

**EQUEST FOR PROPOSALS (RFP)
FOR**

**Selection of Training Provider for Conducting Short Term Training
(STT) Program cum Entrepreneurship Development Programme
(EDP) Under Mukhya Mantri Dakhyata Unnayan Prakalpa (MMDUP)
for 105 candidates in West District.**

**GOVERNMENT OF TRIPURA
DIRECTORATE OF SKILL DEVELOPMENT
DEPARTMENT OF INDUSTRIES & COMMERCE
ITI ROAD, INDRANAGAR, AGARTALA-799006,
PHONE: 0381 2355518, EMAIL: skilltripura@gmail.com**

Request for Proposal (RFP) for Selection of Training Provider for Short Term Training (STT) Program cum Entrepreneurship Development Programme (EDP) Under Mukhya Mantri Dakhyata Unnayan Prakaalpa (MMDUP).

1. Background

The Directorate of Skill Development invites proposals from eligible and experienced Training Providers (TPs) for the implementation of Short –Term Training (STT) Programmes. This initiative aims to provide gainful employment through quality skill training and Entrepreneurship Development Programme in relevant sectors and job roles, aligned with local demand through industry partners, knowledge partners and training providers, Government Institutions and Sector Skills Council.

The primary objective of this RFP is to select eligible Training Providers/SSC's/LLP's with a demonstrable track record in delivering quality, outcome-based skill training, and verifiable placement linkages and entrepreneurship development.

2. Details of the job role:-

Sl. No	Name of the Job role	Sector	QP Nos	Total Training Hrs.	Location	No of Beneficiaries	Target Beneficiaries	Target Age Group	Educational Qualification
1	Field Technician - Air Conditioner	Electronics	ELE/Q3102	600 Hrs (Training 450 hrs + OJT 90 hrs + EDP 60 hrs)	West Tripura	35 (minimum Batch size 20-maximum 45)	Unemployed Youths	18-45 years	10th Pass
2	Field Technician - Other Home Appliances	Electronics	ELE/Q3104	600 Hrs (Training 450 hrs + OJT 90 hrs + EDP 60 hrs)	West Tripura	35 (minimum Batch size 20-maximum 45)	Unemployed Youths	18-45 years	10th Pass
3	CCTV Installation Technician	Electronics	ELE/Q4605	600 Hrs (Training 450 hrs + OJT 90 hrs + EDP 60 hrs)	West Tripura	35 (minimum Batch size 20-maximum 45)	Unemployed Youths	18-45 years	10th Pass

3. Eligibility Criteria: Interested Training Providers must meet **all** of the following minimum eligibility conditions:

i. NSDC Registration – The Training Provider must submit valid registration with NSDC. Proof of registration must be submitted along with the proposal.

ii. Legal Status:-

Must be a legally registered entity -

Company/LLP/Firm/Society/Trust/Proprietorship/Government Departments/Autonomous bodies) with valid registration certificates under applicable laws. Copies of incorporation or registration documents must be submitted.

iii. Experience:

- a) Minimum of three (3) financial years of continuous and active presence in the Indian skill ecosystem, particularly in implementing **skill development programs**.
- b) Documentary proof in the form of Work Orders / Office Orders / MoUs with government departments or reputed organizations along with Work Completion Certificates must be attached.
- c) Minimum **3 years of experience** in EDP/livelihood projects
- d) At least **5 completed** EDP/livelihood-based project where at least 50% of the EDP candidates have started their enterprise (Please attach the loan disbursement documents for the EDP candidates)
- e) Certified trainers from IIE/NIESBUD/EDI (ToT/entrepreneurship/business/soft skills) with minimum **2 years' experience**.

iv. Collaboration Requirements:

Training Providers must submit valid Letters for collaboration with relevant institutions as applicable, including:

- a) ITI/polytechnic/Industry/Govt. PSU/ or Govt. institutes/ for training venue/premises support.**(Tranche 1 and Tranche 2 part).**
- b) SOFED, EDI, RSETI, RUDSETI for **EDP training support (Tranche 3 part).**
- c) **Post training support:** Establish Market linkage Local vendors, dealer networks, service agencies, and financial institutions to facilitate:
 - Enterprise creation support.
 - Bank/loan linkages.
 - Access to service/repair call generation for field-based trades.
 - Vendor/supplier linkages for business operations.

