NOTICE

Imphal, the 18th October, 2016.

No.4/8/2016-17/(SKILL)BADP/Plg: This is to inform that, Planning Department‘s Skill Development Training programme Tender notice vide No. 4/8/2016-17/(Skill)BADP/Plg dated 09/08/2016 has been cancelled.

Yours faithfully,

(Dr. Th. Munindro Singh)
Director(Planning)
Govt. of Manipur

Copy to:
1. Commissioner(Planning), Govt. of Manipur.
2. Notice Board, Planning Department, Manipur.
Tender Notice for Skill Development Training Programme under BADP

The Planning Department, Government of Manipur invites tender from reputed well established agency/firm/institute of the State and also from agencies/Institutes empanelled by North Eastern Council/ Ministry of DoNER and National Skill Development Agencies for imparting various employment oriented Skill development training programme for youth of border areas of Ukhrul, Chandel and Churachandpur districts of Manipur under Border Area Development programme on the following courses of **six / three months duration for class 8th Pass youths**

1) Six months course on hospitality(housekeeping/front office deptt/food and beverage)
2) Three months training on Hospitality and retail courses

Interested professional agency/firm/institute etc. fulfilling the laid down criteria and experience with good placement records may apply. The detailed terms and conditions including format, criteria, financial status, etc may be downloaded from Planning Deptt’s website [http://www.planningmanipur.gov.in](http://www.planningmanipur.gov.in). The interested agency may send the Tender document in sealed envelope super scribing thereon “Tender for training programmes on ..........(name of the training programme applied for)”. **The sealed tender bids** should contained i) EMD, ii) sealed technical bids and iii) sealed financial bids separately. The sealed tender bids should be submitted **separately for each training programme in separate envelopes** by 28th October 2016.

Sd/-

(Dr Th Munindro Singh)
Director (Planning)
GOVERNMENT OF MANIPUR
SECRETARIAT PLANNING DEPARTMENT
BABUPARA, NEAR STATE GUEST HOUSE IMPHAL – 795001

Tender Notice for Skill Development Training Programme under BADP

The Planning Department, Government of Manipur invites tender from reputed, well established agency/firm/institute of the State and also from agencies/institutes empanelled by North Eastern Council/ Ministry of DoNER and National Skill Development Agencies for imparting various employment oriented Skill development training programme for youth of border of areas of Ukhrul, Chandel and Churachandpur districts of Manipur under Border Area Development programme of Department of Border Management, M/o Home Affairs, GOI on the following courses of **six / three months duration for class 8th Pass youths**

1) Six months course on hospitality(housekeeping/front office deptt/food and beverage)
2) Three months training on Hospitality and retail courses

Interested professional agency/firm/institute etc. fulfilling the following laid down criteria and experience with good placement records may apply:-

1. Agency/firm/Institute should have imparted the above skills/trades/courses having at least three years of experience with recognized certification and good job placement track records and ability to give job placement of 60% trainees. **Preference will be given to agency empanelled as Sector Skill Council of National Skill Development Council Corporation.**

2. Agency/firm/Institute of repute should have requisite infrastructures including Hostel (Boarding and Lodging Facilities), safe and secure place for the students, proximity and connectivity to the public transport systems.

3. Agency/firm/Institute of repute based in Manipur and boarding and lodging facilities is not available for training within the State, arrangement for boarding and lodging is to be made by the firm/agency.

The detail terms and conditions, format, criteria, financial status, placement records may be downloaded from Planning Department website [http://www.planningmanipur.gov.in](http://www.planningmanipur.gov.in). The interested agency may send the tender documents in a sealed envelope super scribing thereon “Tender for training programmes on ……….(name of the training programme applied for). **The sealed tender bids** should contained i) EMD, ii) sealed technical bids and iii) sealed financial bids separately. The sealed tender bids should be submitted **separately for each training programme in separate envelopes by 28th October 2016.**

The Planning Department reserves the right to accept or reject any or all application without assigning any reason thereof.

**NOTE: If agency wishes to apply for more than one programme they should submit their quotations separately for each programme.**

Sd/-
(Dr Th Munindro Singh)
Director (Planning)
Subject: Invitation of tender from Agency/Organizations / Firms/ Institutes for employment oriented training programs for the youths of the border areas of Chandel, Ukhrul and Churachandpur districts.

The Planning Department, Government of Manipur invites tender from reputed, well established agency/firm/institute of the State and also from agencies/Institutes empanelled by North Eastern Council/ Ministry of DoNER and National Skill Development Agencies for imparting various employment oriented Skill development training programme for youth of border of areas of Ukhrul, Chandel and Churachandpur districts of Manipur under Border Area Development programme of Department of Border Management, M/o Home Affairs, GOI in skills/trades/courses which are in demand in the industry and provide placement support to ensure the livelihood of the youths of the border areas of Manipur.

