



**Expression of Interest (EOI) for selection of Agencies to
provide Training Infrastructure, Manpower, placement &
Mobilization Activities**

National Institute of Technology Durgapur
Mahatma Gandhi Avenue, A-Zone, Durgapur
West Bengal – 713209
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EOI SUMMARY DETAILS:

EOI Document No.	
Name of work	Selection of Agencies for Training Infrastructure, Manpower, Placement and Mobilization Activities
Objective of EoI	The objective of this EOI is to empanel competent agencies for: Training Infrastructure Mobilization and Outreach Manpower Deployment and Placement
Non-refundable Cost of EOI Document	₹11,800 (Non-refundable) through DD in favor of Registrar, NIT Durgapur.
Date of Publishing EoI	25-05-2026
Last Date & Time of submission of the EOI in hardcopy	Up to 17-06-2026 by 11:00 AM (IST)
Venue of Submission of hard copies	Mahatma Gandhi Avenue, Durgapur, West Bengal, India – 713209.
Date & Time of opening of Bid	Up to 17-06-2026 by 11:30 AM (IST)
Period of contract	One Year
EMD	3% of Total Project Cost
Submission Mode	Hard Copy only
Category Selection	Bidder can apply for ONLY ONE category
Multi-category restriction	Participation in multiple categories is NOT allowed
JV/Consortium	Not allowed
Foreign bidders	Not allowed



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1. Introduction

National Institute of Technology Durgapur is a premier technical institution established in 1960 and declared an Institute of National Importance under the National Institutes of Technology Act 2007. The institute operates under the Ministry of Education, Government of India and is recognized for excellence in technical education, research, innovation and industry collaboration.

In addition to academic programmes in engineering, science and management, the institute actively contributes to national skill development initiatives by organizing training programmes, industry-oriented certification courses and capacity building initiatives aligned with national priorities such as Skill India Mission, National Skill Qualification Framework and sector specific workforce development programmes.

In order to support these initiatives and to expand the outreach of skill development programmes across various regions, NIT Durgapur intends to empanel capable and experienced agencies that can support implementation of large-scale skill development projects.

2. Project Background and Objective of EOI

NIT Durgapur intends to undertake and expand skill development initiatives in collaboration with government departments, industry partners, public sector organizations and development agencies. In order to effectively implement these programmes, the institute proposes to empanel experienced agencies that can provide infrastructure support, candidate mobilization services, training support services and placement facilitation services.

Through this Expression of Interest, NIT Durgapur invites applications from eligible agencies for empanelment for the above-mentioned scope of work. After completion of the empanelment process, NIT Durgapur may invite limited tenders or issue work orders to empanelled agencies for specific projects as and when such projects are awarded to or initiated by the institute.

It is clarified that empanelment under this EOI does not guarantee award of work or financial commitment by the institute.

3. Scope of Work

The scope of work under this Expression of Interest broadly includes providing Skill Development Training and related infrastructure and services. The empanelled agencies may be considered for the following components.

- a) **Infrastructure Provider:** The Infrastructure Provider shall be responsible for establishing, operating, and maintaining NSDC-compliant training centers, along with providing the required infrastructure, equipment, and facilities for effective implementation of the Skill Development Training Program. The responsibilities include the following:

➤ **NSDC-Compliant Training Centers**

The Organization shall identify and provide training centers across multiple states for the



implementation of various skill development projects awarded by the end customer.

The training centers must comply with the prevailing guidelines and norms issued by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India.

The agency shall ensure that all selected centers meet the eligibility criteria prescribed for the relevant job roles under NSQF/NQR frameworks.

➤ **Classroom and Learning Environment**

The Organization shall provide well-equipped classrooms with proper seating, lighting, ventilation, and a conducive learning environment.

Each center must have the essential training infrastructure, including study furniture such as desks and chairs, computers, internet connectivity, and electricity backup, as per the job-role-specific requirements notified under NSQF/NQR standards.

Adequate drinking water facilities, sanitation, and safety arrangements must be ensured at all times. The Infrastructure Provider shall arrange all necessary tools, machinery, lab equipment, and job-role-based training kits required for practical sessions at each center.

➤ **Facility Management**

The Organization shall ensure that all training facilities remain safe, secure, and functional throughout the project duration. Power backup systems and routine maintenance services must be provided to ensure uninterrupted training delivery.

➤ **Compliance and Reporting**

The Organization shall ensure that all centres strictly adhere to the norms, compliance requirements, and operational guidelines of the respective schemes implemented by the end customer.

Any operational issues, deviations, or challenges encountered during the course of the project must be reported immediately to NIT DURGAPUR for timely resolution.

b) Mobilization, Publicity and Logistics Provider

This component includes activities such as advertisement and promotion, orientation sessions and seminars, mobilization and counselling of candidates, logistics management, travel arrangements, as well as catering and refreshment services.

