# Institute of Entrepreneurship Development

**(MSME & Export Promotion, Govt. of U.P.)**

**A-1 & A-2, Industrial Area, Sarojini Nagar,**
**Kanpur Road, Lucknow-226008, Uttar Pradesh**

**Ref. no:- IEDUP/ESDP/UP/01** **Date:27-10-2026**

## REQUEST FOR EMPANELMENT (RFE)

The **Institute of Entrepreneurship Development (IEDUP), Lucknow** invites applications from **eligible Organizations/Institutions/Companies/Societies/ Trusts/LLPs/Firms** for empanelment as **Technical Support Agencies (TSA)**for implementation of **Entrepreneurship Skill Development Programmes (ESDP)** and other sponsored projects.

Interested organizations fulfilling the prescribed eligibility criteria may download the detailed **Request for Empanelment (RFE)** document from the Institute's website. **Last Date for Submission:05/11/2026 (06:00 PM)**

**For detailed RFE & Application Form, visit:www.iedup.in**

**Director**
**Institute of Entrepreneurship Development, U.P.**

Scanned with OKEN Scanner

# REQUEST FOR PROPOSAL (RFP)

## For Empanelment of Technical Support Agency (TSA)

**Issued by:**

## Institute of Entrepreneurship Development, Uttar Pradesh (IEDUP)

(An Autonomous Institution under the Department of MSME & Export Promotion, Government of Uttar Pradesh)

A-1 & 2, Industrial Area, Sarojini Nagar, Kanpur Road, Lucknow, Uttar Pradesh – 226008

**RFP Reference No.: IEDUP/ESDP/2026-27/01**
**Date of Issue: 27.10.2026**

**Website: www.iedup.in**

**Email: iedup.director@gmail.com**



Scanned with OKEN Scanner

## CONTENTS


1. Disclaimer
2. Notice Inviting Proposals
3. Section I – Instructions to Bidders
4. Section II – Requirements for Empanelment and Evaluation
5. Section III – Capability Statement / Covering Letter
6. Annexure 1 – Terms and Conditions of Empanelment
7. Annexure 2 – Notarized Affidavit
8. Annexure 3 – Power of Attorney (POA)







Scanned with OKEN Scanner

# 1. DISCLAIMER

The information contained in this Request for Proposal (RFP), and any information subsequently provided to any applicant, whether verbally, electronically or in documentary form by or on behalf of the Institute of Entrepreneurship Development, Uttar Pradesh (IEDUP), is provided on the terms and conditions set out in this RFP and such other terms subject to which such information is provided.

This RFP is neither an agreement nor an offer. Its purpose is to provide interested agencies with information that may assist them in the preparation and submission of proposals for empanelment as a Technical Support Agency (TSA).

The statements, assumptions, assessments and information contained in this RFP may not be complete for every applicant. Each applicant should carry out its own due diligence and verify the accuracy, adequacy and suitability of the information before submitting a proposal.

IEDUP, its officers, employees and advisors make no representation or warranty, express or implied, as to the completeness or accuracy of this RFP and shall have no liability to any person in respect of any loss or damage arising from reliance on the contents of this RFP.

IEDUP reserves the right to amend, supplement, withdraw, cancel or re-issue this RFP, or reject any or all proposals, at any stage without assigning any reason. All costs incurred in preparation and submission of the proposal shall be borne by the applicant.



Scanned with OKEN Scanner

## 2. NOTICE INVITING PROPOSALS

IEDUP invites proposals from eligible and experienced agencies for empanelment as Technical Support Agencies (TSAs) to support the planning, mobilisation, training coordination, MIS management, OJT facilitation, placement, post-training tracking, trainer development, assessment support, reporting, monitoring and related functions under skill development, entrepreneurship development and allied programmes implemented by IEDUP.

The empanelment shall ordinarily remain valid for a period of three years from the date of execution of the empanelment agreement, unless extended, curtailed or terminated earlier on account of performance, policy or administrative reasons.

