



**Government of Meghalaya  
Transport Department**

**Request for Expression of Interest (EoI)  
For Setting up of Driving Training Centers (DTC)**

**EoI No: COM/TRANS/DTC/118/2024/15**

**Dated 29-11-2024**

**Government of Meghalaya  
Office of the Commissioner of Transport  
Meghalaya Shillong**

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The Commissioner of Transport, on behalf of the Transport Department, Government of Meghalaya, through the process of Expression of Interest (EoI) invites proposals from any entity such as State Undertaking/ NGO/ Trust/ Cooperative Society/ Vehicle Manufacturer/ Firm etc. i.e. any legal entity registered under a State or Central Government Law (hereinafter referred to as 'Agency') for Setting up of Driving Training Centers under MoRTH scheme in each district of Meghalaya.

The Notice inviting Expression of Interest (EoI) document is available for downloading at <https://www.megtransport.gov.in>

The bids shall be submitted online at [comtrans-meg@nic.in](mailto:comtrans-meg@nic.in) , [comtrans21@gmail.com](mailto:comtrans21@gmail.com) ,

And hard copies to be sent to:-

**The Commissioner of Transport,  
Government of Meghalaya,  
Saw Lad, Law U-Sib, Shillong 793021, Meghalaya.**

**Phone: 0364-2232779**

**For more details, please check Tier – III (DTCs) MoRTH Guidelines (Page no 40 - 47).**

[Final Guidelines of IDTR RDTC scheme circulated\(1\)\(1\).pdf \(morth.nic.in\)](#)

The last date and time for submission of proposals is **23-12-2025 at 15:00 HRS IST.**

Sd/-

**Commissioner of Transport,  
Government of Meghalaya.**

## Summary

Sl.No	Key Information	Details
<b>EoI Details</b>		
01	EoI Title	Request for Expression of Interest (EoI) for Setting up of Driving Training Centers (DTC).
02	EoI Background	Requesting Expression of Interest for setting up of Driving Training Centers in each district of Meghalaya under Tier – III (DTCs) of MoRTH scheme.
03	Authority	Commissioner of Transport, Government of Meghalaya
<b>Proposal Submission and Evaluation</b>		
04	Proposal Submission	<p>The proposals shall be submitted online at <a href="mailto:comtrans-meg@nic.in">comtrans-meg@nic.in</a> , <a href="mailto:comtrans21@gmail.com">comtrans21@gmail.com</a> with subject “RESPONSE TO EOI FOR SETTING UP OF DRIVING TRAINING CENTER”</p> <p>Proposals shall be submitted in sealed envelope to</p> <p><b>The Commissioner of Transport, Government of Meghalaya, Law U-Sib, Saw Lad Shillong 793021, Meghalaya. Phone: 0364-2232779</b></p> <p><b>Note:</b> Except in the case of OEMs and State Public Undertakings, the maximum number of projects submitted by one agency/ consortium shall not be more than five in the State.</p>
05	Proposal Evaluation	<p>The proposals received will be evaluated by the Committee constituted by Transport Department as per the criteria mentioned in the Tier – III (DTCs) MoRTH guidelines.</p> <p>One to one discussion will be carried out with each shortlisted proposer by the Committee.</p>

<b>EoI Conditions</b>		
06	Method of Selection	<p>The proposals which meet the criteria mentioned in the Tier – III (DTCs) MoRTH guidelines will be shortlisted and recommended to MoRTH by the Transport department.</p> <p>In case of multiple proposals for single district, priority will be given to Proposals having encroachment and encumbrance free land in their possession.</p>
07	Eligibility	<p>Any entity such as a State Undertaking/ NGO/ Trust/ Cooperative Society/ Vehicle Manufacturer/ Firm etc. i.e. any legal entity registered under a State or Central Government Law (hereinafter referred to as ‘Agency’) or agency having Trading license from concerned district council will be eligible to apply.</p>
08	Land required	<p>About 2 acres of land, owned or leased, would be required to set-up a Driving Training Centre.</p> <p>Land for the Driving Training Centre shall be arranged by the Applicant Agency, which may be acquired on free-hold basis or on long lease for a period of at least 10 years, with inbuilt provisions for further extension of the lease period. The cost of the land will not be added in the project cost. The land should be free from all encumbrances.</p>
09	Financial Assistance	<p>One-time assistance to the extent of 50% of the project cost (Excluding cost of Land), subject to a maximum of Rs 1.00 Crore (all inclusive).</p> <p>The operational expenses (OPEX) of the Centre shall be met by the DTC through its internal accruals or funding from non-governmental sources.</p>
<p><b>For more details, please check Tier – III (DTCs) MoRTH guidelines (Page no 40 - 47).</b></p> <p><a href="#">Final Guidelines of IDTR RDTC scheme circulated(1)(1).pdf (morth.nic.in)</a></p>		