The Mobilization Publicity and Logistics Provider shall be responsible for identifying, engaging, counselling, and enrolling eligible candidates for the skill development programs. The agency will ensure effective outreach to target communities and support NIT DURGAPUR in achieving enrolment targets across designated states and districts. The scope of responsibilities includes the following:

➤ **Community Mobilization**

The Organization shall prepare a comprehensive state-wise mobilization plan aimed at reaching the targeted beneficiary groups defined under the project. The agency must undertake advertising and outreach campaigns through multiple channels including print media, radio, digital and social media, and other local communication platforms.



The Organization shall organize community-level engagements such as village meetings, awareness camps, local events, roadshows, and participation in grassroots activities to promote the training programs and maximize outreach.

➤ **Candidate Identification**

The Organization shall deploy dedicated mobilizers and outreach teams across the identified districts and project locations. These teams shall conduct door-to-door outreach, field visits, and community interactions to identify eligible youth for various job roles under the training programs.

The agency shall collaborate with local institutions such as NGOs, Panchayats, Self-Help Groups (SHGs), youth clubs, community-based organizations, and educational institutions to obtain candidate referrals and enhance enrolment efficiency.

➤ **Counselling and Enrolment Assistance**

The Organization shall conduct structured counselling sessions for potential candidates and their families to explain the benefits of the skill development schemes, as will be outlined in the Letter of Award or Agreement. The counselling shall include guidance on program structure, training duration, job role details, certification, placement prospects, and opportunities for self-employment. The agency shall assist candidates in completing enrolment formalities and ensure a seamless transition into the training process.

➤ **Data Collection and Reporting**

The Organization shall capture all required candidate information, documents, and pre-enrolment details in accordance with the project's guidelines. The agency shall verify critical documents such as age proof, address proof, identity documents, and educational qualifications before enrolling the candidates.

The Organization shall maintain accurate and timely records and submit mobilisation and enrolment reports to NIT DURGAPUR as required under the project.

c) Faculty, Support Staff, Coordination and Placement Provider

This component includes supplying TOT-certified trainers, providing necessary support staff, coordinating assessment and certification processes, facilitating placement of trained candidates, and undertaking post-placement tracking.

The Faculty, Support Staff, Coordination and Placement Provider shall be responsible for deploying qualified personnel, managing data systems, supporting training operations, and ensuring continuous monitoring and compliance throughout the project lifecycle. The agency will act as a critical backbone for smooth implementation of the skill development program. Its responsibilities include the following:

➤ **Manpower Deployment**

The Organization shall deploy competent project personnel, including Project Managers, State Coordinators, Training Centre Staff, MIS Executives, and Data Entry Operators, in accordance with the project requirements.



The agency shall provide technical assistance and operational support to training centres and other stakeholders to ensure effective execution of all activities under the project.

➤ **Data Management**

The Organization shall maintain comprehensive and accurate data pertaining to mobilization, enrolment, training delivery, candidate attendance, assessments, certifications, and any other project-related parameters.

The agency must ensure that all data is updated regularly on the designated systems and made readily available whenever required by the Ministry or NIT DURGAPUR.

➤ **Monitoring and Reporting**

The Organization shall prepare weekly and monthly reports covering enrolment status, attendance records, training progress, completion figures, and other key performance indicators.

The agency shall conduct regular field visits to training centres for verification, inspections, and audits to ensure adherence to project standards and guidelines.

➤ **Technical Support**

The Organization shall provide timely technical support for all system-related and data-related issues encountered by training centres or field teams. The agency shall conduct training and capacity-building sessions for centre-level staff on system usage, data entry protocols, reporting formats, and digital compliance requirements.

➤ **Compliance and Documentation**

The Organization shall ensure strict compliance with the scheme guidelines, project KPIs, and data privacy and security standards mandated by the end customer or Government of India. The agency shall maintain consolidated project documentation including periodic records, reports, and success stories to support monitoring, evaluation, and project closure requirements.

4. Selection of Agency:

A - Eligibility Criteria - Infrastructure Provider Agency

(I) Essential conditions:



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1	Legal status – Incorporation / Registration Certificate issued by the concerned Authority.	<ul style="list-style-type: none"> • Bidder must be a registered company under the Companies Act, 1956 or any subsequent amendment, with a registered office and operational presence in India • Alternatively, the bidder may be a Public Sector Undertaking or a Statutory Body • Cooperative Societies and Trusts are also eligible to apply • Relevant supporting documents validating the legal status of the entity must be submitted along with the bid
2	Statutory certificates:	PAN card GST Registration Certificate (if applicable) TAN Copy
3	Non-Blacklisting Certificate	Submission of a self-certified Non-Blacklisting Certificate on ₹100 stamp paper, duly signed and stamped by the authorized signatory, confirming that the bidder has not been blacklisted, debarred, or barred by any Central or State Government department, PSU, or statutory authority as on the date of bid submission
4	Annual Accounts	Submission of audited Annual Accounts (including Balance Sheet, Profit & Loss Account, and relevant schedules) for the specified financial years, duly certified by a Chartered Accountant.
4	Acceptance of the EOI conditions	Duly filled, signed and stamped form need to be submitted.
5	Copies of Work Orders along with corresponding Completion Certificates for past experience	Submission of copies of Work Orders along with corresponding Completion Certificates for past experience, duly signed and stamped by the authorized signatory.
6	Authorization Letter	Submission of an Authorization Letter authorizing the signatory to sign and submit all bid documents on behalf of the bidder, duly signed and stamped by the competent authority

