4.1.1	This Contract shall come into force and effect on the date (the "Effective Date") on which the Client issues to the bidder the Letter of Acceptance of his Proposal. The notice to commence the Services, if issued separately, shall confirm that the effectiveness conditions agreed, if any, have been met.
	<b>Forfeiture of Performance Security</b>	4.1.2	Performance Security may be forfeited by the CSIDC in any of the following cases:- (a) If the bidder fails to commence the Services within the time period after signing of the agreement as specified by the CSIDC. (b) If any of the terms and conditions of the Contract is breached. (c) When the bidder fails to execute the Contract satisfactorily.

S. No.	Particulars	Clause	Description
			Reasonable time will be given to Bidder before forfeiture of Performance Security
4.2	<b>Commencement of Services</b>	4.2.1	The bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of Days after the Effective Date specified by the CSIDC
4.3	<b>Expiration of Contract</b>	4.3.1	<p>Unless terminated earlier, this Contract shall expire at the end of a period of 24 months after the Effective Date, or</p> <p>In case the RAMP Scheme or its associated funding for the State of Chhattisgarh is discontinued by the Government of India, the World Bank, or the Ministry of Micro, Small and Medium Enterprises (MoMSME) before the completion of the 24-month contract period, this contract shall be deemed discontinued accordingly and shall not remain in effect beyond such discontinuation</p>
4.4	<b>Extension of Assignment</b>	4.3.2	The period of completion of this Contract is 2 years but depending on the level of achievement and quality of performance adjudged by the CSIDC and for the sake of compatibility with the outputs of this Contract, the bidder may be considered for extension of the assignment.
4.5	<b>Entire Agreement</b>	4.5.1	This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
4.6	<b>Modifications or Variations</b>	4.6.1	Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any

S. No.	Particulars	Clause	Description
			<p>proposals for modification or variation made by the other Party.</p> <p>This Contract and the Annexes together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Consultant arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.</p>
		4.6.2	<p>In cases of substantial modifications or variations, the prior written consent of the competent authority of the Government will be required.</p>
5	<b>Force Majeure</b>		
5.1	<b>Definition</b>	5.1.1	<p>For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and subject to those requirements includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.</p>

S. No.	Particulars	Clause	Description
		5.1.2	Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
		5.1.3	Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
5.2	No Breach of Contract Due to Force Majeure	5.2.1	The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
5.3	Measures to be Taken	5.3.1	A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
		5.3.2	A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

S. No.	Particulars	Clause	Description
		5.3.3	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
		5.3.4	<p>During the period of their inability to perform the Services as a result of an event of Force Majeure, the bidder, upon instructions by the Client, shall either:</p> <p>i. demobilize, in which case the bidder shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or continue with the Services to the extent possible, in which case the bidder shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably</p>
		5.3.5	In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled through Dispute Resolution Mechanism.
5.4	Suspension	5.4.1	The Client may, by written notice of suspension to the bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the bidder to remedy such failure within a period not exceeding thirty (30) Days after receipt of such notice by the bidder.
6	<b>Termination</b>		

S. No.	Particulars	Clause	Description
6.1	By the Client	6.1.1	<p>The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs mentioned below. In such an occurrence the Client shall give a not less than thirty (30) days' written notice of termination to the bidder in case of the events referred to in (a) through (i) below:</p> <ul style="list-style-type: none"> <li>a) If the Bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by CSIDC; or b) If the Bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or c) If the Bidder, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract. d) If the Bidder commits breach of any condition of the contract. The Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing; e) the Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary; f) the Bidder fails to comply with any</li> </ul>

S. No.	Particulars	Clause	Description
			<p>final decision reached as a result of arbitration proceedings. g) the Bidder submits to the client a statement which has a material effect on the rights, obligations or interests of the client and which the Bidder knows to be false; h) any document, information, data or statement submitted by the Bidder in its Bids, based on which the Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or i) In case the RAMP Scheme or its associated funding for the State of Chhattisgarh is discontinued by the Government of India, the World Bank, or the Ministry of Micro, Small and Medium Enterprises (MoMSME) before the completion of the 24-month contract period, this contract shall be deemed discontinued accordingly and shall not remain in effect beyond such discontinuation.; or j) as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than thirty (30) days</p>
		6.1.2	<p>Termination by the Client due to failure of the bidder to provide the required Services shall lead to the forfeiture of the Performance Security as per CC Clause 4.1.2 [Forfeiture of Performance Security].</p>
6.2	By the Contractor	6.2.1	<p>The bidder may terminate this Contract, by not less than thirty (30) days' written notice to the CSIDC, in case of the occurrence of any of the events specified as under:</p> <p>(a) If the CSIDC fails to pay any money due to the bidder pursuant to this Contract and not subject</p>

S. No.	Particulars	Clause	Description
			<p>to dispute within forty- five (45) Days after receiving written notice from the bidder that such payment is overdue.</p> <p>(b) If, as the result of Force Majeure, the bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.</p> <p>(c) If the CSIDC fails to comply with any final decision reached as a result of Arbitration.</p>
6.3	<b>Cessation of Rights and Obligations</b>	6.3.1	<p>Upon termination of this Contract pursuant to CC Clause 6 hereof, or upon expiration of this Contract pursuant to GCC Clauses 4.3, all rights and obligations of the Parties hereunder shall cease, except:</p> <p>(i) such rights and obligations as may have accrued on the date of termination or expiration,</p> <p>(ii) the obligation of confidentiality set forth in CC Clause 7.7,</p> <p>(iii) the bidders obligation to permit inspection, copying and auditing of their accounts and records by the CSIDC set forth in CC Clause 7.10, and</p> <p>(iv) any right which a Party may have under the Applicable Law.</p>
6.4	<b>Cessation of Services</b>	6.4.1	<p>Upon termination of this Contract by notice of either Party to the other pursuant to GCC Clause 6.1 or 6.2, the bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the bidder and equipment and materials furnished by the Client, the bidder shall proceed as provided, respectively, by CC Clause 7.13 or 7.14.</p>

S. No.	Particulars	Clause	Description
6.5	<b>Payment upon Termination</b>	6.5.1	Subject to the CC Clause 3.2.1 [Measures to be Taken on Breach of Code of Integrity], upon termination of this Contract, the Client shall make the following payments to the bidder: (a) payment for Services satisfactorily performed prior to the effective date of termination
6.6	<b>Disputes about Events Termination</b>	6.6.1	If either Party disputes whether an event has occurred, such Party may, within forty-five (45) Days after receipt of notice of termination from the other Party, may take recourse to Dispute Resolution Mechanism, and in that case this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting award in accordance with the Dispute Resolution Mechanism or arbitration.
6.7	<b>Extension in Completion Period and Liquidated Damages</b>	6.7.1	If the bidder considers at any time during the performance of the Contract that it is unable to meet the agreed dates and deadlines set forth for various deliverables due to occurrence of an event of Force Majeure or any other reasons, it may request in writing within 14 (Fourteen) days of the occurrence of cause of hindrance to the CSIDC to extend the completion period of the Contract giving detailed reasons and justifications. The CSIDC, after considering the reasons and justifications, may extend the period set forth for completion of the contract with or without liquidated damages. The CSIDC, except in case of an event of Force Majeure or reasons beyond the control of the bidder, shall be entitled to impose on the bidder, liquidated damages of 1% of the Contract amount for each week of delay after the stipulated period of completion of an activity / event.

S. No.	Particulars	Clause	Description
7	<b>Obligations of the Bidder</b>		
7.1	<b>Standard Performance</b>	7.1.1	The bidder shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, approved professionals, machinery, materials and methods. The bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the MD, CSIDC, and shall at all times support and safeguard the MD, CSIDC's legitimate interests in any dealings with third party.
		7.1.2	The bidder shall employ and provide such qualified and experienced Experts as are required to carry out the Services.
		7.1.3	Deleted
7.2	<b>Law Governing Services</b>	7.2.1	The bidder shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts, as well as the Personnel of the bidder comply with the Applicable Law.
		7.2.2	The Client shall notify the bidder In Writing of relevant local customs, and the bidder shall, after such notification, respect such customs.

S. No.	Particulars	Clause	Description
7.3	<b>Conflict Interests</b>	7.3.1	The bidder shall hold the MD, CSIDC's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
7.4	<b>Bidders Not to Benefit from Commissions, Discounts, etc</b>	7.4.	The payment of the bidder shall constitute the bidder's only payment in connection with this Contract and, the bidder shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the bidder shall use its best efforts to ensure that the Experts/ Personnel and agents of either of them, similarly shall not receive any such additional payment.
		7.4.2	Furthermore, if the bidder, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the bidder shall comply with the Procuring Entity's procurement rules and guidelines, and shall at all times exercise such responsibility in the best interest of the CSIDC. Any discounts or commissions negotiated by the bidder in the exercise of such procurement advisory responsibility shall be for the benefit of CSIDC.
7.5	<b>Bidder and Affiliates</b>	7.5.1	The bidder agrees that, during the term of this Contract and after its completion or termination, the bidder and any entity affiliated with the bidder and any entity affiliated with such Sub-bidders, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the bidder's Services for the preparation or implementation of the project.
7.6	<b>Prohibition of Conflicting Activities</b>	7.6.1	The bidder shall not engage, and shall cause its Experts, Personnel, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

