# Government of Tripura Directorate of Skill Development Department of Industries and Commerce ITI Road, Indranagar, Agartala-799006 Tell:(0381)2355518/2353166, fax: (0381) 2353167 Email:skilltripura@gmail.com

F. No. F.9(81)/DSD/2025/3910

Dated, Agartala the 21st March, 2025

#### NOTICE INVITING EXPRESSION OF INTEREST (EoI)

Expression of Interest (EoI) for Empanelment of Training Partner to conduct Skill Development Training Programme across the state of Tripura under Directorate of Skill Development, Government of Tripura.

The Directorate of Skill Development, Tripura, proposes a comprehensive skill training program for across the state of Tripura. This initiative aims that the youths would be trained for skills as per their capabilities & merit and thereby makes them employable.

The Directorate of Skill Development, Tripura would be working with Training Partners (TP) for Skill Development activities across the state of Tripura. To this effect, DSD would like to empanel firms/Organization having relevant experience in Skill Development Training as per Eligibility and Evaluation criteria. Program quality and implementation will be monitored and evaluated by DSD as per its Quality Standards and Procedures.

Interested TPs may submit their Eols to the O/o the undersigned below on or before **03<sup>rd</sup> April**, **2025** by 5.00 P.M through post. The proposals will be opened at **4.00 P.M. on 05<sup>th</sup> April 2025 if possible.** Late submission will not be entertained. The Eol documents may be downloaded from http://www.skillportal.tripura.gov.in

The Firms/organizations will be evaluated sector/ trade wise on the basis of documents submitted as per the qualification criteria, field verification of the premises of TP and presentation to the Technical Committee. The Training Provider shall be shortlisted as per the requirement of the skill Development Programme of State Govt, and the training partners will be issued Request for Proposal (RFP) and shall be restricted for providing training under that sector/trade only as per the terms and conditions laid down in the RFP document.

DSD reserves the right to shortlist any or all of the applicant TP(s) without assigning any reason whatsoever. DSD reserves the right to postpone or cancel the process or modify the criteria or any guidelines mentioned in the EOI at its sole discretion and without assigning any reason.

For any query or clarification the interested agency may mail at <a href="mailto:skilltripura@gmail.com">skilltripura@gmail.com</a> on or before 27th March'2025.

Sd/-Director (Skill) Directorate of Skill Development Govt. of Tripura

#### **EXPRESSION OF INTEREST (EOI)**

#### **FOR**

# EMPANELMENT OF TRAINING PARTNER TO CONDUCT SKILL DEVELOPMENT TRAINING PROGRAMME IN TRIPURA

EoI No: F.9 (81)/DSD/2025 Dated: March, 2025

GOVERNMENT OF TRIPURA
DIRECTORATE OF SKILL DEVELOPMENT
DEPARTMENT OF INDUSTRIES & COMMERCE
ITI ROAD, INDRANAGAR, AGARTALA-799006
PHONE: 0381 2355518, EMAIL: skilltripura@gmail.com

(Visit us at http://www.skillportal.tripura.gov.in)

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#### **DISCLAIMER**

This Expression (EoI) document is for empanelment of training partner to conduct Skill Development Training programme across the state of Tripura. The purpose of the EoI Document is to provide the bidders with information to assist the formulation of their proposals.

While all efforts have been made to ensure the accuracy of information contained in this EoI Document, this document does not purport to contain all the information required from the Bidders. The Bidders should conduct their own independent assessment, investigation and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. The Directorate of Skill Development, under department of Industries & Commerce or any of its employees shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EoI Document.

The Authority reserves the right to change any or all conditions/information's set in this EoI Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as the Authority may deem fit without assigning any reason thereof.

The Authority reserves the right to accept or reject any or all Proposals without giving any reasons therefore. The Authority will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this EoI Document.

# GOVERNMENT OF TRIPURA DIRECTORATE OF SKILL DEVELOPMENT DEPARTMENT OF INDUSTRIES & COMMERCE INDRANAGAR; AGARTALA

#### NOTICE INVITING EXPRESSION OF INTEREST (EoI)

(SECTION-I)

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For any query or clarification the interested agency may mail at **skilltripura@gmail.com** on or before **27<sup>th</sup> March'2025**.

Sd/-Director (Skill) Directorate of Skill Development Govt. of Tripura

#### SECTION - II

#### INSTRUCTION TO BIDDER & GENERAL CONDITIONS OF CONTRACT

#### 1. INTRODUCTIONS

On behalf of the Director, Directorate of Skill Development, ITI road, Indranagar, Expression of Interest (EoI) is hereby invited, for empanelment of training partner to conduct skill Development training programme across the state of Tripura under Directorate of Skill Development, Government of Tripura during the financial year 2024-25.

#### 2. OVERALL OBJECTIVES

Directorate of Skill Development is an Initiative of the Government of Tripura to enable youths to get employment opportunities in a holistic manner. The objective is to ensure comprehensive skill training program across the state for the youths would be trained for skills as per their capabilities & merit and thereby makes them employable.

#### 3. SCOPE OF WORK & SPECIAL INSTRUCTION TO THE TRAINING PARTNER

- 3.1 This EOI does not commit DSD to award a contract or to engage in negotiation. This is for empanelment of eligible Training Providers at state level under the qualified sectors.
- 3.2 Interested applicant may furnish their EOI through post by giving all the necessary documents in English as specified in formats provided in the EOI.
- 3.3 DSD reserves the right to withdraw or amend this EOI, without assigning any reasons for the same, if DSD determines that such action is in the best interest of the Government of Tripura. DSD undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.
- 3.4 The response submitted to this EOI and all correspondence shall be in English and shall conform to the forms at any interlineations, erasures or over writing shall be valid only if they are initiated by the authorized person signing the EOI.
- 3.5 The EOI submitted should be concise and contain only relevant information as required under this document. The applicant submitting the EOI would be responsible for all its expenses, costs and risks incurred towards preparation and submission of the EOI. DSD shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
- 3.6 The EOI submitted by the applicant shall remain valid for a period of 180 days after the closing date for submission of EOI prescribed in this document. EOI validity expressed for a period less than 180 days shall be rejected. DSD may solicit the applicants consent for the extension of EOI validity (but without modification in their EOI response).
- 3.7 TPs are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications.
- 3.8 The response to this EOI should be full and complete in all respects. Failure to furnish all information required by EOI documents or submission of EOI not substantially responsive to this document will be at TP's risk and may result in rejection of its submission.
- 3.9 EOI documents submitted by TPs will be reviewed by an expert panel constituted for technical purpose by DSD and marks will be given based on the parameters mentioned in evaluation criteria.
- 3.10 TPs are to submit both physical as well as soft copy to office of DSD.
- 3.11 All material submitted by TP will become the property of DSD and may be returned completely at its sole discretion.
- 3.12 DSD may at its sole discretion and at any time during the evaluation of EOI or post empanelment, disqualify any applicant, if the applicant has
  - a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
  - b. A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failures etc. in any of the projects in the preceding three years.
  - c. Submitted an EOI that is not accompanied by required documentation.
  - d. Use of modified formats for submission.
  - e. Failed to provide timely clarification related thereto, when sought.

- f. Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector undertaking under them.
- g. Been in litigation with any Government agencies/institutions in India
- h. Made an attempt to influence the evaluation
  - 13 TP have to follow the course curriculum of specific job roles/requisite qualifications of trainers or faculty as per Scheme Guidelines provided by the DSD.
  - 14 The tenure of empanelment would be for a period of 12(Twelve) months initially and may be extended for another one year subject to satisfactory performance and on mutual agreement of the parties.
  - 15 Technical Proposal will be assigned a technical score out of a maximum of 100 marks. Only the Agencies who get a Technical score of 80 marks or more will technically qualify for empanelment. If Bidders having score of less than 80 are not eligible for empanelment.
  - 16 Consortium/Joint Venture is not allowed.
  - 17 Any dispute or all matters arising out of this EoI, the competent court in Tripura including Tripura High Court Shall have jurisdiction.

