

Government of India  
Ministry of Micro, Small and Medium Enterprises

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Udyog Bhawan, New Delhi-110011

EOI No. 6/1/(Misc.)/2022-KVI-I

Date: 24.02.2022

Notice Inviting Expression of Interest (Eoi)

Under Secretary KVI (I) (ARI Division), Ministry of Micro, Small and Medium Enterprises, Government of India invites Expressions of Interest (Eoi) from both Government and Private institutes/agencies of national importance & repute having sectoral expertise with proven track record of designing and imparting incubation programs for getting selected as Mentor Institutes for Livelihood Business Incubators (LBIs) under "A Scheme for Promotion of Innovation, Rural Industry and Entrepreneurship (ASPIRE)" Scheme.

Interested Government and Private institutes/agencies are requested to submit their application duly filled as per point **8** of this EOI document via an email to the Ministry on [js.ari@nic.in](mailto:js.ari@nic.in) on or before 16/03/2022.

Applicants may seek clarification on this EOI document, within seven (7) days from the date of issuance of this EOI. Any request for clarification must be sent by standard electronic means (PDF and/or word file) to Ministry on [supriyo.ghosh47@gov.in](mailto:supriyo.ghosh47@gov.in) on or before 02/03/2022.

Further modifications/ extension of last date for submission of Eoi, addendum/ corrigendum etc, if any to this notice will be published in the official website <https://aspire.msme.gov.in/> only. All concerned may visit website regularly for updated information.

MoMSME reserves the right to accept/ reject any or all the Eoi either in full or part without assigning any reason whatsoever.



(Anil Kumar)

Under Secretary to the Government of India  
Tele No. 011-23063288  
Email: [pk.singh23@gov.in](mailto:pk.singh23@gov.in)

## **Empanelment of Mentor Institutes under ASPIRE Scheme**

### **1. Introduction**

MSMEs are the backbone of India's growing economy and have contributed immensely to the country's socio-economic development. MSMEs not only generates employment opportunities but also works hand-in-hand towards the development of the nation's backward and rural areas. As per Ministry of Micro, Small and Medium Enterprises Annual Report 2020-21, India has 6.33 Cr. MSMEs which directly provides employment to approximately 11.09 Cr person. It is to be noted that 99.60% of the enterprises are micro- enterprises which accounts for 96.96% of total employment of the sector<sup>1</sup>. Hence, planned development of micro enterprises has a crucial role to play in stimulating growth, generating employment with relatively low capital investment, effective utilization of untapped human resources, equitable distribution of income leading to balanced regional development.

Supporting the micro enterprises holds the key in solving the unemployment challenge. Aatma-nirbharta via self-employment- *an act of working for oneself* is perhaps the fastest medium by which one can get employed and enable employment generation by employing other unemployed youths in their micro enterprises, making it a prudent method to reduce unemployment.

To seize this opportunity Ministry of Micro, Small and Medium Enterprises (MoMSME), GoI, has launched 'A Scheme for Promotion of Innovation, Rural Industry and Entrepreneurship' (ASPIRE) scheme. ASPIRE scheme was initiated in 2015 to build the capabilities in aspiring entrepreneurs in setting up their own business enterprises, imparting skill development programs to the rural youth and unemployed along with providing assistance in getting employed in the nearby industrial area, through establishment of a network of Livelihood Business Incubators (LBIs).

### **2. Objectives of LBI:**

- I. To generate employment opportunities by facilitating formal, scalable micro-enterprise creation.
- II. To skill, up-skill, re-skill unemployed, existing self-employed/ wage earners in new technologies.
- III. To provide skilled human capital to nearby industrial clusters and promote innovations for strengthening the competitiveness in the MSME sector.

### **3. Functions of LBI:**

- I. To conduct outreach programs to create awareness about the initiative and on-board prospective beneficiaries.
- II. Design and conduct incubation programs in the form of workshops to facilitate new micro-enterprise creation.
- III. To offer varied support services like financial, legal, product designing, accreditation, compliances, Trademarks, etc.