Complete bids should reach the Director (Planning), Planning Department , Government of Manipur Babupara, Near State Guest House on or before 5 PM on 28th October 2016. Shortlisted Firms/organizations/institutions/agencies may be invited for a detailed presentation before the Commissioner (Planning), if required

Background:

The Planning Department, Government of Manipur is implementing Border Area Development Programme (BADP), a Central sponsored scheme funded by the Department of Border Management, Ministry of Home Affairs, Government of India. The programme is implemented in border areas of the three hill districts; Ukhrul, Chandel and Churachandpur districts bordering with Myanmar. The programme is executed in the district by Deputy Commissioner through the village authority/Assam Rifles/line deptts. With an aim of creating a long term sustainable pool of human resource aimed at catering to the manpower requirement and generating employment for the youth of the border areas, the Planning Department has embarked upon the activity of shortlisting well established and reputed training institution/ agencies for the purpose of imparting employment oriented training, skill development for the youths of the border areas under the Skill Development and capacity building programme of BADP.

1. Objectives:

The objectives of floating the tender is to identify firms/ institutions / agencies (both government and non-government) for imparting life skills to youth of border areas in jobs/trades etc. within the State.
2. **List of Training Courses:**

1) Six months course on hospitality (housekeeping/front office deptt/food and beverage)  
2) Three months training on Hospitality and retail courses

The Planning Department would finally decide on the number of trainees for each course.

3. **Target Group:** The target group for imparting courses in skills/trade would be the unemployed youth of the border areas of the three border districts of Manipur; Chandel, Churachandpur and Ukhrul districts. **70 Trainees for six months course on hospitality and 149 trainees for three months training on Hospitality and retail courses are tentative target number of trainees, subject to changes by Planning Deptt.**

4. **Venue of the Training:** The venue of the training programme could be within the State capitals/District Head quarter or in Metros or cities in other parts of the country having prequalification criteria.

5. **Earnest Money Deposit:** EMD amount of Rs1.00 lakh in the form of A/c payee Demand Draft in favour of Deputy Director, Planning Department from a Nationalised bank valid for a period 90 days beyond the validity period of the tender/failing which the tender will be treated as cancelled/outright rejected. The EMD of successful Bidder will be forfeited in the event of withdrawal of the bid within the original validity, once submitted or the successful bidder fails to execute necessary agreement within the stipulated specified period or for submitting false, incorrect, misleading information in the bid. EMD for successful bidder will be adjusted against performance security. EMD for unsuccessful tenderer will be returned without interest after finalisation of tender within three months.

6. **Validity:** Proposals shall remain valid for 90 days after submission date.

7. **Security Deposit:** Successful bidder shall deposit Performance security deposit for an amount of 5% of the cost in the form of DD/ Bank Guarantee payable to Deputy Director, Planning Department, Govt of Manipur from a nationalised bank which shall be retained and valid for a period for one year/ completion period of the agreement.

8. **Payment schedule:**
   
   Payment to the training programme will be linked to actual number of trainees, attendance, certification and placement.

   i) 30% of the cost will be paid in advance on commencement of a particular training after signing of contract and submission of bank guarantee of equivalent amount from a Nationalised Bank.  
   
   ii) 30% on utilisation of 70% of the first instalment and continuation of training with at least 70% of initial trainees continuing. 
   
   iii) 20% on completion of the training and certification of the successful trainees  
   
   iv) 20% and after providing sustainable employment to at least 70% of the trainees by the training provider.

9. **Start of training:** Training should start after signing of agreement and within one month of award of contract.

10. **Placement:** The candidate should be in job for a continuous period of 90 days after training by the qualified training provider and an approximate pay package on being placed may be
specified. The Training provider will create an online placement database and upload the placement data.

11. **Amendment**: Any addenda issued subsequent to this RFP, but before proposal due date, will be deemed to form part of the RFP and uploaded on the Planning Department website.