#### 4. ELIGIBILITY CONDITIONS

The Institution/organization must fulfill the following eligibility conditions for participating in the Electronic Expression of Interest (EoI). The Institution/organization should enclose self-certified documentary evidence for fulfilling the eligibility conditions with undertaking that these documents are authentic. It is the sole responsibility of the Institution/organization for the smooth and timely execution of the assigned work is given below:

SL.	Eligibility criterion	Documentary Proof to be submitted
1	The Institution/organization must be a NSDC Training Partner	Copy of NSDC registration certificate/Deemed Ready status from Skill India Digital Portal.
2	The Institution/organization should be a Government Institute / Company/ Firm/ Society/ Trust/NGO Proprietorship company registered (minimum 3 years old) in India and should be operating in India for a minimum of Three Years.	Certified copy of incorporation/registration
3	The Institution/organization should have conducted Skill Development Training Programme during the last 3 years i.e. FY 2022-23, 2023-24, & 2024-25 for Government Departments or their Autonomous bodies or PSUs.	Copy of Work orders /agreement and satisfactory completion certificate from the concerned authority.
4	The firm should be registered with appropriate tax authorities for GST, TAN, PAN etc. and should submit valid certificates of registration with these authorities.	TAN, PAN & GST registration certificate
5	The firm should never be blacklisted by any central Government / state government / PSU / government bodies / autonomous bodies / private sector.	Self-declaration signed by authorized signatory
6	The bidder should have an average turnover of at least Rs. 10, 00,000/- (Ten lakh) for last three years. The balance sheet/audited report for the last three financial years should be submitted (2021-22, 2022-23, & 2023-2024)	Audited annual accounts/certificate from Chartered Accountant.
7	Certified that provisions of the EoI have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development	Certified copy with duly authorized signatory
8	Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments, if any project is sanctioned under Directorate of Skill Development.	Certified copy with duly authorized signatory

#### 5.TECHNICAL EVALUATION FRAMEWORK

The Agencies/bidders technical solution proposed in the Technical Evaluation bid document will be evaluated as per the evaluation criteria mentioned in the following table.

Sl. No.	Eligibility criterion	The award of marks will be as under	Maximum Marks
1	NSDC registered Training Provider of Previous experience with minimum 3 years in implementing Skill Development Training.	More than 5 years = 20 More than 3 years and less than 5 years = 18 Minimum 3 years = 15 marks	<u>20</u>
2	Experience in implementing Govt. fund or SSC funded training program in NE Region with minimum 3 years' experience.	More than 5 years = 10 More than 3 years and less than 5 years = 8 Minimum 3 years = 5 marks	<u>10</u>
3	No of persons trained in the during last 3 years	200 to 499 trainees = 5 500 to 999 trainees = 8 More than 1000 trainees = 10	10
4	Placement of the trained candidate	25% to 49% = 3 50% to 70% = 7 Above 70% = 10	10
5	No. of Training centers in Tripura	1 centre = 5 2 centre = 8 More than 2 centres = 10	10
6	Experience in conducting training in Sector Agriculture & Allied / Handloom & Handicrafts/ Construction Skills/ Service Sector Skills/ IT & Digital Skills/ Automotive/ Management Sector/ Beauty and Wellness Sector/Tourism and Hospitality Sector/Entrepreneurship Development in last three years	Marks for each sector = 1	<u>10</u>
7	An average turnover for last three FY years. (2021-22, 2022-23 and 2023-24)	More than 20 lakh= 10 More than 15 Lakh and less than 20 = 8 Minimum 10 lakh = 5 marks	10
8	IT return of the last three years (2021-22, 2022-23 and 2023-24) *Zero marks for without IT returns.	1year = 5 2 year = 7.5 3year = 10	<u>10</u>
9	Audited accounts and annual reports for the last three years ( 2021-22 , 2022-23 and 2023-24)	1year = 5 2year = 7.5 3year = 10	<u>10</u>
	<u>Total</u>		100 Marks

Note: Proposal obtaining a score minimum of 80 marks out of 100 marks will be declared as technically qualified If Bidders having score of less than 80 are not eligible.