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<sup>1</sup> Ministry of Micro, Small and Medium Enterprises Annual Report 2020-21

- IV. To offer advisory services to the existing & informal enterprises to formalize them and make them scalable.
- V. To facilitate funding for micro-entrepreneurs by leveraging various Govt/State Government schemes and engaging with financial institutions.
- VI. To provide hands-on training to trainees by simulating the industrial processes on the plants & machineries
- VII. To create a conducive ecosystem for promoting entrepreneurship and generating employment by partnering with local entities catering to the upstream and downstream activities of the chosen thrust area.
- VIII. To make provision for using the facility at the Livelihood Business Incubation centre for development of product prototypes.

#### **4. Quantum of Assistance**

- I. Expenditure for procurement of Plant & Machineries.
  - a) In respect of LBIs to be set up by any Institution/agency of GOI/State Govt. on its own or by any of the agency/organization of the M/o MSME, one-time grant of 100% of cost of Plant & Machinery other than the land and infrastructure or an amount up to INR 100 lakhs, whichever is less to be provided.
  - b) In case of LBIs to be set up by Private applicants, a one-time grant of 75% of cost of Plant & Machinery other than the land and infrastructure or INR 75.00 lakhs, whichever is less to be provided.
  - c) The funds will be released through the proposed MIs in a phased manner.
- II. Operational Expenditure
  - a) The LBIs will be supported with a one-time grant of maximum upto INR 100 lakhs for the purposes of running day to day operations.
  - b) Eligible existing LBIs will also be supported with Operational Expenditure subject to meeting prescribed output-outcome deliverables. The detailed criteria for selection & assistance to the LBI will be formulated with the approval of SSC.
  - c) The grant in aid will be released through the proposed MIs in a phased manner.

With the growing network and the expanded scope of LBIs for creation of formal and scalable micro-enterprises through dedicated incubation and skill development programs, there is a need for reputed national institutes/agencies as Mentor Institutes for streamlining the functioning of the existing and the new LBIs by closely monitoring them and building capacities and capabilities for meeting the output and outcome envisaged under the Scheme.

As on date a total of **102 LBIs** were approved since the inception. It is proposed to setup 125 LBIs during the period 2021-22 to 2025-26 and support estimated existing 40 LBIs with a grant in aid for operational expenditure.

#### **5. Scope of Work for Mentor Institutes**

The Mentor Institute shall function in coordination with the MoMSME. The functions of the Mentor Institute are outlined as under:

- I. Identification of prospective LBIs with relevant experience in skill development and running incubation programs, aligned to the local need.
- II. MIs may take the assistance of local MSME-DI and Science and Technology Council members in the identification of such proposals.
- III. Assisting the Applicant/Host Institutes in preparing the Detailed Project Report (DPR) based on the regional analysis of the industrial landscape, potential skill gap in the region, and the economic strengths, etc. of the region.
- IV. MI to submit the DPRs to the MoMSME for approval only after ensuring the following:
  - a. Ensuring the DPRs have been created based on the format provided under the scheme guidelines and is uploaded to the portal.
  - b. Execution of agreement on contribution in the case of eligible private applicants.
  - c. Ensuring availability of all necessary compliance documents, and space (5000 sq ft) with the HI to set up the proposed LBIs
- V. MI shall be responsible for timely disbursement of funds to the HI and ensure submission of audited UCs.
- VI. Providing technical inputs for selection of machinery and ensuring timely procurement of the same.
- VII. Assisting the HIs in hiring a dedicated and specialized team of resources to operate the LBIs.
- VIII. Conducting regular capacity workshops to improve the day-to-day operations and hence, the performance of the LBI.
- IX. Assisting the HIs in designing the right incubation programme to be implemented by the proposed LBI.
- X. To maintain and share with the MoMSME, a database of the incubatees.
- XI. To create and engage an ecosystem for the LBIs enabling micro-enterprise creation.
- XII. Monitoring & evaluating the performance of the LBI against the target output and outcome through VCs and physical visits and advising the LBIs on course corrections.
- XIII. To act as a SPOC for grievance redressal for the LBIs.
- XIV. To ensure the Monthly and Quarterly Progress Report is regularly shared with the MoMSME along with any other information sought by the MoMSME.
- XV. Creating and updating a working platform for recording and sharing the best practices for the LBIs under its umbrella.
- XVI. Creating a platform for converging with various GoI/State Government schemes to facilitate the creation of micro-enterprises and employment generation.
- XVII. Providing all necessary support for the implementation of the scheme by the HIs.
- XVIII. Any other tasks assigned by the MoMSME.
- XIX. All MIs shall have to act diligently to ensure compliance to all Rules and Regulations, as required, for the proposals in order to obtain final approval from the SSC.

