

REQUEST FOR PROPOSAL (RFP)

Empanelment of Training Partners for Skill Development and Training Programmes.

Issued by:

Media & Entertainment Skills Council (MESC)

Sector Skill Council under the Skill India Mission

An NCVET-recognized Awarding Body

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1. NOTICE INVITING PROPOSALS

Media & Entertainment Skills Council (MESC) invites proposals from eligible organizations, institutions, companies, training organizations and other competent entities for **empanelment as Training Partners (TPs)** for implementation of various skill development and training programmes across India.

The empanelment is intended to create a wider and robust network of competent Training Partners capable of implementing training programmes under projects undertaken by MESC through Government Departments, State Skill Development Missions, Central Government schemes, CSR initiatives, industry-funded programmes, fee-based programmes and other skill development initiatives.

Important: Empanelment under this RFP shall not constitute any commitment or guarantee of allocation of training targets, candidates, projects or business opportunities by MESC.

2. ABOUT MESC

Media & Entertainment Skills Council (MESC) is a Sector Skill Council working towards developing a skilled workforce for the Media & Entertainment sector.

MESC works with Government departments, State Skill Missions, industry, training institutions, employers and other stakeholders to promote skill development, assessment, certification, upskilling and employment-oriented training.

MESC may implement programmes across multiple States and Union Territories and intends to associate with competent Training Partners having adequate infrastructure, qualified trainers, mobilization capabilities and operational capacity.

3. OBJECTIVE OF EMPANELMENT

The key objectives of this RFP are:

1. To expand MESC's Training Partner network across India.
2. To identify and empanel competent and compliant organizations capable of delivering quality training.
3. To establish a readily available pool of Training Partners for current and future projects.

4. To facilitate implementation of Government, State, CSR, industry and other skill development programmes.
5. To improve geographical reach and access to skill training.
6. To ensure quality, compliance and standardized implementation of MESC-affiliated training programmes.
7. To create opportunities for training delivery in Media & Entertainment and other approved job roles under applicable programmes.

4. SCOPE OF WORK

Empaneled Training Partners may be required to undertake some or all of the following activities, depending upon the project allocated:

4.1 Mobilization

- Identification and mobilization of eligible candidates.
- Awareness and counselling activities.
- Candidate registration and documentation.
- Support for candidate verification and onboarding.

4.2 Training Delivery

- Conduct training as per approved Qualification Packs (QPs), National Occupational Standards (NOS), curriculum and applicable guidelines.
- Deploy qualified and approved trainers.
- Maintain required trainer-to-candidate ratio.
- Ensure prescribed training duration and attendance.
- Conduct practical and theoretical sessions as applicable.

4.3 Training Centre Management

- Establish and maintain suitable training infrastructure.
- Ensure availability of required equipment, tools, furniture and learning resources.
- Maintain appropriate health, safety and accessibility standards.
- Maintain training centre records and documentation.

4.4 Assessment & Certification

- Facilitate assessment of trained candidates through MESC/authorized Assessment Agencies.
- Ensure candidates are available for assessment.
- Support assessment-related documentation and compliance.
- Facilitate certification and post-certification activities as applicable.

4.5 Placement / Post-Training Support

Where applicable, the TP may be required to:

- Facilitate employment opportunities.
- Organize placement drives.
- Maintain placement records.
- Undertake employer engagement.
- Provide post-placement tracking and support.

4.6 MIS and Reporting

The Training Partner shall:

- Maintain accurate candidate and training records.
- Update information on prescribed portals/systems.
- Submit periodic progress reports.
- Provide data required by MESC, Government Departments, State Missions or other project authorities.
- Ensure timely submission of invoices and supporting documents.
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5. ELIGIBILITY CRITERIA

Applicants should meet the following minimum eligibility requirements:

5.1 Legal Status

The applicant should be a legally registered entity, such as:

- Company incorporated under applicable laws;
- Registered Society;
- Public/Private Trust;
- Educational or Training Institution;
- LLP;
- Proprietorship/Partnership firm;
- Government/PSU institution;
- Any other legally recognized organization acceptable to MESC.