#### 6. SCHEDULE AND CRITICAL DATES

The schedule and critical dates are shown below:

Sl.	Event	Date	
1	Date of uploading of EoI in website	24/03/2025, 11:00 AM	
2	Details of Website where EoI Paper is available	http://www.skillportal.tripura.gov.in	
3	Bid Validity Period	180 days from the date of Opening the EoI	
4	Place of opening of EoI	Conference Hall, Directorate of Skill Development, ITI, Indranagar, Agartala, Tripura (West)	
5	Last date for submission of written queries for clarifications over email	r 27/03/2025 at 5.00 PM through online mode. Email: skilltripura@gmail.com	
6	Date & time for publication of response to the queries raised over email	29/03/2025, 5:00 PM	
7	Last date of submission of EoI	03/04/2025 up to 5:00 PM	
9	Opening of EoI	05/04/2025 at 4:00 PM if possible	
10	Mode of EoI Submission	Only through offline mode (By Post)	
11	Timeline for empanelment	12 (Twelve)Months.	

**Note:** The Directorate of Skill Development under Directorate of Skill Development reserves the right to amend the document for EoI, schedule and critical dates. It is the sole responsibility of prospective bidders to go through Portal of Directorate of Skill Development Government of Tripura at <a href="http://www.skillportal.tripura.gov.in">http://www.skillportal.tripura.gov.in</a> from time to time for any updated information.

#### 7. Evaluation Process

- a) The Directorate of Skill Development (DSD), Department of I & C will constitute an Evaluation Committee to evaluate the responses of the Agencies/bidders.
- b) The Evaluation Committee constituted by the DSD, Department of I & C shall evaluate the responses to the EoI and all supporting documents/documentary evidence. In ability to submit requisite supporting documents/documentary evidence, may lead to rejection.
- c) The decision of the Evaluation Committee in the evaluation of responses to the EoI shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- d) The Evaluation Committee may ask for meetings with the Agencies/bidders to seek clarifications on their proposals.
- e) The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the responses shall be evaluated as per the criterions and requirements specified in this EoI.

#### 8. EoI Validity

The offer submitted by the Agencies/bidders should be valid for minimum period of 180 days from the date of sub mission of EoI.

#### 9. EoI Evaluation

## A. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If proposals;

- a) Are not submitted as specified in the EoI document
- b) Received without the Letter of Authorization and Power of Attorney
- c) Are found with suppression of details
- d) Submitted with incomplete information, subjective, conditional offers and partial offers
- e) Submitted without the documents requested in the checklist
- f) Haven on-compliance of any of the clauses stipulated in the EoI
- g) With lesser validity period

#### B. All responsive Bids will be considered for further processing as mentioned below.

- a) The Directorate of Skill Development, Department of I & C will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the EoI. All eligible bids will be considered for further evaluation by the Evaluation Committee according to the Evaluation process define in this EoI document. The decision of the said Committee will be final in this regard.
- b) Consortiums are not allowed for this engagement. The bidding entity has to be a single entity duly registered under the applicable laws of the country.