**Important Dates**

10	EoI Release date	<b>29-11- 2024</b>
11	Submission of Queries	<b>06-12- 2024</b>
12	Pre - proposal meeting	<b>08-12-2024</b>
13	Last Date for Submission of Proposals	<b>23-12-2024 up to 3 P.M.</b>
14	Opening of Proposals	<b>To be Notified</b>

## 1. Background

The Centrally Sponsored Scheme (CSS) for setting up of DTC as per scheme guidelines of TIER-III (DTCs) under MoRTH, Driving Training Centre (DTC) can be set up and operate through partnership between State Government and Private Developer. A Driving Training Centre is a skill development facility comprising of physical infrastructure requiring Capital Expenditure (CAPEX) for creation and development of necessary infrastructure. The infrastructure will be in a form of land, building, driving testing tracks, vehicles, simulators, workshop, etc. The center will require regular expenditure to carry its operations (OPEX) to manage its day-to-day operations and to provide for the manpower. The training programs will be compatible with the National Skill Qualification Framework (NSQF), notified by the Ministry of Skill Development and Entrepreneurship vide its Notification dated 27.12.2013.

## 2. General Information

- i. The scheme of setting up of Driving Training Centers (DTCs) shall be implemented in all aspirational districts and other rural areas.
- ii. Land for the Driving Training Centre shall be arranged by the Applicant Agency, which may be acquired on free-hold basis or on long lease for a period of at least 10 years, with inbuilt provisions for further extension of the lease period. The cost of the land will not be added in the project cost. The land should be free from all encumbrances.
- iii. Except in the case of OEMs and State Public Undertakings, the maximum number of projects submitted by one agency/ consortium shall not be more than five in one State.
- iv. The capital component of the proposal may include modern equipment such as innovative driving test system (IDTS) using Radio Frequency Identification (RFID) tags or video recording, simulators, computers, and other modern aids.
- v. The proposal should also envisage self-sufficiency in meeting the recurring/ operational expenditure as this shall not be provided by the MoRTH.
- vi. In case the Agency is availing grant under a National Skill Development Programme such as Pradhan Mantri Kaushal Vikas Yojana, the fee charged for the training program shall be in sync with the fee structure notified by Ministry of Skill Development and Entrepreneurship.

- vii. The training courses will be compliant with the National Skill Qualification Framework (NSQFP).
- viii. The above centers shall submit half-yearly performance reports to MoRTH which shall be responsible for preparation of consolidated performance report on the subject.
- ix. The Centers under the scheme must follow Standard Operating Procedure (SOP) ie. Prescribed curriculum, Aadhaar based biometric attendance, qualified instructors, e-payment, real time evaluation, contract with logistics / aggregators for placement, online evaluation process.
- x. Latest and future technologies for the purpose of teaching such as online tutoring, extensive interactive simulation, interactive screen, and touch terminals etc. in place of outdated and obsolete technologies as teaching aids.
- xi. Proposals received from State Governments/ Private Developers having encroachment and encumbrance free land in their possession should be given priority in the setting up of new Driver Training Center (DTC).
- xii. Annual audit to verify the utilization of the centers should be made mandatory.
- xiii. The project implementation period is one year.

### 3. Scope/ Objectives of the scheme

- i. To provide financial assistance to private participants for setting-up the Driving Training Centers.
- ii. To provide quality training to commercial vehicle drivers to improve road and environment safety and strengthen overall mobility on roads.

### 4. Eligibility

- i. Any entity such as a State Undertaking/ NGO/ Trust/ Cooperative Society/ Vehicle Manufacturer/ Firm etc. i.e. any legal entity registered under a State or Central Government Law (hereinafter referred to as 'Agency') or agency having Trading license from concerned district council will be eligible to apply under the scheme. The other details are as under:
- ii. If the applicant agency is an NGO, then it must be registered on DARPAN Portal of NITI Aayog. While submitting the proposal, the applicant agency shall quote a system



generated Unique ID in their proposal. No member of the consortium will be the member of another consortium constituted for the same purpose.

