



## **EXPRESSION OF INTEREST (EOI)**

### **For Establishment, Operation and Management of Inclusive Vocational Training-cum-Production Units at NIMHR, Sehore**

#### **1. About National Institute of Mental Health Sehore**

The National Institute of Mental Health Rehabilitation (NIMHR), Sehore is a Central Autonomous Institute under the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India working in the area of mental health and rehabilitation with the following broad objectives:

- ❖ To promote mental health rehabilitation using integrated multidisciplinary approach.
- ❖ To promote and undertake capacity building and to involve in developing trained professionals in the area of mental health rehabilitation.
- ❖ To engage in research and development and policy framing towards promoting mental health rehabilitation services.

As part of its mandate, NIMHR proposes to establish Inclusive Vocational Training-cum-Production Units for promoting vocational rehabilitation, supported employment and sustainable livelihood opportunities.

#### **2. Background**

Recovery from mental illness requires not only medical and psychosocial rehabilitation but also meaningful occupation, productive engagement and economic independence.

NIMHR intends to establish production-based vocational units that integrate skill development with enterprise-based rehabilitation. These units will function as inclusive social enterprises where Divyangjan receive practical training, participate in production processes and develop employable skills in a supportive environment.

Experienced organizations are invited to partner with NIMHR in establishing and managing these units.

### **3. Objectives**

The objectives of this initiative are:

- ❖ Promote vocational rehabilitation for Divyangjan.
- ❖ Develop market-oriented vocational skills.
- ❖ Facilitate supported employment.
- ❖ Create sustainable livelihood opportunities.
- ❖ Promote inclusive enterprise development.
- ❖ Encourage production of quality products.
- ❖ Develop market linkages.
- ❖ Strengthen economic and social inclusion of persons with disabilities.

### **4. Vocational Units**

Applications are invited for one or more of the following units:

- ❖ Inclusive Wooden Toy Training & Production Unit
- ❖ Crochet & Soft Toys Training & Production Unit
- ❖ Cookies & Namkeen Manufacturing Unit
- ❖ Inclusive Souvenir Production (Paper Crafts & Gifting) Training & Production Unit
- ❖ Plant Nursery & Green Livelihood Unit
- ❖ Donna, Pattal, Paper Cup & Eco-friendly Disposable Products Training & Manufacturing Unit

Applicants may apply for one or more units depending upon their expertise.

### **5. Scope of Work**

The selected agency shall:

- ❖ Establish, operate and manage the allotted vocational training-cum-production unit.
- ❖ Procure, install and maintain all machinery, equipment and tools required for the unit.
- ❖ Arrange raw materials, consumables and packaging materials.
- ❖ Develop competency-based training modules.
- ❖ Deploy qualified trainers and technical personnel.
- ❖ Provide practical vocational training to Divyangjan.

- ❖ Engage trained beneficiaries in production activities.
- ❖ Maintain safe, inclusive and disability-friendly work practices.
- ❖ Ensure quality control of products.
- ❖ Develop branding, packaging and marketing strategies.
- ❖ Explore retail, institutional and e-commerce markets.
  
- ❖ Maintain inventory, production, attendance and sales records.
- ❖ Facilitate payment of stipend/incentive/livelihood support to participating Divyangjan as per the operational framework approved by NIMHR.
- ❖ Submit monthly progress reports to NIMHR.

## **6. Support to be provided by NIMHR**

NIMHR shall facilitate implementation of the vocational units by providing:

- ❖ Suitable workspace within the Institute campus.
- ❖ Electricity and other common utilities available at the allotted premises.
- ❖ Identification, enrolment and mobilisation of eligible beneficiaries.
- ❖ Rehabilitation support through Institute professionals.
- ❖ Institutional coordination.
- ❖ Monitoring and periodic review.
- ❖ Promotion through exhibitions, fairs, awareness programmes and institutional events.
- ❖ Facilitation for convergence with Government programmes wherever feasible.

