

**INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING  
INSTRUMENTS(IDEMI)**  
MSME TECHNOLOGY CENTRE, MUMBAI  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES, GOVT. OF INDIA

**Inviting Proposals for Empanelment for association of Institution/ Industries for Technology/ Knowledge & resources exchange to cater different skills & sectors for employment generation, Upskilling/ reskilling & fulfill the requirement of MSMEs & Capacity building.**

**Introduction**

MSME Technology Centre (IDEMI) Mumbai is a Government of India organisation working under the administrative control of Additional Secretary and Development Commissioner of Ministry of Micro, Small and Medium Enterprises (M/o MSME) Government of India, New Delhi.

MSME Technology Centre (IDEMI) Mumbai has significant contribution towards upgrading the skills of Indian youth particularly the educational background from 8th pass student to Graduates and Post Graduate students who want to get employment or to establish the Enterprise or Self-employment.

MSME Technology Centre (IDEMI) Mumbai Conducts various Skill Development, Upskilling, Reskilling, Professional training programmes in the field of Electrical, Electronics, Capital Goods & Manufacturing, Media & Entertainment & Information Technology, Industry 4.0 & Internet of Things (IoT)& various latest technology fields.

IDEMI also provides following services to MSMEs.

- a) Skill Development Training & Entrepreneurship
- b) Calibration Services
- c) Testing Services
- d) Tool Room Services
- e) Design & Development Services

IDEMI is intends to Empanel/associate with suitable Govt Institutions/ Private Institutions/ Firm/ Agencies/ organisations for association of Institution / Industries for Technology / Knowledge resources exchange to cater different skills & sectors for employment generation, Upskilling / reskilling & fulfill the requirement of MSMEs & Capacity building.

**1. Objective**

Association of Institution/ Industries for Technology/ Knowledge resources exchange to cater different skills & sectors for employment generation, Upskilling/reskilling & fulfill the requirement of MSMEs & Capacity building.

**2. Eligibility criteria for Industrial Training Partners**

- a) Should be a registered Govt Institutions/ Private Institutions/ Firms/ Organization/ Agency under any Indian Registration Laws with PAN/GST.
- b) Should have a registered office in India and should be in existence for minimum 3 years.

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- c) Should have domain knowledge, competencies, experience & expertise for the relevant Professional Industrial training
- d) Should have a training facility with infrastructure whenever required.
- e) Adequate Human Resources (Course Coordinator, Faculty/Resource Persons with domain knowledge in the courses enlisted) should be available with the firm/organisation.
- f) Should have course curriculum, training manuals, training materials in digital format and modules for the courses opted for conducting trainings by the firm.
- g) Should not have been blacklisted / legal issues / not indulged in any malpractices.
- h) Recognition from Government / Accreditation of the service provider, if any.

### **3. Procedure for Empanelment:**

#### **Step 1: Invitation for applications for Empanelment of association**

Invitation for applications for said Empanelment of association with MSME TC (IDEMI) Mumbai through advertisement in Newspaper & uploading on IDEMI website: [www.idemi.org](http://www.idemi.org).

All interested applicants shall submit application in the format enclosed as Annexure along with the requisite & supporting documents and submit to the following address within the specified timeline:

To,

**The Principal Director**

MSME Technology Centre (IDEMI), Mumbai

Ministry of MSME, Govt. of India

Swatantyaveer Tatya Tope Marg, Eastern Exp Highway,

Opp. Everard Nagar Bus Stop, Sion, Chunabhatti.

**Mumbai - 400022**

Email id: [pd@idemi.org](mailto:pd@idemi.org)

Application shall be submitted by a single entity only. A joint venture/consortium of entities shall not be eligible for submission of Application and/or for consideration for the Project in any manner whatsoever.

All pages of the application & supporting documents being submitted must be signed and sequentially numbered by the applicant / firm irrespective of the nature of content of the documents. Unsigned and unstamped application will not be accepted.

Incomplete applications / not complying with the requirements shall not be considered.

Principal Director, IDEMI Mumbai reserve rights to Accept/ reject/ disqualify any applications/proposal or any change/modification in Empanelment of association without assigning any reason.

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All clarifications/corrigendum and any information related to this will be published in the Official Websites of IDEMI.

Queries, if any, may be sent in writing to the IDEMI officials through e-mail: [pd@idemi.org](mailto:pd@idemi.org)

After publication of the notification, the contact person notified by Authority shall begin accepting written queries from the Applicants. The Authority will endeavour to provide timely response to all queries. However, the Authority makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Authority undertake to answer all the queries that have been posed by the Applicants.

**Step 2: Evaluation of applications**

IDEMI will constitute relevant committees to screen and examine the competency of the applied agencies/ Institution/Organization against the Empanelment with standard evaluation tool.

Shortlisted applicants shall then require making presentation before the IDEMI committees on the opted skilled subjects by their respective experts as part of final round selection process.

**Step 3: Finalizing empanelled list of Implementation Partners:**

IDEMI shall finalize the “Technology/Knowledge resources exchange Associate” on meeting the eligibility criteria and satisfactory performance.