### **10. CHECK LIST DOCUMENT**: Self-attested photocopies of the following documents to be attached with the proposal.

Sl. No	Particulars	Enclosed (Yes/ No)	Remarks if any
1.	Organization Registration Certificate		
2.	Experience Document related (Work Order and completion certificates) to skill development.		
3.	Experience in implementing Govt. fund or SSC funded training program in NE Region with minimum 3 years' experience.		
4.	Experience in conducting training in Sector Agriculture & Allied / Handloom & Handicrafts/ Construction Skills/ Service Sector Skills/ IT & Digital Skills/ Automotive/ Management Sector/ Beauty and Wellness Sector/Tourism and Hospitality Sector/Entrepreneurship Development in last three years		
5	Submission of skill development training record for last three years		
6	Submission of Training centers details in Tripura		
7	Turnover Certificate for last three FY years. ( 2021-22 , 2022-23 and 2023-24		
8	IT return of the last three years ( 2021-22 , 2022-23 and 2023-24)		
9	TAN, PAN & GST registration certificate		
10	Audited accounts and annual reports for the last three years (2021-22, 2022-23 and 2023-24)		
11	Self-Declaration on organization's letter head - that organization/institute involved in any corrupt practices and has not been black listed by Central, Agencies		

#### Note:

All the pages should be numbered and properly indexed, mentioning the name of the submitting agency. If any of the EoI is found to be without proper signature, name of the submitting agency for which the proposal is being submitted, it will be liable for rejection.

Authorized Signature [In full and initials]: Name and Title of Signatory: Name of the agency Address

#### FORMAT FOR SUBMISSION APPLICATION

A	Organization Profile						
1	Name of the organization, complete postal address with PIN, Mobile /telephone no., e-mail. I.I. Fax No, Website	D,					
2	Registration number, date of registration, validity of registration., Act under which registered						
3	Status of the organization (i.e. company/Partnersh firm /etc)	nip					
4	Name & designation of Chief functionary with Tel No. /Mobile No						
5	Name & designation of Contact person for this Eol with Tel No. /Mobile No						
	Whether the organization has any past experience in conducting skill development training programme, if yes then the details thereof Attach the work order/sanction letter		Scheme	Ministry Departmen		Date of commencement of the project	Project completion date
7	Whether the institution/organization is having sufficient managerial and technical capacity for conducting the training programme, if yes the details thereof						
8	Whether the organization is engaged in the skill development, promotional activities. If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association of the Organization.						
9	Brief details of Activities undertaken by the organization in the field of skill development						
В	Project Profile	<u> </u>					
10	Details of existing Training Center (s) in Tripura (If Any)	wit	Location of the center with postal address  Contact person Name & Telephone No., Mobile No. Email ID				
	(II Ally)	1.					
		2.					
		Sec	ctor	Trade/Job	Role	Course Curri	culum
11.	Sectors to be implemented					To be Attach	ed
С	Documents to be attached	1		1		l	
14	Copy of valid registration certificate under proper statute. (Self - Attested)						

16	Copy of audited balance sheet (by chartered Accountant) for the last 3 years (Self- Attested)	
17	Copy of Annual Report of last three years (Self- Attested)	
20	Details of Skill Development Training and Placement record for last three years as per Annexure-II	
23	Name of the Assessing body and copy of certificate (attach the Agreement copy)	
24	Details of Placement Arrangement	MoU with employers/captive placement details /letters from employers on company letterhead during at least last 3 years
D	Affidavit regarding: That organization/institution is not involved in any corrupt practices and has not been black-listed by any central/state agencies (As per Annexure-V)	
E		est have been fully understood and we will take the eject in a time bound manner, if empaneled by DSD.  existing schemes of other Ministries/ Departments if any

Any other supporting documents

25

**Note:** All the pages of the EoI proposal and supported documents should be duly attested by the competent authority. All the pages should be numbered and properly indexed. If any of the EoI proposals is found to be without proper signature, page, numbers and index, it will be liable for rejection.

Copy

of

any

other

completeness of technical proposal etc.

Signature of the authorized person Designation Seal of the Organization

documents

required

for

<sup>\*</sup> Please use additional sheets wherever necessary for providing information.