(II) Evaluation Criteria for the selection of the Agency:

S. No.	Minimum Criteria	Supporting document	Maximum Marks	Scoring criteria
Stage A				
i)	The agency should have its operational existence at least 5 years.	Certificate of Incorporation/ Registration certificate to be submitted.	15	5 years: 5 Marks 5 to 7 years: 10 Marks Above 7 years: 15 Marks



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ii)	Bidder should have minimum audited average annual turnover of Rs.1.00 Crore from the operations during the last three consecutive financial years.	Certificate from Chartered Accountant on Turn Over with UDIN to be submitted along with audited accounts statements for last 3 financial years	15	1 Crore: 5 Marks 1 – 2 Crore: 10 Marks Above 2 Crore: 15 Marks
iii)	Bidder should have Positive net worth in the preceding financial years	Certificate from the Chartered Accountant on Positive Net worth with UDIN.	10	10 Marks
iv)	Bidder should have experience of minimum 3 years in the field of skill development training.	Copies of work order/ MOU/ Sanction Order with completion certificate.	15	3 projects: 5 Marks 4 - 5 projects: 10 Marks Above 5 Projects: 15 Marks
v)	Valid ISO 9001:2015 Quality Management System - Certification	Certified Copy of the ISO certificate.	5	5
vi)	Stage – B - Presentation	Methodology & Mobilization Strategy Readiness of agency for the implementation Training Capability	40	40
Total marks			100	

B - Eligibility criteria - Mobilization, Publicity and Logistics Provider Agency:

(I) Essential conditions:

1	Legal status – Incorporation / Registration Certificate issued by the concerned Authority.	<ul style="list-style-type: none"> • Bidder must be a registered company under the Companies Act, 1956 or any subsequent amendment, with a registered office and operational presence in India • Alternatively, the bidder may be a Public Sector Undertaking or a Statutory Body • Cooperative Societies and Trusts are also eligible to apply • Relevant supporting documents validating the legal status of the entity must be submitted along with the bid
2	Statutory certificates:	PAN card GST Registration Certificate (if applicable) TAN Copy
3	Non-Blacklisting Certificate	Submission of a self-certified Non-Blacklisting Certificate on

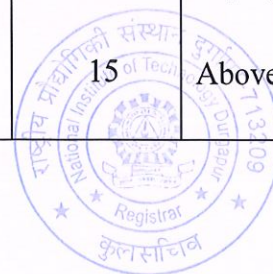


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		₹100 stamp paper, duly signed and stamped by the authorized signatory, confirming that the bidder has not been blacklisted, debarred, or barred by any Central or State Government department, PSU, or statutory authority as on the date of bid submission
4	Annual Accounts	Submission of audited Annual Accounts (including Balance Sheet, Profit & Loss Account, and relevant schedules) for the specified financial years, duly certified by a Chartered Accountant.
4	Acceptance of the EOI conditions	Duly filled, signed and stamped form need to be submitted.
5	Copies of Work Orders along with corresponding Completion Certificates for past experience	Submission of copies of Work Orders along with corresponding Completion Certificates for past experience, duly signed and stamped by the authorized signatory.
6	Authorization Letter	Submission of an Authorization Letter authorizing the signatory to sign and submit all bid documents on behalf of the bidder, duly signed and stamped by the competent authority

(II) Evaluation Criteria for the selection of the Agency:

S. No.	Minimum Criteria	Supporting document	Maximum Marks	Scoring criteria
Stage A				
i)	The agency should have its operational existence at least 5 years.	Certificate of Incorporation/ Registration certificate to be submitted.	15	5 years: 5 Marks 5 to 7 years: 10 Marks Above 7 years: 15 Marks
ii)	Bidder should have minimum audited average annual turnover of Rs.1.00 Crore from the operations during the last three consecutive financial years.	Certificate from Chartered Accountant on Turn Over with UDIN to be submitted along with audited accounts statements for last 3 financial years	15	1 Crore: 5 Marks 1 – 2 Crore: 10 Marks Above 2 Crore: 15 Marks
iii)	Bidder should have Positive net worth in the preceding financial years	Certificate from the Chartered Accountant on Positive Net worth with UDIN.	10	10 Marks
iv)	Bidder should have experience of minimum 3 years in the field of skill development training.	Copies of work order/ MOU/ Sanction Order with completion certificate.	15	3 projects: 5 Marks 4 - 5 projects: 10 Marks Above 5 Projects: 15 Marks



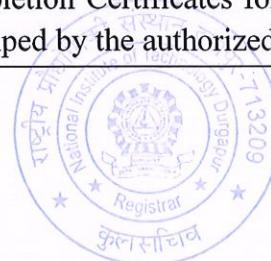
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v)	Valid ISO 9001:2015 Quality Management System - Certification	Certified Copy of the ISO certificate.	5	5
vi)	Stage – B - Presentation	Methodology & Mobilization Strategy Readiness of agency for the implementation Training Capability	40	40
Total marks			100	