12. **Selection**: The training provider will be selected in accordance with the procedures set out in this tender following the Quality and Cost based Selection (QBS) method wherein 70% weightage will be given to technical bids and 30% on financial bids. Technical Bids will be opened first and evaluated. Financial bids will be opened only for technically qualified bidders. Bidders scoring 70% of technical bids will be qualified/shortlisted. Technical evaluation will be done in accordance with the rating procedure as mentioned below:

<table>
<thead>
<tr>
<th>NO</th>
<th>Item</th>
<th>Documents to be furnished</th>
<th>Maximum Marks</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Manpower strength of full-time trainers on its pay rolls</td>
<td>Certificate by Statutory Auditor or Company Secretary of the bidder's organization</td>
<td>15</td>
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<td></td>
<td>(a) Bio-data of the key personnel</td>
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<td>(b) Area of specialization of the key personnel</td>
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<td>i) Four full –time trainers: 5</td>
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<td>ii) Ten full-time trainers: 10</td>
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<td>iii) More than ten full time trainers (add 1 score for each full time trainee: 15</td>
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<td>2.</td>
<td>Average turn Over from Skill Development over the last 3 Financial Years</td>
<td>Copy of Work Order</td>
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<td>i) Average turn over in the last three years –Rs40 lakhs: 5</td>
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<td>ii) Above Rs40 lakhs and less than Rs1.00 crore: 10</td>
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<td>iii) Rs 1 crore and above: 15</td>
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<td>3.</td>
<td>Completion of Skill development Training within Manipur in the past three financial year</td>
<td>Copy of work order and completion report</td>
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<td>i) Upto 1000 trainees placed ( one mark for each 100 trainees) : 10</td>
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<td></td>
<td>ii) One additional mark for every 250 trainees</td>
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<td>4.</td>
<td>Number of trainees placed after skill training during the last 3 Financial Years;</td>
<td>Copy of the signed copy of the record of placement.</td>
<td>20</td>
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<td></td>
<td>i) 70% of the candidates -10</td>
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<td></td>
<td>ii) Above 70% and less than 80%-15</td>
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<td></td>
<td>iii) Above 80%-20</td>
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<td>6.</td>
<td>Infrastructure for training with boarding and lodging facilities</td>
<td>Copy of the intake capacity for training and boarding</td>
<td>15</td>
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<td>i) Infrastructure facility for Intake capacity upto 60 per shift but not less than 40 per shift at Town/Metro City outside the State-10</td>
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<td></td>
<td>ii) Infrastructure facility not less than 40 per shift at Imphal/ District HQ- 15</td>
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<td>7.</td>
<td>Capability of providing certificates by Skill Council of National Skill Development Corporation or in collaboration with any Govt recognised agencies or Govt affiliated Institutes/Universities</td>
<td>Copy of the relevant order/document</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>i) Certification by agency/ Institute having affiliation/recognition from a premier university/Institute in India for certification and assessment but not empanelled by NSDC- 10</td>
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</tbody>
</table>
ii) Certification by Sector Skill Council of NSDC – 20

13. **Laws governing the contract and jurisdiction:** In the event of any dispute arising out of the contract such dispute will be subject to the jurisdiction of the Civil Courts within the city of Imphal only.

14. **Submission requirement:**

   The Tender document is to be submitted in the manner prescribed below:

   All information as detailed below is to be submitted in separate sealed envelopes:

   1. Applicant’s Expression of Interest & Organisation contact as per Format-1
   2. Organizational Contact Details as per Format-2
   3. Infrastructure and equipment available with the Organization as per Format-2
   4. List of at least 4 key personnel/experts/consultants on payroll as per Format-3
   5. Financial strength of the company as per Format-4
   6. Additional information as per Format-5
   7. Declaration as per Format-6
   8. All other information documents sought in support of Technical bids like experience, etc
   9. Financial Bids quotation as per format 7 ( in separate sealed envelope).
   10. Check lists.

15. **General:**

   The Planning Department reserves the right to accept or reject any or all applications without assigning any reason thereof. In case of any dispute, the matter would be decided as per the jurisdiction of the Imphal High Court, Manipur.

   Participating organizations/firms/ agencies/ institutes shall not start any training without the formal orders issued for the same from the Planning Department.

   Tender form may be downloaded from website or collected from SLNA Office. Tender fee is Rs1000/- (In cash or in DD payable to Dy Director(Plg)). **Last date of submission of application is on or before at 5 PM on 28th October 2016** to the following address. Application(s) received after the last date would not be considered and the same will not be opened. Unopened applications will be returned back if the Organizations / Firms/ Institutes send a written request. **Tender will be opened on 10.30 am of 29th October 2016** at Planning Department Office.

