EOI for Empanelment of Monitoring Agency

EOI Release date 01 Nov 2026

Last date for any Questions by MA to FICSI	**05 Nov 2026**
Last date for submission of Application	**06 Nov 2026**
Presentation by Shortlisted MA to Panel for Final selection*	**18 Nov 2026**
Result declaration on FICSI Website	**20 Nov 2026**
Agreement signing**	**To be announced if selected**
Date as per availability of all members in the panel ****Empanelment will be subject to experience and expertise in Training Center Inspection and Skill Project/training Monitoring activities.***	

Email id for sending application: anshuman@ficsi.in

Details of the Person for clarification of queries: Mr. Anshuman Sharma

Email Id: anshuman@ficsi.in

Contact No. - 8802282760

General Instructions

1. The duly filled pre-screening application form must be furnished by the interested Inspection Agencies through email. An Inspection Agency can send the filled-in form complete in all respects to the following email id: anshuman@ficsi.in
2. Application Form is provided in the annexure. Any modification made to the form would result in rejection of the application. Filled-in Forms, complete in all respects, in the provided format and mailed at IDs as above with the indicated subject and hard copy will be required if selected for further stage.
3. MAs need to fill up all annexures in the EOI documents.
4. Copy of Application Form could be downloaded from the website of FICSI. FICSI reserves the right to effect revision/s in the form. Changes, if any, will be notified on its website (www.ficsi.in).
5. All the columns should be filled in. If any column is not considered relevant, then kindly write NOT APPLICABLE.
6. FICSI reserves the right to withdraw/ modify this process, and/ or cancel any application at any stage.
7. Kindly note that FICSI reserves the right to periodically audit overall inspection process, documentation, and any other work that the inspection agency has been assigned by FICSI.

1. Background

FICSI seeks to enhance the employability of youth through quality skill development, vocational training, certification and employment-linked interventions.

Effective monitoring is essential to ensure that training programmes are implemented in accordance with applicable scheme guidelines, prescribed quality standards, approved training plans and contractual obligations.

FICSI intends to empanel independent Monitoring Agencies to assess implementation progress, verify the availability of training infrastructure, validate reported data, monitor training quality and outcomes, and identify gaps requiring corrective action.

The assignments shall be governed by the applicable guidelines of the concerned scheme, the terms of reference issued by the FICSI and the work order or agreement executed with the selected agency.

2. Objectives of Empanelment

The principal objectives are to:

1. Establish a panel of competent and independent Monitoring Agencies for skill development programmes.
2. Ensure effective monitoring of training centres, training and assessments.
3. Verify the authenticity and accuracy of information reported through prescribed MIS platforms and digital systems.

4. Assess the quality of training and assessment delivery, infrastructure, trainer availability and candidate feedback.
5. Monitor assessment, certification, placement, apprenticeship and post-training outcomes, wherever applicable.
6. Identify implementation gaps, irregularities, risks and deviations from applicable guidelines.
7. Recommend corrective measures and support evidence-based decision-making by the FICSI.

3. Scope of Work

The empanelled Monitoring Agencies may be assigned one or more of the following activities:

3.1 Pre-monitoring and due diligence

- Review the details of training centres, training partners, approved courses, sanctioned targets and batch information.
- Verify the existence and operational status of training centres.
- Examine the availability of classrooms, labs, tools and equipment, learning material and other prescribed facilities.
- Verify the availability and qualifications of trainers and other essential personnel.
- Review relevant approvals, registrations, affiliations and statutory documents.

3.2 Physical monitoring of training centres

- Conduct physical visits to assigned training centres and locations.
- Verify whether training activities are being conducted as reported.
- Check candidate enrolment, attendance, batch strength and training schedules.
- Assess adherence to prescribed training hours, curriculum, qualification packs and applicable standards.
- Verify the availability and utilisation of infrastructure, equipment, safety measures and learning resources.
- Interact with candidates, trainers, centre management and other stakeholders.
- Record observations and supporting evidence through photographs, geo-tagged records, digital checklists or other prescribed methods, subject to applicable data protection requirements.

3.3 Verification of candidates and training records

- Undertake sample-based or risk-based verification of enrolled candidates.
- Verify candidate identity and supporting records in accordance with the applicable scheme and approved procedures.
- Cross-check attendance records, training progress, assessment records and certification data.
- Conduct candidate feedback surveys and interviews, where required.
- Identify discrepancies between physical observations and information available on the relevant portal or MIS.

3.4 Monitoring of assessment and certification

- Monitor assessment activities, wherever included in the assignment.
- Verify compliance with the prescribed assessment process and applicable guidelines.
- Examine the consistency of assessment records and certification-related data.
- Report suspected irregularities, deviations or procedural deficiencies to the FICSI.

3.5 Reporting and corrective action

- Submit monitoring reports within the prescribed timelines.
- Highlight non-compliance, quality gaps, risks and potential irregularities.
- Recommend time-bound corrective and preventive measures.
- Undertake follow-up visits or verification of corrective action, when assigned.
- Provide data and documentation required for reviews, audits and programme evaluation.

