

# Expression of Interest (EOI) for



## Hiring of skill training facilitator at identified outreach centers



**CSIR-Central Mechanical Engineering Research Institute**  
(A Constituent Establishment of CSIR, Govt. of India)  
M.G. Avenue, Durgapur-713209, West Bengal

**Advertisement No. SIPG/STF/EoI/2026-27/02**

**Invitation for Expression of Interest**

Central Mechanical Engineering Research Institute (CSIR-CMERI), Durgapur, under the aegis of Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology, Govt. of India, invites expression of interest (EOI) for “Hiring of skill training facilitator at identified outreach centers”. The EOI document containing details of scope of work, eligibility criteria instructions, pre-qualification criteria etc. along with necessary formats for submission is attached. The eligible firms may submit their responses in sealed envelopes in prescribed format addressing to The Director, CSIR-Central Mechanical Engineering Research Institute (CSIR-CMERI), M.G. Road, City Centre, Durgapur, 713209, West Bengal, India by 10<sup>th</sup> September 2026 till 5:00 PM

## **A. Introduction:**

CSIR-Central Mechanical Engineering Research Institute, established in 1958, is the apex R&D Institute for mechanical engineering and allied disciplines under the aegis of the Council of Scientific and Industrial Research (CSIR), which is an Autonomous Body under Ministry of Science & Technology, Government of India. The present priority areas of research of the institute include Intelligent Autonomous Systems and Robotics, Sustainable & Digital Manufacturing, Smart Farm Machines & Technologies, Electric Mobility & Clean Energy, Airborne Systems & Technologies, Industrial Services & Research and Skill Development.

CSIR-CMERI is implementing various Skill Development Program sponsored by different Ministries/Departments of Government of India and other agencies for enhancing employability, entrepreneurship and livelihood opportunities among youth, women, artisans, minority communities and other target beneficiaries through its identified Outreach Centers located across different regions. Considering the geographical spread of the centers and the increasing scale of training activities, engagement of a Skill Training Facilitator is essential for effective field-level implementation, candidate mobilization, awareness generation, coordination with local stakeholders, operational management of training programs, industry linkage, documentation, monitoring, reporting and ensuring compliance with scheme guidelines. The facilitator will also support logistics management, assessment coordination, placement or self-employment facilitation and maintenance of records required under various government schemes. Further, engagement of such facilitator will help CSIR-CMERI in expanding outreach to remote areas, ensuring quality and timely execution of program, optimizing institutional resources and strengthening overall program delivery. Engagement of a Skill Training Facilitator at identified Outreach Centers is considered necessary for smooth, efficient and outcome-oriented implementation of skill development initiatives undertaken by CSIR-CMERI.

This EoI seeks to extensively expand outreach and student engagement through the development of dedicated outreach centers in different widespread locations. Such outreach expansion centers will significantly improve ease of access for students by bringing training & skilling activities closer to their place of residence. This decentralized Outreach Centers will enhance participation, promote inclusivity, reduce accessibility barriers & enable wider community engagement, particularly among youth from remote areas.

## **B. Scope of Work:**

- Arrangement of logistics and training support services
- Coordination and facilitation of training programs
- Conduct of awareness and outreach activities
- Registration and documentation of trainees
- Mobilization and identification of eligible candidates
- Monitoring attendance and maintaining records
- Curriculum compliance, Coordination and Qualitative Feedback
- Target Community Outreach & Candidate Engagement
- Coordination of assessment and certification activities
- Placement or self-employment facilitation and tracking

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- Submission of periodic reports and documentation
- Industry Connect & Placement related Assistance
- Any other related work assigned by CSIR-CMERI

**C. Period of Engagement:**

The period of engagement of Service Provider will be **three years** from the date of signing the Agreement (Annexure-B), only after selected as Partner; any extension shall be reviewed and approved as the case may be upto a maximum another two years, after approval from Competent Authority

**D. Program Domains:**

- Farm Machinery
- Additive Manufacturing
- Swachh Mobility & Sanitation Technologies
- Waste Processing & Segregation Technologies
- Electric Mobility
- Robotics System Design & Development
- Advanced Design and Analysis
- Aeromechanical Systems
- Advanced Casting Systems
- Artificial Intelligence & Computer Vision
- Embedded Systems & IoT

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**E. Qualification Criteria:**

Each eligible service provider should possess all the following qualification criteria. Responses not meeting the minimum qualification criteria will be rejected and will not be evaluated.

| Pre-Qualification Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Supporting/Compliance Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• A registered entity (Company/ NGO/ Trust/ Society)</li> <li>• Have minimum 5 years of experience in organizing skill development/ training program</li> <li>• Have prior experience in government-funded programs (preferred with SIDH/NSDC etc.)</li> <li>• Possess training capacity outreach capability, infrastructural facilities and experienced manpower</li> <li>• Demonstrate placement linkage capability</li> <li>• Financial Capacity: Minimum annual turnover ₹500 lakhs and Positive net worth in last FY</li> <li>• The entity/ firm should not be blacklisted by any Central/ State body or Financial institution/ Bank.</li> <li>• The interested participant shall be required to submit an Earnest Money Deposit (EMD) amount of ₹2,00,000/- (Rupees Two Lakh only) in the form of a Demand Draft (DD) drawn in favour of CSIR-CMERI, Durgapur.</li> </ul> | <ul style="list-style-type: none"> <li>• Certificate of Registration of the Firm/ Companies/ Societies/ Trusts,</li> <li>• GST certificate,</li> <li>• PAN certificate,</li> <li>• Legal document whichever is applicable.</li> </ul> <ol style="list-style-type: none"> <li>1. Certificate by the Competent Authority/ Authorized Signatory of the participating entity, Copy of the work order/ contract as per Annexure-3.</li> <li>2. Please refer Annexure-2, Annexure-4, Annexure-5 and Annexure-6</li> <li>3. Declaration signed by the authorized signatory.</li> </ol> <ul style="list-style-type: none"> <li>• DD of EMD</li> </ul> |
| <p><b>*** Failure to submit the prescribed EMD shall render the application liable to rejection and the same shall not be considered for further evaluation.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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**F. Selection Criteria:**

| SI           | Criteria                                                                                                                                                                                                      | Max. Marks |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1            | <b>Past Experience of the Firm</b><br>Number of years' experience to relevant category<br>(minimum 05 years or more experience in the relevant field.)<br>Total no of trainees in last two year > 2000 person | 25         |
| 2            | <b>Infrastructure Capacity</b><br>(Area of training center > 10,000 sq.ft with Computer Lab CCTV & Biometric Attendance Facility and<br>Residential Accommodation Capacity > 500 persons)                     | 25         |
| 3            | <b>Placement Record</b><br>(Placement of trainees in the relevant field > 50%)                                                                                                                                | 20         |
| 3.           | <b>Financial strength of the Firm</b><br>Annual turnover > ₹500 lakhs for last two FY and Positive net worth in last FY                                                                                       | 20         |
| 4.           | <b>Experience of Key Personnel Qualifications</b><br>Academic Qualification<br>Activities carried out in last 2 years                                                                                         | 10         |
| <b>Total</b> |                                                                                                                                                                                                               | <b>100</b> |

Qualifying marks are **60 out of 100 marks**.

**G. Payment/Fee Amount & Related Terms & Conditions:**

| Milestone                                        | Payment % |
|--------------------------------------------------|-----------|
| Planning & Mobilization for the Training Program | 40%       |
| Completion of Training Process                   | 40%       |
| Placement Outcome                                | 20%       |

**H. EOI Processing Fee:**

NIL

**I. Submission of Document:**

EOI for Engagement / Hiring of Service Provider for Organizing Skill Development / Training Program by CSIR-CMERI

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- i. Opening of the proposal: Bidder may remain present personally or may depute an authorized representative at the time of opening of proposal.
- ii. The parties who have applied for EoI and qualify the criteria may be considered for participation in main tender. However, CSIR-CMERI reserves the right to accept or reject any or all proposals, re-invite EoI or go for open tender without assigning any reasons whatsoever.
- iii. Mere participation & qualification in EoI will not automatically mean those bidders are considered qualified for tender participation.
- iv. Though adequate care has been taken while issuing this EoI document, CSIR-CMERI shall not be responsible for any consequences due to misprinting or any wrong translation by the newspaper/magazine/web portal concerned. The respondent shall satisfy itself that document is complete in all respects. The respondent shall visit CSIR-CMERI and verify facts in case of confusion, before submission of EoI.
- v. CSIR-CMERI may, in its sole and absolute discretion, independently verify any information submitted with the EoI proposals by bidders.
- vii. This EoI does not create a tender process. By this EoI, CSIR-CMERI reserves to itself the right to consider and analyze the proposals received against EoI, short-list select respondents without limiting the generality of the foregoing, CSIR-CMERI reserves the right to:
  - a. Reject any EoI, whether or not complete and whether or not it contains all the required information.
  - b. Require clarification of any EoI; request additional information on any EoI.
  - c. Reject any or all EoIs without any obligation, or any compensation or reimbursement to the respondents.
  - d. Modify the terms and conditions of the EoI and subsequent processes.
  - e. Further information/ clarifications:

Any request for further information or clarification relating to the contents of this EoI document, may be submitted in writing to Head, BDU, CSIR-CMERI.