# Annexure-II FORMAT FOR SUBMISSION OF SKILL DEVELOPMENT TRAINING RECORD FOR LAST THREE YEARS

(Consolidated statement of trained, certified and placed trainees for last three years)

No. of TRAINEES Placed remarks

Signature of the authorized person Designation Seal of the Organization

### EoI ACCEPTANCE LETTER (To be given on Letter Head)

To The Director Directorate of Skill Development ITI Road, Indranagar, Agartala Tripura – 799006

Sub: Expression of Interest (EoI) for empanelment of training partner to conduct skill Development training programme for the resettled Bru communities in Tripura under Directorate of Skill Development, Government of Tripura.

Dear Sir,

This is with reference to your advertisement inviting Eol for Empanelment of Training Providers (TP) for imparting skills based development training programme in Tripura under Directorate of Skill Development, Govt. of Tripura. We, the undersigned, offer to provide the services for the above in accordance with your Expression of Interest, (EoI) No. F.9(81)/DSD/2025. Please find below the details of our agency for your consideration.

S1.	Description	Details
No.		
1	Name and contact details of the Legal Entity	
2	Name contact details and of key Functionaries and	
	Designation	
3	Status / Constitution of the Firm [Type - Private	
	Limited / Society / Section 8 company etc.	
4	Name of Registering Authority	
5	Registration Number and status	
6	Date of Registration	
7	Place of Registration	
8	PAN Card Number	
9	No. of subject matter experts & Trainers on payroll	
10	Details of the relevant training Programme[ to which the	[Please detail out the relevant
	TP is applying to] conducted by the applicants during	training program in the EoI along
	the last three years	with proof]

We are hereby submitting our Expression of Interest. We understand that you are not bound to accept any proposal you receive. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process or unduly favors our company in the short listing process, we are liable to be dismissed from the Eol selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this Eol. We hereby declare that out proposal submitted in response to this Eol is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Signature of the authorized person Designation Seal of the Organization

#### **TURNOVER CERTIFICATE**

	In reference to EoI No.F.9(81)/DSD/2025, I/We hereby confirm and certify that during the
financi	ial years FY- 2021-22 (i.e. for the year ended 31stMarch, 2022), FY-2022-23 (i.e. for the year ended
31stMa	arch, 2023 and FY-2023-24(i.e. for the year ended 31stMarch, 2024) the Turnover/Gross Receipt of
my/ou	ar Consulting Firm/Agency/Organization M/s, Office Address:of
M/s	(Full Name and address of the Consulting
Firm/.	Agency/Organization) as per Income Tax Return are as follows-
1.	Turnover/Gross receipts for the FY: 2021-22 Rs (Rupees) only.
2.	Turnover/Gross receipts for the FY: 2022-23 Rs (Rupees) only.
3.	Turnover/Gross receipts for the FY: 2023-24 Rs (Rupees) only.
	I/We also confirm that turnover/Gross Receipt of the firm/company
M/S_	, Address;during FY: 2021-22, 2022-23 and 2023-24 is not less
than t	the monetary value of Rs. 10,00,000/- lakhs in reference to EoI No. F.9(81)/DSD/2025,
dated_	
	I/We hereby unconditionally undertake that if, the information furnished above by me/us are
found	false or tampered then the shall without prejudice to any other right or remedy be at
liberty	to reject this EoI.
Place:	
Date:_	

Signature of the authorized person Designation Seal of the Organization (Self-Certified Letter: To be printed on a company letterhead)

#### **AFFIDAVIT**

Self-Declaration on organization's letter head - that organization/institute is not involved in any corrupt practices and has not been black listed by Central/ State Agencies

(On non-judicial stamp paper of Rs 100 and duly attested by the notary Public)

The Director Directorate of Skill Development TI Road, Indranagar, Agartala Tripura – 799006
sir,
In response to the Expression of interest (EOL) reference no
Empanelment of Training Providers (TP) for imparting skills development training programme under DSD, Govt. of Tripura.
I hereby declare that presently our company/organization
I further declare that our company/organization is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State / Central Government / PSU /Autonomous Body on the date of submission of Eol.
If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the tender if any to the extent accepted may be ancelled.
Place:
Date:
Signature of the authorized person Designation Seal of the Organization