4. Eligibility Criteria

The applicant agency should ordinarily satisfy the following minimum eligibility requirements, subject to the final criteria prescribed by the FICSI:

1. **Legal status:** The applicant must be a legally registered entity in India, such as a company, LLP, registered society, trust, partnership firm, professional organisation or other entity permitted under the final EOI.
2. **Relevant experience:** The agency should have at least three years of relevant experience in monitoring, inspection, evaluation, auditing, field surveys, social-sector programmes, skill development, education, livelihood or employment-related assignments.
3. **Government/Educational institutes/Assessment agencies/ Monitoring agency:** Preference may be given to agencies with experience working with monitoring sector.
4. **Technical capability:** The agency should demonstrate the capacity to undertake field-based monitoring, data collection, verification, analysis and reporting.
5. **Human resources:** The agency should have access to suitably qualified professionals, field investigators, domain experts and supervisory personnel.
6. **Financial capacity:** The agency should meet the minimum average annual turnover or other financial criteria specified in the final EOI.
7. **Statutory compliance:** The agency should possess applicable PAN, GST registration and other registrations or licences, as required by law.
8. **Integrity and performance:** The agency should not have been blacklisted or debarred by a government department, public sector undertaking or statutory body as on the prescribed eligibility date.
9. **Conflict of interest:** The applicant must disclose any actual or potential conflict of interest that may affect the independence of monitoring.
10. **Geographical capacity:** The agency should indicate the States, districts or regions in which it can undertake assignments.

5. Required Technical and Operational Capacity

Applicants should demonstrate their ability to:

- Deploy monitoring teams across assigned locations.
- Undertake physical inspections and structured field surveys.
- Data collection tools, digital checklists and reporting systems.
- Analyse quantitative and qualitative data.
- Prepare concise, evidence-based monitoring reports.
- Maintain confidentiality, independence and professional integrity.
- Mobilise personnel within the deployment timelines prescribed by the FICSI.

6. Documents to Be Submitted

Interested agencies shall submit the following documents along with their EOI:

1. Covering letter expressing interest in empanelment.
2. Certificate of incorporation, registration or other proof of legal constitution.
3. PAN and GST registration certificates, as applicable.
4. Audited financial statements and turnover details for the preceding three financial years.
5. Details of relevant assignments completed during the preceding three years.
6. Copies of work orders, completion certificates or client references supporting the experience claimed.
7. Organisational profile and details of key personnel.
8. Proposed monitoring methodology and quality assurance framework.
9. Details of geographical presence and deployment capacity.
10. Declaration regarding non-blacklisting and non-debarment.
11. Declaration regarding conflict of interest.
12. Any other documents specified by the FICSI.

7. Preferred locations:

1. Uttar Pradesh/ Maharashtra /Odisha
2. PAN India project basis

APPLICATIONS FORMS AND ANNEXURES

COVER LETTER ON THE ORGANIZATION LETTER HEAD

Date:

From

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To,

CEO

Food Industry Council for Skills and Innovation (FICSI)

Shriram Bharatiya Kala Kendra, 3rd floor,

1, Copernicus Marg, Mandi House,

New Delhi, Delhi 110001

Subject: Empanelment of Inspection Agency with Food Industry Council for Skills and Innovation (FICSI)

We are an Inspection Agency with necessary experience and expertise in Training Centre Inspections and/or monitoring of training projects in the skilling ecosystem and experts from Food Processing sector and hereby apply for Accreditation with FICSI.

Please find the filled application form with all required details and annexure for your kind consideration.

It is on the FICSI discretion that they accredit us or put our application on hold.

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Signature of Head/Authorized Person of the Organization with organization stamp

Designation

Phone no/ email id

Application Form

1. Name of the Inspection Agency: .....

2. Address (Registered Office): .....
.....

3. Address (complete Communication address with pin no.): .....
.....

4. Year of Incorporation ..... Registration ID: .....

5. Legal Status of Organization (please tick only one)

- ☐ Public/Private/Government
- ☐ Company/Partnership/Proprietorship/Registered Society
- ☐ Research/Academic Institute/Industry Association
- ☐ Others (please specify) .....

6. Email Id: 1. ..... 2. .....

7. Website .....

8. Head of the Organization .....

9. Please provide the Organization structure of the Inspection Body showing roles and responsibilities of different persons/groups/committee/associates having significant contribution towards inspections of the concerned trades/skills (Please attach organogram and other details).

10. PAN of the Company .....

11. GST Number of Company .....

12. No of branches/offices and locations .....

13. Total number of employees on its rolls permanent as well as Contractual .....

14. Details of the geographical regions where you can conduct inspections from following list

S. No.	Geographical Regions (Tick the Regions)	States under the Region (Write the names of the states)
1	Pan India	All India
2	North India	
3	Western India	
4	South India	
5	Central India	
6	Eastern India	
7	Northeast India	

15. Whether affiliated with any organization.

S. No.	Name of the Organization	Valid Affiliation Till (Month and Year)	Inspections		
			2025-26	2024-25	2023-24
1					
2					
3					
4					
5					
6					

Financial Standing – Annual Turnover

Certificate from the Chartered Accountant/Audit Firm regarding Annual Turnover of the applicant in the immediately preceding 3 financial years.

Financial Year-Ending 31st March	Turnover (Rs. Lakh)
2025-26	
2024-25	
2023-24	

Name of the audit firm/Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant/ audit firm)

Date: