GOVERNMENT OF UTTAR PRADESH

Department of MSME & Export Promotion

REQUEST FOR PROPOSAL (RFP)

for

EMPANELMENT OF AGENCIES FOR SCP & OBC

RFP Reference No.	IEDUP/1811/2026
Date of Issue	18 November 2026
Last Date for Submission	25 November 2026, up to 05:00 PM
Mode of Submission	Physical, in a sealed envelope

Issued by

Institute of Entrepreneurship Development, Uttar Pradesh (IEDUP)

(An Autonomous Institution under the Department of MSME & Export Promotion, Government of U.P.)

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1. DISCLAIMER

The information contained in this Request for Proposal (RFP), and any information subsequently provided to any applicant by or on behalf of IEDUP, is provided on the terms and conditions set out in this RFP.

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 implementation of the OBC Training Scheme and the SC/ST Training Programme.

IEDUP reserves the right to:

- Amend or cancel the RFP
- Reject any proposal
- Modify scope, quantities or districts without prior notice, in accordance with applicable procurement rules

All costs incurred in preparation and submission of the proposal shall be borne by the applicant.

By submitting a proposal, the applicant is deemed to have read, understood and accepted this Disclaimer and all terms of this RFP.

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2. NOTICE INVITING PROPOSALS

The Institute of Entrepreneurship Development, Uttar Pradesh, an autonomous institution under the Department of MSME & Export Promotion, Government of Uttar Pradesh, invites proposals from qualified agencies, including DPIIT-recognised startups and Udyam-registered micro and small enterprises for empanelment.

Interested agencies are requested to read this RFP carefully and submit their proposals.

2.1 Programmes Covered

- **OBC Training Scheme** – 35 programmes in 35 districts (FY 2026–27)
- **SC/ST Training Programme** – 150 programmes in 75 districts (FY 2026–27)

2.2 Key RFP Details and Empanelment Schedule

Particulars	Details
Name of Authority	Institute of Entrepreneurship Development, Government of Uttar Pradesh
RFP Title	Request for Proposal for Selection / Empanelment of Eligible Training Agencies for Implementation of the OBC Training Scheme and SC/ST Training Programme in Uttar Pradesh – FY 2026–27
RFP Reference No.	IEDUP/1811/2026
Nature of Requirement	Implementation of skill development / entrepreneurship training programmes for eligible OBC and SC/ST beneficiaries
Estimated / Approved Procurement Value	OBC and SC/ST: subject to confirmation of approved payable rate. See Clause 4.11 and Annexure 6.
Proposal Validity	[180] days from the last date of empanelment submission, subject to approval
Contract / Empanelment Period	Empanelment period will be for 2 Yrs.
Proposal Submission Mode	Hard copy in the IEDUP office
RFP Publication / Issue	[Date and time]
Last Date for empanelment Submission	[Date and time]
Selection method	A minimum qualifying score of 55 out of 85 marks is required to proceed to the next stage. Candidates who meet the qualifying criteria will then be evaluated for an additional 15 marks based on their presentation. Accordingly, the overall evaluation will be conducted out of 100 marks.
Expected Commencement	As specified in the Letter of Award / first work order.
Contact / Clarification	Mr. R.B. Mishra

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3. SECTION I – INSTRUCTIONS TO APPLICANT

A. THE EMPANELMENT DOCUMENTS:

3.1 Cost of Empanelment

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 selection process.

3.2 Contents of the RFP:

The RFP shall include:

- Notice Inviting Proposals
- Section I – Instructions to Applicant
- Section II – Scope of Work, Requirements for Selection and Evaluation
- Declaration by the Applicant
- Section III – Brief Note on Organizational Strength and Execution Capability
- Section IV – Bill of Quantities.
- 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 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. No criterion shall be introduced or altered after hard copy submission except through a lawful corrigendum / process.

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 Page Numbering

The complete proposal shall be paginated sequentially, and relevant page numbers shall be cross-referenced in the Brief Note on Organisational Strength and Execution Capability and in the annexures.

