REQUEST FOR PROPOSAL (RFP)

For

Empanelment of Agencies as:

1. Technical Support Agency (TSA)

Issued by:

Institute of Entrepreneurship Development, Uttar Pradesh (IEDUP)
(Micro, Small & Medium Enterprises and Export Promotion, Govt. of U.P.)
A - 1 & 2, Industrial Area, Sarojini Nagar, Kanpur Road, Lucknow, Uttar Pradesh 226008

RFP Reference No.:IEDUP/ESDP/UP/05
Date of Issue: 12.10.2026

Website:www.iedup.in
Email:iedup.director@gmail.com

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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.

IEDUP reserves the right to:

- Amend or cancel the RFP
- Reject any proposal
- Modify scope without prior notice

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

2. NOTICE INVITING PROPOSALS

IEDUP invites proposals from eligible agencies for empanelment under the following categories:

Empanelment Categories

- **Technical Support Agency (TSA)**

Key RFP Details

Particulars	Details
Name of Authority	Institute of Entrepreneurship Development, U.P. (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 and related programmes.
Proposal Validity	180 days from last date of submission

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Empanelment Period	2 Years (extendable based on performance)
Proposal Submission Mode	Hard copy in the IEDUP office
Email ID	iedup.director@gmail.com

3. SECTION I – INSTRUCTIONS TO APPLICANT

A. The Applicant Documents:

3.1 Cost of Proposal

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.

3.2 Contents of the RFP:

The RFP shall include:

- Notice Inviting Proposals
- Section I – Instructions to Applicant
- Section II – Requirements for Empanelment and Evaluation
- Declaration by the Applicant
- 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.

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3.5 Documents Constituting the Proposal

The proposal shall comprise:

- Covering letter on letterhead of the applicant.
- Power of Attorney / Board Resolution authorising the signatory.
- Documents establishing legal status, PAN, GST and other statutory registrations (whichever is applicable)
- Audited financial statements, ITRs, Turnover certificate with UDIN No., Balance Sheet, Computation sheet for the last three financial years (FY 2022-23, 2023-24, 2024-25).
- Experience credentials/ work orders/ completion certificates/infrastructure documents.
- Declaration as prescribed in this RFP.

3.6 Submission of Proposal

The applicant shall submit proposals in hard copy at IEDUP Sarojini Nagar Office, before 6:00 PM 26.10.2026

Payment of application fee:

1. Application fee of Rs. 5100/- (Non Refundable).

Note : Application fee for empanelment would be payable through DD/RTGS in favor of **Institute of Entrepreneurship Development U.P., Lucknow** to be submitted along with the Application Form **through RTGS in the Bank account of IEDUP**, the details of which are as under:

Name of the Account Holder:	Institute of Entrepreneurship Development, U.P.
Name of the Bank:	Bank of Baroda, Sarojini Nagar, Lucknow-226008
Type of Account:	Saving Account
MICR No.	226012035
IFS Code:	BARB0SAROJI ⬇ (ZERO)
PAN No.	AAATI1575J
Account No SB-	**36490100000550**

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

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"Proposal for Empanelment as Technical Support Agency (TSA)"

The selected category shall be clearly mentioned in the covering letter and the capability statement.

Proposals received after the prescribed deadline shall not be considered and shall be rejected.

C. Opening and Evaluation of Proposals

3.7 Preliminary Scrutiny

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

3.8 Eligibility Evaluation

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

3.9 Technical Evaluation

Technical evaluation shall be carried out in accordance with the evaluation criteria and marking system specified in Section II of this RFP.
Separate evaluation frameworks shall be applicable for Technical Support Agency (TSA).

Applicants shall be evaluated based on their eligibility, experience, technical capability, 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.

3.10 Contacts During Evaluation

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

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D. Award of Empanelment and Other Conditions

3.11 Period of Empanelment:

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

3.12 Allocation of Work:

Specific assignments / districts / 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.

3.13 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.

3.14 Jurisdiction:

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

3.15 Payment Schedule

a) All taxes and duties are applicable as per laws.
b) If amount exceed to the fixed amount, it will be bear by the selected agency itself. Any claim will not be entertained by the department regarding this.
c) Payment shall be paid after deduction of 10% of administrative expenses of IEDUP from common cost norms category wise and extent guideline decided by IEDUP.