C – Eligibility Criteria: - Manpower and Placement Provider Agency:

(I) Essential conditions:

1	Legal status – Incorporation / Registration Certificate issued by the concerned Authority.	<ul style="list-style-type: none"> • Bidder must be a registered company under the Companies Act, 1956 or any subsequent amendment, with a registered office and operational presence in India • Alternatively, the bidder may be a Public Sector Undertaking or a Statutory Body • Cooperative Societies and Trusts are also eligible to apply • Relevant supporting documents validating the legal status of the entity must be submitted along with the bid
2	Statutory certificates:	PAN card GST Registration Certificate (if applicable) TAN Copy
3	Non-Blacklisting Certificate	Submission of a self-certified Non-Blacklisting Certificate on ₹100 stamp paper, duly signed and stamped by the authorized signatory, confirming that the bidder has not been blacklisted, debarred, or barred by any Central or State Government department, PSU, or statutory authority as on the date of bid submission
4	Annual Accounts	Submission of audited Annual Accounts (including Balance Sheet, Profit & Loss Account, and relevant schedules) for the specified financial years, duly certified by a Chartered Accountant.
4	Acceptance of the EOI conditions	Duly filled, signed and stamped form need to be submitted.
5	Copies of Work Orders along with corresponding Completion Certificates for past experience	Submission of copies of Work Orders along with corresponding Completion Certificates for past experience, duly signed and stamped by the authorized signatory.



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6	Authorization Letter	Submission of an Authorization Letter authorizing the signatory to sign and submit all bid documents on behalf of the bidder, duly signed and stamped by the competent authority
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(II) Evaluation Criteria for the selection of the Agency:

S. No.	Minimum Criteria	Supporting document	Maximum Marks	Scoring criteria
Stage A				
i)	The agency should have its operational existence at least 5 years.	Certificate of Incorporation/ Registration certificate to be submitted.	15	5 years: 5 Marks 5 to 7 years: 10 Marks Above 7 years: 15 Marks
ii)	Bidder should have minimum audited average annual turnover of Rs.1.00 Crore from the operations during the last three consecutive financial years.	Certificate from Chartered Accountant on Turn Over with UDIN to be submitted along with audited accounts statements for last 3 financial years	10	1 Crore: 5 Marks 1 – 2 Crore: 7 Marks Above 2 Crore: 10 Marks
iii)	Bidder should have Positive net worth in the preceding financial years	Certificate from the Chartered Accountant on Positive Net worth with UDIN.	5	5 Marks
iv)	Bidder should have experience of minimum 3 years in the field of skill development training.	Copies of work order/ MOU/ Sanction Order with completion certificate.	15	3 projects: 5 Marks 4 - 5 projects: 10 Marks Above 5 Projects: 15 Marks
v)	Valid ISO 9001:2015 Quality Management System - Certification	Certified Copy of the ISO certificate.	5	5
vi)	Bidder must have tie-ups with a minimum of 10 companies for placement support	Documentary evidence or a duly signed undertaking confirming such tie-ups must be submitted along with the bid	5	5 Marks
vii)	Bidder must have experience of deploying or managing at least 50 SSC-certified trainers/faculty	Documentary evidence or a duly signed undertaking confirming the same must be submitted along with the bid	5	5 Marks
viii)	Stage – B - Presentation	Methodology & Mobilization Strategy Readiness of agency for the implementation Training Capability	40	40



- a. Those who qualify in the Stage-A (aforesaid technical evaluation of the bidders), shall be called for the presentation (Stage-B) consists of the **40 marks**. Presentation shall be at NIT Durgapur office before the committee as constituted by the approving authority of the NIT Durgapur. Securing **70%** in the presentation (Stage-B) is essential. Bidders shall prepare the presentation showcasing their capabilities in their area as detailed in the aforementioned scope of work.
- b. The bidders achieving minimum 70% marks both in **Stage A & B** shall be qualified for the empanelment.
- c. Joint ventures, consortia of firms/companies, and foreign bidders are not eligible to participate in this bid.
- d. The intending tenderer must read the terms and conditions of the bid carefully. He should only submit bid if he considers himself eligible and he is in possession of all the documents required. Information and Instructions for Tenderers posted on Website(s) shall form part of Tender Document.
- e. The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment/during rush hours.
- f. Notwithstanding anything stated above, NIT Durgapur reserves the right to assess the capabilities and capacity of the bidder to perform the contract, in the overall interest of NIT Durgapur. In case, bidder's capabilities and capacities are not found satisfactory, NIT Durgapur reserves the right to reject the EoI received.

5. Payment Terms & Milestones

All payments to the empanelled agencies shall be made strictly on a back-to-back basis and only upon actual receipt of corresponding funds from the sponsoring Ministry, Department, PSU, donor agency, or any other funding authority (hereinafter referred to as the "Donor Agency").

National Institute of Technology Durgapur shall have no financial liability to make any advance payment or interim payment from its own funds in the event of delay, partial release, withholding, or non-release of funds by the Donor Agency.