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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

The proposal shall be signed (digitally, where submitted on a portal) by the authorised signatory on each page. Any overwriting or correction shall be authenticated by the same signatory. All the pages / documents of the empanelment shall also be signed by the competent person authorised to sign the empanelment.

3.8 Submission of Proposal

The applicant shall submit proposals in hard copy at IEDUP Sarojini Nagar Office, before 5:00 PM 25th November 2026.

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

C. OPENING AND EVALUATION OF PROPOSALS

3.9 Preliminary Scrutiny

IEDUP shall examine whether the proposal is complete, signed, responsive and accompanied by the required documents

3.10 Eligibility Evaluation

Only proposals meeting the minimum eligibility criteria prescribed in this RFP shall be considered for technical evaluation. An applicant failing any mandatory eligibility condition shall be treated in accordance with the published RFP and applicable procurement rules.

3.11 Technical Evaluation

Technical evaluation shall be carried out in accordance with the evaluation methodology specified in Section II of this RFP. The authority may verify submitted information, seek permissible clarifications, inspect facilities and reject materially false, incomplete or unverifiable claims in accordance with applicable rules.

Applicants shall be evaluated based on their eligibility, experience, technical capability, infrastructure, and overall capacity to execute the assignment.

Only those applicants who meet the minimum qualifying marks as specified in the respective evaluation tables shall be considered for empanelment.

IEDUP reserves the right to verify the submitted documents and may undertake presentations, discussions, or field verification, if required, as part of the evaluation process.

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3.12 Contact During Evaluation

No applicant shall attempt to influence the evaluation process. Any such attempt may lead to rejection of the proposal.

D. AWARD AND OTHER CONDITIONS

3.13 Award / Issue of Work Order

Applicants meeting the prescribed eligibility requirements and qualifying score may be empanelled, subject to approval of the competent authority of IEDUP. **Empanelment letter to the selected applicants shall be issued only based on technical score.**
Empanelment shall not guarantee award of any minimum volume of work.

3.14 Period of Contract / Empanelment

The empanelment shall ordinarily remain valid for two year from the date of signing of the empanelment agreement, unless extended or terminated earlier.

3.15 Allocation of Work

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

3.16 Prohibition on Beneficiary Charging

The agency shall not charge any fee, deposit or consideration from any beneficiary or trainee under any programme covered by this RFP, and shall not engage in coercion, misrepresentation or unauthorised collection of money.

3.17 Sub-contracting

The Implementing Agencies shall not sub-contract the whole or any substantial part of the assignment.

3.18 Confidentiality and Data Security

The Implementing Agency shall maintain confidentiality of candidate / beneficiary data, programme records, employer information and all other information made available by IEDUP and shall comply with all data protection and MIS instructions.

3.19 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.

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3.20 Termination for Default:

IEDUP may, without prejudice, to any other remedy for breach of contract, or on default by the empanelled Implementing Agencies, terminate the contract in part or in full-

a. The empanelled Service Provider fail to deliver any or all of the obligations within the time period(s) specified in the work order/contract, or any extension thereof granted by the client.
b. The empanelled Service Provider fail to perform any other obligation(s) under the work order/contract.
c. The empaneled Service Provider fails to submit all the materials including software and documentation work towards assigned job to the client/ IEDUP.

3.21 Termination / Suspension:

a. IEDUP may at any time terminate empanelment of any empanelled Implementing Agencies without compensation to Implementing Agencies, if the empanelled Implementing Agencies becomes bankrupt or otherwise insolvent and/or
b. IEDUP may at any time terminate the empanelment of any Implementing Agencies for its convenience due to degraded performance of assigned work or due to false information provided by empanelled Implementing Agencies during empanelment.

3.22 Force Majeure:

- For the purposes of this assignment, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of the Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
- Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- IEDUP will decide the eventuality of Force Majeure which will be binding on both the parties.