## **7. Responsibilities of the Selected Agency**

The selected agency shall be fully responsible for:

- ❖ Investment in machinery and equipment.
- ❖ Procurement of raw materials.
- ❖ Appointment and remuneration of trainers and staff.
- ❖ Production planning.
- ❖ Product quality.
- ❖ Packaging and branding.
- ❖ Marketing and sales.
- ❖ Transportation.
- ❖ Insurance of machinery and stock.
- ❖ Compliance with statutory requirements.
- ❖ Maintenance of accounts and records
- ❖ Place of Service: All services shall be rendered at NIMHR, Sehore.

## 8. Ownership

Unless otherwise agreed through the Memorandum of Understanding (MoU):

- ❖ All machinery, equipment, tools and accessories shall remain the property of the selected agency.
- ❖ Raw materials, consumables and packaging materials shall belong to the selected agency.
- ❖ Finished products shall remain the property of the selected agency.
- ❖ Marketing and sale of products shall be undertaken by the selected agency.
- ❖ NIMHR shall not claim ownership over the machinery, inventory or products.

## 9. Eligibility Criteria

Applicants should:

- ❖ Be a registered NGO, Trust, Society, Section 8 Company, Cooperative Society, Producer Organisation, Social Enterprise, Start-up or any legally recognised entity.
- ❖ Have at least three years' experience in skill development, manufacturing, livelihood promotion or enterprise development.
- ❖ Demonstrate experience in the proposed vocational activity.
- ❖ Have audited financial statements for the last three financial years.
- ❖ Have adequate technical manpower.
- ❖ Not be blacklisted by any Government organisation.
- ❖ Preference shall be given to organizations having experience in disability rehabilitation.

## 10. Proposal Submission

Interested organizations shall submit their proposals in the prescribed format enclosed as **Annexure-I** along with the following documents:

1. Covering Letter.
2. Duly filled Application Form (Annexure-I).
3. Organization Profile.
4. Registration Certificate of the organization.
5. PAN and GST Registration (where applicable).
6. NGO Darpan Unique ID (where applicable).
7. Audited Financial Statements and Annual Reports for the last three financial years.
8. Details of similar assignments/projects undertaken.

9. Technical Proposal, including the implementation plan for the proposed vocational unit(s).
10. Business, Marketing and Sustainability Plan.
11. Details of proposed trainers and technical personnel.
12. Declaration regarding non-blacklisting.
13. Draft Memorandum of Understanding (MoU) proposed by the applicant organization, indicating the operational framework, roles and responsibilities, and other key terms for implementation.
14. Any other supporting documents considered relevant by the applicant.

Incomplete proposals or proposals received after the due date are liable to be rejected.

## **11. Duration of Engagement**

The selected agency shall initially be engaged for a period of one (01) year from the date of execution of the Memorandum of Understanding (MoU). The engagement may be extended for a further period, based on satisfactory performance, compliance with the terms of the MoU, and the requirements of NIMHR, on such terms and conditions as may be mutually agreed.

## **12. General Terms and Conditions**

- ❖ Submission of an Expression of Interest (EoI) does not confer any right upon the applicant for selection or award of the assignment.
- ❖ NIMHR reserves the right to accept or reject any or all proposals, wholly or partly, without assigning any reason thereof.
- ❖ NIMHR reserves the right to modify, amend, withdraw or cancel this EoI, in whole or in part, at any stage without incurring any liability.
- ❖ Applicants may submit proposals for one or more vocational training-cum-production units. NIMHR reserves the right to allot one or more units to an applicant or not to allot any unit, based on the Institute's requirements and the suitability of the proposal.
- ❖ The selected agency shall establish, operate and manage the allotted vocational unit at its own cost by deploying its own machinery, equipment, tools, raw materials, consumables, technical personnel and other resources required for the successful functioning of the unit.
- ❖ NIMHR shall provide institutional support in the form of suitable workspace, electricity, identification and mobilisation of beneficiaries, institutional coordination, monitoring, and facilitation of promotional activities, subject to availability and institutional requirements.