5.2 Experience

Preference may be given to organizations having experience in:

- Skill development and vocational training;
- Government-funded skill development projects;
- State Skill Development Mission projects;
- CSR-funded training programmes;
- Industry-linked training;
- Employment-oriented training;
- Media & Entertainment or allied sector training.

MESC may consider both experienced and emerging organizations, subject to their ability to meet the required infrastructure and compliance standards.

5.3 Infrastructure

The applicant should have or be capable of establishing appropriate infrastructure as required for the proposed job roles, including:

- Classrooms;
- Practical laboratories/studios;
- Computers and relevant software;
- Internet connectivity;
- Audio-visual equipment;

- Job-role-specific equipment;
- Safety equipment;
- Washroom and basic learner facilities;
- Accessibility provisions, wherever applicable.

5.4 Trainer Availability

The applicant should have access to qualified trainers meeting the applicable MESC/NCVET/SSC requirements.

Trainers may be required to undergo:

- Trainer certification;
- Training of Trainers (ToT);
- Orientation;
- Domain competency verification;
- Any other requirement prescribed by MESC or the concerned project authority.

5.5 Financial Capacity

The applicant should have adequate financial and operational capacity to commence and sustain training activities as per project requirements.

MESC may request financial documents, audited statements, bank details or other supporting documents during due diligence.

6. DOCUMENTS TO BE SUBMITTED

Applicants shall submit the following documents:

1. Certificate of Incorporation/Registration.
2. PAN Card.
3. GST Registration Certificate, wherever applicable.
4. Memorandum & Articles of Association / Trust Deed / Society Registration Certificate / Partnership Deed, as applicable.
5. Proof of registered office.
6. Organization profile.
7. Details of promoters/directors/trustees/authorized representatives.
8. Details of previous skill development projects.
9. Details of existing training centres.
10. Infrastructure details with photographs.
11. Trainer details and qualification certificates, wherever applicable.
12. Relevant experience/work orders/completion certificates, if available.
13. Audited financial statements/financial documents as requested.
14. Bank details/cancelled cheque.
15. Self-declaration regarding non-blacklisting.
16. Declaration regarding correctness of information submitted.
17. Any other document requested by MESC.

7. APPLICATION PROCESS

Interested organizations shall submit their application in the prescribed format along with all supporting documents.

Applications may be submitted through:

Email/Online Portal: _____

Address: _____

Contact: _____

MESC reserves the right to request additional information or documents from an applicant at any stage of the empanelment process.

8. EVALUATION AND DUE DILIGENCE

MESC may evaluate applicants based on the following parameters:

Evaluation Parameter	Indicative Weightage
Organizational Profile & Legal Compliance	10%
Relevant Experience	15%
Training Infrastructure	25%
Trainer Availability & Quality	15%
Geographic Reach & Mobilization Capability	15%
Financial & Operational Capacity	10%
Placement/Industry Linkages	10%
Total	100%

MESC may modify the evaluation methodology depending upon the nature of the project. The evaluation may include:

- Desk evaluation;
- Document verification;
- Telephonic/video interaction;
- Physical inspection;
- Training Centre audit;
- Financial due diligence;
- Background verification;
- Any other assessment deemed appropriate by MESC.

9. EMPANELMENT

Successful applicants meeting the eligibility and due diligence requirements may be empaneled as MESC Training Partners.

Empanelment may be:

- State-specific;
- District-specific;
- Job-role-specific;
- Project-specific; or
- Pan-India,

as determined by MESC.

MESC may issue an **Empanelment Letter/Agreement/MoU** to selected organizations.

10. NO GUARANTEE OF TARGET ALLOCATION

Empanelment shall not create any right or entitlement to receive training targets, candidates, projects or financial allocations from MESC.

