

No. MBCWB/SDTP-EMP/99/2026
**OFFICE OF THE
MANIPUR BUILDING AND OTHER CONSTRUCTION
WORKER'S WELFARE BOARD
ITI Takyel, Imphal**

REQUEST FOR PROPOSAL (RFP)

Imphal, 19th October 2026

Manipur Building and Other Construction Workers' Welfare Board (MBOCWBB) under the Department of Skill, Labour, Employment and Entrepreneurship (SLEE), Government of Manipur invites sealed proposal from reputed firms/agencies/organizations for empanelment as Training providers (TPs) for imparting Skill Development Training scheme of MBOCWBB.

2. Interested firms/agencies/organizations seeking empanelment as Training Provider are requested to submit their proposals to the undersigned on or before 30.10.2026 by 14:00 hrs through post/by hand along with a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand) only drawn in favour of "Manipur Building and Other Construction Workers' Welfare Board" payable at Imphal as non- refundable processing fee. The proposals will be opened at 15:00 hrs on the same day.

3. The application format, eligibility criteria and other terms and conditions is available at Board's website www.manipurbcwb.in. Any corrigendum to this Rfp will be uploaded only on the Board's website.


(Ksh. Umananda Singh)
Secretary,
Manipur Building and Other Construction
Workers' Welfare Board

Copy to: -

1. The Chairperson, Manipur Building and other Construction Workers Welfare Board.
2. Secretary (SLEE), Government of Manipur.
3. Accountant, MBOCWBB.
4. Guard File.

To

The Secretary/Chief Executive Officer,
Manipur Building and Other Construction Worker's Welfare Board.
ITI Complex. Takyel Imphal

Subject: - An application for empanelment as Training Provider (TP) for imparting skill training under Skill Development Training scheme of MBOCWBB with Grant-in-aid from MBOCWBB under clause 4(j) (3,4,5) of the Manipur Building and Other Construction Worker's Welfare Scheme.

Dear Sir,

With reference to your Request for Proposal (RFP) for empanelment of Training Providers (TPs) for imparting skill training under Skill Development Training scheme of MBOCWBB, we are submitting our proposal for empanelment as Training Provider (TP) for imparting skill training under Skill Development Training scheme of MBOCWBB with Grant-in-aid from MBOCWBB under clause 4(j) (3,4,5) of the Manipur Building and Other Construction Worker's Welfare Scheme. Please find the details of our agency and application details for your consideration in Annexure – I to III.

We understand that you are not bound to accept any proposal you receive. We fully agree to comply that on verification, if any of the information provided by us is found to be misleading the short-listing process, we are liable to be rejected from the empanelment process or even termination of the contract during the project period.

We agree to comply by the conditions set forth in this RFP. We declare that the proposal has been submitted after carefully studying the instructions for Training Providers regarding eligibility criteria, list of sectors/Job role and special instructions for TPs provided by you in this regard. We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge.

Yours sincerely

Applicant's signature with seal
(Name of Applicant)
Designation

Annexure I: APPLICATION PROFORMA

A		
Organization Profile		
SN	Particulars	Details
1	Name of the Organization	
2	Type of Organization (Sole Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Company, etc.)	
3	Date of Incorporation	
4	Office Address (Attach One Proof of Address)	
5	Contact Details	
6	PAN	
7	GST & TAN details	
8	Bank Account Details	
9	General Profile of the Organization	
10	Accreditations and Recognitions (AICTE, NSDC, SSC or others)	
11	No. of Years of Experience highlighting location-wise skill development training activities	
12	Number of Persons Trained in last three years (Work Orders and/or Completion Reports)	
13	Number of persons placed in the last three years/enterprise set-up by trained candidates. (Documentary evidence to be provided)	

B		
Proposed Trade(s) / Job Roles		
14	Proposed Job Roles for Training	
15	Proposed Number of Trainees	
16	Proposed Training Location	
17	Course Duration (in hours)	
18	Course Curriculum	

C			
Details of Certification and Certifying Agency for the trade's/job roles			
	Name of the Job Role	Certifying Agency	NSQF Level (if any) Type of Certification
19			
20			

D		
Documents to be attached		
21	Copy of valid registration certificate under proper statute. (Self-Attested)	
22	Copy of audited balance sheet (by Chartered Accountant) for the last 3 years (Self Attached)	
23	Past Experience (Provide workorders)	
24	Sector wise list of qualified Faculty (Details to be enclosed as separate Annexure)	
25	Details of Placement Arrangement (Attached Letter of Intent)	

D	Affidavit regarding	
15	That organization/institution is not involved in any corrupt practices and has not been black-listed by any central/State agencies (As per Annexure III)	
16	Any other supporting documents PAN, GST or any other documents	Copy of any other documents as required for completeness of technical proposal etc.

*Please use additional sheets wherever necessary for providing information.