- iii. The agency must show the financial capacity to implement and operate the project as per the DPR to the satisfaction of the Ministry.
- iv. The agency should be able to show/ establish experience or interest in the initiative.
- v. The agency can also submit the application as a consortium, however, the number of members in any such consortium shall not be more than three. The applicant has to show its financial capacity to manage adequate resources to set up the project as per the DPR to the satisfaction of the Ministry.

## 5. Infrastructure Requirements

The infrastructure will be in form of land, building, driving testing tracks, vehicles, simulators, and workshop, etc. About 2 acres of land, owned or leased, would be required to set-up a Driving Training Centre. The land will not count towards the Capital Expenditure of the Project. The Centre would be equipped with other infrastructure facilities, namely:

- a) Two classrooms with teaching aids like computers and Multimedia Projector for holding theory classes/ lessons on Traffic Rules and Regulations, Driving Procedures, Vehicle Mechanism, Public Relations and First Aid;
- b) Simulator(s) for both the classes of vehicles (LMV and HVM).
- c) Broadband connectivity including bio-metric attendance system.
- d) Driving track to provide practice to the trainees for maneuvering, parking, reverse driving, driving on slopes, etc.
- e) Two LMV/ HVM vehicles with dual control.
- f) Workshop along with exhibits.
- g) Toilets — separately for Men & Women.
- h) Adequate staff resources in each category (Teaching staff, IT personnel, cleaning staff etc.)
- i) Any other, as may be required.

## 6. Financial assistance

One-time assistance to the extent of 50% of the project cost, subject to a maximum of Rs 1.00 crore (all inclusive), shall be admissible for setting up the Driving Training Centre. The operational expenses (OPEX) of the Centre shall be met by the Centre through its internal accruals or funding from non-governmental sources.

Financial assistance under the Scheme shall be released in the following manner:

S.No	Installment	Condition	Amount
01	1 <sup>st</sup> Installment as 'on account' payment	Against BG for the Amount	40% of the eligible grant amount.
02	2 <sup>nd</sup> Installment	On submission of UC of 40% of the Project Cost — duly certified by a Chartered Accountant	50% of the eligible grant amount
03	3 <sup>rd</sup> Installment	On submission of UC of completed project (100%) and commencement of operations of the Centre.	10% of the eligible grant amount
<b>Total</b>			<b>100%</b>

Expenditure Advance Transfer (EAT) module of PFMS shall be used for expenditures on the project under the scheme.

## 7. Procedure for submission of proposal

- i. The agency desirous of setting up the Driving Training Centre shall prepare the DPR and submit the application in the format provided in Annexure-1 along with a copy of the DPR.
- ii. The DPR should be vetted by the National Skill Development Council (NSDC) or any other Sector Skill Council in respect of the infrastructure provisions and also a financial Institution, if the project is proposed to be funded through any institutional loan.
- iii. The proposal for setting up of DTCs shall be considered on the basis of recommendation of the concerned District Collector. The Agency shall submit the proposal, along with duly vetted DPR by NSDC or any other Sector Skill Council as per provisions in the EoI, to the concerned District Collector.
- iv. The Agency shall submit the proposal along with the recommendation from District Collector to the Commissioner Transport, Transport Department, Government of Meghalaya.
- v. The proposals received will be evaluated by the Committee constituted by Transport Department as per the criteria mentioned in the Tier – III (DTCs) MoRTH guidelines.
- vi. One to one discussion will be carried out with each shortlisted proposer by the Committee.
- vii. The selected proposals shall be forwarded to the PMU established in the Ministry of Road Transport & Highways for the purpose along with a letter of authorization (Annexure - II) from Transport department.
- viii. The proposal received from the agency shall be scrutinized by the PMU.
- ix. A committee of MoRTH comprising of Director/Deputy Secretary (Road safety), Dy. Financial Advisor, representative of ASRTU and SE (Road safety) shall review the proposals on a monthly basis. The appraised proposals shall be processed for release of grant, preferably within a month's time.
- x. The Transport Department of the Government of Meghalaya will follow the guidelines established by the Ministry of Road Transport and Highways (MoRTH) during the selection process. Any conflicts or disputes that arise will be resolved in consultation with MoRTH.