Note: While placement is not mandatory under this RFP, the Training Provider must demonstrate clear strategies for post-training enterprise setup support and local market integration. The 3rd tranche payment will be released only after the candidates have received all necessary documents along with financial approval/availability for establishing their enterprises. A complete list of such documents, to be provided to candidates during or after training, must be submitted in advance before getting proposal approval.

v. Training Infrastructure:

- a) The Training Provider must ensure that all necessary training equipments, teaching aids, and consumables are made available at the training premises in line with **SSC norms** and job role requirements.
- b) TP shall coordinate with the host institute for smooth conduct of sessions and ensure the premises are maintained in proper working condition throughout the training period.

vi. Certified Trainers:

- c) Trainers must possess valid **ToT (Training of Trainers)** certification for the relevant NSQF job roles issued by the **Sector Skill Councils (SSCs)**.
- d) For non-NSQF-aligned job roles, trainers must be subject matter specialists in the relevant field or experienced industry professionals with proven expertise.
- e) For entrepreneurship training, trainers must hold valid certification from **NEISBUD** or an equivalent recognized institute.
- f) Copies of trainer certificates must be submitted along with the proposal.

vii. Legal & Statutory Compliance:

The TP must submit valid PAN, GST Registration, ESIC, EPFO registration (if applicable), /IT return (Last Three Years) and Audit Report (Last Three Years) and other applicable compliance certificates. Copy of all these documents need to be submitted.

viii. Training Session Plan (450 hrs):

TPs must provide a detailed day wise /week wise **Session Plan with targets and sub targets** aligned with the National Occupational Standards (NOS) for each job role before getting the approval.

ix. On-the-Job Training (OJT) Plan Submission (90 hrs):

Training Providers must **submit a detailed OJT plan** for each of the proposed job roles. The OJT plan must clearly include the following:

- a) Job Role-wise OJT framework
- b) Duration of OJT
- c) Proposed OJT locations
- d) **Supporting documents or letters of consent** from associated **industries, departments, or institutions** confirming their willingness to host the OJT.

x. EDP Training Session Plan for 60 hrs (part of 3rd Tranch):

Training Providers must submit a detailed Entrepreneurship Development Program (EDP) session plan in alignment with NSQF requirements, to be conducted **in collaboration with SOFED/EDI/RSETI/RUDSETI**.

- a) EDP shall be conducted exclusively for candidates who have successfully passed the main training.
- b) The EDP content must be specifically tailored to the respective training job role.
- c) The EDP must be completed within **one month** after completion of the main training.
- d) The EDP sessions shall be conducted **within the premises** of SOFED/EDI/RSETI/RUDSETI or in collaboration with SOFED/EDI/RSETI/RUDSETI.
- e) Training Providers must obtain a formal **collaboration/approval letter** from the partner institute before commencement of the EDP.

- f) The submitted plan must clearly outline **day-wise/week-wise topics, learning outcomes, and practical activities.**
- g) The EDP curriculum should be designed and delivered jointly with the collaborating institute to ensure **quality, relevance, and strong industry linkage.**
- h) The curriculum must cover **entrepreneurship skills, business management, market linkage strategies, and access to credit/financial facilities,** with specific focus on opportunities available in the local context.

N.B.:- The mobilization list must be submitted prior to the commencement of the training batch. The list of candidates shall also be communicated to the respective District authorities. Candidate mobilization shall be the sole responsibility of the Training Provider.