   Separate tender documents shall be submitted for each of the training programme. The envelope containing the **technical tender documents should indicate the name of the programme.**

   **Address for correspondence:**

   Director, Planning Department
   Government of Manipur,
   Babupara, Near State Guest House,
   Imphal, Manipur -795001
   E-mail: kulka01@yahoo.co.in
### PRE-QUALIFICATION CRITERIA

Following will be the minimum pre-qualification criteria. Each eligible organization/ firm/ agency should possess all the following pre-qualification criteria. Responses not meeting any of the minimum pre-qualification criteria will be rejected and will not be evaluated.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Pre-qualification Criteria</th>
<th>Supporting Compliance document</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The firm/agency shall be a firm/company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 or society registration Act and who have their registered offices in India.</td>
<td>Copy of Certificate of Incorporation and Partnership Deed, registration if any</td>
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<tr>
<td>2.</td>
<td>The firm/agency should be in the business of providing training programme services for at least 3 years as of 31.03.2016.</td>
<td>Certificate by authorize person of the bidder’s organization</td>
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<td>3.</td>
<td>The Organization/ firm /agency should have VAT and PAN registration certificate</td>
<td>Copy of the relevant documents</td>
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<td>5.</td>
<td>Bidder should have minimum average turnover of Rs.40 lakhs as per the last three years audit report.</td>
<td>Copy of the last three years audited statement.</td>
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<tr>
<td>6.</td>
<td>Bidder should have conducted training for the person/youths of the North Eastern Region/Manipur.</td>
<td>Copy of the Certificate issued by authorized person.</td>
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<td>7.</td>
<td>The organization/ firm/ agency shall have experience in executing similar Skill Development assignments for the Central Government/ State Governments/ PSUs/Government bodies/ agencies/ organization in India with a minimum average work value of not less than Rupees forty Lakhs during the last 3 Financial Years as on March 31, 2016.</td>
<td>Copy of the Certificate issued by authorized person.</td>
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<tr>
<td>8.</td>
<td>It is mandatory that bidder has to successfully train students from the border areas allotted after tender finalisation of three border districts.</td>
<td>Undertaking to be given by the bidder.</td>
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<tr>
<td>9.</td>
<td>Bidder should have sufficient infrastructure for training along with boarding and lodging facilities in North East region/metro cities/ Imphal.</td>
<td>Detail to be furnished in format 3.</td>
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<td>10.</td>
<td>Bidder should have adequate manpower and faculties to impart the training programme.</td>
<td>Detail to be furnished in format 5.</td>
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<td>11.</td>
<td>The organization/ firm/ agency should have at</td>
<td>Certificate by</td>
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</table>
| **least four full-time trainers on its pay rolls**  
   a) Bio-data of the key personnel  
   b) Area of specialization of the key personnel | Statutory Auditor or Company Secretary of the bidder’s organization |   |
| **12.** Firm should have been empanelled with any government departments/agencies to conduct skill development training | Proof to be attached |   |
| **13.** The firm should not have been blacklisted by any Central Governments/State Government/PSU/Government Bodies. | Undertaking signed by the Authorized signatory |   |
| **14.** The Organization/ firm /agency has to be profitable and should not have incurred loss in three consecutive Financial Years (FY 2013-14, FY 2014-15, FY 2015-16) | Format-6 to be certified & validated by Chartered Accountant (CA) of the bidder’s organization. |   |
| **15.** The organization/ firm/ agency shall have placed at least 70% of the trained persons during the last three Financial Years (average) as on March 31, 2016. | Copy of the signed copy of the record of placement. |   |
| **16.** Medium of instruction | English /Hindi |   |
FORMATS FOR SUBMISSION OF TENDER

To

Dated: the , 2016

Director
Planning Department,
Government of India,
Babupara, Near State Guest House,
Imphal, Manipur -795001

Subject: Submission of Tender document for conducting for Skill Development Training Programme under BADP for youths of border areas of Chandel, Ukhrul and Churachandpur districts of Manipur.

Dear

In response to the invitation for tender document No. Skill/BADP/2016/Plg, dated………. …. for the above purpose, we would like to carry out the above proposed task. As instructed, we attach the following documents in separately sealed envelopes:

1. Organizational Details (Format-1)
2. Infrastructure and equipment details (Format-2)
3. List of at least 4 (four) experts/consultants on payroll (Format-3)
4. Financial strength of the organization (Format-4)
5. Additional information (Format-5)
6. Declaration (Format-6)
8. All documents in support of Technical bids for evaluation
9. Financial Bids quotation as per format 7 (in separate sealed envelope).

Encl: as above

Sincerely Yours,

Signature of the applicant

[Full name of applicant]
Stamp/ Seal…….
Date:……...