4. SECTION II – REQUIREMENTS FOR EMPANELMENT AND EVALUATION

4.1 Background and Objective

Institute of Entrepreneurship Development, Uttar Pradesh (IEDUP), is implementing a Entrepreneurship cum Skill Development Scheme aimed at enhancing employability, future-ready skills, and industry-aligned vocational training across multiple States of PAN India level.

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Under this RFP, IEDUP proposes to engage a Technical Support Agency (TSA) to provide end-to-end technical, operational, and monitoring support for smooth implementation of training programs strictly as per Scheme Guidelines issued by the Competent Authority from time to time.

The TSA shall function as a professional support and facilitation agency, assisting IEDUP in planning, implementation, compliance, monitoring, reporting, and coordination with the designated Monitoring Agency.

The objective of this RFP is to select a competent and experienced Technical Support Agency (TSA) that will:

- Support IEDUP in implementation of training programs under various schemes
- Ensure adherence to Scheme Guidelines, SOPs, and implementation timelines
- Enable transparent monitoring, reporting, and quality assurance
- Assist in coordination with districts, training centres, and Monitoring Agency

4.2 Scope of Work of Implementing Agencies

4.2.1 TECHNICAL SUPPORT AGENCY (TSA)

Scope of Work

The Technical Support Agency (TSA) shall be responsible for carrying out the following activities:

- Trainer cum Instructor
- Guest Faculty
- Faculty
- District Coordinator team
- Infrastructure / Venue including water & electricity etc.

The selected TSA shall be responsible for the following activities in accordance with Project Implementation Guidelines derived from Scheme Guidelines:

Project Planning & Mobilization

- Support IEDUP in preparation of district-wise training plans and batch schedules
- Candidate mobilization, outreach planning, and district coordination
- Ensure mobilization activities are compliant with Scheme branding and communication norms

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Training Centre & Infrastructure Support

- On boarding of training centres on the designated digital platform Accreditation of training centre as per Scheme Guidelines
- Geo-tagging and documentation of training centres

Trainer & Batch Management

- Verification of trainer eligibility, certification, and deployment
- Batch creation, approval, and lifecycle management

Digital Platform & Data Management

- On boarding and operation on the prescribed Skill/Training Management Portal
- Ensure attendance for candidates and trainers
- Ensure timely and accurate data entry for enrolment, attendance, & training activity.

Monitoring, Inspection & Quality Assurance

- Conduct physical and virtual inspections of training centres and batches
- Submit inspection reports, compliance reports, and corrective action plans
- Coordinate inspections with the designated Monitoring Agency

Certification

- Coordination with approved Awarding Bodies

Reporting & Documentation

- Preparation and submission of weekly, monthly, and milestone-based progress reports
- Support audit readiness and compliance documentation

Compliance & Governance

- Ensure strict adherence to Scheme Guidelines and amendments
- Support grievance redressal, candidate feedback, and issue resolution
- Assist IEDUP during reviews, audits, and inspections.

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Type of Programmes: Entrepreneurship and Skill Development Programme (ESDP) in Tailor Basic Sewing Operator, Basic of Beauty & Hair Dressing, House Wiring/Home Appliances, Repair & Maintenance of Mobile Repairing, Solar Electric System Installer ad Service Provider, Automobile (Two Wheeler Repairing) in the state of Uttar Pradesh managed and executed by the Institute.

4.2.2 Mobilization, Outreach and Counselling

The TSA shall identify eligible participants in accordance with applicable guidelines and enrolment criteria and shall collect, verify and maintain enrolment documentation.

The TSA shall deploy district coordination team for mobilization, coordination.

The TSA shall undertake orientation of participants regarding training programme, trade relevance and participation requirements and maintain all records for inspection and audit.

4.2.3 Training Planning, Infrastructure and Implementation Support

The TSA shall prepare batch plans, district mobilization plans and implementation schedules in consultation with IEDUP.

The TSA shall organize and conduct:

- Deployment of resource persons/experts

The TSA shall ensure training delivery through experts as per approved training structure and arrange venue facilities to ensure smooth conduct of training.

4.2.4 Minimum Training Infrastructure

The TSA shall ensure that each training location is adequately equipped for conducting the programme, including:

- Training space and seating arrangements
- Basic infrastructure required for training delivery

The TSA shall ensure uninterrupted training by maintaining required infrastructure and facilities.

4.2.5 MIS, Documentation and Reporting

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The TSA shall maintain records of training activities and undertake photography, media promotion, visual documentation, report etc. during the programme.

The TSA shall maintain complete documentation including:

- Attendance
- Training records
- Programme reports

All records shall be made available for inspection, verification and audit.