S. No.	Particulars	Clause	Description
		7.6.2	The bidder has an obligation and shall ensure that its Experts shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the CSIDC, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder or the termination of its Contract, in addition to any action which may be taken under the provisions of the Act and the Rules.
7.7	<b>Confidentiality</b>	7.7.1	Chhattisgarh, except with the prior written consent of the CSIDC the bidder and the Experts or Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the bidder and the Experts or Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
7.8	<b>Liability of the bidder</b>	7.8.1	The bidder's liability under this Contract shall be as per the Applicable Law.
7.9	<b>Insurance to be Taken out by the bidder</b>	7.9.1	Deleted (i)
7.10	<b>Accounting, Inspection and Auditing</b>	7.10.1	The bidder shall keep, and shall make all reasonable efforts to cause its Sub-bidders to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.
		7.10.2	The bidder shall permit the CSIDC or Government of Chhattisgarh and/ or persons appointed by them to inspect the Site and its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors

S. No.	Particulars	Clause	Description
			appointed by the CSIDC or Government of Chhattisgarh.
		7.10.3	The bidder's attention is drawn to the fact that acts of the bidder intended to impede the exercise of the powers of inspection and audit by the CSIDC constitute a prohibited practice leading to Contract termination as well as to a determination of ineligibility for further work/ tender.
7.11	<b>Bidder's Actions Requiring Client's Prior Approval</b>	7.11.1	Deleted
7.12	<b>Reporting Obligations</b>	7.12.1	The bidder shall submit to the Client the reports and documents specified in the final Terms of Reference, in the form, in number and within the time periods set forth therein. Final reports shall be delivered in soft copy in addition to the hard copies specified.
7.13	<b>Proprietary Rights of the MD, CSIDC in Reports and Records</b>	7.13.1	All reports and relevant data and information such as maps, drawings, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the bidder for the CSIDC in the course of the Services shall be confidential and become and remain the absolute property of the CSIDC. The bidder shall, not later than upon termination or expiration of this Contract, deliver all such documents to the CSIDC, together with a detailed inventory thereof. The bidder may retain a copy of such documents, data and/ or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client
7.14	<b>Equipment, Vehicles and Materials</b>	7.14.1	Equipment, vehicles and materials made available to the bidder by the CSIDC, or purchased by the bidder wholly or partly with

S. No.	Particulars	Clause	Description
	<b>Provided by the CSIDC</b>		funds provided by the CSIDC, shall be the property of the CSIDC and shall be marked accordingly. Upon termination or expiration of this Contract, the bidder shall make available to the CSIDC an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the CSIDC's instructions. While in possession of such equipment, vehicles and materials, the bidder, unless otherwise instructed by the CSIDC
7.15	<b>Equipment And Materials Provided by the bidder</b>	7.15.1	Any equipment or materials brought by the bidder or its Experts and Personnel and used either for the Project or personal use shall remain the property of the bidder or the Experts and Personnel concerned, as applicable.
8	<b>Bidders' Experts and Personnel</b>		
8.1	<b>Description of Key Experts</b>	8.1.1	The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the bidder's Key Experts are described in <b>Appendix B.</b>
8.2	<b>Availability of Key Personne</b>	8.2.1	<p>The Bidder's team shall be available in the office of CSIDC or wherever posted, on all the working days of Govt. of Chhattisgarh, and on public holidays also as and when necessary as felt necessary by the CSIDC. This is necessary since the bidder needs to support the CSUDC continuously throughout the consultancy period. The attendance of the personnel will be monitored by the MD, CSIDC or an authority /authority so specified by the MD, CSIDC.</p> <p>All the personnel of the Consultancy shall necessarily put in not less than 22 working days in any calendar month.</p>

S. No.	Particulars	Clause	Description
8.3	<b>Replacement of Key Experts</b>	8.3.1	Except as the MD, CSIDC may otherwise agree in writing, no changes shall be made in the Key Experts.
		8.3.2	Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the bidder's written request and due to circumstances outside the reasonable control of the bidder, including but not limited to death or medical incapacity. In such a case, the bidder shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.
8.4	<b>Removal</b>	8.4.1	If the MD, CSIDC finds that any of the Experts has committed serious misconduct or has been charged with having committed a criminal action, or shall the MD, CSIDC determine that bidder's Expert of Sub-bidder have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice while performing the Services, the bidder shall, at the MD, CSIDC 's written request, provide a replacement.
		8.4.2	In the event that any of Key Experts, Non- Key Experts is found by the MD, CSIDC to be incompetent or incapable in discharging assigned duties, the MD, CSIDC, specifying the grounds
		8.4.3	Any replacement of the removed Experts shall possess better qualifications and experience and shall be acceptable to the MD, CSIDC.
		8.4.4	The bidder shall bear all costs arising out of or incidental to any removal and/ or replacement of such Experts and conducting training program.
9	<b>Obligations of the Client (MD, CSIDC)</b>		

S. No.	Particulars	Clause	Description
9.1	<b>Assistance and Exemptions</b>	9.1.1	The MD, CSIDC shall use its best efforts to:
		9.1.1.1	Assist the bidder in obtaining work permits and such other documents as shall be necessary to enable the bidder to perform the Services.
		9.1.1.2	Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective
		9.1.1.3	Provide the bidder or its Personnel with any such other assistance as may be requested by the bidder and agreed by MD, CSIDC.
9.2	<b>Access Project Site</b>	9.2.1	The MD, CSIDC warrants that the bidder shall have, free of charge, unimpeded access to project site in respect of which access is required for the performance of the Services.
9.3	<b>Counterpart Personnel</b>	9.5.1	The MD, CSIDC shall make available to the bidder free of charge such professional and support counterpart Personnel, to be nominated by the MD, CSIDC with the bidder's
9.4	<b>Payment Obligation</b>	9.6.1	In consideration of the Services performed by the bidder under this Contract, the MD, CSIDC shall make such payments to the bidder for the deliverables specified in <b>Appendix A</b> and in such manner as is provided by CC Clause 10 below.
10	<b>Payments to Bidder</b>		
10.1	<b>Contract Price</b>	10. 1.1	The Contract price as accepted by MD, CSIDC <b>fixed</b> during the duration of the Contract  The payments under this Contract shall not exceed the Contract value specified herein (the "Contract Value"). The Parties agree that the

S. No.	Particulars	Clause	Description
			Contract Value is Rs. .... (Rs. ....).
		10. 1.2	Any change to the Contract price can be made only if the Parties have agreed to the revised scope of Services and have amended in writing the Terms of Reference in <b>Appendix A</b> .
10.2	Payment	10. 2.1	In consideration of the Services performed by the bidder under this Contract as specified in Appendix A, the MD, CSIDC shall make to the bidder such payments and in such manner as is provided in the Contract. This amount has been established based on the understanding that it includes all of the bidder's costs.
10.3	Schedule Payments	10. 3.1	<p><b>Schedule of Payments:-</b></p> <p>The Schedule of Payments will be as under:-</p> <ol style="list-style-type: none"> <li>1. The bidder shall be paid on a quarterly basis for its services at the completion of each quarter. The payment will be based on rates finalized for the award of contract to the successful bidder.</li> <li>2. Payments to the bidder would be made on a quarterly basis. The overall fees quoted by the bidder shall be paid in 8 equated instalments.</li> <li>3. The bidder shall submit the invoice inclusive of fees, duties, GST and other applicable taxes.</li> <li>4. The selected bidder should draw up a plan within first 1 month of appointment. The plan should contain both short term and medium term milestones. The milestones will cover all the key aspects of the assignment as detailed in the scope of work of the RFP (<b>Clause 3.3</b>) and include the deliverables as quantified Clause 3.3.9</li> <li>5. The periodic/final payment, shall <b>be released only after completion of the required milestones</b> as per approved annual plan <ul style="list-style-type: none"> <li>• Submission of a statement of work having</li> </ul> </li> </ol>

