



**North East Centre For Technology Application & Reach (NECTAR)
An Autonomous Institute of Department of Science and Technology,
Government of India**

Expression of Interest (EOI)

For

**Empanelment of Project Management Agency
For Skill Development Training Programs**

**North East Centre for Technology Application & Reach (NECTAR)
An Autonomous Institute under Department of Science & Technology (DST),
Govt. of India**

**Survey of India Campus, Bonnie Brae Estate
Barik Point, Shillong – 793 001 (Meghalaya)**

21.10.2025

To,

All interested and eligible Firms/Agencies

SUB: -Empanelment of Project Management Agency for Skill Development Training Program

Dear Sir / Madam,

For and on behalf of NECTAR, sealed Expression of Interest are invited, as per the subject, from the interested and eligible firms/parties as per requirements given in the document.

1. EOI form along with terms and conditions is available on the websites www.nectar.org.in and CPP Portal from date/time: 21.10.2025 at 3:00 PM.
2. Last date of submission of EOI is 11.11.2025 at 05:30 PM
3. The sealed envelope should be dispatched through courier/ speed post/ Registered post to the

Sr. Administrative Officer

North East Centre for Technology Application and Reach (NECTAR)

SOI Campus, Bonnie Brae Estate, Barik Point

Shillong – 793 001.

4. The EOI proposals will be evaluated at NECTAR office in the presence of the Bidder or their authorized representatives. NECTAR reserves the right to accept or reject any EOI without assigning any reason thereof at its discretion.
5. Eligible firms / parties are requested to submit their proposals as the requirements in the EOI document.
6. Agencies who have already applied in the EOI on the same subject need not apply again.
7. Queries if any may be referred in writing to the Sr. Administrative Officer at the above-mentioned address or at E-mail: nectar@nectar.org.in

Yours Faithfully

Sr. Administrative Officer

NECTAR

I N D E X

Sl. No.	CONTENTS	Page No.
1.	Text of Advertisement Invitation For Expression of Interest (EOI)	4
2.	Letter of Invitation	5
3.	Background	6
4.	Aims & Objectives	6
5.	EOI Processing Fees	6
6.	Venue & Deadline for Submission of Proposal	6
7.	Validity of Offer	6
8.	Terms of Reference	20/Annexure-I
9.	Instructions to Consultants	6
10.	Qualification Criteria	7
11.	Evaluation Criteria & Method of Evaluation	10
12.	Response	11
13.	Conflict of Interest	11
14.	conditions under which EOI is issued	12
15.	Last Date of submission of EOI	12
16.	FORMATS	
i)	Format - 1	13
ii)	Format – 2	14
iii)	Format - 3	15
iv)	Format - 4	16
v)	Format - 5	17
vi)	Format - 6	18
vii)	Format - 7	19
17.	Annexure I – Terms of Reference	20

1. TEXT OF ADVERTISEMENT

INVITATION FOR EXPRESSION OF INTEREST (EOI) –

ABOUT NECTAR:

The North East Centre for Technology Application and Reach (NECTAR) is an autonomous institute, set up under the Department of Science & Technology, Government of India with its headquarter at Shillong, Meghalaya.

NECTAR has been conceived as a collaborative centre of excellence to resolve the last mile problem in the delivery, induction, management, use and extension of technology applications which serve public good and promote social and economic development of the North Eastern region in the broadest possible terms. In order to assist the North Eastern Region, NECTAR ensures application of appropriate technologies for development in the areas of biodiversity concerns, watershed management, telemedicine, horticulture, infrastructure planning & development, planning and monitoring, and tele-schooling using cutting edge solutions, employment generation through utilization of local products/resources and associated skill development.

North East Centre for Technology Application & Reach (NECTAR) invites sealed Expression of Interest (EOI) from Indian consulting agencies to be empaneled as Project Management Agency for management of Skill Development Training Programs.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from Central Public Procurement Portal (CPPP) and the website <https://nectar.org.in/>. Further details, if any, may be obtained from any of our offices during working hours.