Training targets, if any, shall be allocated separately based on:

- Availability of projects;
- Government/State Mission requirements;
- Project guidelines;
- Geographic requirements;
- Training Partner performance;
- Infrastructure capacity;
- Mobilization capability;
- Past compliance;
- Assessment and certification performance;
- Placement performance, where applicable;
- Availability of funds; and
- Any other criteria considered appropriate by MESC.

MESC shall have complete discretion regarding allocation of projects and targets.

11. COMMERCIAL TERMS

Commercial terms shall be determined separately for each project/programme.

11.1 MESC Affiliation Fee

The selected/approved Training Partner shall pay a **MESC Affiliation Fee of ₹1,60,800/- (Rupees One Lakh Sixty Thousand Eight Hundred only)**. The empanelment shall be valid for **three (3) years** from the date of issuance of the Empanelment/Approval Letter by MESC.

Project-specific application fees, registration fees or other applicable charges shall be payable separately on a project-to-project basis, as per the respective project guidelines issued by MESC.

The affiliation fee shall be payable as per the timelines and payment instructions communicated by MESC. **Applicable taxes, including GST, shall be payable additionally, wherever applicable, as per prevailing statutory provisions.**

Payment of the prescribed affiliation fee shall be a prerequisite for completion of the affiliation/empanelment formalities, wherever applicable. However, payment of the affiliation fee and/or empanelment shall **not create any right, entitlement or guarantee for allocation of training targets, candidates, projects, revenue, payments or any other business opportunity from MESC.**

Where applicable:

- Training cost shall be as approved under the concerned project.
- Payment shall be linked to defined milestones and deliverables.
- Applicable statutory deductions shall be made.
- Payment shall be subject to satisfactory performance, documentation and verification.
- No payment shall be due merely on account of empanelment.

For projects where the Training Partner is required to bear mobilization, infrastructure, trainer, operational or other costs before receipt of project payments, the TP shall make appropriate financial arrangements.

12. TRAINING PARTNER RESPONSIBILITIES

The empaneled Training Partner shall:

1. Comply with all applicable MESC, NCVET, Government and project-specific guidelines.
2. Maintain quality standards prescribed by MESC.
3. Deploy eligible trainers.
4. Maintain training centre infrastructure.
5. Maintain candidate attendance and training records.
6. Ensure authenticity of candidate documents and data.
7. Prevent malpractice and fraudulent enrolments.
8. Maintain records for audit and inspection.
9. Facilitate assessments and certification.
10. Submit accurate MIS and reports within timelines.
11. Cooperate with audits, inspections and monitoring.
12. Maintain confidentiality of candidate and project information.
13. Follow applicable data protection and statutory requirements.
14. Comply with branding and communication guidelines.
15. Ensure that no unauthorized fee is collected from candidates.

13. QUALITY ASSURANCE AND MONITORING

MESC shall have the right to monitor the performance of empanelled Training Partners through:

- Physical inspections;
- Surprise visits;
- Virtual inspections;
- Attendance verification;
- Candidate feedback;
- Trainer verification;
- Documentation audits;
- MIS review;
- Assessment results;
- Placement verification;
- Third-party monitoring, wherever applicable.

Training Partners shall provide full cooperation during such monitoring activities.

14. PERFORMANCE MANAGEMENT

MESC may review Training Partner performance periodically.

Performance may be evaluated on:

- Training commencement;
- Candidate mobilization;
- Enrolment;

- Attendance;
- Training completion;
- Assessment performance;
- Certification;
- Placement, where applicable;
- Documentation;
- MIS compliance;
- Candidate feedback;
- Audit observations;
- Financial compliance.

Poor-performing Training Partners may be placed under performance review, issued corrective action notices, suspended or removed from the empanelment.

15. SUSPENSION / TERMINATION

MESC reserves the right to suspend or terminate the empanelment of a Training Partner in case of:

- Submission of false or misleading information;
- Fraudulent activities;
- Poor performance;
- Violation of MESC guidelines;
- Non-compliance with statutory requirements;
- Financial irregularities;
- Candidate complaints of a serious nature;
- Manipulation of attendance or training records;
- Unauthorized collection of fees;
- Misuse of MESC branding;
- Breach of agreement;
- Blacklisting by any Government authority;
- Any other activity detrimental to MESC or the concerned project.