4. Proposal Evaluation Criteria:

Proposals will be evaluated on a point-based system with the following key evaluation parameters:

Sl.	Parameter	Marks
1	Relevant Experience – Years of experience in implementing skill development, particularly under Govt. funded schemes (with supporting Work Orders/MoUs & Completion Certificates)	5
2	Relevant Experience – Years of experience in implementing EDP particularly under Govt. funded schemes (with supporting Work Orders/MoUs & Completion Certificates)	5
3	Valid Collaboration Proofs – Collaboration letters from ITI/polytechnic/Industry/Govt. PSU/ or Govt. institutes/ Own Training Center as per SSC norms for training venue/premises support and Collaboration letters from NEISBUD/SOFED/ RSETI/EDI/RUDSETI for EDP support.	10
4	NSDC Registration – The Training Provider must have valid registration with NSDC. Proof of registration must be submitted along with the proposal.	5
5	Trainer Credentials – Relevant ToT certification from SSCs and entrepreneurship/business/soft skills certification from NEISBUD or equivalent with proven experience.	10
6	Curriculum & Training Plan – Relevance, NSQF alignment, customization for local needs, and submission of detailed day-wise/week-wise training & OJT plan	10
7	EDP Component Quality – Quality and robustness of the EDP session plan, and its effective integration with technical training, licensing, and permitting processes for establishing an enterprise, along with required support documentation.	20
8	Strategies for Post-Training Support & Market Integration – Enterprise creation strategy, mentorship plan, linkage with financial institutions/credit facilities, market/vendor tie-ups, and service call generation support.(A complete list of documents required for enterprise setup, to be provided to candidates during or after training, must be submitted in advance.)	30
9	Documentation & Compliance – Proper submission of PAF (Annexure-I), legal/statutory compliance documents, and other required proofs	5
Total		100

5. Submission Requirements:

Training Providers must submit a structured proposal that includes the following:

- a) Cover Letter (Annexure IV) on letterhead, signed by authorized representative.
- b) Duly filled **Annexure I** (Project Application Form - PAF).
- c) **Annexure II** – Self-declaration of compliance with eligibility.
- d) **Annexure-III** – Self Declaration for authenticity and compliance
- e) Detailed Training session plans and OJT plans per job role.
- f) Detailed EDP session plans.
- g) Supporting documents (refer checklist below).

N.B.:- Last Date of Submission is 18th Aug, 2025

6. Document Check list(Self-attested copies required):

Training Providers must attach the following documents in support of their proposal:

- a) Legal Registration Certificate of the Company/LLP/Firm/Society/Trust/Proprietorship/Department/Autonomous Body).
- b) **PAN, GST** and other applicable statutory registration certificates.
- c) **Work Orders / Office Orders / MoUs** from previous relevant projects, along with **Completion Certificates**.
- d) **Valid Collaboration Proofs:** Training Providers must submit valid Collaboration letters From the following:
 - 1) **SOFED/EDI/RSETI/RUDSETI**– for EDP support, trainer facilitation, and entrepreneurship mentoring.
 - 2) **Local vendors, service agencies, dealer networks, and financial institutions** – for enabling post-training enterprise creation, market linkages, vendor/supplier tie-ups, and access to credit/loan facilities. **SMART NSDC Accreditation/Affiliation Certificate** (if applicable).
- e) **ToT Certificates** for proposed Trainers (job-role specific) and **Entrepreneurship/Business/Soft Skills certification** (NEISBUD or equivalent).
- f) **Infrastructure Readiness Documents** for the proposed training location.
- g) **Detailed training Session Plans** – Day-wise/week-wise training plan for each job role, aligned to NOS.
- h) **OJT Plan** – Job role-wise OJT framework with industry consent/supporting letters.
- i) **EDP Training Session Plan** – Training Providers must submit a detailed Entrepreneurship Development Program (EDP) session plan in alignment with NSQF requirements, to be conducted **in collaboration with SOFED/EDI/RSETI/RUDSETI** having proven expertise in entrepreneurship training.
- j) **Trainer Resumes and Qualification Proofs**.
- k) **Mobilization Plan** – Candidate mobilization list (to be submitted before training commencement).
- l) **Any other supporting documents** substantiating claims made in the PAF (Annexure I).

7. Additional Notes

- a) Incomplete or unsigned applications will be rejected.
- b) Misrepresentation or submission of fraudulent documentation will lead to blacklisting and legal action.