## **6. Mentor Institution Fees**

5% of the approved project cost for each of the LBI will be earmarked to incentivise Mentor Institutes to meet the expenditure of human resources deployed, travel, stationeries, etc.

- I. 50% of the approved Mentor Institute Fees will be released after the approval of the LBI by SSC.
- II. 50% of the remaining Mentor Institute Fees will be released post-initiation of incubation/ training by the LBIs.

- III. In case of existing LBIs, the fee to the MI will be released as per the operational expenditure released to the existing LBIs on a pro-rata basis.

## **7. Minimum Eligibility Criteria**

The invitation for EoIs is open to all entities registered in India and who fulfil minimum eligibility criteria as specified below:

### **Statutory requirement:**

- I. Society registered under the Societies Registration Act, 1860.
- II. A Co-operative Society under an appropriate statute.
- III. A Section 8 Company under the Companies Act, 2013 (18 of 2013); or
- IV. A Trust.
- V. Any Central/State government organization.

### **Financial strength:**

- I. The applicant organization should have an average annual turnover of at least INR 15 Crores in the last 3 Financial years 2018-19,2019-20, and 2020-21

### **Domain experience:**

- I. The applicant organisation should have at least 5 years of experience in the field of incubating rural enterprises, including start-ups and imparting skill development programs in various livelihood development initiatives in the agro-rural sector.

### **Manpower Strength**

- I. Total employee strength of the company on the date of application should not be less than 30

### **Geographical Reach**

- I. The applicant organization should have prior experience of working in at least 5 states/UTs in India in the domain of incubating rural enterprises, including start-ups and imparting skill development programs in various livelihood development initiatives in the agro-rural sector

### **Blacklisting**

- I. The applicant organization should not be blacklisted by any Central or State Govt./RBI/ PSU/ Board/ Central or State Govt. Corporation.

## **8. Submission of Eoi**

The response to the Expression of Interest should comprise of the following forms along with the respective Annexures and supporting documents. The filled response should be submitted on or before 16/03/2022 by emailing the requisite documents to [js.ari@nic.in](mailto:js.ari@nic.in), Joint Secretary- ARI Division.

- I. **Form I- Self- Certification of Acceptance of Offer & not being blacklisted.**
- II. **Form II- Basic Details and Minimum Eligibility Criteria, by filling up the details under description column. Annexure A, also has to be filled along with attaching the respective supporting documents.**
- III. **Form III- Format for Technical Evaluation by filling up the details under description column. Annexure B, Annexure BA and BB, also has to be filled along with attaching the respective supporting documents.**

## **9. Evaluation of Proposals**

The applicant organisation's response will be evaluated on two level as per the requirements specified in the EoI. The applications meeting the minimum eligibility criteria will be selected for further evaluation. The eligible applications will be further evaluated on the basis of the scoring parameter. Those scoring a minimum of 60 marks will be then placed before the Scheme Steering Committee (SSC) for final approval.