16. CONFLICT OF INTEREST

Applicants shall disclose any actual or potential conflict of interest that may affect their ability to perform the proposed activities.

MESC reserves the right to reject an application where a conflict of interest is identified.

17. CONFIDENTIALITY

The Training Partner shall maintain strict confidentiality regarding:

- Candidate information;
- Project information;
- Government/department information;
- Training data;
- Assessment information;
- Commercial information; and

- Any other confidential information shared by MESC.

Such information shall not be disclosed to third parties without prior written approval from MESC, except where required by law.

18. INTELLECTUAL PROPERTY AND BRANDING

All MESC logos, training content, communication material, documents and intellectual property provided by MESC shall remain the property of MESC or its respective owners.

The Training Partner shall not use MESC's name, logo, certification or branding for any purpose other than authorized project activities.

19. FRAUD AND ETHICAL CONDUCT

Training Partners shall maintain the highest standards of integrity and ethical conduct.

Any attempt to:

- Manipulate candidate data;
- Fabricate attendance;
- Conduct proxy training;
- Influence assessment;
- Submit false documents;
- Misrepresent project performance; or
- Engage in financial malpractice

may result in immediate suspension/termination and further action as deemed appropriate by MESC.

20. VALIDITY OF EMPANELMENT

The empanelment shall remain valid for the period specified by MESC and may be renewed, extended, reviewed or discontinued at the sole discretion of MESC.

Empanelment does not create any permanent or vested right in favor of the Training Partner.

21. RIGHT TO ACCEPT OR REJECT

MESC reserves the right to:

- Accept or reject any application;
- Seek clarification or additional documents;
- Modify the evaluation criteria;
- Cancel or amend the RFP;
- Extend the submission deadline;
- Empanel applicants in phases;
- Restrict empanelment to specific States/job roles/projects;
- Reject applications without assigning any reason.

MESC's decision in relation to the empanelment process shall be final and binding, subject to applicable law.

22. IMPORTANT DISCLAIMER

This RFP is intended solely for creation/expansion of MESC's Training Partner network.

Empanelment under this RFP does not guarantee any training target, project allocation, candidate allocation, revenue, payment or business opportunity.

Training Partners shall participate in individual projects only when formally authorized/allocated by MESC through the applicable project-specific communication, agreement, work order or target allocation letter.

23. APPLICATION FORMAT

A. Organization Details

Particulars	Details
Name of Organization	
Legal Status	
Registration No.	
Date of Registration	
PAN	
GST No.	
Registered Address	
Contact Person	
Designation	
Mobile	
Email	
Website	

B. Proposed Geographic Coverage

State	Districts	Existing Centre's	Proposed Centre's
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C. Experience

Project	Department	Year	State	Candidates Trained	Status
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D. Training Centre Details

Centre Name	Location	Area	Infrastructure	Job Roles	Capacity
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E. Proposed MESC Job Roles

Applicants shall indicate the MESC job roles for which they propose to undertake training.

S. No.	Job Role	QP Code	NSQF Level	Proposed Capacity
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24. DECLARATION

We hereby certify that all information and documents submitted as part of this application are true and correct to the best of our knowledge and belief.

We understand that:

1. Empanelment does not guarantee any training target or project allocation.
2. MESC may conduct due diligence and physical/virtual inspection.
3. MESC may reject our application if any information is found to be false or misleading.
4. We shall comply with all applicable MESC, NCVET, Government and project-specific guidelines.
5. We shall maintain the required quality, infrastructure, trainer and operational standards.
6. We shall comply with all terms and conditions communicated by MESC from time to time.

Authorized Signatory

Name: _____
Designation: _____
Organization: _____
Signature: _____
Date: _____
Place: _____
Seal: _____

-----End of RFP-----