- c) Directorate of Skill Development reserves the right to accept or reject any proposal at its sole discretion, without assigning reasons.
- d) Only shortlisted Training Providers will be contacted for further evaluation, including presentation or physical centre inspection, if required.

Authorized Signatory

(With seal, Name, Designation, and Date)

Terms and Conditions for Short-Term Training (STT)

The terms and conditions for Training Providers (TPs) remain same and unchanged unless any change has been mentioned under MSDE guidelines..The Training providers shortlisted under this RFP shall be required to strictly adhere to the following terms and conditions for implementation of Short-Term Training (STT) under the:

1. Training Specifications

SLNo	Name of the Job role	Sector	QP Nos	Total Training Hrs.	Location	No of Beneficiaries	Target Beneficiaries	Target Age Group	Educational Qualification
1	Field Technician - Air Conditioner	Electronics	ELE/Q3102	600 Hrs (Training 450 hrs + OJT 90 hrs + EDP 60 hrs)	West Tripura	35 (minimum Batch size 20-maximum 45)	Unemployed Youths	18-45 years	10th Pass
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2. Cost Norms & Payment Guidelines:

- Training Cost:** ₹ 49 per hour/Candidate.
- Refreshment(Non residential):** ₹100 per day per candidate (For non-residential)
- Residential Charges:** ₹375 per day per candidate (for residential)
- Conveyance:** ₹2000 (non-residential) or ₹500 (residential) only for those who pass the assessments.
- No payments shall be made for candidates who drop out of the training program. However, if a candidate discontinues the training after the release of the first tranche, the corresponding amount will be adjusted against the subsequent tranche or the final tranche payment.

N.B.:- For NSQF aligned courses common cost norms will be followed and for Non-NSQF courses DSD will decide the cost.

3. Training and EDP Centre Infrastructure:

- a) equipped in line with NSDC norms, including:
 - Internet connectivity
 - Biometric attendance system
 - CCTV surveillance covering all training areas
 - Basic amenities (drinking water, seating, washrooms)
 - Accessibility features for Persons with Disabilities (PwDs)
- b) CCTV Footage Submission: The complete CCTV hard disk/footage for the training duration must be submitted to DSD along with relevant bills for verification.
- c) Attendance Records: Biometric attendance logs for each candidate and trainer must be submitted to the Directorate of Skill Development (DSD) upon batch completion.
- d) Geo-tagged Photo Submission: Daily geo-tagged photographs of the training sessions must be sent via email to trmmdup2025@gmail.com as a mandatory requirement for bill settlement.

4. Training Content & Delivery:

- a) Orientation must include:
 - Digital literacy (including BHIM app, UPI, QR code usage)
 - Entrepreneurship awareness and business compliance basics
 - Financial literacy and credit linkage processes
- b) The Training Provider must supply all required learner kits, including:
 - Participant handbook
 - Pen and writing pad
 - T-shirts/caps (if approved under the scheme)
- c) Training delivery must commence **only after ToT-certified trainers** (SSC-certified for job roles and NEISBUD/EDI-certified for entrepreneurship) are deployed at the training site.

5. Branding & Publicity:

- a) All training premises must be branded as per Directorate of Skill Development (DSD) guidelines with Skill India, Skill Tripura, and MMDUP Scheme logos, following prior approval from DSD.
- b) Visual documentation (photos/videos) and success stories must be shared regularly with DSD and posted on approved Social Media platforms for program visibility.
- c) Any publicity material must acknowledge the MMDUP Scheme and comply with Government branding protocols.

6. Monitoring & Supervision

- a) Respective **District Magistrate offices must be informed** prior to batch commencement.
- b) Monitoring by **DSD, DSC, BSC, DM office, Skill Nodal Officers**, etc., is mandatory and binding.
- c) Multiple monitoring visits will be conducted by officials from the Department of Skill Development (DSD), and the findings from these monitoring reports will be taken into consideration during the invoice approval and payment process.
- d) **Unethical or non-compliant behavior** of the Industrial Partners/TP's /Training Institutes may lead to immediate cancellation and legal consequences.

