ASSAM INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
(A Government of Assam Undertaking)
R. G. Baruah Road, Guwahati-781024
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ECF No. 306354/499 Date: 17.10.2025

Notice Inviting Expression of Interest

As per the guideline of Ministry of Food Processing Industries, Govt. of India for the Prime Minister Formalization of Micro Food Processing Enterprises (PMFME) Scheme, Assam Industrial Development Corporation Ltd. (State Nodal Agency) intends to empanel Training Partners (TP) for conducting beneficiary trainings under the scheme in Assam. Applications are invited from both the Government and Private Sector Entities having experience in on-field training, handholding and capacity building activities in Assam under different schemes of Govt. of India and Govt. of Assam, preferably in food processing sector. The eligibility criteria, training details, application process, and other relevant information are uploaded as "Request for Expression of Interests (REOI) for engagement of Training Partners (TP) for Capacity Building Component of PMFME Scheme in Assam" in AIDC Ltd. website https://aidcltd.assam.gov.in/resource/tenders-0. Interested organizations are advised to go through all relevant documents carefully before applying.

Sd/-

General Manager

Request for Expression of Interests (REOI) for engagement of Training Partners (TP) for Capacity Building Component of PMFME Scheme in Assam

As a part of the 'Aatmanirbhar Bharat Abhiyan', the Ministry of Food Processing Industries (MoFPI) had launched a centrally sponsored scheme called 'PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme' for providing Financial, Technical and Business support for up-gradation of existing unorganized micro food processing enterprises. The scheme has been implemented since 2020-21 with a total outlay of Rs.10, 000 crore having an objective of building the capability of two lakh micro-enterprises in the country through increased access to credit, formalization of the units by licensing and registration, integration with organized supply chain by strengthening branding & marketing, increased access to common services in the food processing sector and provision of professional and technical support.

Department of Industries, Commerce & Public Enterprises, Govt. of Assam is the State Nodal Department and Assam Industrial Development Corporation (AIDC) Ltd. is the State Nodal Agency (SNA) for the execution and implementation of the PMFME Scheme in the State of Assam. As part of the Scheme, Govt. of Assam has a target of total 12,778 individual enterprises to be brought under credit linked subsidy and formalized. Additionally, the SHG members under ASRLM and ASULM involved in food processing activities are provided Seed Capital under this scheme up to Rs. 40, 000/- on individual basis or Rs. 4,00,000/- per Group to procure small tools and machineries as well as to be used as working capital.

Within the scheme, Capacity Building plays a pivotal role for the applicants and beneficiaries under the scheme. Training and capacity building under the scheme encompasses a whole range of activities designed to empower the whole structure of trainer certifications and certified trainers training the beneficiaries / applicants of PMFME. In the scheme, National Institute of Food Technology, Entrepreneurship and Management (NIFTEM) **(**Both Thanjavur & Kundli campus) plays a pivotal role of National Level Technical Institute, developing Information Education Communication (IEC) Materials as well as NIFTEM-Thanjavur website hosting the whole capacity building online component**.** Under the Scheme, the trainings are given mainly to : 1) Trainers (Master Trainers-MT and District Level Trainers-DLT), 2) District Resource Persons (DRP), 3) Applicants/ Beneficiaries of the scheme who takes Bank credit 4) SHG members who receives Seed capital. While the Trainings of Trainers and DRPs are conducted online by NIFTEM and SNA, Training of beneficiaries are conducted at field (District and Block level) by the empaneled Govt./ Pvt. Training Partners.

Now, as per the guideline of Ministry of Food Processing Industries, Govt. of India for the scheme, Assam Industrial Development Corporation Ltd. (SNA) **intends to empanel Training Partners (TP) for Assam,** both in the Government and private sector entities**,** with experience in training and capacity building activities under different schemes of Govt. of India and Govt. of Assam.

