



Expression of Interest (Eoi) For Empanelment of Institutions Providing Infrastructure Support for NIESBUD Trainings

**The National Institute for Entrepreneurship and Small
Business Development (NIESBUD)
Ministry of Skill Development and Entrepreneurship
(MSDE),
Government of India**



Important Dates

Particulars	Date
Date of Issue of EOI	19-10-2025
Pre-bid Meeting	24-10-2025
Last date for submission	29-10-2025
Opening of Proposals	29-10-2025

Expression of Interest (EOI) **For Empanelment of Institutions Providing Infrastructure Support for NIESBUD Trainings**

1. Background

The National Institute for Entrepreneurship and Small Business Development (NIESBUD) is an autonomous institution under the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. www.niesbud.nic.in

NIESBUD is mandated to promote entrepreneurship and small business development through a comprehensive suite of activities including training, consultancy, research, and policy advocacy. Since its inception, NIESBUD has trained over 16.91 lakh participants, including more than 5,600 international participants from 145+ countries, through more than 61,000 training programmes.

The Institute's Head Office is located in Noida (Sector 62), Uttar Pradesh. It operates a Regional Centre at Dehradun and has 21 extension centers across the country, operating from National Skill Training Institutes (NSTIs) at various locations including Bengaluru, Bhubaneshwar, Calicut, Chennai, Goa, Howrah, Hyderabad, Indore, Jaipur, Jammu, Jamshedpur, Kanpur, Ludhiana, Mumbai, Noida, Panipat, Patna, Raipur, Shimla, Vadodara, and Visakhapatnam.

To amplify its outreach and deepen its impact across the country, NIESBUD seeks to empanel Central/States Government Agencies, PSUs, EDIs etc. as **Infrastructure Providers** to conduct training programmes in various states and Union Territories. The Institute intends to empanel these Infrastructure Providers for organizing sponsored as well as Fee-based Programmes for increasing outreach activities of the Institute.

2. Objectives

- To build a national network of reputed and capable Infrastructure Providers for conducting NIESBUD training programmes.
- To ensure comprehensive, high-quality, and standardized delivery of programmes by utilizing the available institutional infrastructure.

3. Models of Engagement

The Infrastructure Provider may receive fixed payments for the following services per training programme as per available budget heads:

- Provision of infrastructure and logistic support

The Institute may provide an adequate percentage of the budgeted cost to the Infrastructure Provider for effective management and coordination of the training programme.

4. Coverage of State/UT by Infrastructure Providers

Sl. No.	State/ U.T.
1	Andaman and Nicobar Islands
2	Andhra Pradesh
3	Bihar
4	Chandigarh
5	Chhattisgarh
6	Dadra and Nagar Haveli and Daman and Diu
7	Delhi (National Capital Territory)
8	Goa
9	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu and Kashmir
13	Jharkhand
14	Karnataka
15	Kerala
16	Ladakh
17	Lakshadweep
18	Madhya Pradesh
19	Maharashtra
20	Odisha
21	Puducherry
22	Punjab
23	Rajasthan
24	Tamil Nadu
25	Telangana
26	Uttar Pradesh
27	Uttarakhand
28	West Bengal

- NIESBUD reserves the right to empanel fewer or more Organisations than indicated above, at its sole discretion.

5. Eligibility Criteria

Organizations applying for empanelment must meet the following eligibility conditions:

- i) The Organisation should be a registered body –State Government Institute/Government Skill University, College/Educational Institution, Government ITI/PSU/Autonomous Bodies etc.
- ii) The Organisation should be in existence for at least 03 years.
- iii) The Organisation should have a gross average turnover, including taxes, of minimum Rs. 2,00,00,000/- during each of the last 03 years.
(In case, the Books of Accounts for 2024-25 have not been audited till date of submission of Eol, then the Organisation may mention the turnover of last available 3 FYs.)
- iv) The Organisation should have adequate infrastructure including classrooms, IT infrastructure etc. for organizing training programmes etc. as briefly detailed in following Clause.

6. Infrastructure Requirements

Empanelled Organisations must possess the following infrastructure and human resource capabilities:

a) Infrastructure:

- **Premises:** Owned or leased premises in the name of the organization.
- **Classrooms:** Minimum two well-ventilated, well-lit classrooms.
- **Laboratories:** At least one laboratory with necessary equipment relevant to the training programmes.
- **Computer Lab:** At least 10 computers with high-speed internet connectivity.
- **Other Infrastructure:** Geo-tagged biometric attendance system, CCTV with IP camera-enabled classrooms with online monitoring facility, LED Screens, Projectors, Audio visual Facility, Video Conferencing facility, Mic, Speaker, Computer Peripherals, White Boards, Markers, etc., power backup, firefighting equipment, first aid facilities, canteen, separate washrooms, photocopying equipment, printer, proper seating arrangements, and RO drinking water.