**Key RFP Particulars**

| **Particulars** | **Details** |
|---|---|
| Name of Authority | Institute of Entrepreneurship Development, Uttar Pradesh (IEDUP) |
| RFP Title | Request for Proposal for Empanelment of Technical Support Agency (TSA) |
| Nature of Requirement | Empanelment of agencies for implementation support under skill development, entrepreneurship development and related programmes |
| Empanelment Categories | Category A, Category B, Category C |
| Cost of RFP / Application Fee | Rs. 5100/- + 18% GST (Non-Refundable) |
| Registration / Empanelment Fee | Rs. 11,000/- + 18% GST (valid for 3 years, Non-Refundable), payable upon empanelment |
| Proposal Validity | 180 days from the last date of submission |
| Proposal Submission Mode | Hard copy at IEDUP, Sarojini Nagar Office, Lucknow |
| Last Date & Time of Submission | 05.11.2026 at 6:00 P.M. |
| Empanelment Period | 3 years (extendable based on performance) |
| Email ID | iedup.director@gmail.com |





Scanned with OKEN Scanner

# 3. SECTION I – INSTRUCTIONS TO BIDDERS

**A. The Bidding Documents**

**3.1 Cost of Bidding**

The applicant shall bear all costs associated with preparation and submission of the proposal. IEDUP shall not be liable for any such costs irrespective of the outcome of the empanelment process.

The applicant shall ensure that the prescribed application fee, registration/empanelment fee and all required supporting documents are submitted in the manner specified by IEDUP.

**3.2 Contents of the RFP**

The RFP shall include:

- Notice Inviting Proposals
- Section I – Instructions to Bidders
- Section II – Requirements for Empanelment and Evaluation
- Section III – Capability Statement
- All annexures, formats and declarations forming part of this RFP

**3.3 Clarification and Amendment of RFP**

Applicants may seek clarification in writing within the timeline, if any, notified by IEDUP.

IEDUP may amend the RFP at any time prior to the submission deadline. Any corrigendum / addendum issued shall form an integral part of this RFP. It shall be the responsibility of the applicant to remain updated regarding any amendment, clarification or corrigendum.

**B. Preparation and Submission of Proposals**

**3.4 Language of Proposal**

The proposal and all supporting documents shall be submitted in English. Documents in Hindi may also be enclosed with an English summary wherever required.

**3.5 Documents Constituting the Proposal**

The proposal shall comprise:

- Covering letter on the letterhead of the applicant
- Proof of payment of application fee
- Power of Attorney / Board Resolution authorizing the signatory
- Documents establishing legal status, PAN, GST and other statutory registrations
- Audited financial statements / ITRs / CA turnover certificate for the last three financial years (FY 2023-24, 2024-25 and 2025-26)
- Experience credentials, work orders, completion certificates, OJT LOIs, placement tie-ups and infrastructure documents
- Capability Statement and all annexures duly filled, signed and stamped
- Notarized affidavit as prescribed in this RFP

**3.6 Proposal Validity**

Proposals shall remain valid for not less than 180 days from the last date of submission. Proposals valid for a shorter period may be treated as non-responsive.

**3.7 Signing of Proposal**

Any overwriting or correction shall be authenticated by the same signatory. The bid document shall be duly signed and stamped by the authorized signatory of the company / firm on each page.

**3.8 Submission of Proposal**

The applicant shall submit the proposal in hard copy at IEDUP, Sarojini Nagar Office, Lucknow, on or before the last date and time of submission specified in this RFP. Proposals received after the deadline shall not be considered.

The category in which the applicant wishes to apply shall be clearly indicated in the covering letter and capability statement.



Scanned with OKEN Scanner

**3.9 Application Fee and Registration / Empanelment Fee**
The applicant shall furnish a non-refundable application fee of Rs. 5100/- + 18% GST along with the proposal. The agencies found suitable and selected for empanelment shall deposit a non-refundable registration / empanelment fee of Rs. 1,1000/- + 18% GST, which shall be valid for a period of three years.

The fee shall be payable through DD / RTGS / NEFT in favour of Institute of Entrepreneurship Development, U.P., Lucknow, as per the following bank details:

| **Particulars** | **Details** |
|---|---|
| Name of Account Holder | Institute of Entrepreneurship Development, U.P. |
| Name of Bank | Bank of Baroda, Sarojini Nagar, Lucknow – 226008 |
| Type of Account | Saving Account |
| Account No. | 36490100000550 |
| IFS Code | BARB0SAROJI (fifth character is ZERO) |
| MICR No. | 226012035 |
| PAN No. | AAATI1575J |

*Application and registration fees are non-refundable.*

**3.10 Withdrawal / Modification**
An applicant may withdraw or replace its proposal before the submission deadline. No modification shall ordinarily be permitted after the deadline.

**C. Opening and Evaluation of Proposals**

**3.11 Opening of Proposals**
Proposals shall be opened on the date and time notified by IEDUP in the presence of such representatives as may choose to attend, if a physical opening process is adopted.

**3.12 Preliminary Scrutiny**
IEDUP shall examine whether the proposal is complete, signed, responsive and accompanied by the required documents and fee instruments.

**3.13 Eligibility Evaluation**
Only proposals meeting the minimum eligibility criteria prescribed in this RFP shall be considered for technical evaluation.