7. Assessment & Certification

- a) Assessments will be conducted **after 80% minimum biometric attendance** and will be carried out by SSCs or assessment agencies appointed by DSD. The assessment will be very strict and the quality of the training must be maintained.
- b) **Assessment Cost:** For NSQF courses up to ₹1200 per candidate (to be paid to SSC) as per common cost Norms but non-NSQF courses the assessment courses will be up to Rs.1000 per candidate.
- c) **Re-assessment** is permitted only once and will be **at TP's expense**.

8. Placement/Entrepreneurship Obligations:

- a) Training Providers must ensure a minimum of 75% placement/enterprise creation among certified candidates, supported by a well-defined strategy that includes mentorship, linkage with financial institutions/credit facilities, market/vendor tie-ups, and service call generation support to facilitate self-employment.
- b) Valid Letters of Intent (LoIs) confirming such support must be submitted along with the proposal.

9. Financial Milestones & Payment Tranches:

Tranche 1 – 20%: Upon batch commencement:

- a) Batch details, session plan, approval email, and every day Geo-tagged photos must be submitted to DSD to claim the 1st Tranche (20%).

Tranche 2 – 20%: Upon successful certification:

- a) Assessment results, biometric attendance
- b) Candidate data in soft copy, certificate distribution photos
- c) Bank Passbook photo.
- d) Ration Card Copy.
- e) Conveyance sheets signed by candidates
- f) Photos of successful candidates for BMS Portal
- g) 75% attendance report during monitoring visit. (Minimum 75% attendance is mandatory. If attendance is below 75%, training cost may be disbursed proportionately based on the number of candidates who have met the attendance and training completion criteria.)
- h) Multiple monitoring visits will be conducted by DSD officials and the monitoring report will be taken for consideration for payment release

Tranche 3 – 60%: Placement/Entrepreneurship-based:

- a) Must be claimed within 2 month post-assessment.
- b) At least 75% of the total number of passed candidates must be successfully placed or engaged in self-employment to claim the full tranche.
- c) If the placement or enterprise setup achievement falls below 75%, the tranche payment shall be released proportionately, based on the actual number of candidates successfully placed or engaged in self-employment.

i. In case of Wage Employment:

- a) Offer/Appointment letters.
- b) 2-months bank statements showing salary credit.
- c) Salary slips signed by employer and candidate.
- d) In case of cash salary, a jointly signed salary certificate must be submitted.

ii. For Entrepreneurship / Self-Employment:

- a) Documentary proof of business setup (trade license, GST registration, UDYAM registration, vendor agreements, or equivalent).
- b) Bank statement or financial proof of business transactions.
- c) Loan Sanction letter (if applied for and received)
- d) Photographs of the operational enterprise.
- e) List of documents for setting the enterprise shall be submitted in advance.

Note:

1. Any aspect, condition, or requirement not explicitly covered under the provisions of this RFP shall be interpreted and implemented in accordance with the prevailing guidelines and instructions issued under the Mukhya Mantri Dakhyata Unnayan Prakalpa (MMDUP) scheme. In case of any ambiguity, the MMDUP guidelines shall take precedence and NSDC training guideline.
2. **Delay Notification:** In the event of any interim delay in meeting placement obligations, submitting required documentation, or conducting scheduled training sessions under the scope of this RFP, the Training Provider (TP) shall be required to formally notify the Directorate of Skill Development (DSD) in writing. Such notification must clearly specify the nature and cause of the delay, the anticipated resolution timeline, and be accompanied by all relevant supporting evidence. Failure to submit this written communication within the prescribed timeframe will constitute a breach of contractual obligations, and the DSD reserves the unequivocal right to cancel the Work Order (WO) without further notice or liability.
3. **Conveyance Allowance** – Conveyance allowance for passed candidates shall be disbursed directly to their bank accounts through the BMS Portal, subject to successful completion of training and submission of all required documentation.