3.23 Limitation of Liability:

Except in case of criminal negligence or will full misconduct, and in case of infringement pursuant to Patent Rights:

a. The Implementing Agencies shall not be liable to IEDUP, whether in contract or otherwise, for any direct or inconsequential loss of damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the service provider to pay liquidated damages to IEDUP and

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b. The aggregate liability of the Implementing Agencies to IEDUP, whether under the contract, in tort, or otherwise, shall not exceed the total value of the order under this contract.

3.24 Jurisdiction:

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

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4. SECTION II – SCOPE OF WORK, REQUIREMENTS FOR SELECTION AND EVALUATION

4.1 Background and Objective

A. OBC Training Scheme

The FY 2026–27 OBC programme is a four-month training programme sponsored by the Directorate of Industries and Enterprise Promotion, Uttar Pradesh, and implemented through the Institute of Entrepreneurship Development, Uttar Pradesh (IEDUP), Lucknow. The programme is intended to develop practical trade skills among OBC beneficiaries, support self-employment and small enterprise establishment, improve employment and income-generation opportunities, and build awareness of government schemes, entrepreneurship and business management.

B. SC/ST Training Programme

The FY 2026–27 allocation covers 75 districts, 150 programmes / batches and approximately 6,750 beneficiaries. The earlier FY 2025–26 guidelines describe a three-stage structure comprising a one-day Orientation Programme, one-week Direction Training and eight-week Aayam Training. The FY 2026–27 allocation order does not expressly confirm that duration or structure. Accordingly, the final stage-wise structure, batch composition and curriculum shall be governed by written confirmation / approval of the Directorate before issuance of work orders.

C. Objectives

The objective of this RFP is to select competent agencies to:

- Provide approved, demand-oriented technical and practical training to eligible OBC and SC/ST beneficiaries
- Promote self-employment, entrepreneurship, enterprise establishment and employment generation
- Build trade-specific / sector-specific competencies based on approved curriculum, local resources, beneficiary interests and market demand
- Provide appropriate exposure to government support schemes, financial literacy, business planning, costing, marketing and statutory awareness
- Ensure transparent beneficiary selection, attendance, assessment, certification, toolkit distribution where sanctioned, and digital reporting
- Maintain verifiable records and ensure proper utilisation of funds in accordance with approved rates and Government instructions

4.2 Key Programme Targets and Scheme-wise Parameters

Parameter	OBC Training Scheme	SC/ST Training Programme
FY / reference	FY 2026–27	FY 2026–27 allocation; stage design described in earlier FY 2025–26 guidelines
District coverage	35 districts	75 districts

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Parameter	OBC Training Scheme	SC/ST Training Programme
Programmes / batches	35 programmes (one per district)	150 programmes (two per district)
Beneficiaries per programme / batch	37	45 in the FY 2026–27 allocation; older stage-wise guideline separately refers to 50 selected for Direction Training and 10 for Aayam Training
Indicative total beneficiaries	1,295	Approximately 6,750 (150 × 45)
Duration	4 months / approximately 16 weeks	Earlier guideline: Orientation 1 day + Direction 1 week + Aayam 8 weeks; FY 2026–27 applicability to be confirmed
Training mode	Technical and practical training	Orientation, direction and intensive skill training as per finally approved structure
Approved courses / trades	Beautician; House Wiring / Home Appliances; Cutting & Tailoring; Plumbing	Indicative Aayam sectors / courses listed in Clause 4.4.2; final courses subject to competent authority approval

4.3 Scope of Work of the Training Agency

The selected agency shall implement only those districts, programmes, batches, trades / courses and beneficiary numbers specifically allotted through a written work order. The scope below is subject to the applicable scheme guideline and the approved district-wise allocation.

4.3.1 Planning and Coordination

- Prepare a district-wise and centre-wise implementation plan, training calendar, resource plan and mobilisation schedule for approval.
- Coordinate with the Directorate, implementing institution, Deputy Commissioner of Industries, District Industries Centre (DIC) and other designated district officials.