**3.14 Technical Evaluation**
Technical evaluation shall be carried out category-wise in accordance with the category-specific marking tables provided in Section II. For empanelment under any category, the bidder must secure the prescribed minimum qualifying marks as specified in the RFP document.

**3.15 Contact During Evaluation**
No applicant shall attempt to influence the evaluation process. Any such attempt may lead to rejection of the proposal.

**D. Award of Empanelment and Other Conditions**

**3.16 Approval of Empanelment**
Applicants meeting the prescribed eligibility requirements and qualifying score may be empanelled, subject to approval of the competent authority of IEDUP. The empanelment letter shall be issued only after submission of the registration / empanelment fees. Empanelment shall not guarantee award of any minimum volume of work.

**3.17 Period of Empanelment**
The empanelment shall ordinarily remain valid for three years from the date of signing of the empanelment agreement, unless extended or terminated earlier.

Rajeev Sharma



Scanned with OKEN Scanner

**3.18 Allocation of Work**
Specific assignments / districts / clusters / training centres / training programmes / projects may be allocated to empanelled agencies through specific work orders, limited competition among empanelled agencies, or any other method approved by IEDUP. IEDUP may consider category, experience, field presence, manpower availability, methodology, financial reasonableness and past performance while allocating work.

**3.19 Prohibition on Candidate Charging**
The TSA shall not charge any fee, deposit or consideration from any candidate, trainee, beneficiary or participant under any programme covered by this RFP.

**3.20 Confidentiality and Data Security**
The TSA shall maintain confidentiality of candidate / beneficiary data, programme records and all other information made available by IEDUP and shall comply with all data protection and MIS instructions.

**3.21 Right to Reject**
IEDUP reserves the right to accept or reject any proposal, annul the empanelment process, or cancel empanelment at any stage without assigning reasons.

**3.22 Termination for Default**
IEDUP may, without prejudice to any other remedy for breach of contract, terminate the engagement on default by the empanelled TSA, including where the TSA fails to deliver any or all of the obligations within the specified time, fails to perform any other obligation under the work order/contract, or fails to submit the required materials, documentation and work outputs.

**3.23 Termination / Suspension of Empanelment**
IEDUP may at any time terminate the empanelment of any TSA without compensation if the TSA becomes bankrupt or insolvent, or for its convenience due to degraded performance of assigned work or due to false information provided by the empanelled TSA.

**3.24 Force Majeure**
"Force Majeure" means an event beyond the reasonable control of a Party which makes performance impossible or impractical, including war, riots, civil disorder, earthquake, fire, explosion, storm, flood, adverse weather, strikes, lockouts or other industrial action and government action. Force Majeure shall not include events caused by the negligence or intentional action of a Party. IEDUP will decide the eventuality of Force Majeure, which shall be binding on both parties.

**3.25 Limitation of Liability**
Except in case of criminal negligence or wilful misconduct, the TSA shall not be liable to IEDUP for any indirect or consequential loss, and the aggregate liability of the TSA shall not exceed the total value of the order under the concerned work order / agreement.

**3.26 Jurisdiction**
All disputes arising out of this RFP and related empanelment shall be subject to the jurisdiction of courts at Lucknow, Uttar Pradesh.






Scanned with OKEN Scanner

# 4. SECTION II – REQUIREMENTS FOR EMPANELMENT AND EVALUATION

### 4.1 Background and Objective

IEDUP implements training, skill development, entrepreneurship development, artisan upskilling and capacity-building interventions for the benefit of trainees, aspirants, artisans and other beneficiaries under schemes of the Government of Uttar Pradesh / Government of India and such other programmes as may be assigned from time to time.

For efficient implementation, IEDUP intends to empanel competent Technical Support Agencies (TSAs) capable of supporting programme execution across mobilisation, training planning, infrastructure readiness, trainer deployment support, MIS management, OJT coordination, assessment support, placement facilitation, post-training tracking, reporting and monitoring functions.

The objective of this empanelment is to create a pool of credible agencies that can be deployed by IEDUP according to programme requirements, district-specific needs and approved work orders.

### 4.2 Empanelment Categories

| Category | Average Turnover Range |
|---|---|
| Category A | Above ₹5 Crore up to ₹10 Crore |
| Category B | Above ₹3 Crore up to ₹5 Crore |
| Category C | ₹50 Lakh up to ₹3 Crore |

**"The turnover range above shall be based on the average annual turnover of the latest three financial years (FY 2023-24, FY 2024-25 and FY 2025-26). Applicants shall apply for empanelment in any one (1) of the above categories, viz. Category A, Category B or Category C only."**

### 4.3 Scope of Work of Technical Support Agency (TSA)

#### 4.3.1 Mobilisation, Outreach and Counselling

The TSA shall conduct awareness, outreach and mobilisation campaigns in assigned locations to attract eligible candidates / artisans / beneficiaries, with due focus on women, SC/ST, minorities and economically weaker sections wherever applicable. The TSA shall identify eligible candidates in accordance with applicable scheme guidelines and enrolment criteria, collect, verify and maintain enrolment documentation, and undertake pre-counselling and career guidance.