Details of Capacity Building including Responsibilities of Training Partners:

1. The guideline of the Capacity Building can be downloaded from PMFME website > Capacity Building & Incubation Centre tab > Capacity Building sub-tap > Capacity Building Guidelines > Revised Capacity Building Guidelines (specifically Annexure III and IV for beneficiary trainings).
2. Training Partners- Govt./ Private organizations are empaneled under the scheme for conducting beneficiary trainings (physical mode) of two categories:
   a) **Training of Credit Linked Subsidy Beneficiaries:** All applicants viz individuals and Groups (SHGs/ FPOs/ Cooperatives) whose applications are recommended to Bank for availing credit linked grant by 'District Level Committee (DLC)' - 3 days (24 hours) training.
   b) **Training of Seed Capital SHG Beneficiaries:** SHG members who receives Seed Capital under PMFME Scheme engaged in micro food processing- 1 day (8 hours) training
3. Both 1 day and 3 days training are conducted as per the syllabus and contents cover Enterprise Development Program (EDP) and Food Processing. These sessions are conducted by District Level Trainers (DLT) and Master Trainers (MT) only who are certified under PMFME through NIFTEM/ SNA.
4. The Training Partners reach out to the existing Master Trainers and District Level Trainers already empaneled under PMFME Scheme for Assam for conduction of training. Training Partner may also identify new candidates for District Level Trainers (DLT) for both EDP and Food Processing domains as per the eligibility provided in Annexure I of the guideline and subsequently, they will be trained and certified through SNA and NIFTEM.
5. The database of trainees is shared by SNA. The Training Partners then reach out to the trainees to ensure their availability and training batches of maximum 30 candidates are created in the NIFTEM portal. The trainings are verified by the Govt. district officials who then approves the training attendances, and based on these attendances, the certificates are generated in the batches formed in NIFTEM portal, which are then downloaded by TP and provided to trainees. In case of cancellation or postponement of any training batch, it is the responsibility of the TP to inform trainees and SNA about rescheduling the programme.
6. The trainings are conducted in most feasible locations as per the groups formed making the beneficiary visit to the premise at most ease. However, such training premises should be equipped with presentation facilities.
7. The cost norms for both type of the trainings are specified in the Annexure 3 and Annexure 4 of the Capacity Building Guideline as available in PMFME website. Submission of documents, raising of bill and pictures, etc. are to be made online on the Training Portal and also to be submitted in hard copy to SNA.

Eligibility conditions for Training Partner application:

1. Private Training Partners/ Private Institutes empaneled under Pradhan Mantri Kaushal Vikas Yojana (PMKVY), National Skill Development Corporation (NSDC) and Food Safety and Standards Authority of India (FSSAI) with experience in food processing skill development.
2. Govt. institutes involved in capacity building or conducting vocational courses in Food Processing.
3. Organizations with active registration document: Society registration/ Company registration/ MoU of Establishment/ Trade License/ or any other valid document.
4. Prior experience of working in Assam preferably offline trainings and in Food Processing sector (Hotel Management/ Food & Beverage services are not counted).
5. Must have a registered office in Assam.

Application procedure:

The application process consists of three stages:

1. Interested Training Partners need to apply for engagement through online mode through PMFME website https://pmfme.mofpi.gov.in and/or NIFTEM Thanjavur portal (https://niftem-t.ac.in)> PMFME Scheme tab > Capacity Building tab > **Registration Form for Private Training Partner tab from 17.10.2025- 06.11.2025 (17.00 hrs). This is mandatory.**
2. A soft copy of the proposal in the application format attached in Annexure 1 and Annexure 2 with all relevant supporting documents as per Annexure 3 are to be sent to email addresses contact.pmfmeassam@gmail.com and copy to: spmuassam.pmfme@gmail.com simultaneously with subject line: ***Subject: Application for engagement of Training Partner for Assam under PMFME Scheme 2025*** on or before the last date of application i.e. 06.11.2025.
3. Training Partners also need send the hard copy as per the prescribed application format in Annexure 2 and 3 with all enclosures detailed in Annexure 1 in a sealed envelope with the subject "**Application of Training Partner under PMFME Scheme**" to the following address latest by **06.11.2025 (17.00 hrs)**.