2. LETTER OF INVITATION

Dear Sir/Madam,

North East Centre for Technology Application & Reach (NECTAR) invites sealed Expression of Interest (EOI) from Indian consulting agencies for Empanelment of Project Management Agency for Skill Development Program Management. The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed. The EOI Document is also available on the NECTAR website <https://nectar.org.in/> & Central Public Procurement Portal You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 11.11.2025

Sr. Administrative Officer (SAO)

North East Centre for Technology Application & Reach (NECTAR)

Survey of India Campus, Bonnie Brae Estate

Barik Point, Meghalaya, Shillong-793001

Queries if any may be referred in writing to the above-mentioned address or at E-mail: nectar@nectar.org.in

S. No.	Critical Information	Date	Time
1	Publishing Date	21.10.2025	3:00 PM
2	Document Download Start Date	21.10.2025	4:00 PM
3	Document Download End Date	11.11.2025	3:00 PM
4	Bid Submission Start Date	21.10.2025	4:00 PM
5	Bid Submission End Date	11.11.2025	5:30 PM
6	Bid Opening Date	13.11.2025	3:00 PM

3.0 Background:

NECTAR is implementing skill training programs under various Departments, focusing towards employment, entrepreneurship and livelihood creation. The programs are for unemployed youth and women seeking livelihood.

4.0 Aims & Objectives:

The aims and objectives of this EOI is to empanel an Indian consulting agency as Project Management Agency

5.0 EOI Processing Fees

A non-refundable processing fee for Rs. 5,000/- (Five Thousand Rupees only) in the form of a Demand draft drawn in favour of NECTAR Payable at Shillong has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

6.0 Venue & Deadline for submission of proposal

The proposal in complete form in all respects specified in the EOI, must be submitted to NECTAR at the address specified herein earlier. In exceptional circumstances and at its discretion, NECTAR may extend the deadline for submission of proposals by issuing an amendment to be made available on the NECTAR website, in which case all rights and obligations of NECTAR and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7.0 Validity of Offer:

The offer for EOI as per this document shall be valid for a period of 15 days initially, which may be extended further if required by NECTAR.

8.0 TERMS OF REFERENCE

The detailed terms of reference are enclosed at **Annexure-I**.

9.0 INSTRUCTIONS TO BIDDERS

9.1 The Expression of Interest is to be submitted in the manner prescribed below:- All information as detailed below is to be submitted in hard copy in a sealed envelope superscribing **“EOI for Empanelment of Project Management Agency for Skill Development Training Program”**

- a) Applicant’s Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.

- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i) Consultancy organization must have an office in NER.

9.2 EOI Documents have been hosted on the website <https://nectar.org.in/> and Central Public Procurement Portal which may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

10. Qualification Criteria:

The following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

10.1

Sl. No.	Particulars	Pre-qualification Criteria	Supporting Compliance document
1.	Legal Entity	The bidder must be a single legal entity registered in India under any of the following Acts: • The Companies Act • The Limited Liability Partnership (LLP) Act • The Societies Registration Act • The Indian Trusts Act • Central Universities Act /UGC Act / institutes that are registered under relevant Indian legislation	• Certificate of Incorporation or copy of Memorandum of Association (MoA) / Articles of Association (AoA) / Registration Certificate under the applicable Act (such as the Companies Act, LLP Act, Societies Registration Act, Indian Trust Act, or relevant UGC Acts), or any equivalent document as proof of legal status and incorporation of the firm/company/institution. • Self-

		Note: Participation as a consortium or sub-contracting of any part of the assignment is not allowed	attested copies of a valid PAN card and a GST registration certificate
2.	Financial Capacity	The bidder must have a positive net worth and a minimum average annual turnover of INR 2 Cr and positive net worth in the last three (3) financial years (latest being FY 2024-25) The bidder must submit turnover details for the last three financial years. For FY 2024-25, a provisional turnover statement duly certified by a Chartered Accountant (CA) with UDIN must be submitted.	• Statutory Auditor Certificate/ CA Certificate from a Practicing Chartered Accountant (with UDIN) • - Audited Balance Sheets and P&L Statements
3.	Blacklisting Declaration	The bidder must not be blacklisted or declared ineligible by any Central/State Government Department/Agency.	• Self-Declaration on company letterhead
4.	Experience	The bidder must have an experience of managing / implementing 5 Skill Development Projects funded by Central / State Government / Sector Skills Council in past 3 Financial Years.	• Project Experience Details - Work Orders / Completion Certificate of Projects
5.		The Bidder must have an office in NER	Trade License / Business Registration / Valid Rent Agreement