In case, IDEMI Mumbai is not satisfied with the service/quality of training as per the training standards, the said empanelment will be terminated without assigning any reason.

**4. List of documents to be furnished:**

- a. The applicant should submit the following documents for eligibility:
- b. Covering letter for Proposal on company's/Firm's letter head.
- c. Filled in application form (Annexure I).
- d. Filled Course content/curriculum format (Annexure II).
- e. Filled & approved Industry validation format of proposed courses (Annexure III).
- f. Expert Industrial Facilities/Trainers resumes for proposed courses.
- g. Proof of Identity of the applicant / the authorised signatory (Copy of Passport/ Aadhaar Card/Driving Licence) duly attested.
- h. Authorization letter of the Firm declaring the authorized signatory for submission of application and all relevant documents.
- i. Proof of Registered office address.
- j. Undertaking (Annexure IV).
- k. Copy of registration of Firm (Proprietorship/ Partnership/ Pvt. Ltd/ Public Ltd. Company/ Registered Society/ Trust/ Govt. Agency)

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- l. Copy of GST Registration (valid registration of the Company etc)
- m. Copy of PAN Card
- n. Copy of bank account details duly attested.
- o. Detailed list of capacity building related works with copies of bills/ invoices or any documentary evidence to validate that the applicant has min one year & above experience.
- p. Photos & Videos of trainings conducted by Firm in the opted skilled areas.

All details furnished by the applicant should be provided with verifiable documents.

**5. General Terms & conditions:**

- a. IDEMI shall execute an MoU/Agreement with the “Empanelled Associate” for cater different skills & sectors for employment generation, Upskilling/ reskilling & fulfill the requirement of industries & Capacity building in the opted skilled areas which shall be binding on both IDEMI & Implementation.
- b. “Empanelled Associate” has to adhere to the terms and conditions laid down in the MoU and shall deliver the skilled trainings allotted within the given timelines ensuring the quality and furnish fund utilization Certificates and other required bills/documents to IDEMI.
- c. For conducting skilled/Professional trainings, identifying, and mobilizing the participants, development of training calendar, manuals & modules, deploying resource persons, accommodating, and providing food & logistics, arranging travel, monitoring training progress, feedback and reporting, MIS, UC submission, etc shall be the responsibilities of the ‘Empanelled associate’. IDEMI shall finalize training plan, approve to the ‘Empanelled associate’, and monitor the progress.
- d. Validity of Empanelment Association will be for 36 months. Whereas the financials & course syllabus will be updated every 12 months with mutual discussions.
- e. The Empanelment of Association shall be further extended/ continued based on the requirement. Extension of the empanelment period shall be subject to the satisfactory performance by the implementation partner and requirement of IDEMI.
- f. The complete accuracy and integrity of data submitted in respect of the firm and in respect of services offered and compliance with the applicable laws is sole responsibility of the Firm.
- g. IDEMI shall reserves rights to delist/cancel empanelled firm at any point of time if found fraudulent / involved in legal issues/ misappropriations/ poor service delivery, etc without assigning any reason.

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**6. Annexures:**

**Annexure I**

Application Format:

|     |   |   |
|-----|---|---|
| 1.  | Name of the Institute/Organization/Agency                               |   |
| 2.  | Type of Firm<br>(Tick () Anyone)  | Proprietorship( ) Partnership Firm( )<br>Public Ltd. Company( ) Private Ltd. Company( )                 |
| 3.  | Name of the Authorised signatory/Head of the Organization & Designation |   |
| 4.  | Date of Establishment<br>(Regd. No. & Date)                             |   |
| 5.  | Number of Years of experience in Skill Development Training activities. |   |
| 6.  | Full Address for Correspondence:  |   |
| 7.  | Email ID  |   |
| 8.  | Mobile No & Phone No  |   |
| 9.  | PAN Card No:  |   |
| 10. | GST No. (If obtained)   |   |
| 11. | Operational Area (Name of the State/s)                                  |   |
| 12. | Bank Account Details of the Applicant                                   | 1. Account Holder's Name:<br>2. Account Number: _____<br>3. Bank & Branch Name: _____<br>4. IFSC: _____ |
| 13. | Permanent/ Rented office  |   |
| 14. | Skilled training course/s to provide as "Empanelled Associate"          | 1.<br>2.<br>3.  |
| 15. | Area proposed to work (state/s)   | 1.<br>2.<br>3.  |
| 16. | Details of Accreditation, If accredited                                 |   |

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**17. Work details (furnish programme details relevant to the training courses opted to deliver as “Empanelled Associate” earlier.)**

| Year  | S.N. | Title of the training Programme Conducted | To whom | No. of participants covered | No. of days conducted | Institution/ Organization for which conducted |           |
|-------|------|---|---------|-----------------------------|-----------------------|---|-----------|
|       |      |   |         |                             |                       | (Govt)  | (Private) |
|       |      |   |         |                             |                       |   |           |
|       |      |   |         |                             |                       |   |           |
| Total |      |   |         |                             |                       |   |           |