- ❖ Unless otherwise agreed in the Memorandum of Understanding (MoU), all machinery, equipment, tools, raw materials, consumables, finished products and inventories shall remain the property of the selected agency.
- ❖ The selected agency shall furnish a Performance Guarantee/Security Deposit of ₹25,000/- (Rupees Twenty-Five Thousand only) in the form of a Demand Draft drawn in favour of NIMHR payable at Sehore, at the time of signing the Memorandum of Understanding (MoU). The Institute reserves the right to forfeit the Security Deposit, wholly or partly, in the event of breach of any terms and conditions of the MoU or unsatisfactory performance.
- ❖ The selected agency shall be responsible for obtaining and maintaining all statutory registrations, licences, certifications and approvals required for the operation of the vocational unit and shall comply with all applicable laws, rules and regulations.
- ❖ The selected agency shall ensure that the vocational unit provides a safe, inclusive and disability-friendly working environment for all participating Divyangjan.
- ❖ The selected agency shall maintain proper records relating to training, beneficiary participation, production, inventory, sales and financial transactions, and shall furnish periodic reports to NIMHR as and when required.
- ❖ The selected agency shall propose an appropriate mechanism for payment of stipend, incentive and/or livelihood support to participating Divyangjan from the operation of the vocational training-cum-production unit. The mechanism shall be finalized mutually with NIMHR and incorporated in the Memorandum of Understanding (MoU).
- ❖ The applicant shall submit a draft Memorandum of Understanding (MoU) along with the proposal outlining the proposed operational framework, roles and responsibilities, financial arrangements and implementation strategy. The draft MoU shall be treated only as a proposal.
- ❖ The final Memorandum of Understanding (MoU) shall be negotiated and executed between NIMHR and the selected agency before commencement of the project. The terms and conditions of the executed MoU shall be binding on both parties.
- ❖ NIMHR shall have the right to inspect the vocational units, verify records, review performance and seek any information relating to the implementation of the project at any time during the period of engagement.
- ❖ Any dispute arising out of the implementation of the project shall, in the first instance, be resolved amicably through mutual consultation. Failing such resolution, the matter shall be subject to the jurisdiction of the competent courts at Sehore Madhya Pradesh.
- ❖ The decision of the Director, NIMHR, Sehore, on all matters relating to this EoI shall be final and binding.

### 13. Important Dates

|                            |                                          |
|----------------------------|------------------------------------------|
| Publication of EoI         |                                          |
| Last Date for Submission   | Two months from publication in newspaper |
| Shortlisting               | To be notified                           |
| Presentation (if required) | To be notified                           |

### 14. Submission Address:

**The Director**  
National Institute of Mental Health Rehabilitation (NIMHR)  
NH-46, Bhopal–Indore Highway, Sherpur  
Sehore – 466001 (Madhya Pradesh)  
Email: nimhrsehore@gmail.com

*Sd/-*  
**Director,**  
**National Institute of Mental Health Rehabilitation (NIMHR), Sehore**

**APPLICATION FORM**

**EXPRESSION OF INTEREST**

**For Establishment, Operation and Management of Inclusive Vocational Training  
Cum Production Units at NIMHR, Sehore**

**PART – A: ORGANIZATION DETAILS**

1. Name of the Organization: \_\_\_\_\_  
\_\_\_\_\_

2. Type of Organization: Tick the appropriate option.

Society ☐

Trust ☐

NGO ☐

Section 8 Company ☐

Cooperative Society ☐

Producer Organization ☐

Social Enterprise ☐

Startup ☐

Others (Specify): \_\_\_\_\_

3. Registration Number: \_\_\_\_\_

4. Date of Registration: \_\_\_\_\_

5. Registered Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Name of Chief Functionary: \_\_\_\_\_
8. Name of Authorized Signatory: \_\_\_\_\_
9. Contact Number: \_\_\_\_\_
10. Email: \_\_\_\_\_
11. Website: \_\_\_\_\_
12. PAN No.: \_\_\_\_\_
13. GST No. (If applicable): \_\_\_\_\_
14. NGO Darpan ID (If applicable): \_\_\_\_\_
15. FCRA Registration (If applicable): \_\_\_\_\_
16. Number of years of Experience: \_\_\_\_\_