4.2.6 Trainer Development and Capacity Building

The TSA shall ensure engagement and coordination of resource persons/experts and ensure effective delivery of training as per programme requirements.

4.2.7 Assessment and Certification Support

The TSA shall ensure completion of training by participants and acquisition of required skills in the respective trade.

The TSA shall maintain records of training completion and facilitate assessment and certification processes as applicable.

4.2.8 Monitoring, Compliance and Quality Assurance

The TSA shall coordinate with IEDUP and district authorities to ensure:

- Proper implementation of the training programme
- Adherence to approved duration and batch size
- Deployment of experts and coordination team
- Availability of required materials, venue and infrastructure
- Proper support for training execution
- Smooth conduct of training sessions

TSA shall ensure compliance with all applicable guidelines and directions.

4.2.9 Other Responsibilities

The TSA shall be responsible for:

- The TSA shall conduct training in accordance with course outlines prescribed by sponsoring Agency, submit accounts in accordance with the Scheme Guidelines,
- Coordination and programme implementation
- Documentation and reporting

Any other responsibility assigned by IEDUP in relation to the programme shall also form part of the respective agency's scope of work.

4.3Minimum Eligibility Criteria:

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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/ /proprietorship or Society incorporated in India. 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 registered). 5. Any other relevant registration document.
2	Turnover Criteria	Average annual turnover during the last three 2022-23, 2023-24 & 2024-25 financial years (FY), Minimum average annual turnover (Last 3 Years): 4.00 Crore	Balance Sheets, Profit & Loss Accounts last three financial years (FY 2022-23, 2023-24 & 2024-25) ITRs for the last three financial years (FY 2022-23, 2023-24 & 2024-25) Turnover certificate with UDIN No.
3	Experience Criteria	**Minimum 05 CSR funded work orders for conducting skill development programmes / training programmes in skill developments last three financial year. *(Only Govt. /PSU/State/Central)***	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
6	Undertaking	The applicant shall undertake : 1. The information and documents submitted are true and correct.	Self-Declaration on letter Head

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Note:- The Institute reserves the right to verify the authenticity of all documents, credentials, experience, affiliations, certifications and financial information submitted by the applicant at any stage of the empanelment process. Submission of false, misleading or fabricated information shall result in rejection of the proposal and may lead to blacklisting of the applicant in accordance with the applicable rules and regulations.

4.4 Proposal Submission Checklist

S. No.	Document Description
1	Covering letter and category preference
2	Power of Attorney
3	Legal status and registration documents
4	PAN , GST (If registered) and other statutory registrations
5	Financial Details (F.Y.-2022-23, 2023-24 & 2024-25)
6	Relevant work orders / agreements / completion certificates
7	Affidavit 100 Rs. Stamp Paper.
8	Undertakings as specified in the RFP document

4.5 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 Technical Support Agency (TSA).

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.

A. Technical Evaluation – Technical Support Agency (TSA)

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

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2	Relevant Experience in Skill Development / Training Programs	05 Projects – **20 Marks** 10 Projects – **25 Marks** More than 10 Projects – **30 Marks**	30	Work Orders / Agreements / Completion Certificates
3	Financial Strength (Turnover)	Between 4.00 -5.00 Crore = 10 Marks, Above 5.00 Crore = 15 Marks	15	ITR/Balance Sheet/Certificate of Financials (2022-23, 2023-24,2024-25,)
4	Geographic Presence	Presence in more than one (01) Districts – 10 Marks	10	Work Orders / Office Proof/project implementation documents.
5	Resource Person/Experts/Master craftsperson/Manpower	More than 02 – 10 Marks (Resource Person/Experts/Faculty- TSA	10	Declaration/CVs'
	Total Technical Marks		**80**	

B. Technical Presentation

Evaluation Criteria	Evaluation Basis	Max. Marks
Technical Presentation & Project Methodology	Presentation before the Evaluation Committee covering project understanding, implementation strategy, project execution plan, mobilization strategy, monitoring & reporting mechanism, quality assurance, industry linkages, placement support, innovation and risk mitigation plan.	20

Evaluation Summary

Particulars	Marks
Total Technical Evaluation Marks	80
Technical Presentation	20
Total Evaluation Marks	**100**

Minimum Qualifying Criteria

- **Minimum Qualifying Marks in Technical Evaluation: 60 Marks (out of 80 Technical Evaluation Marks)** to qualify for the Technical Presentation.
- **Technical Presentation: 15 Marks**
- **Total Evaluation Marks: 100 Marks**
- **Minimum Marks Required for Empanelment: 75 Marks out of 100 Marks.**

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5. DECLARATION BY THE APPLICANT

I / We hereby certify that all information furnished in this proposal and its annexures is true, correct and complete to the best of my / our knowledge and belief.