## 8. Operations and management of the Centre

- i. The Agency proposing to set up the Driving Training Centre will have to sign a tri-partite MoU with the State Transport Department and MoRTH before the release of 'on account' advance.
- ii. The MoU will include commitment from the State government to recognize the center as an accredited establishment for the purposes of exemption from driving license testing for granting non-transport license.
- iii. The center will require regular expenditure to carry its operations (OPEX) to manage its day-to-day operations and to provide for the manpower.
- iv. The Centre will be run as an on-going concern without any financial support for its operations by MoRTH.
- v. However, there is no bar from seeking support under CSR from Corporate sector or under any other scheme of the Central or State Government.
- vi. The Agency may charge appropriate fees for the training program.
- vii. The Centre will engage the services of qualified instructors to impart driving training.
- viii. The curriculum and evaluation matrix for the trainees will be accordance with the SOP provided by the National Skill Development Council or any of the Sector Skill councils.
- ix. The Centre will also have to sign a MoU with NSDC, or any other Sector Skill Council engaged in driving training, before commencing its operations.

## Annexure 1

### Form for seeking financial assistance for setting up of a Driving Training Centre

S.No	Subject	Particulars
01	Name of the Applicant	
02	Legal Status	
03	Date of registration/ Incorporation	
04	Contact number, Email ID	
05	Postal Address	
06	Bank Account number and IFSC code of the Bank	
07	Name, Address and Aadhar number of the Principal Officer	
08	Whether applying individually or in consortium. If in consortium, please indicate the details of member of the consortium. Copy of MoU signed between/ amongst consortium members be enclosed.	
09	In case of NGO please furnish – 1. Date of Registration on DARPAN portal. 2. Unique ID generated on DARPAN portal.	
10	Location of Project	
11	Area of land on which project is proposed to be set up (Acres)	
12	Whether the land is free-hold/ lease-hold Please attach the supporting documents like purchase deed/ lease agreement.	
13	Whether the land is free from encumbrances?	
14	Total estimated cost of the project (Enclose copy of DPR)	
15	Means of Financing – Enclose proof with regard to sources of funds and availability. (Copies of last three years balance sheets)	
16	Indicate the total financial support requested from the government. (Not exceeding 50% of the total cost maximum upto Rs 1 crore, excluding cost of land)	
17	Time period for completion of the project	
18	Please describe as how the center will have competence to impart training to MHV and LMV drivers.	
19	Whether the DPR includes provisions for: i. Two classrooms ii. Office space iii. HMV and LMV simulators, Demonstration	

	items for workshop. iv. Vehicles (both HMT and LMV) v. Driving tracks – automated/ non automated, vi. Bio-metric attendance system vii. Plan of operation etc.	
20	Whether the proposal has been endorsed by the District Collector and recommended by the State Transport Commissioner?	
21	Whether the agency is willing to sign an MoU with a skill council for running NSQF compliant training program?	
22	Whether the project has been appraised by the NSDC and/or a Financial Institution (Attach Report)?	
23	Attach and undertaking to the effect that the center will be used for the purpose of imparting driving training for a period of at least 10 years, else the grant would be liable to be recovered as arrears of land revenue.	

**(Signature of the Authorized signatory)**  
**(Name and Designation of the Authorized signatory)**

**Date:**

**Place:**

## Annexure 2

**Government of Meghalaya**  
**Office of the Commissioner of Transport**

**Authorization of Driving Training Center (DTC)**

1. M/s \_\_\_\_\_ has submitted a proposal for setting up a Driving Training Center at \_\_\_\_\_, District \_\_\_\_\_ at a total project cost of Rs. \_\_\_\_\_.
2. The proposal seeks financial assistance of Rs. \_\_\_\_\_ from the Ministry of Road Transport and Highways (MoRTH).
3. The center, on completion in accordance with the DPR, will be authorized/ accredited to impart training to the driving license aspirants and no further testing would be required for grant of “non-transport” license to the successful trainees, subject to fulfillment of provisions under the Central Motor Vehicles Rules, 1989 for accredited driving training centers.

**Commissioner Transport,  
Government of Meghalaya.**