S. No.	Particulars	Clause	Description
			<p>been executed as per the contract and requirements detailed in the RFP Document or communicated “RFP for The Selection and Engagement of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme” subsequently by M D , CSIDC.</p> <p>Quarterly impact analysis report</p> <ul style="list-style-type: none"> <li>• A monthly working report duly verified by the designated nodal officers of departments where service was rendered in the given Standard Reporting Format.</li> <li>• Submission of related proof of work including press cuttings and AVs where required</li> <li>• Quarterly deliverable submission as per checklist</li> </ul> <p>Submission of certified team deployment for each quarter and payment will be limited to the resource deployment in that quarter, subject to agreed deployment plan mentioned in “Key Personnel Requirement” section of the RFP, unless any change is mutually agreed terms.</p>
<b>10.4</b>	<b>Payment Deduction Clause</b>	10. 4.1	The envisaged measurable milestones and the deliverables as quantified after the award of contract and before signing of Contract with the Firm will form the basis for measurement of performance before release of any payment.
		10. 4.2	Any delays from the time schedule stipulated by MD, CSIDC for quantifiable items listed at page no 16 to 32 of the RFP and milestones listed in the approved strategy and plan items of work or listed in the Scope of Work/Deliverable/Agreement would entitle MD,

S. No.	Particulars	Clause	Description
			CSIDC for compensation of 1% of the contract value per month , subject to a ceiling of 10% of the contract value
		10.4.3	The bidder recognizes that payments are linked to, and dependent on the successful completion of Services, within timelines mentioned in this RFP, quality of the Services and submission of all relevant deliverables sought under this Contract.
10.5	Reimbursable	10.4.1	The bidder fee shall be inclusive of everything and the bidder shall not furnish any other bills for reimbursement to the MD, CSIDC with the bills of expenses it incurred for the travel / accommodation/ food for the team members, journalists or any other expenses incurred in the arrangement of events. The reimbursements of such bills shall not be made by the MD, CSIDC.
10.6	Taxes and Duties	10.5.1	Unless otherwise specified in the Contract, the bidder is responsible for meeting any and all tax liabilities arising out of the Contract. Income tax shall be deducted from the payments to the bidder at source in accordance with prevalent law. The Bidder shall pay all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws and the Client shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it.
10.7	Currency Payment	10.6.1	All payment under this Contract shall be made in Indian Rupees.
10.8	Mode of Billing and Payment	10.8.1	The total payments under this Contract shall not exceed the Contract Price set forth in CC Clause 10.1 the payments under this Contract shall be made in lump- sum instalments against deliverables specified in <b>Appendix A.</b>

S. No.	Particulars	Clause	Description
		10. 8.2	<p>Billing and payments in respect of the Services shall be made as follows: -</p> <ul style="list-style-type: none"> <li>a. The Bidder shall be paid for its services as per the Payment Schedule at Annexure-3 of this Contract, subject to the Bidder fulfilling the following conditions: <ul style="list-style-type: none"> <li>(i) No payment shall be due for the next stage till the Bidder completes to the satisfaction of the Authority the work pertaining to the preceding stage, and</li> <li>(ii) The Client shall pay to the Bidder, only the undisputed amount.</li> </ul> </li> <li>b. The Client shall cause the payment due to the Bidder to be made within 60 (sixty) days after the receipt by the Client of duly completed bills with necessary particulars</li> </ul>
		10. 8.3	<p><u>The Final Payment:</u> The final payment under this Clause shall be made only after the final reports on the output of the Services have been submitted by the bidder and approved as satisfactory by the MD, CSIDC. The Services shall then be deemed completed and finally accepted by the MD, CSIDC. The last installment shall be deemed approved for payment by the MD, CSIDC within sixty (60) days after receipt of the final reports on the output of the Services by the MD, CSIDC unless the MD, CSIDC, within such sixty(60) days period, gives written notice to the bidder specifying in detail deficiencies in the Services. The bidder shall thereupon promptly make any necessary corrections/ and/or additions, and thereafter the foregoing process shall be repeated.</p> <p>Any amount, which the MD, CSIDC has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable as per</p>

S. No.	Particulars	Clause	Description
			<p>terms of the terms of the agreement shall be recoverable from the Bidder.</p> <p>The amount shall be reimbursed by the Bidder to the Authority within 30 (thirty) days after receipt by the Bidder of notice thereof. Any such claim by the Authority for reimbursement must be made within 1 (one) year after receipt by the Authority of a final report. Any delay by the Bidder in reimbursement by the due date shall attract simple interest @ 10% (ten percent) per annum.</p>
			<p>Days after receipt by the bidder of notice thereof. Any such claim by the Client for reimbursement must be made within Six (6) calendar months after receipt by the MD, CSIDC of a final report and a final statement approved by the MD, CSIDC.</p>
		10.8.4	<p>All payments under this Contract shall be made to the bank account as intimated by the bidder.</p>
		10.8.5	<p>With the exception of the final payment, payments do not constitute acceptance of the Services nor relieve the bidder of any obligations hereunder.</p>
11	<b>Good Faith</b>	11.1. 1	<p>The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.</p>
12	<b>Settlement of disputes</b>		