I / We have carefully examined the RFP and agree to abide by all terms and conditions contained therein.

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.

I / We further certify that the organisation has not been blacklisted by any Government Department / PSU / Autonomous Body and that no material fact has been suppressed.

Name of Organisation: _____
Name of Authorized Signatory: _____
Designation: _____
Signature with Seal: _____
Date: _____
Place: _____

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6. 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.

6.1 Applicant Particulars

S. No.	Particulars	Applicant Response
1	Name and legal status of applicant	
2	Category applied for	
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, MSME and other registrations	
7	Average annual turnover for three consecutive financial years	
8	Summary of relevant experience in skill development programmes	
9	Number of relevant projects of similar nature	
10	Number of infrastructure/ Training centre available (Owned / Rented / Leased)	
11	Number of valid placement tie-ups enclosed	
12	Any blacklisting / debarment history (Yes / No)	

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6.2 Statement of Relevant Experience

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

6.3 Statement of Training centre

Part A – Training centre

S. No.	Item	State	District	Owned / Rented / Leased(Details of relevant lease deed/agreement/ownership document or any other relevant documentary proof)
1	Training Centre 1			
2	Training Centre 2			

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7. ANNEXURE 1 – TERMS AND CONDITIONS OF EMPANELMENT

1. The empanelment shall be non-exclusive, and IEDUP may empanel one or more agencies under both categories, namely Technical Support Agency (TSA) for similar services.
2. Empanelment shall initially be valid for a period of Three years, unless extended or terminated earlier by IEDUP.
3. The empanelled TSA shall enter into separate agreement / MoU / work order for each assignment, clearly defining the scope, timelines, deliverables, financial terms and reporting structure.
4. The TSA shall perform their respective services with due diligence, efficiency and economy, in accordance with professional standards and instructions issued by IEDUP from time to time.
5. The empanelled agencies shall not assign or transfer their rights or obligations under the empanelment without prior written approval of IEDUP.
6. IEDUP reserves the right to inspect offices, training Centre, records, MIS systems and field operations of TSA 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. TSA shall comply with all applicable laws, scheme guidelines, labour laws, wage norms, safety standards, data security requirements and instructions issued by competent authorities.
9. No minimum business guarantee shall be implied or assured under the empanelment for TSA.
10. IEDUP reserves the right to cancel empanelment of TSA in case of:
    - Non-performance
    - Misrepresentation of facts
    - Misconduct or negligence
    - Breach of confidentiality
    - Charging of participants/beneficiaries
    - Blacklisting by any government authority
    - Any act prejudicial to the interest of the programme
11. Force majeure, dispute resolution, penalties, payment terms and service level conditions shall be governed by the respective work order / agreement issued for each assignment.
12. All empanelled TSA shall strictly adhere to scheme-specific guidelines while implementing the programme. In absence of such guidelines, directions issued by IEDUP shall be binding.

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8. ANNEXURE 2 –AFFIDAVIT (100/- Stamp Paper)

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 candidates / beneficiaries under the programme.
6. 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.

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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ANNEXURE 3 – Format of POA (100/- Rs. Stamp Paper)

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

POWER OF ATTORNEY

To Whomsoever It May Concern

Know all men by these presents, we _____ (name and registered officeaddress of the Applicant) 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 Institute of Entrepreneurship Development, U.P. (IEDUP) , Lucknow, Uttar Pradesh involving the deliverablesas per agreement with Institute of Entrepreneurship Development, U.P. (IEDUP) , Lucknow vide Request of Proposal for "Empanelment of Technical Support Agency (TSA) for IEDUP" , issued by Managing Director , Institute of Entrepreneurship Development, U.P. (IEDUP), Lucknow,Uttar Pradesh, including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by Institute of Entrepreneurship Development, U.P.(IEDUP),Lucknow, Uttar Pradesh, or any governmental authority, representing us in all matters before Institute of Entrepreneurship Development, U.P. (IEDUP), Lucknow, Uttar Pradesh and generally dealing with Institute of Entrepreneurship Development, U.P.(IEDUP),Lucknow 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 afore said attorney shall and 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)

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