## **PART – B: EXPERIENCE**

17. Experience in Vocational Training: \_\_\_\_\_
18. Experience in Manufacturing: \_\_\_\_\_
19. Experience in Livelihood Promotion: \_\_\_\_\_
20. Experience in Disability Sector: \_\_\_\_\_
21. Experience with Government Organizations: \_\_\_\_\_
22. Similar Projects completed during last five years:

| <b>S.<br/>No.</b> | <b>Name of the Project</b> | <b>Client</b> | <b>Year</b> | <b>Value</b> |
|-------------------|----------------------------|---------------|-------------|--------------|
|                   |                            |               |             |              |
|                   |                            |               |             |              |
|                   |                            |               |             |              |
|                   |                            |               |             |              |

### **PART – C: VOCATIONAL UNIT APPLIED FOR**

23. Tick the appropriate unit(s):

Inclusive Wooden Toy Unit

☐

Crochet & Soft Toy Unit

☐

Cookies & Namkeen Unit

☐

Inclusive Souvenir Production Unit

☐

Plant Nursery & Green Livelihood Unit

☐

Donna, Pattal, Paper Cup & Eco-friendly Disposable Unit

☐

**Authorized Signatory  
(Name and Seal)**

**TECHNICAL AND BUSINESS PROPOSAL**

**1. Name of Vocational Unit**

**2. Concept Note (Brief description of the proposed unit)**

**3. Objectives**

**4. Implementation Methodology**

**Training Methodology**

**Production Methodology**

**Beneficiary Engagement**

## **Safety Measures**

### **5. Training Details**

**Training Duration**

**Batch Size**

**Number of Batches per Year**

**Training Curriculum**

**Assessment Method**

### **6. Human Resource Plan**

| <b>Position</b> | <b>Qualification</b> | <b>Experience</b> | <b>Number</b> |
|-----------------|----------------------|-------------------|---------------|
|                 |                      |                   |               |
|                 |                      |                   |               |
|                 |                      |                   |               |
|                 |                      |                   |               |
|                 |                      |                   |               |

### **7. Machinery & Equipment**

**Provide list of machinery proposed to be installed.**

### **8. Raw Materials**

## **9. Estimated Production Capacity**

**Daily**

**Monthly**

**Annually**

## **10. Livelihood Support Model**

- ❖ **Number of Divyangjan proposed to be engaged**
- ❖ **Expected monthly engagement**
- ❖ **Proposed mechanism for payment of stipend**

## **11. Expected Outcomes:**

Authorized Signatory  
(Name & Seal)

**DECLARATION**

I/We hereby certify that:

1. All information furnished in the proposal is true and correct.
2. The organization has not been blacklisted by any Central Government, State Government or any statutory authority.
3. We agree to abide by the terms and conditions of the Expression of Interest.
4. We understand that submission of this proposal does not guarantee selection.
5. We agree that, if selected, the final Memorandum of Understanding (MoU) shall be executed only after mutual agreement with NIMHR.

**CHECKLIST OF DOCUMENTS**

| S. No. | Particulars                                   | Page No. |
|--------|-----------------------------------------------|----------|
| 1.     | Covering Letter                               |          |
| 2.     | Application Form (Annexure – I)               |          |
| 3.     | Organization Profile                          |          |
| 4.     | Registration Certification                    |          |
| 5.     | PAN                                           |          |
| 6.     | GST Registration (if applicable)              |          |
| 7.     | NGO Darpan ID (if applicable)                 |          |
| 8.     | Audited Financial Statements (Last 3 Years)   |          |
| 9.     | Annual Reports                                |          |
| 10.    | Technical & Business Proposal (Annexure – II) |          |
| 11.    | Details of similar projects                   |          |
| 12.    | Human Resource details                        |          |
| 13.    | Draft Memorandum of Understanding (MoU)       |          |
| 14.    | Declaration regarding non-blacklisting        |          |
| 15.    | Any other supporting documents                |          |

Authorized Signatory  
(Name & Seal)