4.3.2 Mobilisation and Beneficiary Verification

- Mobilise and verify beneficiaries strictly from the approved / digitally generated beneficiary lists and prescribed eligibility documents. The agency shall not independently substitute beneficiaries without written approval.

4.3.3 Training Infrastructure

- Arrange suitable training centres, classrooms, furniture, tools, machinery, equipment, raw materials, consumables and safety arrangements required for the approved trade / course.

4.3.4 Trainers and Training Delivery

- Engage qualified trainers, Master Craftsmen, guest faculty and other resource persons in accordance with the approved course requirements.
- Deliver theory sessions, practical demonstrations, hands-on training, entrepreneurship inputs and assessments in accordance with the approved curriculum and timetable.

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4.3.5 Toolkit Distribution

- Distribute toolkits only where included in the sanctioned programme and only against approved specifications, beneficiary-wise acknowledgement and inventory records.

4.3.6 MIS, Documentation and Reporting

- Maintain daily attendance, session plans, trainer deployment records, practical work records, assessment results, photographs / geo-tagged evidence where required, and beneficiary feedback.
- Upload beneficiary, attendance, progress, assessment, toolkit and completion information on the designated portal / MIS within prescribed timelines.
- Submit district-wise and batch-wise completion reports, utilisation statements, invoices and supporting documents in the prescribed format.

4.3.7 Monitoring, Assessment and Audit

- Facilitate inspection, monitoring, third-party assessment / certification and audit by authorised officials.

4.4 Beneficiary Selection, Eligibility and Inclusion

- Beneficiaries shall be selected through the prescribed online process / designated authority procedure and shall belong to the relevant OBC or SC/ST category as applicable to the respective scheme.
- The agency shall verify the identity, category and other eligibility documents required under the scheme guidelines and maintain a secure beneficiary file.
- The agency shall obtain the final approved beneficiary list from the designated authority before training commencement.
- Women and persons with disabilities shall be covered in accordance with the applicable Government Orders and current-year scheme provisions. Earlier OBC correspondence mentions 30% women and 4% persons with disabilities; these percentages are not to be treated as final until verified against current guidelines.
- Under the earlier SC/ST guideline, women and persons with disabilities may receive priority as per applicable provisions. Any reservation / priority percentage shall be as prescribed by the current applicable order.
- Any replacement, transfer or cancellation of a beneficiary shall require prior written approval and shall be recorded in the MIS.

4.5 Minimum Eligibility Criteria:

The issuing authority shall finalise thresholds and documentary requirements in accordance with applicable procurement rules before publication.

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S. No.	Eligibility Criteria	Requirement	Supporting / Documentary Proof to be Submitted
1	Legal Status and Statutory Registration	The applicant should be firm/company/proprietorship or Society incorporated in India under the Companies Act, 1956 or Companies Act, 2013 or The Societies Registration Act, 1860 and subsequent amendments thereto or a partnership Agency registered under LLP Act, 2008/Indian Partnership Act, 1932 or a proprietorship Agency have a valid PAN CARD have been operating for the last three years in India	1. Certificate of Incorporation/ Registration/MSME certificate/ Copy of Partnership deed/ proprietorship 2. Copy of Valid Pan Card 3. Copy of GST certificate if registered 4. Copy of MSME registration certificate (if applicable). 5. Any other relevant registration document.
2	Turnover Criteria	Average annual turnover during the any last three consecutive financial years (FY 2023-24, 2024-25, 2025-26), Minimum average turnover (Last 3 Years): ₹1 Crore.	Balance Sheets, Profit & Loss Accounts any last three consecutive financial (FY 2023-24, 2024-25, 2025-26)/ ITRs for the last three consecutive financial years (FY 2023-24, 2024-25, 2025-26)/ Turnover certificate/ Computation sheet
3	Experience Criteria	Minimum **02 work orders** of experience in implementation of skill development programmes / training programmes of similar nature under State Government / Central Govt./ Central/State PSUs.	Work Orders / Agreements / LOAs / Completion
4	Non-Blacklisting	The applicant should not have been blacklisted / debarred by any State Government / Central Government / PSU / Autonomous Body.	Self-Declaration on letter Head
5	Undertaking	The applicant shall undertake : 1. The information and documents submitted are true and correct. 2. We undertake to abide by the terms and conditions of the RFP document and any	Self-Declaration on letter Head

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S. No.	Eligibility Criteria	Requirement	Supporting / Documentary Proof to be Submitted
		subsequent corrigendum /addendums thereof.	

4.6 Technical Evaluation Methodology

Only those proposals that meet the minimum eligibility criteria specified in this RFP shall be considered for technical evaluation.
Technical evaluation shall be carried out based on the criteria and marking system prescribed in this RFP for the respective roles, namely empanelment Agency.
Applicants applying for one or both roles shall be evaluated independently against the applicable evaluation criteria.
Empanelment shall be based on the marks obtained in the technical evaluation, subject to achieving the minimum qualifying score as specified in this RFP.
Satisfaction of the minimum eligibility criteria shall remain mandatory and shall not guarantee empanelment.

Evaluation Component	Proposed Framework / Decision
Stage 1 – Mandatory scrutiny	Check all eligibility conditions and required documents. Non-compliant bids shall be dealt with under the published RFP.
Stage 2 – Technical evaluation	Evaluate relevant experience, training delivery capability, qualified trainers, infrastructure and equipment, district mobilisation plan, quality assurance / MIS and financial capacity against a published 100-mark matrix.
Minimum technical score	A minimum qualifying score of 55 out of 85 marks is required to proceed to the next stage. Candidates who meet the qualifying criteria will then be evaluated for an additional 15 marks based on their presentation. Accordingly, the overall evaluation will be conducted out of 100 marks.
Selection / award	Based on the marks obtained in Technical Evaluation

A. Technical Evaluation – Empanelment Agency

S. No.	Evaluation Criteria	Evaluation Basis	Max Marks	Supporting Documents
1	Registration Details	3-5 years old Registration – 10 Above Five Years - 15	15	Registration Documents
2	Relevant Experience in Skill Development / Training Programs	10 marks per project (Max 3 projects)	30	Work Orders / Agreements / Completion Certificates
3	Financial Strength (Turnover)	₹1 Crore = 5 marks, ₹2Crore = 10 marks,	15	Audited financial statements / ITRs /

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S. No.	Evaluation Criteria	Evaluation Basis	Max Marks	Supporting Documents
		Above ₹5 Crore = 15 marks		Turnover certificate/ Balance Sheet / Computation sheet for the any consecutive last three financial years (FY 2023-24, 2024-25, 2025-26).
4	Geographic Presence	Presence in five District – 5 Marks, Presence in more than five (05) Districts – 10 Marks	10	Work Orders / Office Proof/ project implementation documents.
5	IEDUP Work Order	IEDUP Work Orders in last 3 yrs	5	Copy of Work Orders
6	**Resource Person/**Experts/ Master craftsperson/Man power	2 person -05 Marks More than 02 – 10 Marks (Resource Person/Experts/Master craftsperson- Empanelment Agency and Manpower for Infrastructure Partner)	10	Declaration/CVs'
	Total Technical Marks		**85**	
	Presentation Marks		**15**	
	Total		**100**	

Minimum Qualifying Marks: *A minimum qualifying score of **55 out of 85 marks** is required to proceed to the next stage. Candidates who meet the qualifying criteria will then be evaluated for an additional **15 marks** based on their presentation. Accordingly, the overall evaluation will be conducted out of **100 marks**.*

4.7 Empanelment, Review and De-Empanelment

Empanelment Agency shall be subject to periodic performance review by IEDUP.