   To,

   The Managing Director
   Assam Industrial Development Corporation Limited
   State Nodal Agency-PMFME Scheme
   R. G. Baruah Road, Guwahati, Assam 781024

Subject: Application for engagement of Training Partner for Assam under PMFME Scheme 2025

General instructions and information to the applicants:

1. This REOI is floated for empanelment of Training Partners purpose only. After empanelment of Training Partners, the engagement and work allocation procedures will be as per the Internal Selection Committee.
2. This REOI is primarily based on the pattern and design of EOI developed by MoFPI for empanelment of Training Partners which can be viewed in PMFME website > Capacity Building & Incubation Centre tab > Capacity Building sub-tap > Private Training Partner > Expression of Interest.
3. To know more on PMFME Scheme and Capacity Building component of PMFME Scheme, applicant may visit MoFPI website.
4. Training Partner applicants need to nominate a Single Point of Contact (with email, landline, mobile number) with whom the interaction can be done on all matters related to application, query, and future training activities, if any, including training schedule, attending complaints, coordinates with SNA and NIFTEM.
5. For any further queries or clarifications, the TPs may visit PMFME Cell of AIDC Ltd. and mail at contact.pmfmeassam@gmail.com.

Evaluation procedure:

1. The objectives of empanelment of Training Partners are: a) presence of training partners in all districts of Assam, b) identification of at least one training partner per district, c) equal sharing of the workload of TPs in the state.
2. For each district, minimum one and maximum of three applicants will be empaneled based on their scoring and choice of District. However, the selected TPs may be offered districts not chosen by them.

3. The applications will be scrutinized through various stages such as:
    A. **1st phase:** Verification of documents and checking of eligibility
    B. **2nd phase:** Scoring for 75 marks as per the Table 1
    C. **3rd phase:** Top scorers will be called for interview. The cut-off score for applicant to be called for interview will be at the discretion of the Internal Selection Committee based on the number of applications received.
    D. **4th phase:** Final scores of the interviewed applicants will be considered for district-wise ranking and top 3 applicants will be empaneled.
    E. **5th phase**: Depending on the area, ease of operations, equal sharing of the workload, suitability for conducting training etc. the final work allocation may be done to one, two or to all the top 3 rankers. The other empaneled TPs will stay on standby in case the allocation

is done to one or two TPs and the work allocated TPs cannot perform well. Such performance evaluations will be done on quarterly basis.

4. It is to be noted that initially all the eligible applications with proper documentations will be scored as per the criteria mentioned in Table 1. But in case of high number of applications, only the higher scorers will be shortlisted for interview.
5. The scoring will be based on the document evidence provided. Therefore, applicants are request to furnish all relevant document proofs (to support the scoring criteria below) while submitting soft copy by email and hard copy by post. The 100 marks scoring criteria are provided as under:

Table 1: Scoring Criteria

Criteria	Scoring Scale	Maximum Score
Existence of the organization	10 years and above: 10 7-9 years*:8 4-7 years: 6 2-4 years: 4 0-2 years: 2 (*9 years and more than 6 months will be considered as 10 years, applicable for all period mentioned in the table)	10
Experience in Capacity Building in terms of No. of Years	8 years and above: 10 6-7 years: 8 4-6 years: 6 2-4 years: 4 0-2 years: 2	10
Experience in Capacity Building in terms of No. of Trainees	500 persons and above: 10 200-499 persons: 6 1-199 persons: 3	10
Experience in food processing training in terms of No. of Years	5 years and above: 10 2-5 years: 6 1-2 years: 3	10
Experience in food processing training in terms of No. of Trainees	250 persons and above: 10 100-249 persons: 6	10

	1-99 persons: 3	
Prior experience in working in Assam	Yes: 5 No: 0	10
Trainings conducted for Govt. Agencies/ Schemes (details to be enclosed)	5 and above: 15 3-4: 10 1-2: 5	15
INTERVIEW (please refer to the point no. 5 under Evaluation Criteria)	---	25
TOTAL SCORE		100

7. The decision of the Internal Selection Committee shall be deemed as final.
8. Personal canvassing of kind shall not be entertained and is strictly discouraged.