**18. Infrastructure details:**

|     |   |  |
|-----|---|--|
| 1   | Whether the Applicant has facilities for conducting training programmes in the proposal area (Yes/No)   |  |
| (a) | IF yes, address/location of the facility  |  |
| (b) | Whether facility is own/rented?   |  |
| (d) | No. of classrooms available   |  |
|     | ii) If “NO” for availability of any training facilities, briefly indicate the arrangements available in the proposed area, for conduct of training/ capacity building programmes to the Programme stakeholders. |  |
| 2   | Infrastructure related to computerization of Operations/Data Management, etc.<br>(a) Availability of computers/laptops (nos)  |  |
| 4.  | Others, If any (Please specify)   |  |

**19. Human Resources available with the Institute**

|          |   |                    |                               |               |  |                            |
|----------|---|--------------------|-------------------------------|---------------|--|----------------------------|
| <b>A</b> | <b>At the Organization Level</b>  |                    |                               |               |  |                            |
| (a)      | Total No. of manpower/ staff available with the Institute/organization  |                    |                               |               |  |                            |
| (b)      | Name of the course coordinator & contact Details  |                    |                               |               |  |                            |
| <b>B</b> | <b>Availability of Expert Staff/Specialists with the organization/Institute (as on the date of application)</b> |                    |                               |               |  |                            |
|          | SI  | Name of the Expert | Domain/Area of specialization | Qualification | Experience in the relevant area(years) | No. of trainings conducted |
|          | 1.  |                    |                               |               |  |                            |
|          | 2.  |                    |                               |               |  |                            |

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**20. Whether the organization was blacklisted/involved in any litigations/Departmental enquiries/Recoveries of govt, funds etc? \_\_\_\_\_(Yes or No). If yes, details to be furnished.**

**21. Details of Awards/Recognition/Honours received by the firm in the relevant field:**

Declaration:

1. \_\_\_\_\_, S/D/W/o \_\_\_\_\_, as authorized signatory of \_\_\_\_\_(firm) do hereby declare that all the information furnished in this application form is true to the best of my knowledge.

Date:

Place:

(Authorized signature)

Authorized signatory Name with Designation

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**Annexure II: Course content/curriculum format**

**Course Name:**

**Course Sector:**

**Course Objectives (In 200 to 300 words):**

|  |
|--|
|  |
|--|

**Course Outcome (In 200 to 300 words):**

|  |
|--|
|  |
|--|

**Basic Qualification for attending the course:**

**Instructor/Faculty/Expert Qualification:**

**Course Contents:**

| S.N. | Day | Course Module | Training Hours | Contents/Topics |
|------|-----|---------------|----------------|-----------------|
| 1    |     |               |                |                 |
| 2    |     |               |                |                 |
| 3    |     |               |                |                 |
| 4    |     |               |                |                 |
| 5    |     |               |                |                 |

**Technical Requirement of course (Software/Hardware, Study Materials& accessories):**

| S.N | Name of Software/Hardware & accessories | Quantity |
|-----|---|----------|
|     |   |          |
|     |   |          |



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**Annexure III: Minutes of Meeting for Industry Validation of Proposed Courses**

Proposed Content Courses (Annexure II) should be approved by Industry Validation committee of relevant field. The industry validation for the proposed courses will be valid for 12 months only.

The committee should consist of minimum 3 Industrial expert of relevant field & 2 Management Officials of IDEMI or other MSME TCs.

Signed Minutes of meeting (Format Attached) for Course Industry validation with meeting date, Meeting Agenda, Members of Meeting & discussed points, suggestions during meeting along with signed & stamped Annexure II should be submitted.

**Format for Minutes of Meeting**

**Date:**

**Agenda:**

**Suggestions/Points discussed during Meeting:**

**Members of Meeting:**

| <b>Members for Meeting</b> |                                       |                      |                    |             |
|----------------------------|---------------------------------------|----------------------|--------------------|-------------|
| <b>Sr. No.</b>             | <b>Industry Expert Details</b>        | <b>Industry Name</b> | <b>Designation</b> | <b>Sign</b> |
| 1                          | Name:<br>Email Id:<br>Contact Number: |                      |                    |             |
|                            |                                       |                      |                    |             |

**Attached Signed Course content/curriculum format with remarks from Industry Experts.**

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**Annexure IV: Undertaking (To be print on company's letter head).**

To,

The Principal Director  
MSME TC (IDEMI)  
S.T. Tope Marg, Chunabhatti, Sion.

**Mumbai-400 022**

Dear Sir,

I / We have read, understood & agreed, on all the terms & conditions mentioned in the Empanelment for association of Institution / Industries for Technology / Knowledge resources exchange to cater different skills & sectors for employment generation, Upskilling/ reskilling & fulfill the requirement of industries, Capacity building.

I/ We agree to any further changes/directives/decision made by MSME TC (IDEMI) in respected to Empanelment of Association.

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Authorized Signature

(Head of Firm/Organisation)

Name & Address of Firm/Organisation:

Place:

Name:

Date:

Designation: