

Government of Tripura
Directorate of Skill Department
Department of Industries and Commerce
Indranagar, Agartala-799006

Phone: (0381) 2353166, Fax- (0381) 2353167, email: skilltripura@gmail.com

NO. F.5(70)/TSDM/2016/411

Dated: 11/05/2017

Directorate of Skill Development, Government of Tripura invites ‘Request for Proposal (RFP)’ from the Training Providers for submission of Proposal for conducting Short Term Training under Capacity Building and Technical Assistance (CB & TA) scheme of Ministry of DoNER.

Ministry of Skill Development and Entrepreneurship (MSME), Government of India has approved to train 640 candidates and 460 candidates for Tripura and for Manipur respectively under Capacity Building and Technical Assistance (CB & TA) scheme of Ministry of DoNER during FY 2016-17.

The Short Term Training programme conducted under Capacity Building and Technical Assistance (CB & TA) scheme shall be **residential programme** which is expected to benefit candidates who are either school/college dropouts or unemployed. Training providers are expected to calculate the proposed training cost based on the Common Norms for Skill Development circulated by Ministry of Skill Development & Entrepreneurship, Government of India.

Interested Training Providers may submit their proposal for Tripura and Manipur separately, one (1) hard copy along with its soft copy (editable versions in Word and Excel, wherever required) to the office of the undersigned, super scribed with ‘Project Application Form for Short Term Training under Capacity Building and Technical Assistance (CB & TA) scheme of Ministry of DoNER - FY 2016-17’. The soft copy of the same document shall be sent to skilltripura@gmail.com. The Training providers shall be expected to submit the project proposal in the prescribed Project Application Form (PAF) enclosed in Annexure-I.

The RFP is open to all entities whose training centers are accredited and affiliated/ ready for QCI inspection for the job roles as well as having **residential facility** in the respective state (Tripura/Manipur for which proposal is submitted) for the proposed numbers of candidates as prescribed in Annexure-II. The proposal will be evaluated based on the shortlisting criteria and preferences as mentioned in Annexure-III. The last date of submission of RFP is 25/05/2017.

The evaluated proposals will be presented to State Project Approval Committee (SPAC).

Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of targets for the project under CB & TA scheme of Ministry of DoNER.

Directorate of Skill Development reserves all the rights to cancel the application/ penalize the Project Implementing Agency (PIA), if any information is found to be incorrect/ false during and after project execution, at its sole discretion and without assigning any reason.

Sd/-

The Director,

Skill Development

ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)

Tel: (+91) 381-235-166; Fax: (+91) 381-235-167, E-mail: skilltripura@gmail.com

Project Application Form (PAF)

A.	Part-I																																																										
1.	Organization Details																																																										
1.1	Name of the Training Provider (TP):																																																										
1.2	Registered office address of Training Provider (Complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No):																																																										
1.3	Year of Incorporation																																																										
1.4	Type of Training Provider (please tick (√) whichever is suitable)																																																										
	Company		Firm		Society		Trust		Proprietorship		Government Institute																																																
1.5	TP Registration Number in SMART NSDC																																																										
2.	Contact Details																																																										
2.1	Contact Address of CEO/ MD / Head (Complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No):																																																										
2.2	Contact Address of Single Point of Contact (SPOC) (Complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No)																																																										
3.	Experience in Skilling																																																										
3.1	Number of Years of Experience in Skill Development																																																										
3.2	Total Number of Trainees Trained in last 3 years																																																										
	<table border="1"> <thead> <tr> <th rowspan="2">Financial Year</th> <th colspan="3">Govt. Funded Count</th> <th colspan="3">Corporate Social Responsibility(CSR) Count</th> <th colspan="3">Self-Paid Count</th> </tr> <tr> <th>Trained</th> <th>Certified</th> <th>Placed</th> <th>Trained</th> <th>Certified</th> <th>Placed</th> <th>Trained</th> <th>Certified</th> <th>Placed</th> </tr> </thead> <tbody> <tr> <td>2014-15</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2015-16</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Financial Year	Govt. Funded Count			Corporate Social Responsibility(CSR) Count			Self-Paid Count			Trained	Certified	Placed	Trained	Certified	Placed	Trained	Certified	Placed	2014-15										2015-16										2016-17									
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2016-17																																																											

B.	Part II										
4.	Training Centre Accreditation Details (Please use separate information sheet for each Training Centre)										
4.1	Name of the Training Centre										
4.2	Address of Training Centre (Complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No)										
4.3	Contact Address of Centre In-charge (Complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No)										
4.5	TC Registration Number in SMART NSDC										
4.6	Type of Training Centre (please tick (√) whichever is suitable)										
	Outsourced		TP Own		Proprietorship		Franchise		Government Institute		
4.7	Type of Centre building (please tick (√) whichever is suitable)										
	TP Own		Leased/Rented		Government Institute						
4.8	If, leased or rented building, please specify the validity of the agreement										
4.9	Accreditation Standards Grading received from SMART NSDC										
4.10	Area Classification of Centre (please tick (√) whichever is suitable)							Rural		Urban	