Annexure 1: Format for Registration for undertaking Training under PMFME

(on Institute/ Agency Letterhead)

1. Details of the Agency

1.1. Name of the organization:

1.2. Year of Establishment:

1.3. Registration /License Number/ Proof of Incorporation (Attach Document):

1.4. Phone:

1.5. Email:

1.6. Complete Address (Registered) (with district and pin code):

1.7. Address (Operational) (with district and pin code):

1.8. Name and Designation of the Single point of contact (SPOC):

1.9. Contact of SPOC: Email, Mobile No.

1.10. *Geographical Presence in Assam (Districts with existing offices):*

1.11. Logo of the organization (JPED/ JPG/ PNG file)

1.12. Letter of Empanelment from NSDC/ FSSAI/ MSDE-PMKVY indicating period of Validity

1.13. Brief on the role and function the organization ***(Background, organizational structure, scope of the of the organization in capacity building activities, experience details of capacity building/ enterprise development/conduction of courses in food processing, technical and managerial capacity details including total manpower strength and availability of appropriate professional staff involved with the domain of food processing, other relevant financial details such as grants received and/ or turnover details in case of private agencies) (Details in a separate Sheet, add relevant proof documents).***

2. Details of the trainings conducted (Please attach Work Order/Work Completion Certificate for each Training):

Sl. No.	**Name of the Scheme and Sponsored Organi-zation**	***Address of the sponsoring organization, name and phone number of the contact person (for verification purposes)***	**Title of the Trai-ning Progra-mme**	**Place of Trai-ning**	**No. of training conducted**	**No. of trainees trained**	**Duration of Training (no of days)**	**Impleme-ntation Period (Years)**	**Sector**

3. Districts for which you would like to undertake training:

4. Facilities available for Classroom Training (refer to annexure 2): Yes/ No (Submit photographs)

5. Infrastructure available for Practical training: Yes/ No, if yes, please submit details:

Domain Food	**Food Products**	**Machineries Available**	**Location of Processing Unit/ training infrastructure Address of the Implementing Agency at the district**
Fruits & vegetables			
Meat & Poultry			
Spices & Plantation Crops			
Grain Processing			
Bakery & Confectionery			
Milk & Dairy			
Minor Forest Produce			
Fish & Marine			
Fats & Oil seed			

6. Number of Resources with the Agency for undertaking Training Activities at the District level: (No. of resources engaged with the organization in implementation of the training at district level**) as per DLT qualification given in Annexure 1 of Modified Capacity Building Guideline.**

7. Estimated number of trainees that can be trained (quarterly):

I hereby confirm that the above-mentioned details are correct. If registered for undertaking training under PMFME, I shall abide by the Guidelines on the Engagement of Agencies for undertaking training under Capacity Building Component of PMFME.

Signature & Seal:

Name:

Designation:

Annexure 2: Infrastructure for Training

Sl. No.	Facility	Status (Yes/ No/ Remarks)
1	Classroom area: The minimum space requirement for each Class- room is 200 square feet (20 Participants, minimum). The minimum space requirement per trainee in each Classroom is 10 Square Feet	
2	Whiteboard with Projectors/Big Screen in Classrooms	
3	Venue for theory and practical/ demonstration session to be either at same or nearby place	
4	Arrangement of equipment to be utilized during practical sessions as given in the Capacity Building Hand Book	
5	Separate Washroom facility for male and female trainees	
6	Availability of safe/clean drinking water facility	
7	Health and Safety Facilities: First-Aid Ki	
8	Capacity/ willingness to follow COVID Protocols during training	
9	CCTV cameras (with CCTV recording facility)	
10	Internet Connectivity	

Annexure 3: Documents Checklist

1. Active Registration /License Number/ Proof of Incorporation copy showing year of establishment and declared address
2. Letter of Empanelment from NSDC/ FSSAI/ MSDE-PMKVY indicating period of Validity
3. Document of Organizational Profile showcasing role and function of the organization
4. Details of past training conducted- Proof of work to showcase active years in training (to showcase experience in years, number of trainees, locations and domains of training-food processing) – Work Orders and Work Completion Certificate from the sponsoring Organization
5. Photographs of existing classroom premises and previous physical training batches
6. List of existing manpower, if any, fulfilling the eligibility of DLT as mentioned in Annexure 1 of Modified Capacity Building Guideline
7. Any other document supportive of the application may be submitted in hard copy and in email.