## **10. General Terms & Conditions of the EoI**

The following terms & conditions shall apply in connection with the submission of EoI:

- I. The Invitation for EoI is not an offer and is issued with no commitment. MoMSME reserves the right to withdraw the Invitation and change or vary any part thereof at any stage. MoMSME also reserves the right to disqualify any application, should it be so necessary at any stage.
- II. MoMSME reserves the right to withdraw this Invitation of EoI if it determines that such action is in the best interest of the Ministry.
- III. Timing and sequence of events resulting from this Invitation shall ultimately be determined by MoMSME.
- IV. The applicant shall have no claims whatsoever against MoMSME arising out of or relating to this Invitation of EoI or these procedures (other than those arising under a definitive service agreement with the applicant in accordance with the terms thereof).
- V. Applicant who are found to canvass, influence, or attempt to influence in any manner the qualification or selection process shall be disqualified from the process at any stage.
- VI. By submitting a proposal, each applicant shall be deemed to acknowledge that it has carefully read all the conditions and limitations.
- VII. The applicant's proposals in the EoI document will be evaluated as per the requirements specified in the Invitation of EoI and adopting the qualification criteria spelt out in this Invitation.
- VIII. MoMSME reserves the right to short list the parties responding to this notice on the basis of the evaluation of the EoI. Submission of more than one EoI by the same party will be a disqualification.
- IX. The applicant may be blacklisted for further business with MoMSME owing to non-performance of satisfactory and timely service.
- X. All the selected applicant Institutions on approval of the SSC, shall be bound by the terms and conditions given in the scheme guidelines.

**Self-Certification of Acceptance of Offer & not being blacklisted**

To

The Under Secretary KVI (I) (ARI)(ASPIRE),  
Ministry of Micro, Small and Medium Enterprises,  
Room No. 436,  
Udyog Bhawan,  
New Delhi – 110011

Sub: EoI No. \_\_\_\_\_ for selection of institute/agency as Mentor Institute under 'A Scheme for Promotion of Innovation, Rural Industry and Entrepreneurship (ASPIRE)'

Sir,

We have gone through the Expression of Interest (EoI) issued by your Ministry through letter No. ....-KVI-I dated ....., including all annexures, the receipt of which is hereby duly acknowledged. We, the undersigned, is interested to be selected as Mentor Institute under 'A Scheme for Promotion of Innovation, Rural Industry and Entrepreneurship (ASPIRE)' as mentioned in EoI document.

1. We understand that the EoI provides generic details and it has not been prepared by keeping in view of any specific institutes/agencies.
2. We have read, understood, and accepted the Terms/ Conditions/ Rules etc. mentioned in the EoI and we confirm that we will abide by all.
3. Until a formal contract is prepared and executed, this EoI offer, together with Ministry of MSME's written acceptance thereof and Ministry of MSME's notification of award, shall constitute a binding contract between us.
4. We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
5. We have never been barred/ blacklisted by any Regulatory/Statutory Authority/PSU/ Government undertaking/Ministry/Department of Govt. of India or any State Govt. in India.
6. We also understand that the whole EoI exercise may be scrapped without assigning any reason and it is acceptable to us.
7. This EoI, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
8. We hereby unconditionally accept that Ministry of MSME can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the EoI, in short-listing of the Mentor Institute.
9. We confirm that this response, for the purpose of short-listing, is valid for a period of **180 days**, from the date of expiry of the last date for submission of response to EoI.
10. We confirm that we have noted the contents of the EoI and have ensured that there is no deviation in filing our response to the EoI and that Ministry of MSME will have the right to disqualify us in case of any such deviations.
11. We certify that we have furnished all the information requested by Ministry of MSME in the format requested for. We also understand that Ministry of MSME has the

exclusive right to reject our nomination as Mentor Institute in case Ministry of MSME is of the opinion that the required information is not provided or is provided in a different format. It is also confirmed that we are enclosing all the necessary documents defined in eligibility criteria and for further scoring. The information submitted is true to our knowledge and Ministry of MSME reserves the right to reject the offer if anything is found incorrect, without assigning any reason.