Payments to the empanelled agencies shall be proportionately released only after:

1. Receipt of funds from the Donor Agency.
2. Deduction and retention of 5% of the amount received towards administrative and institutional charges of NIT Durgapur.
3. Verification and certification of deliverables and milestones by NIT Durgapur.



The Donor Agency is expected to release funds in three instalments in the ratio of 30:40:30 of the approved project cost. NIT Durgapur shall release payments to the empanelled agencies in the same proportion, subject to milestone completion and satisfactory performance.

In each instalment received from the Donor Agency, NIT Durgapur shall first retain 5% of the amount received towards administrative charges. The balance amount shall be distributed among the empanelled agencies as per the allocation percentages specified below.

5.1. Allocation of Project Cost:

Component	Share of Total Project Cost
Administrative Charges retained by NIT Durgapur	5%
Mobilization and Retention Provider	25%
Infrastructure Provider	30%
Manpower and Placement Provider	40%
Total	100%

5.2. Payment Terms for Mobilization and Retention Provider (25%)

The Mobilization and Retention Provider shall be responsible for undertaking all activities related to awareness generation, publicity, community outreach, counselling of prospective candidates and their families, collection and verification of documents, enrolment, batch formation, and continuous follow-up to ensure retention of candidates throughout the programme cycle up to completion of training, assessment, certification, and placement.

The scope of this component shall include all costs associated with mobilization and retention activities, including deployment of mobilizers, field travel, promotional materials, local events, counselling sessions, documentation, and follow-up with candidates. No separate or additional payment shall be admissible beyond the approved amount allocated under this component.

Payment to the Mobilization and Retention Provider shall be made strictly on the basis of candidates who are successfully mobilized and retained up to the relevant milestones. The agency shall ensure that only eligible candidates, supported by complete and verified documentation, are enrolled in the programme.

Dropout Adjustment and Payment Conditions

- 5.2.1. Payment shall be restricted only to candidates who successfully complete the prescribed stages relevant to each installment.
- 5.2.2. Candidates who drop out, are found ineligible, remain absent beyond permissible limits, or fail to complete the training programme shall not be considered for payment for the uncompleted stages.
- 5.2.3. The final payable quantity shall be determined on the basis of candidates who complete the programme and fulfil the applicable milestone requirements.



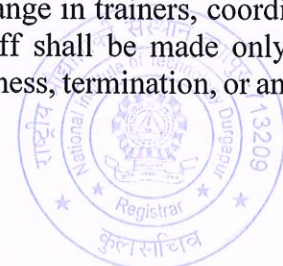
- 5.2.4. Any excess payment made in earlier installments on account of subsequent dropouts or disallowances shall be adjusted against future payments or recovered from any amount due to the agency.
- 5.2.5. In case the Donor Agency disallows any candidate or imposes deductions due to deficiencies attributable to the Mobilization and Retention Provider, the corresponding amount shall be recovered from the agency.
- 5.2.6. Release of final payment shall be subject to satisfactory achievement of retention and placement obligations and submission of all supporting documents, reports, and utilization records as required by NIT Durgapur.

5.3. Payment Terms for Infrastructure Provider (30%)

- 5.3.1. The Infrastructure Provider shall be responsible for identifying, establishing, equipping, operating, and maintaining fully functional training centres in accordance with the applicable norms of Donor Agency, MSDE, NSDC, Sector Skill Councils, and scheme-specific guidelines.
- 5.3.2. The Infrastructure Provider shall ensure uninterrupted availability of all facilities, including classrooms, laboratories, tools and equipment, IT infrastructure, internet connectivity, power backup, drinking water, sanitation, fire safety arrangements, and all other infrastructure prescribed for the relevant job role.
- 5.3.3. The infrastructure shall remain fully operational and available throughout the entire project cycle, including training, assessment, certification, placement support, and closure activities. No infrastructure, equipment, or facilities shall be removed, dismantled, shifted, or rendered non-functional without prior written approval of NIT Durgapur.
- 5.3.4. Any unauthorized removal or discontinuation of infrastructure shall be treated as a material breach of contract and may result in recovery of payments, imposition of penalties, forfeiture of security deposit, and blacklisting.

5.4. Payment Terms for Manpower and Placement Provider (40%)

- 5.4.1. The Manpower and Placement Provider shall be responsible for deploying qualified and duly approved personnel, including Trainers holding valid Training of Trainers (ToT) certifications, Project Coordinators, Centre Coordinators, MIS Executives, Data Entry Operators, Placement Officers, and other support staff as may be required for effective implementation of the programme.
- 5.4.2. The agency shall ensure uninterrupted deployment of the requisite manpower throughout the project period and shall undertake all activities relating to training delivery, attendance management, data entry and MIS updating, coordination of assessments and certification, placement facilitation, post-placement tracking, and submission of periodic reports and documentation as required by NIT Durgapur and the Donor Agency.
- 5.4.3. It is expressly clarified that the consideration payable under the Manpower and Placement component shall be deemed to be inclusive of all costs and expenses associated with deployment and management of such personnel, including salaries, wages, statutory contributions, travel, boarding, lodging, communication, insurance, and any other incidental expenses. No separate or additional payment of any nature whatsoever shall be admissible or payable by NIT Durgapur under this component beyond the approved amount allocated for the Manpower and Placement Provider.
- 5.4.4. The Manpower and Placement Provider shall ensure stability and continuity of the personnel deployed for the project. Any replacement or change in trainers, coordinators, MIS executives, placement officers, or any other key staff shall be made only under exceptional circumstances such as resignation, prolonged illness, termination, or any other justified reason.



5.4.5. In all such cases, the agency shall inform NIT Durgapur in writing immediately, along with the reasons for the proposed change and the credentials of the replacement personnel. The substitute personnel shall possess qualifications and experience equal to or higher than those of the personnel being replaced and shall be deployed only after obtaining approval from NIT Durgapur.

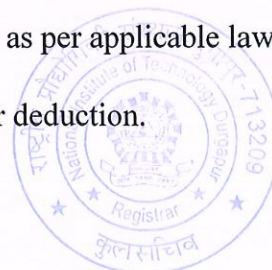
5.4.6. The agency shall avoid frequent changes in manpower, as repeated replacements adversely affect the quality and continuity of training and project implementation. NIT Durgapur reserves the right to reject any replacement personnel who do not meet the prescribed qualifications, experience, or certification requirements, and to impose deductions or other appropriate action if frequent or unjustified changes are observed. The agency shall ensure that competent, adequately qualified, and scheme-compliant personnel are deployed at all training centers throughout the duration of the project.

5.5. Payment Milestones:

Installment	NIT Durgapur Administrative Charges (5%)	Mobilization and Retention Provider (25%)	Infrastructure Provider (30%)	Manpower and Placement Provider (40%)
First Installment (30% of Total Project Cost)	5% of the First Installment received from the Donor Agency	25% of the First Installment amount Milestone: Achievement of approved mobilization targets, completion of counselling, submission of verified candidate documents, and batch commencement.	30% of the First Installment amount Milestone: Approval of training center readiness, including valid rent agreement, infrastructure verification, equipment installation, geo-tagged photographs, and commencement of training.	40% of the First Installment amount Milestone: Deployment of approved trainers, coordinators, MIS personnel, and commencement of training operations.
Second Installment (40% of Total Project Cost)	5% of the Second Installment received from the Donor Agency	25% of the Second Installment amount Milestone: Successful retention of candidates up to completion of the training programme and completion of assessment and certification processes.	30% of the Second Installment amount Milestone: Infrastructure maintained and operational throughout the training programme up to completion of assessment and certification.	40% of the Second Installment amount Milestone: Continued deployment of manpower and successful completion of training, assessment, certification, and all related MIS and reporting requirements.
Third Installment (30% of Total Project Cost)	5% of the Third Installment received from the Donor Agency	25% of the Third Installment amount Milestone: Achievement of placement and retention obligations and submission of all final reports and supporting documents.	30% of the Third Installment amount Milestone: Infrastructure retained and maintained until completion of placement obligations and formal project closure.	40% of the Third Installment amount Milestone: Achievement of placement targets, post-placement tracking, and submission of all final reports and supporting documents.

5.6. General Conditions Applicable to All Agencies

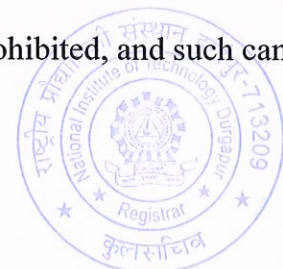
- Payments shall be released only after verification and certification by NIT Durgapur.
- All statutory deductions, including TDS, shall be made as per applicable law.
- Invoices must be supported by milestone documents.
- Unsatisfactory performance may lead to withholding or deduction.



- NIT Durgapur may recover any excess payment.
 - Final payment is subject to settlement of audit observations, penalties, and claims.
 - No interest shall be payable on delayed payments due to delayed donor fund release.
6. The tenderer(s) if required, may submit queries, if any, through e-mail and in writing to the tender inviting authority to seek clarifications within 3 days from the date of submitting of Tender on website.

NIT Durgapur will reply only those queries which are essentially required for submission of bids. NIT Durgapur will not reply the queries which are not considered fit like replies of which can be implied/ found in the Tender Documents or which are not relevant or in contravention to Tender Documents, queries received after 3 days from the date of submitting of Tender, request for extension of time for opening of technical bids, etc. Technical Bids are to be opened on the scheduled dates as far as possible. Requests for Extension of opening of Technical Bids will not be entertained.

7. All the submitted documents shall be considered as duly signed by contractor/ authorized representative.
8. The bidders are advised to submit complete details with their bids as technical bid Evaluation will be done on the basis of documents submitted on the website by the bidders with the bids. Please note no fresh document other than in the form of clarification/revision in respect of an already submitted document shall be accepted after last date of submission of bids.
9. The information should be submitted in the prescribed proforma. Bids with Incomplete/Ambiguous information are liable to be rejected.
10. All the submitted documents should be in readable, printable, and legible form failing which the Bids are liable for rejection.
11. The EOI must be submitted in English language only. All the documents including the supporting documents/ enclosures etc. must be fully legible. Supporting documents if in a language other than English must be accompanied by a certified English NIT Durgapur document. The English version shall prevail in matters of interpretation. EOI Documents which are not legible shall be rejected.
12. NIT Durgapur reserves the right to reject any or all EOI received or cancel/withdraw the invitation for bid without assigning any reasons whatsoever thereof.
13. Confidentiality: The empaneled Business Partner and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of NIT Durgapur or its clients without the prior written consent of NIT Durgapur.
14. Canvassing in connection with the EOI invited is strictly prohibited, and such canvassed EOI submitted by the agency will be liable to be rejected.
15. **BRIBERY AND CORRUPTION:**



Sk.

Bidders are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and /or indulging in any corrupt practice in order to obtain or retain a business or contract.

Bidders are required to report any misconduct/violations/improper demands from NIT Durgapur employees/ any third parties on account of empanelment or any other reason whatsoever may be to the Director NIT Durgapur.

16. NIT Durgapur Shall not be responsible for any negligence on the part of the bidder. Bidder needs to check the documents before the submission.

The bidder shall ensure that it fulfils the eligibility criteria as desired in EoI and other terms & conditions. Compliance statement of Eligibility criteria with the documents submitted as a proof is to be prepared and submitted.

The EOI should be duly signed on each page by authorized person. Each page should be properly numbered. Documents authorizing such person must accompany the EOI. NIT Durgapur reserves the right to reject out rightly any EOI unsupported by proof of the signatory's authority.

The EOI complete in all respects must be submitted with requisite information and annexure(s). The EOI should be free from ambiguity, change or interlineations. Incomplete EOI will not be considered and is liable to be rejected without making any further reference to agency/bidder.

17. AMENDMENT OF BID DOCUMENT:

At any time prior to the deadline for submission of proposals, NIT Durgapur reserves the right to add/modify/delete any portion of this EOI document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the bidders who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

All the applicants are therefore advised to regularly visit the website before submitting the EOI.

18. EOI received after the closing date and time mentioned above shall not be considered. EOI(s) sent through email will also not be entertained.



ANNEXURE – I

[On Letterhead]

Date:

To,
The Director
National Institute of Technology Durgapur
Mahatma Gandhi Avenue, A-Zone
Durgapur, West Bengal – 713209

Subject: Authorization for Signing and Submission of EOI Application

Dear Sir,

We, **[Name of the Organization]**, having our registered office at **[Registered Address]**, hereby authorize **Mr./Ms. [Name of Authorized Representative]**, holding the designation of **[Designation]**, to act as our duly authorized representative for the purpose of signing, submitting, and participating in the Expression of Interest (EOI) process for the project titled “**Selection of Agencies to provide Training Infrastructure, Manpower, placement & Mobilization Activities**” bearing EOI Reference No. **[_____]**.

The said authorized representative is empowered to sign and submit all documents related to the EOI application, make representations, provide clarifications, and furnish necessary information during the evaluation process, attend meetings, discussions, and negotiations with the concerned authority, and execute any declarations, undertakings, agreements, or other documents as may be required in connection with the EOI.

We hereby confirm that all acts, decisions, and representations made by the authorized representative shall be deemed valid and binding on the organization. This authorization shall remain valid for the entire duration of the EOI process, including any extensions thereof, unless revoked earlier through written intimation.

For **[Name of the Bidder Organization]**

Accepted and Agreed:

Signature: _____

Signature: _____

Name: _____

Name: Mr./Ms. _____

Designation: _____

Designation: _____

(Authorized Signatory Issuing Authorization)

(Authorized Representative)



Sh

ANNEXURE – II

BIDDER's PROFILE

1	Name of the Organization:			
	Registered Address:			
	Correspondence Address:			
	Website:			
2	Name of the Director/ President/ Head of the Organization:			
	Mobile:			
	Email:			
	Phone:			
3	Name of the Authorized representative:			
	Mobile:			
	Email:			
	Phone:			
4	Annual Turnover for the Last Three Financial Years (in ₹ Crore)	FY-	FY-	FY-
5	Positive Net Worth as on 31.03.2025			
6	Date of Incorporation			
7	Registration Number			
8	PAN Number			
9	GST No.			



[Handwritten signature]

Annexure – III

Undertaking Regarding Blacklisting

(To be submitted on ₹100 Non-Judicial Stamp Paper, duly notarized)

Ref.: EOI No. _____

dated _____

To,
The Director
National Institute of Technology Durgapur
Mahatma Gandhi Avenue
A-Zone, Durgapur
West Bengal – 713209

Dear Sir,

We, **M/s [Name of the Organization]**, having our registered office at **[Address]**, do hereby solemnly affirm and declare that we have not been blacklisted, debarred, or deregistered by any Central Government, State Government, Public Sector Undertaking, or any other authority during the last five years.