Note: This is to be furnished on the letter head of the organization.
Organizational Details

1. Name of the Agency/Institute/Firm:

2. Registration No of society/firm/establishment:

3. Corresponding address with E-mail, Fax, Telephone/Mobile:

4. PAN No of the firm/agency:

5. TAN No, if any:

6. Area of specialization/trade:

7. Year of establishment of the firm:

8. Registered office address and contact person:

9. Intake capacity at a time /per shift:

10. Whether hostel facilities are available:

11. If hostel facilities is not available(training within the State),
    Whether arrangement will be made at safe secure place by the agency:

12. Medium of instruction:

13. Location of training:

The above information is correct and true. Any wrong information detected at any stage, Planning Department can cancel the work awarded to us.

Place :  

Signature of the authorized person & seal

Date :  

10
### Infrastructure and equipment available with the Organization

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Sector/Area</th>
<th>Capacity per classroom</th>
<th>Classrooms</th>
<th>Tools &amp; Equipment</th>
<th>Hostel rooms</th>
<th>Capacity per Hostel room</th>
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<td>1</td>
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</table>

Note: The information should indicate the availability of infrastructure, equipment, hostel facilities and capacity of intake as on the date of submission of the application.

Signature of the applicant
Full name of the applicant
Seal & Date
List of key personnel/experts/consultants for conducting training programmes on payroll of the organization/ firm/ agency

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name</th>
<th>Designation</th>
<th>Education Qualification</th>
<th>Papers published, if any</th>
<th>Relevant Experience</th>
<th>Sectors</th>
<th>Years of experience as a trainer</th>
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Note: The list should include only those experts/ consultants who are directly associated with the training programmes for employment and self-employment.

Signature of the applicant
Full name of the applicant
Stamp & Date
## Financial strength of the organization/ firm/ agency

<table>
<thead>
<tr>
<th>Sl. no</th>
<th>Financial Year</th>
<th>Whether profitable Yes/No</th>
<th>Overall Annual Turnover (in Rs. lakh)</th>
<th>Annual Turnover from conducting training programmes conducted in India (in Rs. lakh)</th>
<th>Average Annual Turnover from conducting training programmes conducted in India [Average of three consecutive financial years- FY 2013-14, FY 2014-15, FY 2015-16] (in Rs. lakh)</th>
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Note: Please enclose auditor’s certificate in support of your claim.

Signature of the applicant
Full name of the applicant
Stamp & Date
Additional Information

1. List all enclosures related to the previous sanctions.

<table>
<thead>
<tr>
<th>Sl. no</th>
<th>Description</th>
<th>No. of pages</th>
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2. Additional information to support the eligibility of the organization/ firm/ agency. (Not more than 2 pages).

Signature of the applicant
Full name of the applicant
Stamp & Date
Declaration

We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document produced by us.

We also understand that Planning Department, Government of Manipur shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us.

We hereby confirm that we are interested in competing for the services to conduct the training programmes on the following:

1. .......

All the information provided herewith is genuine and accurate.

Authorized Person’s Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization and should be sealed and signed by an authorized signatory of the organization.

Check list:

a) Registration certificate of agency/firm/institute.
b) PAN Card
c) TAN Card, if any.
d) Last three preceding years audited statement of accounts.
e) Job placement record.
f) Turnover of preceding three years
g) Any award/credential certificate.
h) List of client for job placement.
i) Affiliation to council/board/university for issue of course certificate.
j) Brief profile of the proprietor/MD/ED/Chairman/key person.
k) Detail infrastructure with intake capacity.
l) Capacity of boarding for boys and girls.
m) List of the location for training.
## FINANCIAL BIDS FOR TRAINING PROGRAMME

**Name of training Programme:**

**Cost per student**

(Amount in Rupees)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items</th>
<th>Per month</th>
<th>Total cost as per duration of programme (3/6/12 months)</th>
</tr>
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</tbody>
</table>

(I) 
- a) Institution fees.
- b) Training Kits.
- c) Uniform, Certification and Examination etc.

**Sub-total:** (I)

(II) 
- a) Hostel fees.
- b) Transportation cost
  - i) Imphal to training Centre (outside State)
  - ii) Hostel to training Centre.

**Sub-total:** (II)

**Grand-total:**

n)
To

Director (IPR),
Manipur

Sub: Advertisement of tender notice for Skill Development

Sir,

Please find enclosed herewith hard and soft copy of the Tender notice for skill development and employment oriented training programme of youth of border areas of Manipur under BADP. Kindly arrange for advertisement of the enclosed tender notice in the following newspapers at the earliest possible but not later than 21st October, 2016:

3. Poknapham Edition(Manipuri)

Yours faithfully,

( Dr Th Munindro Singh)
Director (Planning)