5.	Job role details (Please give separate information for each job roles for each centre)													
5.1	Skill Sector													
5.2	Job role applied for (Please choose any job role from Annexure-II) (Please mention the QP Code of the applied job role)													
5.3	Training Capacity Details													
5.3.1	Batch Size (Please specify based on the available infrastructure capacity)													
5.3.2	Total Number of Batches you plan to run for this Job Role at a given point of time.													
5.3.3	Effective available annual training capacity (no.s) in the Training Centre													
	Annual Capacity (Job role) in the Centre	Allocated target (from any other scheme)	Is the centre currently available to conduct proposed targets (Y/N)	Available Capacity (if col. 3 is applicable)										
	1	2	3	4										
6.	Financial Implications													
	<table border="1"> <thead> <tr> <th>Job Roles</th> <th>Duration in Hrs</th> <th>No. of candidates</th> <th>Amount per Candidate (In INR)</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Detail cost breakup for calculation of per trainee cost (including assessment cost, providing residential facility cost and other base cost for training considering the common norms for skill development) shall be given in Annexure</p>				Job Roles	Duration in Hrs	No. of candidates	Amount per Candidate (In INR)	Total Amount					
Job Roles	Duration in Hrs	No. of candidates	Amount per Candidate (In INR)	Total Amount										
7.	Trainers Details (Please give separate information for each job roles for each centre)													
	S. No.	Trainer Name	Highest Qualification	Whether Certified by SSC (Y/N)										
8.	Please specify the capacity of residential Facility available with the Training Centre		<table border="1"> <thead> <tr> <th></th> <th>Capacity (in No)</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td></td> </tr> <tr> <td>Female</td> <td></td> </tr> </tbody> </table>			Capacity (in No)	Male		Female					
	Capacity (in No)													
Male														
Female														

C.	Part III
9.	Certificates to be submitted:
9.1	Certified that provisions of the RFP have been fully understood and we will take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development under CSSM component.
9.2	Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development
9.3	Certified that if target is allotted under CB & TA scheme of MDoNER no other scheme will be run in the same centre for the same job role, for which target has been given until the training for the target nos. of candidates are not completed by the training provider.

Enclose:- Self attested photocopies of the documents in respect to Sl. Nos. (1.3),(1.5), (3.2),(4.6),(4.8), (4.9), (6), (9.1), (9.2)& (9.3)

Note: All the pages should be numbered and properly indexed. If any of the RFP proposals is found to be without proper signature, page, numbers and index, it will be liable for rejection.

Authorized signatory of the Organization
With seal Name/Designation/Address

Date:
Place:

Approved Action Plan for conducting Short Term Training under Capacity building & Technical Assistance (CB & TA) scheme of Ministry of DoNER during FY 2016-17 for Tripura

S.No	Job Roles	NSQF Level	QP Code	No of Hours	Total No of candidates
1	Self Employed Tailor	4	AMH/Q1947	340	80
2	Light motor Vehicle Driver Level 3	3	ASC/Q9702	200	90
3	CCTV Installation Technician	4	ELE/Q4605	360	60
4	DTH Set Top Box Installation & Service Technician	4	ELE/Q8101	300	60
5	Solar Panel Installation Technician	4	ELE/Q5901	400	60
6	Domestic Data entry Operator	4	SSC/Q2212	400	80
7	Mobile Phone Hardware Repair Technician	4	ELE/Q8104	360	90
8	Food & Beverage Service-Steward	4	THC/Q0301	300	60
9	Housekeeping Supervisor	5	THC/Q 0201	500	60
	Total				640

Approved Action Plan for conducting Short Term Training under Capacity building & Technical Assistance (CB & TA) scheme of Ministry of DoNER during FY 2016-17 for Mizoram

S. No	Job Roles	NSQF Level	QP Code	No of Hours	Total No of candidates
1	Assistant Beauty Therapist	3	BWS/Q0101	250	120
2	Food & Beverage Service-Steward	4	THC/Q0301	300	120
3	Domestic Data entry Operator	4	SSC/Q2212	400	100
4	Retail Sales Associate	4	RAS/Q0104	280	120
	Total				460

Eligibility criteria for applying the Request for Proposal for conducting Short Term training under Capacity building & Technical Assistance (CB & TA) scheme of Ministry of DoNER

- a) Any Institute (Government/Private)/organizations/ Company/Firm/ Society/Trust/ Proprietorship, who have their skill development training centre in Tripura or Mizoram with appropriate **residential facility** available for candidates undergo training and also having accredited/under process of accreditation (Training center accreditation payment is complete and QCI is awaited) the training center under SMART NSDC portal for the job roles as specified in Annexure-II can only apply for the respective State.

RFP short listing criteria

- a) Accreditation Standards Grading (including tentative) received from SMART NSDC.
- b) Job role wise effective available training capacity (based on the ongoing/approved/proposed training targets from any scheme) in that particular centre.

Preferences:

In case of multiple applications received for the same job roles the following preferences will be considered in final approval of the training proposal.

- a) Accreditation and affiliation certificate received
- b) Training Centre with residential facility
- c) Arrangement for Placement/Entrepreneurship development
- d) Experience in skill Training and placement
- e) Working experience with Government agencies.

**Covering letter for submission of RFP under Capacity building & Technical Assistance
(CB & TA) scheme of Ministry of DoNER**

**To
The Chairman,
State Project Approval Committee (SPAC)
ITI Road, Indranagar,
Agartala, West Tripura-799006**

Sub: Submission of proposal for conducting “Short Term Training” under Capacity building & Technical Assistance (CB & TA) scheme of Ministry of DoNER during FY 2016-17 in Tripura / Manipur

Sir,

This is with reference to your advertisement inviting RFP for conducting “Capacity building & Technical Assistance (CB & TA) scheme of Ministry of DoNER during FY 2016-17 in Tripura/ Manipur. We, the undersigned, offer to provide the services for the above in accordance with your “Request for Proposal”, dated.../.../2017. Please find below the details of our agency for your consideration.

We are hereby submitting our Proposal .We understand that you are not bound to accept any proposal you receive. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the target allocation process or unduly favors our company in the target allocation process, we are liable to be dismissed from the Proposal selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this Request for Proposal. We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely
Applicant's name with Seal
Designation
Signature