#### 4.3.2 Training Planning, Infrastructure and Implementation Support

The TSA shall prepare batch plans, district / cluster mobilisation plans and centre-wise implementation schedules in consultation with IEDUP, ensure training delivery in accordance with the approved curriculum, syllabus, NOS / QP, NCVET norms and Sector Skill Council requirements, arrange / support training infrastructure, classrooms, domain labs / IT labs, internet facility and equipment, coordinate trainer deployment, and coordinate attendance capture through Aadhaar / biometric or any other approved digital system, wherever prescribed.

#### 4.3.3 Minimum Training Infrastructure

Each training centre supported by the TSA shall, wherever applicable, have: separate washrooms for boys and girls, power backup, safe drinking water, CCTV monitoring, furniture and equipment as per job role / trade requirement, LCD / projector for digital delivery, internet facility, adequate classrooms, functional domain labs / IT labs, and administrative support facilities and records.

#### 4.3.4 On-the-Job Training (OJT)

The TSA shall implement and facilitate OJT components as per applicable guidelines / work orders and maintain valid LOIs / MoUs with partner institutions / organisations / industry establishments for OJT support.

#### 4.3.5 MIS, Documentation and Reporting

The TSA shall maintain a comprehensive MIS of candidates / trainees / artisans covering mobilisation, registration, batch mapping, attendance, assessment, certification, placement and post-training status, regularly update data on the central / programme portal, generate periodic progress, exception and audit reports, and maintain document repositories for inspection, third-party verification and audit.



Scanned with OKEN Scanner

**4.3.6 Trainer Development and Capacity Building**
The TSA shall organise or coordinate trainer induction, refresher sessions and trainer capacity building, and support dissemination of training manuals, lesson plans, session plans and learning resources.

**4.3.7 Assessment and Certification Support**
The TSA shall coordinate scheduling of assessments with designated assessment agencies / sector skill councils / awarding bodies, ensure readiness of trainees, documentation and centre logistics, and track certification status batch-wise.

**4.3.8 Placement and Post-Training Support**
The TSA shall develop employer linkages and placement opportunities for successful trainees, including wage employment and self-employment support, as applicable, provide post-placement counselling, maintain tracking records of placed candidates, and maintain valid tie-ups / MoUs / LOIs with institutions / organisations / employers for placement support.

**4.3.9 Monitoring, Compliance and Quality Assurance**
The TSA shall support inspections, internal reviews, third-party audits and verification exercises, immediately report absenteeism, dropouts, infrastructure gaps, trainer shortages and compliance deviations, ensure adherence to scheme guidelines, beneficiary safety, data security and statutory requirements, and implement corrective action plans as directed by IEDUP.

**4.3.10 Other Responsibilities**
Any other programme management, mobilisation, MIS, placement or coordination responsibility assigned by IEDUP in relation to the empanelled scope shall also form part of the TSA's responsibilities.