## **I. Physical Visit**

The interested vendors are encouraged to visit the CSIR-CMERI for discussion, clarification about the EoI process after obtaining due permission from Head, BDU, CSIR-CMERI.

Officials from CSIR-CMERI may visit the vendors' premises for physical verification of the documents and infrastructural facilities prior to final selection process.

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**J. Venue & Timeline for Submission of Proposal**

**To**  
**The Head**  
**Business Development Unit (BDU)**  
**CSIR-CMERI**  
**Durgapur-713209**  
**e-mail: [bdg.cmeri@csir.res.in](mailto:bdg.cmeri@csir.res.in)**  
**Phone: 9474546419**

**Last Date of Submission: 10<sup>th</sup> September, 2026**

The EoI shall be submitted to the mentioned address on or before 5:00 PM of last date of submission during the working days and working hours through E- mail / courier. In exceptional circumstances and at its discretion, CSIR-CMERI may extend the timeline for submission of proposals by issuing amendment to be made available on the website of the institute.



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**Formats for Submission**

**Annexure -1**

**Applicant's Expression of Interest**

To,

**The Head,  
Business Development Unit (BDU),  
CSIR-CMERI Durgapur,  
M. G. Avenue, Durgapur-713209**

**Date:**

**Sub: Submission of Expression of Interest for Engagement / Hiring of Service Provider for  
Organizing Skill Development / Training Program by CSIR-CMERI**

Dear Sir,

In response to the Invitation for Expression of Interest (EoI) published on \_\_\_\_\_ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we have attached the following documents in a sealed envelope:

- i. Details of Organization/Individual Entity: Annexure -2;
- ii. Experience in related fields: Annexure -3;
- iii. Experience of Key Personnel: Annexure-4
- iv. Financial strength of the organization/ firm/ entity: Annexure -5;
- v. Details of the Infrastructure: Annexure-6
- vi. Additional Information, if applicable: Annexure -7;
- vii. Declaration: Annexure -8.

Yours Truly,

Signature of the Applicant  
(Full Name of the Applicant)

Stamp.

Encl. As above

Note: The application is to be submitted on the letter head of the organization/firm/entity.

**Annexure -2**

| Sl | Details of Organization/ Individual Entity                                                                                                                     |  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1  | Name of the Organization/Individual Entity                                                                                                                     |  |
| 2  | Main areas of Business/ Experience                                                                                                                             |  |
| 3  | Type of Organization : Company/ partnership/ LLP or Individual Entity                                                                                          |  |
| 4  | Whether the entity/ firm has been blacklisted by any Central Government/ State Government/ PSU / Bank/ Financial Institution/ others. If yes, details thereof. |  |
| 5  | Address of registered office with contact numbers and contact persons and email address/es or Residential Address in case of Individual Entity                 |  |
| 6  | Address of Office/s in India                                                                                                                                   |  |

Signature of the Applicant

(Full Name of the Applicant)

Stamp

Enclosures:

1. Copy of the Certificate of Incorporation
2. Copy of Articles & Memorandum of Association
3. Copy of Aadhar Card in case of Individual Entity

| Experience in the Related Fields                                                                |                                                                                                                                          |                                                                                                                                                                                                                                                          |                 |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Overview of the past experience of the Organization in respects of similar Consultancy Services |                                                                                                                                          |                                                                                                                                                                                                                                                          |                 |
| Sl                                                                                              | Items                                                                                                                                    | Particulars:<br>Number of Assignments/ work-<br>contracts handled/ completed at<br>least during last 05 (five) year,<br>Order value of each assigned<br>work contract, Mention the Name<br>of the Customer/ Organization<br>(Enclose copy of each order) | Remarks, if any |
| 1                                                                                               | Experience & details of work<br>done for providing similar<br>technical and business<br>development consultancy<br>services/ assignments |                                                                                                                                                                                                                                                          |                 |
| 2                                                                                               | Other relevant experiences                                                                                                               |                                                                                                                                                                                                                                                          |                 |

Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignments” will be final

Signature of the Applicant  
(Full Name of the Applicant)

Stamp

**Experience of Key Personnel**

Overview of the qualification and past experience of the key personnel

Name: Designation:

Date of Birth:

Qualifications:

Experience:

Activities carried out in last 2 years:

**Note:** Information regarding more than one key personnel may be provided. Separate sheet may be used for each individual. Each individual will be evaluated separately and then average of the all personnel will be taken for final evaluation.