Name and signature of authorized person

Designation:

Seal of Organization

Annexure II: Infrastructure details

Training Centre Details:		
Name of the premise:		
Address of the premise:		
District:	Block:	
Area:		
Pin Code:	Landline NO:	
Distance from District Headquarter (in KM):		
Contact Person Name:		
Mobile No.:	Email:	
Ownership status of the premises:		
GPS coordinates	Latitude:	Longitude:
Availability of Power Connection (Y/N)	Power Backup	
(Y/N)		
Provision of Toilets (1 for 25 trainees) (Y/N)	Internet Connectivity (Y/N)	
Residential Facility (Y/N)		

Details of the building/rooms			
	Length(ft)	Breadth(ft)	Plinth area (sq.ft)
Office Room			
Class Room 1:			
Class Room 2:			
Class Room 3:			
Class Room 4:			
Seating Capacity:			
Equipment & Furniture			
Remarks:			

Note: Submit photographs as suitable

Annexure – III: Self Declaration that the organization is not involved in any corrupt practices and has not been black listed by Central/ State Agencies.

(On non-judicial stamp paper of Rs. 10 and duly attested by the notary public)

To,

The Secretary/Chief Executive Officer,
Manipur Building and Other Construction Worker's Welfare Board.
2nd Floor, Directorate Complex, North AOC

Sir,

In response to the Request for Proposal (RFP) reference No. dated..... for empanelment of Training Providers for imparting Skill Development Training under Manipur Building and Other Construction Worker's Welfare Board, I, hereby declare that presently our organization/ company/ agency Has unblemished record and is not declared ineligible for corrupt and fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of submission of RFP.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the proposal, if any, to the extent accepted may be cancelled.

Place:

Date:

Name and Signature of authorized person

Designation:

Seal of Organization



Instruction for the Training Providers.

A. Eligibility Criteria:

1. The firm/organization/agency should be an independent legal entity (Firm, Agency, Society or trust and should be in existence for the last 3 years.
2. Educational Institutes recognized under UGC, NCVT, AICTE, MHRD and any other similar statutory organizations are eligible for empanelment.
3. Training Providers should fulfil the following criteria:
 - a. At least 3 (three) years of experience in providing skill development trainings.
 - b. Should have conducted training under any skill development related schemes funded by Government of India or State Government of Manipur or Agencies of Government of India /Government of Manipur.
 - c. Should have permanent infrastructure (on lease/ rent/ ownership) in area district where proposal is made for imparting training.
 - d. The agencies should preferably follow standard curriculum for the skill training courses as per National Skill Qualification Framework (NSQF)/ NSDC/ SSC guidelines.
4. Only National Skill Development Council (NSDC)/ Sector Skill Council (SSC) accredited firms/agencies/organizations will be considered for empanelment as Training Provider (TP) initially for a sector/trade in a district. Organizations/firms/agencies not accredited with NSDC/SSC will be considered for empanelment as Training Provider only when no application is received from NDSC/SSC accredited firms/agencies/organizations for a sector/job roles in a district.

B. List of Sectors:

The empaneled Training Providers will impart training only in the following sectors/ trades. The proposals for training may, therefore, be made only for these sectors given below:

1. Agriculture
2. Apparel Made-Ups & Home Furnishing
3. Beauty and wellness
4. Construction
5. Food industry
6. Furniture and Fitting
7. Handicraft and Carpet
8. Health care
9. IT and ITeS
10. Iron and Steel
11. Retail
12. Textiles
13. Water Management and Plumbing

C. Special Instructions for the TPs:

1. Empanelment of Training Provider will be done trade wise and district wise.
2. More than 1 (one) Training Provide (TP) may be empaneled for the same sector/Job role in a district.
3. The empanelment of Training Provider will be for a period of 3 (three) years which may be further extended by MBOCWWB.
4. The trainees for the Skill Development Training shall be mobilized by the TP.
5. Empanelment as Training Provider will not automatically lead to entitlement for providing Skill Development Training under the scheme. Award of training will be based on performance of Training Provider and preference of the trainees.
6. Payment to Training Providers for conduct of skill training shall be as per common cost norms of the Ministry of Skill Development and Entrepreneurship, Government of India.
7. Manipur Building and Other Construction Worker's Welfare Board reserves the right to reject any proposal, without assigning any reasons for the same, if the Board determines that such action is in the best interest of the Government of Manipur.
8. Applicants are advised to study all instructions, forms, requirements and other information in the documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
9. Training Centre should preferably have the stipulated infrastructure (Class room, power, drinking water etc.) and equipment as per Scheme Guidelines to ensure skilling as per the standards prescribed in the course curriculum/Job role.
10. The TPs shall be expected to design, organize & conduct Training Programmes and provide counselling and placement support to the trainees.
11. All materials submitted by applicants will become the property of MBOCWWB.
12. The proposal submitted should be complete in all respects. Failure to furnish all information required by RFP or submission of RFP not substantially responsive will be at applicant's risk and may result in rejection of its submission.
13. Manipur Building and Other Construction Worker's Welfare Board may at its sole discretion and at any time during the evaluation, disqualify any applicant, if the applicant has
 - a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b. A record of poor performances such as abandoning works not properly completing the contractual obligations, inordinate delaying in completion of assigned works, financial failures etc. in any of the projects in the preceding three years.
 - c. Submitted application is not accompanied by required documentation.
 - d. Use of modified formats for submission.
 - e. Failed to provide timely clarification related thereto, when sought.
 - f. Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.