10.2 Technical Bid Score Matrix

A. Technical Evaluation Criteria

S. No.	Evaluation Criteria	Supporting Documents	Maximum Marks
A	Bidder's Experience (All criteria shall remain the same for all agencies, including institutes)		70
1	Average Annual Turnover (Last Three Financial Years: FY 2022-23, 2023-24 & 2024-25) The bidder must submit turnover details for the last three financial years. For FY 2024-25, a provisional turnover statement duly certified by a Chartered Accountant (CA) with UDIN must be submitted. Marking Criteria: • ₹2 Cr -5 Cr: 10 marks • ₹5 Cr – ₹ 10 Cr: 15 marks • More than ₹10 Cr: 20 marks	Duly attested Copies of Certified audited Financial Statements/ Balance sheet / Profit & Loss statement for last 3 financial years CA certificate certifying that the bidder the annual turnover and positive net worth in the mentioned financial years	20
2.	The Bidder must submit a certificate of net worth as on 31st March, 2025 duly certified by a Chartered Accountant (CA) with UDIN Marking Criteria: Net worth • ₹50Lacs- 1 CR. - 5marks * More than 1 CR - 10 marks		10
3.	The bidder must demonstrate experience in executed skill development projects with Central and State Governments, Sector Skills Councils over the last 5 financial years Eligible projects must be in providing services/ technical assistance/ implementation support/ conducting Skill Development Projects under any Government sponsored scheme. Marking Criteria: -5-10 projects: 5 marks -10-15 projects: 10 marks -15 and above projects: 15 marks	Copy of Work Orders / Completion Letters / Project Sanction Orders / - From Central Government / State Government /	15

4.	The bidder must demonstrate experience in execution of skill development projects with an overall total of 10,000 plus candidates trained over the last 5 financial years. Eligible projects must be in providing services/ technical assistance/ implementation support/ conducting training in Skill Development Projects sponsored by Central or State Government or Sector Skills Councils Marking Criteria: -10000 to 15000 trained: 5 marks -15000 to 20000 trained: 10 marks -More than 20000 trained: 15 marks	Copies of Work Orders/Project Sanction Orders/Completion Certificates issued by the Central Government, State Government, must be submitted. Each project's details should be provided in Format 3	15
5.	Previous experience of being Project Management Agency / Knowledge Partner for Implementation of Government Sponsored Employment Skill Development Training Program	Copies of Work Orders/Project Sanction Orders/Engagement Letters, or Completion Certificates	10
		TOTAL MARKS	70
Applicant agencies scoring 70% in the Technical Evaluation criteria will be invited for a Presentation round.			
B	Presentation Round		30
	Approach & Methodology (Evaluation based on Presentation covering:) • Organization Profile and Network • Past Experience of Skill Development Programs • Experience of Future job roles / new age job role training • Approach and methodology for project management • Team Strength • Innovation and Value Addition	A hard copy of presentation will also have to be submitted on the presentation date.	30
Total			100

Note: NECTAR reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and NECTAR reserves the right to amend/add further details in the EOI.

11.0 Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar types of projects, the strength of their manpower, the financial strength of the firm and the presentation / proposal to the selection committee, whose decision will be final.
- c. Agency getting the highest score (Technical + Presentation) will be selected. NECTAR will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from NECTAR.
- d. Selected Agency / ies will have to sign an agreement with NECTAR, and will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

12.0 Response:

12.1 Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

12.2 Application in sealed cover super scribed, as “**Empanelment of Project Management Agency for Skill Development Training Programs**”.

13.0 Conflict of Interest:

13.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform NECTAR, detailing the conflict in writing as an attachment to this Bid.

13.2 NECTAR will be the final arbiter in cases of potential conflicts of interest. Failure to notify NECTAR of any potential conflict of interest will invalidate any verbal or written agreement.

13.3 A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

14.0 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. NECTAR reserves the right to withdraw EOI and vary any part thereof at any stage. NECTAR further reserves the right to disqualify any bidder, should it be so necessary at any stage.