Project Application Form (PAF)
Under Mukhya Mantri Dakhyata Unnayan Prkalpa (MMDUP)

PART I: Organization Details

1. **Name of the Training Provider (TP):**
2. **Registered Office Address:**
(Full address with PIN, Contact Number, Email, and Fax)
3. **Year of Incorporation:**
4. **Legal Status of the Organization:**
(Please tick one)

- ☐ Company
- ☐ Firm
- ☐ Society
- ☐ Trust
- ☐ Proprietorship
- ☐ Government Institute

5. **TP Registration Number:**

PART II: Contact Information

6. **Details of CEO/MD/Head of Organization:**
(Name, Designation, Phone, Email)
7. **Details of Single Point of Contact (SPOC):**
(Name, Designation, Phone, Email)

PART III: Experience in Skill Development/EDP:

8. **Total Years of Experience in Skill Development:**
9. **Total Years of Experience in Entrepreneurships Development Program:**
10. **Training Data for Last 3 Financial Years:**

Financial Year	Scheme Type	Trained	Certified	Placed	Enterprise Setup	Govt./ Funded	Placement %	Remarks
2021-2022								
2022-2023								
2023-2024								

PART IV: Details of schemes implemented till date

10. **Number of training centers in Tripura:**
11. **Centre Details (Attach separate sheet in following format):**

Sl. No	Centre Name	Registration No.	Full Address	Area (sq. ft.)	Job Roles	QP Codes	Capacity	Accreditation Status

PART V: Training Centre Details

12. Centre Name and Address:

13. Centre Ownership:

- TP-Owned
- Leased
- Government Institute

14. Type of Centre Building:

- Owned
- Rented
- Govt. Building

15. Area Classification:

- Urban
- Rural

16. Residential Facility Available:

- Yes
- No
- Capacity: Male _____ / Female _____

PART VI: Job Role & Training Capacity

18. Skill Sector & Job Role (with QP Code):

19. Batch Size & Number of Proposed Batches:

20. Annual Effective Training Capacity:

21. Trainer Information:

Job Role	Annual Capacity	Targets from Other Schemes	Availability for This Scheme	Remaining Capacity

PART VII: Details of Trainers

S. No.	Name	Highest Qualification	Total Experience	SSC Certified (Y/N)	ToT Certificate Validity	ToT Certificate Id

PART VIII: Declarations:

22. We certify that the details furnished above are true and correct to the best of our knowledge and confirm that there is no duplication with any other government scheme under execution.

Authorized Signatory

Name of the SPOC:

Organization Name

Designation:

Date:

Seal:

1) Details of job role for which proposal submitted:-

Sl.No	Job role	QP Nos	Proposed Target to be placed	TC Location	Trainer Name	OJT Location	EDP Partner

Authorized Signatory

Name of the SPOC:

Organization Name

Designation:

Date:

Seal:

Self-Declaration of Compliance with Eligibility Criteria
[To be submitted on the official letterhead of the Training Provider]

To
The Director,
Directorate of Skill Development,
Department of Industries and Commerce,
Government of Tripura,
ITI Road, Indranagar, Agartala – 799006, Tripura (W).

Subject: Self-Declaration of Compliance with Eligibility Criteria for Submission of Proposal under MMDUP component

Respected Sir

With reference to the Request for Proposal (RFP) for conducting Short-Term Training under the Centrally Sponsored State Managed (CSSM) component of PMKVY, we, the undersigned, do hereby declare and affirm the following on behalf of our organization:

1. Legal Entity

We are a legally registered entity under applicable laws in India, operating as a:
(Tick as applicable)

- ☐ Company.
- ☐ Firm.
- ☐ Society.
- ☐ Trust.
- ☐ Proprietorship.
- ☐ Government Institute.

We have attached valid registration certificates along with the proposal.

2. Training Experience:

We have been actively engaged in the skill development ecosystem for the last **three (3) financial years or more**, and have delivered training under government/CSR/self-funded schemes. Relevant work orders and project documents are enclosed.

3. Placement Track Record:

We confirm that we have maintained a placement record of at least 75% of trained candidates over the last three financial years. Supporting documentation including placement records and valid Letters of Intent (LoIs) from placement agencies/employers are enclosed.

4. Centre Accreditation:

Our training centers in Tripura are accredited and affiliated under the **SMART NSDC** portal. Accreditation certificates are attached.