Place:

Date:

Seal and signature of the authorized signatory



**Basic Details and Minimum Eligibility Criteria****(To be filled by the Applicant Organisation)****Basic Information**

<b>Sr.No</b>	<b>Particulars</b>	<b>Description</b>	<b>Refer Annexure</b>
1.	Name of the institute/agency*		Annexure A, Point I.
2.	Constitution of the institute/agency (Trust/Society/ Section 8)		Annexure A, point I.
3.	Date of incorporation		Annexure A, point I
4.	Office Address		
5.	Phone (landline)/ Mobile		
6.	Email ID		
7.	Website		
8.	PAN (If Applicable)		Annexure A, point I.
9.	TAN (If Applicable)		Annexure A, point I.
10.	GST (If Applicable)		Annexure A, point I.
11.	PFMS Unique Code (If Applicable)		
12.	NGO Darpan ID (for Private Applicant Organizations)		
13.	Name & Designation of Head of the Organization		
14.	Name & Designation of the authorized signatory for EoI		
15.	Total number of Employees as on date		Annexure A, point IV
16.	Financials- Turnover for the Last Three Years	Turnover (Rs. in Crore)	Annexure A, point II
	2018-19		
	2019-20		
	2020-21		
17.	No. of years of experience in the field of incubating rural enterprises including start-ups and/or imparting skill development programs for livelihood development initiatives in the agro-rural sector.		Annexure A, point III
18.	No. of <b>states/UTs</b> of India in which the applicant organization has worked in the		Annexure A, point V

	domain of incubating rural enterprises, including start-ups and imparting skill development programs in various livelihood development initiatives in the agro-rural sector		
19.	We have never been barred/blacklisted by any Regulatory/ Statutory Authority/PSU/Government undertaking/Ministry/Department of Govt. of India or any State Govt. in India.		Annexure A, point VI

Seal and signature of the authorized signatory

\*Detailed Profile of the institute/agency may be enclosed along with the EoI response.

Minimum Eligibility criteria

S. No.	Criteria	Documentary proof required	Complied (Yes / No) & Page Number (From-To)
<b>I. Statutory requirement:</b>			
1.	The participation is restricted to applicant organizations registered in India and should be a <b>non-profit entity</b> registered as a <b>trust, society, or Section 8 company or any other Central/State government organization</b>	Copy of Certificate of Incorporation/ Registration AND Copy of PAN card (if applicable) AND Copy of GST registration (if applicable) AND NGO DARPAN Certificate (in case of Private Institution)	
<b>II. Financial strength:</b>			
1.	The applicant organization should have an average annual turnover of at least <b>INR 15 Crores</b> in the last 3 Financial years 2018-19,2019-20, and 2020-21	Statutory Auditor's Certificate (i.e. 2018-19, 2019-20, 2020-21) that provides the information explicitly as per the specific requirement of the criterion OR Financial Statement duly certified by the Chartered Accountant	
<b>III. Domain experience:</b>			
1.	The applicant organization should have at least <b>5 years'</b> experience in the field of incubating rural enterprises including start-ups and/or imparting skill development programs for livelihood development initiatives in the agro-rural sector.	Completion Certificates OR Work Order / LoA / Lol / Contract Agreement + Phase Completion	

S. No.	Criteria	Documentary proof required	Complied (Yes / No) & Page Number (From-To)
		OR Work Order / LoA / Lol / Contract Agreement + Self Certificate of Completion (Certified by the Authorized Signatory)	
<b>IV. Manpower Strength:</b>			
1.	Total employee strength of the applicant organization on the date of application <b>should not be less than 30</b>	Duly certified by the Authorized Signatory	
<b>V. Geographical Reach:</b>			
1.	Experience of working in at least <b>5 states/UTs</b> of India in the domain of incubating rural enterprises, including start-ups and imparting skill development programs in various livelihood development initiatives in the agro-rural sector	Completion Certificates OR Work Order / LoA / Lol / Contract Agreement + Phase Completion OR Work Order / LoA / Lol / Contract Agreement + Self Certificate of Completion (Certified by the Authorized Signatory)	
<b>VI. Blacklisting</b>			
1.	The applicant organization should not be blacklisted by any Regulatory/Statutory Authority/PSU/Government undertaking/Ministry/Department of Govt. of India or any State Govt. in India.	A self-certified letter signed by the Authorized Signatory of the applicant organization.	