15.0 Last date of submission of EOI:

The last date of submission of EOI 11.11.2025 (5:30 PM)

Bid Opening Date & Time is 13.11.2025 (3:00 PM)

FORMAT – 1
APPLICANT’S EXPRESSION OF INTEREST

To,
The Sr. Administrative Officer
NECTAR

Sub: Empanelment of Project Management Agency for Skill Development Training Programs

Dear

In response to the Invitation for Expressions of Interest (EOI) published on 21.10.2025 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in separately sealed envelopes

1. Organisational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant [Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

Sl. No.	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone no.	
6.	Business Address	
7.	Office Address in North East India	
8.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Business Registration
2. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Sl. No	Items	Number of Assignments during last 3 years	Number of Candidates	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed Work Orders)	Page Number
1.1	Experience of number of Skill Development Training Programs in past 3 Financial Years					
1.2	Experience of number of trainees trained under Skill Development Training Programs in past 3 Financial Years					
1.3	Experience of Knowledge Partner / Project Management Agency for Government Sponsored Skill Development Training Program					

FORMAT – 4

List of experts/consultants on payroll (at least 2)				
Sl. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 5

Sl. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)
1	2022-23			
2	2023-24			
3	2024-25			

NET WORTH OF ORGANISATION AS ON 31st March, 2025 -

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 6

Additional Information		
1. List all enclosures related to the previous sections.		
S.NO	Description	No. of pages
2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).		
Signature of the applicant		
Full name of applicant		
Stamp & Date		

FORMAT -7

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Empanelment of Project Management Agency for Skill Development Training Programs, and we have not been blacklisted by any Government Agency / PSU, etc in the last 3 years.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letterhead of the organisation.

ANNEXURE-I

1. TERMS OF REFERENCE –

- a) To manage the project and support in successful implementation of Skill Development Projects.
- b) To identify and deploy vendors, consultants and agencies for implementation of project and ensure disbursement of funds to agencies.
- c) To monitor project activities and major outputs of the scheme since its inception vis-à-vis the desired outputs.
- d) To determine the financial vis-à-vis physical achievements under the Scheme, vis-à-vis the approvals given.
- e) To ensure/assess major outcomes of the scheme vis-à-vis desired outcomes with analysis of parameters such as Gross Enrolment Ratio, project outcome, market assess etc.
- f) To ensure the impact of the Scheme on quality of products, timely completion, value chain enhancement, beneficiary details etc.
- g) To suggest measures for improvement of implementation and monitoring mechanism for the scheme.

2. METHODOLOGY –

- a) The Agency shall appoint vendors for implementation of various activities under Project and support NECTAR in successful implementation of Project and further monitoring of project
- b) NECTAR is free to take strong punitive measures including and not limited to forfeiting of bank guarantee/security deposits, blacklisting against erring companies/entity to safeguard the interests of beneficiaries and to ensure effective utilization of public funds.

3. Project Monitoring –

- a) Project Monitoring through NECTAR constituted PMC on periodical basis for all the assigned locations shall be conducted for ensure of proper training .
- b) In case of detection of any wrongful happenings or unforeseen situation that happens, which is found to be deliberate in nature, the concerned Agency will be issued a warning for the first offence. In case of subsequent offences, the Agency will be de-empanelled and restricted from further participating in the said Scheme, in addition to invoking of bank guarantee. Also, the implementing agency shall pay back entire amount to the NECTAR as per agreed legal terms.
- c) Review of the various data sources for educational indicators to assess the progress over the years.
- d) Review of annual accounts and audit reports of agencies
- e) Review of procurement procedures of works/goods/services for optimal utilisation of financial resources.

4. ENGAGEMENT PROCEDURE –

Award of EOI

- i. After the technical evaluation, NECTAR, if convinced of the fulfilment of the terms and conditions as laid out, will consider engagement and will issue orders duly approving the qualified Agency.
- ii. Agency shall enter into an agreement (MOA) within 15 days from the date of approval.

Delivery and Document procedures and Legal terms:

- i. The Agency may be engaged for future Training, Capacity Building and Skill development program along with monitoring activity as per the requirements of NECTAR and as per the mutual terms of reference.
- ii. NECTAR shall execute an agreement covering all the Terms and Conditions on a non-judicial stamp paper (purchased in the name of the Manufacturer) of Rs.100/- or as per the existing procedure at his cost within 15 days from the date of approval. The Agency is not permitted to execute any work without the agreement.
- iii. In respect of any dispute arising out of the implementation of this EOI, the decision of the EOI Accepting Authority shall be final.
- iv. For any legal remedies, the courts of Shillong shall only have jurisdiction.

Rights reserved:

NECTAR reserves the right to accept or reject the EOI at the time of processing, finalization, even after finalization and during the validity period of the EOI without assigning any reasons whatsoever and does not bind itself to accept the Manufacturer or any specific equipment.