Unsatisfactory performance, submission of false information, non-compliance with guidelines, charging of participants, data manipulation, repeated delays, deficiency in infrastructure arrangements, or any form of misconduct may lead to suspension, de-allocation of work, forfeiture of security, de-empanelment and blacklisting, as applicable.

Before taking any adverse action, IEDUP may provide an opportunity to the concerned agency to explain or rectify the deficiencies, except in cases involving fraud, corruption or willful misconduct.

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4.8 Clarification of Empanelment

During the evaluation of empanelment, IEDUP may, at its discretion, seek clarification from the Empanelment Agency. The request for clarification and the response shall be in writing.

IEDUP reserves the right to call for any additional documents, certificates or information required for scrutiny from the bidder or any associated organization.
IEDUP may also obtain clarification or verification from concerned institutions, agencies or authorities for the purpose of evaluation and decision-making.

4.9 Payment, Records and Performance Monitoring

- Payment shall be made only against the approved rate, authorised work order, actual verified delivery and submission of complete supporting documents, subject to budget availability and applicable financial rules.
- Payment milestones / instalments, if any, shall be specified in the final RFP or work order. No advance payment shall be presumed unless expressly approved.
- Supporting documents may include beneficiary-wise attendance, session-wise records, trainer deployment, assessment results, toolkit acknowledgement, photographs / portal records, completion certificate, invoices and utilisation statements.
- The authority / designated district officers may inspect training centres, equipment, attendance records, practical sessions, beneficiary records and toolkit distribution without prior notice, subject to applicable rules.
- The agency shall promptly rectify deficiencies identified during inspection and shall cooperate with monitoring, evaluation and audit.
- Records shall be retained for the period prescribed by the authority and produced for audit / inspection when required.

4.10 Performance Review and De-Empanelment

The selected agency shall be subject to periodic performance review by IEDUP. Unsatisfactory performance, submission of false information, non-compliance with guidelines, charging of beneficiaries, data manipulation, repeated delays, deficiency in training infrastructure, or any form of misconduct may lead to suspension, de-allocation of work, forfeiture of security, termination and blacklisting, as applicable.

Before taking any adverse action, IEDUP may provide an opportunity to the concerned agency to explain or rectify the deficiencies, except in cases involving fraud, corruption or wilful misconduct.

4.11 Clarification of Empanelment

During the evaluation of empanelment, IEDUP may, at its discretion, seek clarification from the Applicant. The request for clarification and the response shall be in writing. IEDUP reserves the right

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to call for any additional documents, certificates or information required for scrutiny, and may obtain clarification or verification from concerned institutions, agencies or authorities for the purpose of evaluation and decision-making.

4.12 General Provisions

a. Financial Integrity

The agency shall not derive any income under this engagement other than that expressly provided under the agreement, and is strictly prohibited from charging any fee or receiving any payment from beneficiaries in any form.

b. Conflict of Interest

The agency shall not engage in any activity that results in actual or perceived conflict of interest with IEDUP or the Government of Uttar Pradesh. Any such conflict must be disclosed immediately.

c. Relationship with Client's Staff

If the agency (including its personnel) has any business or personal relationship with any officer or representative of IEDUP involved in this RFP process, the same shall be disclosed. IEDUP shall assess such cases and may allow or reject participation based on impact on transparency and fairness.

d. Impartiality in Programme Execution

The agency shall ensure impartiality in programme implementation and shall not attempt to influence any assessment, verification, monitoring or evaluation process. Any such attempt shall attract strict action.

e. Unfair Competitive Advantage

Applicants or their affiliates shall not derive any unfair advantage due to prior association with IEDUP or any government agency. Participation in previous assignments shall not entitle any Applicant to preferential treatment.

f. Corrupt and Fraudulent Practices

The agency shall maintain the highest standards of integrity and ethics during the selection and implementation process. The following practices are strictly prohibited:

- **Corrupt Practice:** Offering, giving or receiving any benefit to influence the selection or implementation process.
- **Fraudulent Practice:** Misrepresentation or submission of false or misleading information.
- **Coercive Practice:** Threatening or influencing any stakeholder involved in the process.
- **Undesirable Practice:** Attempting to influence IEDUP's decision-making or concealing conflict of interest.
- **Restrictive Practice:** Collusion, cartel formation or any activity restricting fair competition.