Seal and signature of the authorized signatory

**Form III**

**Format for Technical Evaluation**

Sr.No	Particulars	Description	Refer Annexure
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1.	Number of empanelments with government institutions in the last 5 years		Annexure B, point 1.
2.	Number of startups/micro-enterprises incubated in agro-rural sector in the last 5 years		Annexure B, point 2
3.	Number of Skill Development and Training programs conducted in agro-rural sector for livelihoods development initiatives in the last 5 years.		Annexure B, point 3
4.	No. of <b>states/UTs</b> of India in which the applicant organization has worked in the domain of incubating rural enterprises, including start-ups and imparting skill development programs in various livelihood development initiatives in the agro-rural sector		Annexure B, point 4

## Scoring Criteria

Sr.No.	Scoring Parameters	Criteria	Supporting document with the proposal	Complied (Yes / No) & Page Number (From-To)	Maximum Marks
1.	Engagement with government institutions (Central/ State PSUs, / Govt. ministries/ department) in the last 5 years	>=1 and <=3 government institutions	Attach a copy of MoUs or empanelment letters or sanction letter for each of the government institutions in the last 5 years		5
		>3 and <=6 government institutions			10
		>6 and <=9 government institutions			15
		>9 government institutions			20
3.	Incubation Experience- Number of startups/ micro-enterprises incubated in agrorural sector in the last 5 years	<=50 startups/ micro-enterprises	Enclose the list of Startups/micro-enterprises incubated along with the CIN/LLPIN/ UAN and other details mentioned in Annexure BA certified by the authorized signatory on the letter head of the institute.  <b>(Format in Annexure BA)</b>		0
		>50 and <=75 startups/ micro-enterprises			10
		>75 and <=100 startups/ micro-enterprises			20
		>100 startups/ micro-enterprises			30
4.	Skill Development/ Training Experience – Number of Skill Development and Training programs conducted in agrorural sector for	<=50 Skill Development and Training programs	Work Order / LoA / Lol / Contract Agreement + Enclose list of training programs and		0
		>50 and <=75 Skill			10

Sr.No.	Scoring Parameters	Criteria	Supporting document with the proposal	Complied (Yes / No) & Page Number (From-To)	Maximum Marks
	livelihoods development initiatives in the last 5 years.	Development and Training programs	other details as mentioned in Annexure BB duly certified by the authorized signatory on the		
>75 and <=100 Skill Development and Training programs		20			
>100 Skill Development and Training programs		30			
5.	Experience of working in States/UT's in India in the domain of incubating rural enterprises, including start-ups and imparting skill development programs in livelihood development initiatives in the agro-rural sector	<5 States/UTs	Letter head of the Completion Certificates OR Work Order / LoA / Lol / Contract Agreement + Phase Completion OR		0
		>=5 and <=7 States/UTs	Work Order / LoA / Lol / Contract Agreement + Phase Completion OR		10
		>7 and <=10 States/UTs	Work Order / LoA / Lol / Contract Agreement + Self Certificate of Completion (Certified by the Authorized Signatory)		15
		>10 States/UTs	Work Order / LoA / Lol / Contract Agreement + Self Certificate of Completion (Certified by the Authorized Signatory)		20

The minimum qualification marks for being considered to be selected as Mentor Institute is 60

**Details of Startups/micro-enterprises incubated in the last 5 years**  
**(On the letter head of the applicant organization)**

<b>Sr.No.</b>	<b>Name of the startup/micro-enterprise</b>	<b>CIN/LLPIN/ UAN</b>	<b>Name of the incubatee</b>	<b>Mobile number of the incubatee</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Seal and signature of the authorized signatory

**Note:** Rows to be added for furnish additional startups/micro-enterprises details



**Details of the Skill Development/Training programs conducted in the last 5 years**  
**(On the letter head of the applicant organization)**

<b>Sr. No</b>	<b>Name of the program</b>	<b>Thrust /Focus Area</b>	<b>Duration</b>	<b>Year</b>	<b>State</b>	<b>District</b>	<b>Sponsoring Agency/ Organization</b>	<b>Number of Beneficiaries trained</b>

Seal and signature of the authorized signatory

**Note:** Rows to be added for furnish additional startups/micro-enterprises details