#### **Amicable Settlement**

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this Contract, the aggrieved party shall issue a written notice setting out the dispute/ differences or claim to the other party. Parties shall first attempt to resolve such dispute through mutual

S. No.	Particulars	Clause	Description
			<p>consultation. If the dispute is not resolved as aforesaid within 30 days from the date of receipt of written notice, the matter will be referred for Arbitration.</p> <p><b>Arbitration</b></p> <p>In case the dispute is not resolved any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by Additional Chief Secretary / Principal Secretary, Government Chhattisgarh, Department of Industries. Arbitration proceedings shall be conducted at Raipur and the award shall be made in English or Hindi language. Following are agreed:</p> <ul style="list-style-type: none"> <li>• The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly.</li> <li>• The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel).</li> </ul> <p>When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Contract.</p>

## Appendices

### APPENDIX A – FINAL TERMS OF REFERENCE

*[This Appendix shall include the final Terms of Reference (TORs) worked out by the MD, CSIDC and the bidder during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed requirements of the Services and list of deliverables including satisfactory monthly progress on ongoing activities against which the payments to the bidder will be made; MD, CSIDC's input and assistance to be made; specific tasks or actions that require prior approval by the MD, CSIDC.*

*The text based on the RFP as modified in the light of the Forms FORM-1 through FORM-13 of the bidder's Technical Proposal and finally approved in negotiations will be inserted here.]*

.....

### APPENDIX B - KEY EXPERTS

*[A table based on FORM-5 of the bidders Technical Proposal and finalized at the Contract's negotiations will be inserted here. The CVs signed by the respective Key Experts) demonstrating the qualifications of Key Experts will also be attached.]*

.....

## **Contract Agreement**

*(To be executed on Non-Judicial Stamp Paper of appropriate value)*

**Contract for Empanelment of Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme**

**(Lump-Sum Based)**

**Between**

**The Managing Director,  
Chhattisgarh State Industrial Development Corporation Ltd. (CSIDC),  
(A Govt. of Chhattisgarh Undertaking)  
Udyog Bhawan, Telibandha, Ring Road No.1, Raipur, Chhattisgarh, India**

**and**

**[Name of the Firm]**

**Dated:**

## **CONTRACT AGREEMENT**

This CONTRACT (hereinafter called the "Contract") is made the [day number] day of the month of [month], [year], between, on the one hand, The Managing Director, CSIDC, Udyog Bhawan, Telibandha, Ring Road No.1, Raipur, Chhattisgarh, India (hereinafter called the "Client") and, on the other hand, [name of Firm] (hereinafter called the "bidder").

WHEREAS:

(a) The Client has requested the bidder to provide services for "Training Agencies/Institutes for Entrepreneurship Development Programme (EDP) and Capacity Building across two Zones in Chhattisgarh under the RAMP Scheme" as defined and described in this Contract (herein after called the "Services")

(b) The bidder, having presented to the Client that it has the qualified professional skills, expertise and technical resources, has agreed to provide the Services on terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The Technical and Financial Bids submitted by the bidder
- (b) The Statement of Outcomes of Negotiations
- (c) The Conditions of Contract
- (d) Appendices:

Appendix A: Final Terms of Reference

Appendix B: Key Experts

In the event of any inconsistency between the documents, the following order of precedence shall prevail: The Conditions of Contract; Appendix A; Appendix B. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the bidder shall be as set forth in the Contract, in particular:

- (a) the bidder shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Client shall make payments to the bidder in accordance with the provisions of the Contract.
- (c) The work shall commence on.....and be completed within a period of 24 months.

IN WITNESS HEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first written above.

FOR AND BEHALF OF ..... (THE BIDDER)

Witness 1:  
Witness 2:

Name:  
Designation:  
Address:

FOR AND BEHALF OF CSIDC..... (THE CLIENT)

Witness 1:  
Witness 2:

Name:  
Designation:  
Address:

**Annexure 1: Terms of Reference**

*(Reproduce as Per RFP)*

## **Annexure 2: Cost of Service (s)**

**Annexure 3: Payment Schedule**

## **Annexure 4: Performance Security**