7. Submission of Expression of Interest (Eol)

- a) The Eol shall be submitted, in the prescribed Format (ANNEXURE-I) clearly spelling out all the specific and relevant details under each of the columns.
- b) The Eol shall be accompanied by the following self-attested Documents failing which an Eol is liable to be rejected summarily: -
 - i) Copy of Registration Certificate with date of incorporation/operation/establishment;

- ii) The relevant extract of the audited Books of Accounts of the Organisation for the concerned years.
- iii) Acceptable documentary evidence of having requisite infrastructure for the purpose as outlined in the eligibility conditions including CVs of the Faculty may be furnished.
- iv) Copy of Registration Certificates under different Statutes like PAN/TAN, GST etc.

8. Selection Process

- i) The Institute will carry out a preliminary examination of all the Eols received for satisfying that they fulfill the prescribed Eligibility Conditions as evidenced by the enclosed documents. Only those Organisations which fulfill these criteria will be called for making Presentations before the Committee.
- ii) All proposals received in response to this EOI shall undergo a preliminary scrutiny to ascertain completeness, eligibility, and compliance with prescribed requirements. Proposals meeting the eligibility conditions shall be evaluated based on the following parameters and weightages:

S. No.	Parameter	Sub-Parameters / Criteria for Evaluation	Maximum Marks
1	Infrastructure (including physical presence and facilities within the State/UT)	• Availability of owned/leased training centres – 12 marks • Training infrastructure (classrooms, IT lab, AV facilities, etc.) – 12 marks • Accessibility, safety, and amenities (firefighting, washrooms, power backup, etc.) 6 marks	30
2	Industry Collaborations / Tie-ups (for enterprise facilitation and market linkages)	• MoUs/Partnerships with industries or sector associations – 7 marks • Linkages for funding, market access, or incubation – 7 marks • Demonstrated outcomes through collaborations – 56 /marks	20
3	Technical Presentation (programme delivery strategy, outreach model, and handholding plan)	• Understanding of objectives and scope of work – 5 marks • Proposed training methodology, pedagogy, and innovation – 10 marks • Outreach, scalability, monitoring, and mentoring plan – 10 marks • Presentation clarity, team competency, and Q&A – 5 marks	30
4	Financial Strength / Turnover (average of last three financial years)	• Turnover ₹200–300 lakh – 10 marks • ₹300–400 lakh – 15 marks • Above ₹400 lakh – 20 marks	20
		Total	100

Note:

(i) The Technical Presentation will be evaluated by a duly constituted Evaluation Committee, focusing on the agency's approach, methodology, innovation in training delivery, post-training mentoring structure, and capacity to ensure measurable outcomes.

(ii) The marks obtained in technical evaluation will be normalized to a scale of **70 points** for the purpose of final computation.

In case of a tie, the bidder with the higher technical score will be preferred. The final recommendation will be made by the Evaluation Committee and approved by the Competent Authority of NIESBUD.

9. General Conditions

- i) An Organisation may apply for Empanelment for different States/U.Ts. But in such a case, relevant supporting documents for all the States for which Empanelment is being sought, will have to be enclosed.
- ii) No TA & DA shall be payable to the Organisations for making Presentation in NOIDA/Delhi, for the purpose, the date for which will be intimated individually to all the concerned Organisations.

10. Role and Responsibilities of Empanelled Infrastructure Providers

Empanelled Infrastructure Providers will play a critical role in the successful implementation of NIESBUD's training programmes. Their responsibilities will encompass the following key areas:

- i) **Data Management:** Maintaining accurate and up-to-date data and records related to each training programme and its participants will be the responsibility of the Infrastructure Provider. This includes programme-wise attendance, feedback, assignments, outcomes, and other required documentation.
- ii) **Facilities Required During the Training Programmes:** The Infrastructure Provider must ensure strict adherence to NIESBUD's prescribed curriculum, guidelines, and quality standards. This will involve:
 - Providing well-equipped infrastructure (classrooms, labs, IT facilities, IP cameras, etc.)
 - Maintaining real-time biometric attendance and using IP camera monitoring
- iii) **Programme Logistics and Participant Support:** The Infrastructure Provider will arrange necessary logistical support.
- iv) **Reporting and Submission:** Timely submission of detailed programme completion reports, outcomes, and supporting documentation in the prescribed

format is mandatory. The Infrastructure Provider must also submit bills including GST invoices strictly in accordance with guidelines and within stipulated timeframes.

- v) **Compliance with Guidelines and Quality Assurance:** Strict adherence to NIESBUD's operational guidelines, quality benchmarks, standardized branding protocols, and other regulatory requirements is compulsory. The Infrastructure Provider is also responsible for maintaining the overall quality of the programme delivery at all times.
- vi) **Brand Protection:** The use of NIESBUD's name, logo, and brand identity is strictly limited to the approved training activities. Any unauthorized use or misrepresentation is strictly prohibited.
- vii) **Coordination with NIESBUD:** The Infrastructure Provider will provide active coordination and support to NIESBUD teams during verification of data, credentials, and monitoring visits. Full cooperation with NIESBUD's review, evaluation, and assessment processes is expected.

11. Monitoring and Evaluation

To maintain the highest standards of training delivery and participant satisfaction, a robust monitoring and evaluation framework will be implemented:

- i) **Continuous Monitoring:** Empanelled Organisations will be subject to ongoing monitoring through submission of detailed progress reports, real-time data sharing, and updates on programme implementation.
- ii) **Site Inspections:** NIESBUD officials will conduct regular on-site inspections to assess infrastructure, training quality, participant engagement, and overall compliance with guidelines.
- iii) **Technology-Enabled Oversight:** Infrastructure Providers must ensure the mandatory use of biometric attendance systems, IP camera-enabled classrooms for live monitoring, and submission of photo and video documentation of training activities via NIESBUD's designated digital platforms.
- iv) **Participant Feedback:** Real-time collection and submission of participant feedback through the prescribed online platforms will be mandatory, contributing to continuous improvement and quality assurance.
- v) **Performance-Based Evaluation:** The performance of each Infrastructure Provider will be regularly evaluated against pre-defined parameters, and non-performance may result in termination of empanelment.

12. Duration of Empanelment and Renewal

- i) The initial empanelment of selected Infrastructure Providers will be for a period of **two year** from the date of signing of the Memorandum of Understanding (MoU).
- ii) The empanelment may be renewed annually based on a comprehensive review of the Organization's performance, adherence to NIESBUD's guidelines, quality of training delivery, participant satisfaction levels, and overall impact.
- iii) NIESBUD reserves the right to terminate or not renew empanelment in case of non-performance, non-compliance with guidelines, or any act detrimental to the interests of the Institute

Format for Empanelment as Training Partner

A. General Information

Sl. No.	Particulars	Details
1	Name of the Organization	
2	Nature of Organization (Central/States Government Agencies, PSUs, EDIs etc.)	
3	Office Space (Owned / Leased / Rented / Franchise)	
4	Year of Incorporation / Registration	
5	Registered Address	
6	Total Area (in sq. ft.)	
7	Experience in Training (in years)	
8	PAN / TAN / GST No.	
9	No. of Employees (attach list with name, qualification & role)	
10	No. of Trainers (attach list with qualification & specialization; mention if NIESBUD / EDI / IIE certified)	

B. Infrastructure Details

Sl. No.	Location / District	Address of Training Centre	Ownership Type	Area (sq. ft.)	No. of Classrooms	Key Infrastructure (as per EOI)
1						

Mention availability of IT infrastructure, biometric attendance, CCTV, VC facility, power backup, and other training aids.

C. Accreditation / Affiliation

Sl. No.	Affiliating Body (EDI / NSDC / State Mission / Others)	Affiliation Date	Validity	Details of Accredited Courses / Activities
1				

D. Industry Collaborations

Sl. No.	Industry Partner	Nature of Collaboration / MoU	Validity (if any)
1			

E. Financial Information

FY	Annual Turnover (₹ in Lakhs)	Audited (Yes/No)
2022-23		
2023-24		
2024-25		

F. Document Checklist

Sl. No.	Document	Enclosed (Yes/No)
1	Certificate of Incorporation	
2	Office Ownership / Lease / Franchise Document	
3	PAN, TAN, GST Certificates	
4	EDI / NSDC / State Mission Affiliation Certificate	
5	Audited Financials (last 3 years)	
6	Trainer Details with Resume	
7	Centre Photos (Building, Classrooms, IT Setup)	
8	Proof of Enterprise Creation / Handholding	
9	SMART Portal / DARPAN ID (if applicable)	
10	Bank Account Details	

Declaration:

We hereby certify that the information furnished above is true and correct to the best of our knowledge. We understand that furnishing false information may lead to disqualification from the empanelment process.

Authorized Signatory:

Name: _____

Designation: _____

Seal & Date: _____