If any agency is found involved in such practices, IEDUP reserves the right to reject the proposal, debar the agency from future tenders and terminate the agreement, if already executed.

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4.13 Blacklisting

Persistent non-compliance, unethical practices, repeated deficiencies in training delivery, mobilisation, infrastructure arrangements or programme execution, even after notices, may lead to penalties and blacklisting. Blacklisting shall be resorted to only after adequate opportunity for corrective action has been provided.

4.14 Confidentiality

- Information related to evaluation of proposals and selection shall not be disclosed to any applicant or unauthorised person.
- Any attempt to influence the decision-making process of IEDUP shall result in rejection of the proposal.
- All communication related to the RFP shall be made only in writing and through official channels during the evaluation process.

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5. TERMS AND CONDITIONS OF SELECTION / EMPANELMENT

1. The selection / empanelment shall be **non-exclusive**, and IEDUP may select one or more agencies for the OBC Training Scheme and / or the SC/ST Training Programme.
2. The contract / empanelment shall be valid for a period of **2 Years**, unless extended or terminated earlier by the competent authority.
3. The selected agency shall enter into a separate **agreement / work order** for each assignment, clearly defining the districts, scope, timelines, deliverables, financial terms and reporting structure.
4. The selected agency shall perform the assignment with due diligence, efficiency, transparency and economy and shall comply with applicable Government Orders, scheme guidelines, labour laws, tax laws, safety requirements and written directions of the competent authority.
5. The agency shall **not assign or transfer its rights or obligations** without prior written approval of IEDUP.
6. IEDUP reserves the right to **inspect offices, training centres, equipment, records, MIS systems and field operations** of the agency at any time.
7. All **records, documents, reports, databases and work outputs** generated under the programme shall be the property of IEDUP and shall be handed over as and when required.
8. No **minimum business guarantee** shall be implied or assured beyond the specific work order.
9. The agency shall disclose any conflict of interest and shall not engage in beneficiary charging, coercion, misrepresentation or unauthorised collection of money.
10. IEDUP reserves the right to **cancel the contract / empanelment** in case of non-performance, misrepresentation of facts, misconduct or negligence, breach of confidentiality, charging of beneficiaries, blacklisting by any government authority, or any act prejudicial to the interest of the programme.
11. **Force majeure, suspension, termination, dispute resolution and jurisdiction** shall be governed by the final agreement and applicable Government procurement rules. Jurisdiction: competent courts at [Lucknow, Uttar Pradesh / as approved].
12. All matters not expressly covered shall be governed by applicable Government of Uttar Pradesh procurement rules, relevant scheme guidelines, Government Orders and the executed agreement.

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Proposal Submission Checklist

S. No.	Document Description
1	Covering letter.
2	Applicant's details.
3	Work orders / agreements / completion certificates.
4	Financial Details / Summary (PAN , GST and other statutory registrations), Audited financial statements / ITRs / Turnover certificate/ Balance Sheet / Computation sheet for the any consecutive last three financial years (FY 2023-24, 2024-25, 2025-26).
5	Geographic Presence.
6	Resource Person / Experts.
7	Brief Note on organizational strength and execution capability and all annexures, including legal status and registration documents
8	Affidavit/Declaration , Power of Attorney.
9	Undertakings as specified in the RFP document.