We further declare that there are no ongoing or pending litigations, disputes, or legal proceedings against the organization which may materially affect our capability to execute the proposed assignment. We also confirm that we are in full compliance with all applicable laws, statutory requirements, and regulatory provisions, including but not limited to tax laws, labour laws, and other applicable regulations.

We undertake that the information furnished above is true and correct to the best of our knowledge and belief. In case any information is found to be false or misleading, we shall be liable for appropriate action, including rejection of our EOI, termination of contract, and/or blacklisting, as deemed fit by the authority.

Yours faithfully,

For **M/s [Name of the Organization]**

Signature: _____

Name: _____

Designation: _____

(Authorized Signatory with Seal)

Date: _____

Place: _____



[Handwritten signature]

ANNEXURE – IV

WORK EXPERIENCE

S. No.	Project Name	Name of Authority/ Client	Description of work	Contract Value (₹)	Contract Start

Note:

Supporting documents such as Work Orders, Completion Certificates, and Client Certificates must be attached for each project listed above.

For M/s [Name of the Organization]

Signature: _____

Name: _____

Designation: _____

(Authorized Signatory with Seal)

Date: _____

Place: _____



[Handwritten signature]

ANNEXURE – V

INTEGRITY AGREEMENT

(To be submitted on ₹100 Non-Judicial Stamp Paper, duly notarized)

This Integrity Agreement is made at _____ on this ___ day of _____ 2026

BETWEEN

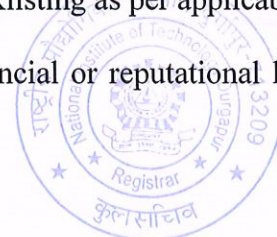
National Institute of Technology Durgapur (hereinafter referred to as the “Employer”, which expression shall, unless repugnant to the context, include its successors and permitted assigns)

AND

..... (Name and Address of the [Name of the Firm/Company], having its registered office at [Address], through its duly authorized signatory [Name & Designation] (hereinafter referred to as the “Bidder/Agency”, which expression shall, unless repugnant to the context, include its successors and permitted assigns).

The Employer intends to empanel agencies for providing **Skill Development Training Infrastructure, Manpower, Mobilization, and Placement Services**. The Employer values transparency, fairness, and compliance with all applicable laws in selection and execution of such assignments.

1. **Commitments of the Employer:** The Employer commits to maintain transparency, fairness, and equal opportunity during the empanelment and project execution process. No employee of the Employer shall demand or accept any undue benefit in connection with the EOI or subsequent assignment. All bidders shall be treated equitably and provided equal access to information.
2. **Commitments of the Bidder/Agency:** The Bidder/Agency hereby undertakes that:
 - It shall not directly or indirectly offer, promise, or give any undue advantage, monetary or otherwise, to any official of the Employer in connection with this EOI or any subsequent assignment.
 - It shall not engage in any collusive or anti-competitive practices with other bidders, including price fixing, bid manipulation, or cartelization.
 - It shall maintain complete transparency in all dealings and shall disclose any conflict of interest, if any, in relation to this EOI.
 - It shall not misuse or disclose any confidential information received from the Employer during the course of this engagement.
 - It shall comply with all applicable laws, including labour laws, tax laws, and regulations governing skill development and training programs.
 - It shall ensure ethical practices in mobilization of candidates, delivery of training, deployment of manpower, and placement facilitation under the project.
3. **Disqualification and Action:** If the Bidder/Agency is found to have violated any provision of this Agreement, the Employer shall be entitled to disqualify the Bidder/Agency from the EOI process, terminate empanelment, or take appropriate action including blacklisting as per applicable rules.
4. **Recovery of Damages:** In case of any violation leading to financial or reputational loss to the



[Handwritten signature]

Employer, the Employer shall have the right to recover damages, including forfeiture of any security deposit or payments due under the contract.

5. **Declaration of Clean Record:** The Bidder/Agency declares that it has not been involved in any corrupt or fraudulent practices and has not been blacklisted or debarred by any Government or statutory authority in the recent past, as per EOI requirements.
6. **Monitoring and Compliance:** The Employer reserves the right to monitor compliance with this Agreement at any stage during empanelment or project execution and to seek relevant records or clarifications from the Bidder/Agency.
7. **Duration of Agreement:** This Agreement shall come into force upon signing and shall remain valid for the entire duration of empanelment and execution of assignments, and up to 12 months thereafter.
8. **Legal Jurisdiction:** This Agreement shall be governed by the laws of India, and the courts at Durgapur, West Bengal shall have exclusive jurisdiction.

SIGNATURES

For and on behalf of the Employer
National Institute of Technology Durgapur

Signature: _____
Name: _____
Designation: _____

Witness 1

Name: _____
Signature: _____

For and on behalf of the Bidder/Agency

Signature: _____
Name: _____
Designation: _____

Witness 2

Name: _____
Signature: _____



Sanjay Kumar
25/05/26

कुलसचिव / Registrar
राष्ट्रीय प्रौद्योगिकी संस्थान/National Institute of Technology
महात्मा गांधी एम्पेनु/Mahatma Gandhi Avenue
दुर्गापुर-713209, (प.वं.), भारत
Durgapur-713209, (W.B.), INDIA