Signature of the Applicant

(Full Name of the Applicant)

Stamp

**Annexure -5**

| <b>Financial Strength of the Organization</b>                        |                       |                                    |                                        |                                              |                                                                |                                                                                      |
|----------------------------------------------------------------------|-----------------------|------------------------------------|----------------------------------------|----------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Sl</b>                                                            | <b>Financial Year</b> | <b>Whether Profitable; Yes/ No</b> | <b>Annual Net Profit (Rs. in lacs)</b> | <b>Overall Annual Turnover (Rs. in lacs)</b> | <b>Annual Turnover from Consultancy Services (Rs. in lacs)</b> | <b>Annual Turnover from Other Sources/ Services/ Business Segments (Rs. in lacs)</b> |
| 1                                                                    | 2023-24               |                                    |                                        |                                              |                                                                |                                                                                      |
| 2                                                                    | 2022-23               |                                    |                                        |                                              |                                                                |                                                                                      |
| 3                                                                    | 2021-22               |                                    |                                        |                                              |                                                                |                                                                                      |
| Note. Please enclose auditors' certificate in support of your claim. |                       |                                    |                                        |                                              |                                                                |                                                                                      |

### Infrastructural Strength of the Organization

| Sl | Facility Category                 | Infrastructure / Item                   | Available<br>(Yes/ No) | Qty/<br>Capacity |
|----|-----------------------------------|-----------------------------------------|------------------------|------------------|
| 1  | Training Classroom                | Smart classroom with seating            |                        |                  |
| 2  | Practical Training Lab / Workshop | Domain-specific lab                     |                        |                  |
| 3  | IT / Computer Lab                 | Desktop/Laptop systems with internet    |                        |                  |
| 4  | Power Supply                      | Reliable electricity backup             |                        |                  |
| 5  | Audio-Visual Aids                 | Projector, screen, sound system         |                        |                  |
| 6  | Training Equipment & Tools        | Trade-specific equipment                |                        |                  |
| 7  | Safety Infrastructure             | PPE kits, fire extinguishers, first aid |                        |                  |
| 8  | Administrative Office             | Office space with furniture             |                        |                  |
| 9  | Drinking Water Facility           | Safe drinking water                     |                        |                  |
| 10 | Sanitation Facilities             | Toilets (separate for male/female)      |                        |                  |
| 11 | Hostel / Accommodation            | Boarding facility                       |                        |                  |
| 12 | Canteen / Refreshment Area        | Food facility                           |                        |                  |
| 13 | Internet & Connectivity           | Broadband/Wi-Fi                         |                        |                  |
| 14 | Biometric / Attendance System     | Attendance tracking system              |                        |                  |
| 15 | Storage Space                     | Store room                              |                        |                  |
| 16 | Display & Branding Area           | Notice boards, banners                  |                        |                  |

**N.B:** Provide necessary documentary evidence in support of your claim

**Additional Information**

1. List all attachments related to the previous sections.

| Sl | Description | No. of pages (From- to) |
|----|-------------|-------------------------|
|    |             |                         |

2. Additional information to support the eligibility. (Not more than 2 pages).

Signature of the Applicant

(Full Name of the Applicant)

Stamp

Note: Separate sheet may be used if necessary.

| <b>Declaration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>We hereby confirm that we are interested to work with CSIR-CMERI as a Service Provider for Organizing Skill Development / Training Program under all categories of scope of work and all the information provided herewith is genuine and accurate to the best of our knowledge.</p> <p>We also confirm that our firm has not been blacklisted or has any litigation or any conflict of interest that may impact on the delivery of the services.</p> <p>Authorized Person's Signature</p> <p>Name &amp; Designation</p> <p>Date:</p> <p>Note: The declaration is to be furnished on the letter head of the organization.</p> |