Scanned with OKEN Scanner

### 4.4 Minimum Eligibility Criteria

| S. No. | Eligibility Criteria | Requirement | Supporting / Documentary Proof |
|---|---|---|---|
| 1 | Legal Status and Statutory Registration | The applicant should be a firm / company / society / trust / LLP / partnership firm incorporated / Consortium of two institutions is also allowed registered in India under the Companies Act, 1956 or 2013, the Societies Registration Act, 1860, the LLP Act, 2008, the Indian Partnership Act, 1932 or a proprietorship, having a valid PAN and operating for at least the last Seven (07) years in India. | 1. Certificate of Incorporation / Registration / Partnership Deed or document proving proprietorship.<br>2. Copy of valid PAN Card.<br>3. Copy of GST certificate.<br>4. Copy of Udyam Registration Certificate (URC) / MSME registration (if available).<br>5. Any other relevant registration document. |
| 2 | Category-wise Turnover Criteria | Average annual turnover of the last three financial years (FY 2023-24,FY 2024-25 and FY 2025-26), certified by a Chartered Accountant with UDIN, should be:<br>(a) Category A – Above ₹5 Crore up to ₹10 Crore,<br>(b) Category B – Above ₹3 Crore up to ₹5 Crore,<br>(c) Category C – ₹50 Lakh up to ₹3 Crore.<br>Applicants shall apply for empanelment in any one (1) of the above categories viz. Category A, B or C only. | 1. Audited Balance Sheets and Profit & Loss Accounts (FY 2023-24, 2024-25 and 2025-26).<br>2. ITRs for the last three financial years (FY 2023-24, 2024-25 and 2025-26).<br>3. CA certified turnover certificate with UDIN. |
| 3 | Experience Criteria | Minimum 5 years of experience in implementation of skill development / entrepreneurship development / Vocational Training/Handicraft-artisan development/livelihood/training programmes of similar nature under State Government / Central Govt. / Central or State PSUs / Autonomous Bodies. | Work Orders / Agreements / LOAs / Completion Certificates in the last 5 years. |
| 4 | Non-Blacklisting | The applicant should not have been blacklisted / debarred by any State Government / Central Government / PSU / Autonomous Body. | (ANNEXURE 2) Notarized affidavit on non-judicial stamp paper of Rs. 100/- |
| 5 | Undertaking | The applicant shall undertake that: (i) the information and documents submitted are true and correct, and (ii) it shall abide by the terms and conditions of the RFP and any subsequent corrigendum / addendum thereof. | |

### 4.5 Proposal Submission Checklist

| S. No. | Document Description |
|---|---|
| 1 | Proof of application fee payment |
| 2 | Covering letter and category preference |
| 3 | Power of Attorney / Authorization |
| 4 | Legal status and registration documents |
| 5 | PAN, GST and other statutory registrations |
| 6 | Financial statements and CA turnover certificate (2023-24, 2024-25 & 2025-26) |
| 7 | Relevant work orders / agreements / completion certificates |
| 8 | Infrastructure documents (owned / rented / leased) |

Rajeev Sharma



Scanned with OKEN Scanner

| | |
|---|---|
| **9** | OJT LOIs |
| **10** | Placement tie-ups proofs |
| **11** | Capability Statement and all annexures |
| **12** | Notarized affidavit |
| **13** | Undertakings as specified in the RFP document |

**4.6 Technical Evaluation Methodology**

Only proposals meeting the minimum eligibility requirements shall be taken up for technical scoring. Evaluation shall be carried out category-wise under the applicable category table below. Empanelment may be approved only for the category in which the bidder qualifies. Satisfaction of the minimum eligibility criteria shall remain mandatory irrespective of score.






Scanned with OKEN Scanner

**4.7 Category A – Technical Evaluation Table**

| S. No. | Criterion | Evaluation Basis | Max. Marks | Documentary Proof |
|---|---|---|---|---|
| 1 | Turnover Criteria | (a) Average turnover above ₹5 Crore up to ₹7.5 Crore – 10 marks,<br>(b) Average turnover above ₹7.5 Crore up to ₹10 Crore – 20 marks | 20 | 1. Audited Balance Sheets, Profit & Loss Accounts (FY 2023-24, 2024-25 and 2025-26).<br>2. ITRs for (FY 2023-24, 2024-25 and 2025-26).<br>3. CA certified turnover certificate with UDIN. |
| 2 | Experience Criteria | 5 marks for each relevant project / work order of similar nature in skill / entrepreneurship development or training programmes under State Government / Central Govt. / Central or State PSUs, subject to maximum 06 projects | 30 | Work Orders / LOAs / Agreements / Completion Certificates |
| 3 | Infrastructure for Training | No. of infrastructure / training centres (Owned / Leased / Rented):<br>3 marks for each infrastructure / training centre, with max. 5 centres | 15 | Ownership papers / rent agreement / lease deed / Self Declaration/ utility bills or any other relevant document for each training centre. |
| 4 | No. of LOIs for conducting OJT | Valid LOI from potential partner:<br>(a) below 3 institutions / organisations – 3 marks,<br>(b) 3 to 5 institutions / organisations – 5 marks,<br>(c) above 5 institutions / organisations – 10 marks | 10 | Signed LOIs / MoUs and other relevant details (sector / trade etc.) |
| 5 | Tie-ups with institutions / organisations for placement | (a) below 3 institutions / organisations – 3 marks,<br>(b) 3 to 5 institutions / organisations – 5 marks,<br>(c) above 5 institutions / organisations – 10 marks | 10 | Signed MoUs / LOIs / placement tie-up letters and other relevant details |
| 6 | Operations in different District | (a) Operations in 1 district – 5 marks,<br>(b) Operations in 2-5 district – 10 marks,<br>(c) Operations in above 5 district – 15 marks | 15 | Work Orders / LOAs / Agreements / Completion Certificates |
| | Total Marks | | 100 | |

*For empanelment in Category A, minimum qualifying marks required are 80 out of 100.*



Scanned with OKEN Scanner

**4.8 Category B – Technical Evaluation Table**

| S. No. | Criterion | Evaluation Basis | Max. Marks | Documentary Proof |
|---|---|---|---|---|
| 1 | Turnover Criteria | (a) Average turnover above ₹3 Crore up to ₹4 Crore – 10 marks,<br>(b) Average turnover above ₹4 Crore up to ₹5 Crore – 20 marks | 20 | 1. Audited Balance Sheets, Profit & Loss Accounts (FY 2023-24, 2024-25 and 2025-26).<br>2. ITRs for (FY 2023-24, 2024-25 and 2025-26).<br>3. CA certified turnover certificate with UDIN. |
| 2 | Experience Criteria | 5 marks for each relevant project / work order of similar nature in skill / entrepreneurship development or training programmes under State Government / Central Govt. / Central or State PSUs, subject to maximum 06 projects | 30 | Work Orders / LOAs / Agreements / Completion Certificates |
| 3 | Infrastructure for Training | No. of infrastructure / training centres (Owned / Leased / Rented):<br>3 marks for each infrastructure / training centre, with max. 5 centres | 15 | Ownership papers / rent agreement / lease deed /Self Declaration/ utility bills or any other relevant document for each training centre |
| 4 | No. of LOIs for conducting OJT | Valid LOI from potential partner:<br>(a) below 3 institutions / organisations – 3 marks,<br>(b) 3 to 5 institutions / organisations – 5 marks,<br>(c) above 5 institutions / organisations – 10 marks | 10 | Signed LOIs / MoUs and other relevant details (sector / trade etc.) |
| 5 | Tie-ups with institutions / organisations for placement | (a) below 3 institutions / organisations – 3 marks,<br>(b) 3 to 5 institutions / organisations – 5 marks,<br>(c) above 5 institutions / organisations – 10 marks | 10 | Signed MoUs / LOIs / placement tie-up letters and other relevant details |
| 6 | Operations in different District | (a) Operations in 1 district – 5 marks,<br>(b) Operations in 2-5 district – 10 marks,<br>(c) Operations in above 5 district – 15 marks | 15 | Work Orders / LOAs / Agreements / Completion Certificates |
| | Total Marks | | 100 | |

*For empanelment in Category B, minimum qualifying marks required are 80 out of 100.*



Scanned with OKEN Scanner

### 4.9 Category C – Technical Evaluation Table

| S. No. | Criterion | Evaluation Basis | Max. Marks | Documentary Proof |
|---|---|---|---|---|
| 1 | Turnover Criteria | (a) Average turnover of ₹50 Lakh up to ₹1.5 Crore – 10 marks,<br>(b) Average turnover above ₹1.5 Crore up to ₹3 Crore – 20 marks | 20 | 1. Audited Balance Sheets, Profit & Loss Accounts (FY 2023-24, FY 2024-25 and FY 2025-26).<br>2. ITRs for (FY 2023-24, FY 2024-25 and FY 2025-26).<br>3. CA certified turnover certificate with UDIN. |
| 2 | Experience Criteria | 5 marks for each relevant project / work order of similar nature in skill / entrepreneurship development or training programmes under State Government / Central Govt. / Central or State PSUs, subject to maximum 06 projects | 30 | Work Orders / LOAs / Agreements / Completion Certificates |
| 3 | Infrastructure for Training | No. of infrastructure / training centres (Owned / Leased / Rented):<br>3 marks for each infrastructure / training centre, with max. 5 centres | 15 | Ownership papers / rent agreement / lease deed / Self Declaration/utility bills or any other relevant document for each training centre |
| 4 | No. of LOIs for conducting OJT | Valid LOI from potential partner:<br>(a) below 3 institutions / organisations – 3 marks,<br>(b) 3 to 5 institutions / organisations – 5 marks,<br>(c) above 5 institutions / organisations – 10 marks | 10 | Signed LOIs / MoUs and other relevant details (sector / trade etc.) |
| 5 | Tie-ups with institutions / organisations for placement | (a) below 3 institutions / organisations – 3 marks,<br>(b) 3 to 5 institutions / organisations – 5 marks,<br>(c) above 5 institutions / organisations – 10 marks | 10 | Signed MoUs / LOIs / placement tie-up letters and other relevant details |
| 6 | Operations in different District | (a) Operations in 1 District – 5 marks,<br>(b) Operations in 2-5 District – 10 marks,<br>(c) Operations in above 5 District – 15 marks | 15 | Work Orders / LOAs / Agreements / Completion Certificates |
| | Total Marks | | 100 | |

*For empanelment in Category C, minimum qualifying marks required are 80 out of 100.*



Scanned with OKEN Scanner

**4.10 Performance Standards**

Placement / livelihood linkage targets of successfully trained candidates shall be as prescribed under the applicable scheme or work order. Candidates shall not be treated as placed unless valid documentary proof is available and the placement / livelihood condition satisfies the applicable scheme norms. Post-training tracking shall be maintained as prescribed. IEDUP may undertake random verification, call-based verification, site visits and employer checks, any discrepancy may result in withholding of payments, imposition of penalty, de-allocation of work or de-empanelment.