5. Trainers' Qualification:

All trainers proposed for the job roles hold **valid ToT (Training of Trainers)** certificates from the respective Sector Skill Councils (SSCs). These are submitted along with their resumes.

6. Centre Ownership/Infrastructure:

Our training centers are either owned, leased, or run in government premises, and are fully equipped for delivering training as per SSC norms. Relevant ownership/lease/rental agreements and infrastructure details are attached.

7. Legal Compliance:

Our organization is in full compliance with statutory requirements including PAN, GST, ESIC, EPFO (if applicable), and we are not blacklisted or debarred by any government agency.

8. Non-Duplication:

We confirm that there is no duplication of effort with any ongoing projects of other ministries/departments for the proposed training target.

9. Authenticity and Commitment:

All information and documents submitted in the proposal are true, authentic, and verifiable. We understand that any false or misleading information may result in disqualification or cancellation of empanelment at any stage.

10. Placement:- (only applicable in case of wage employment)

The specified number of candidatesshall be placed in accordance with the details outlined in the submitted Letter of Intent (LoI).

We hereby undertake full responsibility for the implementation and outcomes of the proposed training project, if selected.

Authorized Signatory

Name: _____

Designation: _____

Organization Name: _____

Seal: _____

Place: _____

Date: _____

[On the Letterhead of the Training Provider]

To
The Director,
Directorate of Skill Development,
Department of Industries and Commerce,
Government of Tripura,
ITI Road, Indranagar,
Agartala – 799006, Tripura (W).

Subject: Submission of Proposal for Conducting Short-Term Skill Training under Mukhya Mantri Dakhyata Unnayan Prakalpa (MMDUP)

Respected Sir,

We, at [Name of the Training Provider.....], hereby submit our proposal in response to the Request for Proposal (RFP) issued by the Directorate of Skill Development (DSD), Government of Tripura, for the implementation of Short-Term Skill Training under MMDUP employment cum short Scheme.

We humbly submit that our organization fully complies with all the eligibility conditions outlined in the RFP. The necessary supporting documents have been duly attached with this proposal as per the prescribed formats and annexure.

We have proposed job roles that are in alignment with the local demand and skill requirements of the region. All relevant centre and trainer information has been provided accordingly.

We sincerely request you to consider our application and **kindly provide us the opportunity** to contribute to the skill development mission of the state by allowing us to implement the proposed training programs in our preferred job roles and training centers.

We remain committed to ensuring the highest standards in training delivery, candidate mobilization, certification, and post-training placement. We assure you that the project will be executed in full compliance with the guidelines and within the specified timelines, if awarded.

We would be grateful for your kind consideration and positive response.

Thanking you,

Yours sincerely,

[Name of the Authorized Signatory]

Designation: _____

Organization: _____

Mobile: _____

Email: _____

[Signature with official seal]

[To be furnished in the Letter-head of the Organization]

Self –Declaration:-

We, the undersigned, do hereby solemnly affirm and declare that all information, data, and documents submitted as part of our proposal—including but not limited to details regarding organizational experience, training and placement performance, Letters of Intent (LoIs) from placement agencies, training infrastructure, trainer qualifications, statutory registrations, and all other claims—are genuine, valid, and accurate to the best of our knowledge and belief.

We further acknowledge that the submission of any falsified, forged, manipulated, or misleading information or documentation, whether discovered during the proposal evaluation stage or at any point during or after the execution of the project, shall constitute a breach of trust and violation of the terms of this RFP. In such cases, we fully understand and accept that the **Directorate of Skill Development (DSD), Government of Tripura**, reserves the unfettered right to summarily reject our proposal, terminate any ongoing engagements, and permanently blacklist our organization from participating in any present or future skill development initiatives, without the requirement of issuing any prior notice or providing justification.

We undertake full responsibility for the authenticity and verifiability of all submitted materials and agree to cooperate fully in any verification or audit process initiated by the DSD or any competent authority.

Thanking you,

Yours sincerely,

[Name of the Authorized Signatory]

Designation: _____

Organization: _____

Mobile: _____

Email: _____

[Signature with official seal]