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6. DECLARATION BY THE APPLICANT (undertaking on stamp paper of Rs. 100 / letterhead, as prescribed)

I / We hereby declare and confirm that:

1. All information and documents submitted are true, complete and verifiable.
2. I / We have read and accepted the RFP, its annexures and all corrigenda.
3. The organisation is not blacklisted / debarred as on the bid submission date, except as disclosed in the bid.
4. The organisation has the legal, financial, technical and human-resource capacity to perform the allotted training assignment.
5. The organisation shall implement only the approved scheme, district, batch, beneficiary, trade / course and curriculum requirements.
6. The organisation shall maintain attendance, training, assessment, toolkit and financial records and permit inspection / audit.
7. The organisation shall not charge beneficiaries any unauthorised amount.
8. The authority may verify our claims and take action under the contract and applicable rules in case of false information or non-performance.

Name of Organisation: _____

Name of Authorised Signatory: _____

Designation: _____

Signature with Seal: _____

Date: _____

Place: _____

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7. SECTION III – BRIEF NOTE ON ORGANIZATIONAL STRENGTH AND EXECUTION CAPABILITY (COVERING LETTER)

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

Fees Details are as below, which will be Non-Refundable.

- Rupees 1100 + GST (18%) for Application.
- Rupees 5100 + GST (18%) for Empanelment.

7.1 Applicant Particulars

S. No.	Particulars	Applicant Response
1	Name and legal status of applicant	
2	Year of incorporation / establishment	
3	Registered office address and communication address	
4	Name, designation, mobile number and email of authorised contact person	
5	PAN, GST, MSME and other registrations	
6	Average annual turnover / net worth for the prescribed financial years	
7	Summary of relevant experience in skill development / training programmes	
8	Number of relevant projects of similar nature	
9	Districts with operational presence / proposed for implementation	
10	Trades / courses proposed	
11	Number of training centres available (Owned / Rented / Leased)	
12	Number of qualified trainers / Master Craftsmen available	
13	Any blacklisting / debarment history (Yes / No)	

7.2 Statement of Experience

S. No.	Name of Department / Organisation	Project / Scheme	Work Order / LOA No. & Date	Project Value (₹) (if available)
1				
2				
3				

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7.3 Statement of Training Infrastructure

S. No.	Training Centre / Item	District	Trades Supported	Owned / Rented / Leased (with documentary proof)
1				
2				
3				

7.4 Statement of Trainers / Master Craftsmen

S. No.	Name	Trade / Course	Qualification	Years of Experience
1				
2				
3				

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8. ANNEXURE 1 – AFFIDAVIT / DECLARATION

(On non-judicial stamp paper, duly notarized)

I / We, _____, having office at _____, do hereby solemnly affirm and declare as under:

1. That the information submitted in the proposal and all annexures is true and correct.
2. That the organisation has not been blacklisted / debarred by any Central Government, State Government, PSU or Autonomous Body in India.
3. That no material information has been concealed and no document submitted is false or fabricated.
4. That the organisation shall abide by all terms and conditions of the RFP and directions issued by IEDUP from time to time.
5. That the organisation shall not charge any fee from beneficiaries / trainees under the OBC Training Scheme or SC/ST Training Programme.
6. That in case any statement made herein is found false, IEDUP shall be free to reject / terminate the proposal / contract and take action as per law.

Deponent
Signature: _____

Verification
Verified at _____ on this _____ day of _____ that the contents of the above affidavit are true and correct to my knowledge and belief.

Deponent
Signature: _____

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9. ANNEXURE 2 – FORMAT OF POWER OF ATTORNEY (POA)

(To be provided in original as part of Technical Proposal duly signed by the 'Applicant')

POWER OF ATTORNEY

To Whomsoever It May Concern

Know all men by these presents, we _____ (name and registered office address of the Applicant) do hereby constitute, appoint and authorise Mr./Ms. _____ (Name of the Person), at _____ (Address), acting as _____ (Designation and the name of the firm), as Authorised 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 "Selection / Empanelment of Eligible Training Agencies for Implementation of the OBC Training Scheme and SC/ST Training Programme in Uttar Pradesh – FY 2026–27" vide RFP Reference No. [●] issued by IEDUP, 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 and shall always be deemed to have been done by us.

For ----------
(Signature)
(Name, Title and Address)

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

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