**4.11 Empanelment, Review and De-Empanelment**

Empanelment shall be subject to periodic performance review by IEDUP. Unsatisfactory performance, submission of false information, non-compliance with guidelines, charging of candidates, data manipulation, repeated delays or misconduct may lead to suspension, de-allocation of work, forfeiture of security, de-empanelment and blacklisting, as applicable. Before taking adverse action, IEDUP may provide an opportunity to explain or rectify, except in cases involving fraud, corruption or wilful misconduct.

**4.12 Clarification of Bids**

During evaluation, IEDUP may, at its discretion, ask the bidder for clarification of its bid in writing. IEDUP reserves the right to call for any clarification / papers required for scrutiny and to take any clarification, document or certificate from associated institutes and other agencies for the purpose of deciding on the bid.

**4.13 General Provisions**

**Financial integrity:** TSAs shall not derive any income under this engagement other than that expressly provided by the agreement and are strictly prohibited from charging any fee from candidates.

**Conflict of Interest:** TSAs shall not engage in any assignment or activity that creates an actual or perceived conflict of interest with IEDUP or the Government of Uttar Pradesh.

**Relationship with Client's staff:** TSAs having any business or familiar relationship with officers or advisors of IEDUP involved in this RFP, empanelment or monitoring must disclose the same.

**Impartiality in assessments:** TSAs must not attempt to influence the outcomes of third-party assessments. Any prior beneficial association with an assessor must be disclosed in advance.

**Unfair Competitive advantage:** Applicants or their affiliates must not gain any unfair advantage in this empanelment process. Prior association does not entitle or guarantee preferential treatment.

**Corrupt and Fraudulent practices:** TSAs and their employees, agents or representatives must observe the highest standards of integrity. Corrupt, fraudulent, coercive, undesirable or restrictive practices are strictly prohibited and may lead to rejection of the proposal, debarment and termination of the agreement.

**4.14 Blacklisting**

Persistent non-compliance, unethical behaviour or repeated deficiencies — even after formal notices and reminders — shall attract strict disciplinary action. If corrective actions are not taken in due course, IEDUP reserves the right to impose penalties and in severe cases blacklist the TSA from current and future engagements. Blacklisting shall be used as a last resort after exhaustive efforts for course correction.

**4.15 Confidentiality**

Information related to evaluation of proposals and recommendations for empanelment shall not be disclosed to applicants or any unauthorized person. Any attempt to influence IEDUP's decision-making process may lead to outright rejection of the proposal. Any communication related to the selection process must be made only in writing and during the official evaluation period.





Scanned with OKEN Scanner

# 5. SECTION III – CAPABILITY STATEMENT (Covering Letter)

Applicants shall furnish the following details in the format below and cross-reference the supporting page numbers of the proposal documents.

**5.1 Applicant Particulars**

| S. No. | Particulars | Details | Supporting Page No. |
|---|---|---|---|
| 1 | Name and legal status of applicant | | |
| 2 | Category applied for (A / B / C) | | |
| 3 | Year of incorporation / establishment | | |
| 4 | Registered office address and communication address | | |
| 5 | Name, designation, mobile number and email of authorized contact person | | |
| 6 | PAN, GST, MSME / URC and other registrations | | |
| 7 | Average annual turnover for the last three financial years (FY 2023-24, 2024-25 and 2025-26). | | |
| 8 | Summary of relevant experience in skill / entrepreneurship development programmes | | |
| 9 | Number of relevant projects of similar nature | | |
| 10 | Number of infrastructure / training centres available (Owned / Rented / Leased) | | |
| 11 | Number of valid OJT LOIs enclosed | | |
| 12 | Number of valid placement tie-ups enclosed | | |
| 13 | Any blacklisting / debarment history (Yes / No) | | |

**5.2 Statement of Relevant Experience**

| S. No. | Name of Department / Organisation | Project / Scheme | Work Order / LOA No. & Date | Project Value (₹) |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |

**5.3 Statement of Infrastructure, MIS, OJT and Placement Support**

**Part A – Infrastructure / Training Centre**

| S. No. | Details of Infrastructure | Address and District | Owned / Rented / Leased (lease deed / agreement / ownership document) |
|---|---|---|---|
| 1 | | | |
| 2 | | | |

**Part B – OJT LOIs**

| S. No. | Institution / Organisation | Sector / Trade / other relevant information | District |
|---|---|---|---|
| 1 | | | |
| 2 | | | |

**Part C – Placement Tie-ups**

| S. No. | Institution / Organisation | Sector / Trade / other relevant information | District |
|---|---|---|---|
| 1 | | | |
| 2 | | | |

**Part D – District Presence**

| S. No. | District |
|---|---|
| 1 | |
| 2 | |



Scanned with OKEN Scanner

# 6. ANNEXURE 1 – TERMS AND CONDITIONS OF EMPANELMENT

1. The empanelment shall be non-exclusive and IEDUP may empanel one or more agencies for similar services.
2. Empanelment shall initially be valid for three years unless extended or terminated earlier.
3. The TSA shall enter into a separate agreement / MoU / work order for each assignment defining the exact scope, timelines, deliverables, financial terms and reporting structure.
4. The TSA shall perform services with due diligence, efficiency and economy, in accordance with professional standards and the instructions issued by IEDUP.
5. IEDUP reserves the right to inspect the TSA office, training infrastructure, records, MIS systems and field operations at any time.
6. All candidate / beneficiary records, databases, reports and work products generated under the assignment shall be the property of IEDUP.
7. The TSA shall comply with all laws, scheme guidelines, labour laws, wage norms, data security requirements and instructions issued by competent authorities.
8. No minimum business guarantee is implied under the empanelment.
9. IEDUP may cancel empanelment for non-performance, misrepresentation, misconduct, breach of confidentiality, candidate charging, blacklisting by another authority or any act prejudicial to the interests of the programme.
10. Force majeure, dispute resolution, penalties, payment terms and specific service levels shall be governed by the work order / agreement issued for the concerned assignment.
11. All empanelled TSAs shall strictly follow scheme-specific guidelines while implementing the programme, and instructions issued by IEDUP shall prevail.





Scanned with OKEN Scanner

## 7. ANNEXURE 2 – NOTARIZED AFFIDAVIT

*(To be executed on Rs. 100/- non-judicial stamp paper of appropriate value and notarized)*

1. I / We, _____, having office at _____, do hereby solemnly affirm and declare as under:
2. That the information submitted in the proposal and all annexures is true and correct.
3. That the organisation has not been blacklisted / debarred by any Central Government, State Government, PSU or Autonomous Body in India.
4. That no material information has been concealed and no document submitted is false or fabricated.
5. That the organisation shall abide by all terms and conditions of the RFP and directions issued by IEDUP from time to time.
6. That the organisation shall not charge any fee from candidates / beneficiaries under the programme.
7. That in case any statement made herein is found false, IEDUP shall be free to reject / terminate the proposal / empanelment and take action as per law.
8. I / We understand that empanelment does not confer any right to claim work and that IEDUP reserves the right to reject any proposal or cancel the process without assigning any reason.
9. We undertake to abide by the terms and conditions of the RFP document and any subsequent corrigendum / addendum thereof.

**Name of Organisation:**

**Name of Authorized Signatory:**

**Designation:**

**Signature with Seal:**

**Date:**

**Place:**






Scanned with OKEN Scanner

# 8. ANNEXURE 3 – FORMAT OF POWER OF ATTORNEY (POA)

## POWER OF ATTORNEY

**To Whomsoever It May Concern**

Know all men by these presents, we _____ (name and registered office address of the Bidder) do hereby constitute, appoint and authorize Mr. _____ (Name of the Person(s)), at _____ (Address), acting as _____ (Designation and the name of the firm), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement "Proposal for Empanelment of Technical Support Agency (TSA)" for the Institute of Entrepreneurship Development, U.P. (IEDUP), Lucknow, Uttar Pradesh, involving the deliverables as per agreement with IEDUP, vide Request for Proposal for "Empanelment of Technical Support Agency (TSA) for IEDUP", issued by the Director, Institute of Entrepreneurship Development, U.P. (IEDUP), Lucknow, including signing and submission of all documents and providing information and responses to clarifications / enquiries etc. as may be required by IEDUP or any governmental authority, representing us in all matters before IEDUP and generally dealing with IEDUP in all matters in connection with our Proposal for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

For _____
(Signature)
(Name, Title and Address)
Accept
(Attested signature of Mr. _____)
(Name, Title and Address of the Attorney)



Scanned with OKEN Scanner