

## **REQUEST FOR PROPOSAL (RFP)**

**For**

### **EMPANELMENT OF SKILL TRAINING PROVIDERS (STP) FOR EMPLOYMENT through SKILL TRAINING AND PLACEMENT (EST&P) COMPONENT OF MP-DAY-SULM IN Municipal Corporation Burhanpur, M. P.**

(RFQ No. : NULM/2018-19/007 Dated 09/04/2018)



**DAY-State Urban Livelihood Mission (SULM), Burhanpur, M. P.  
Municipal Corporation Burhanpur,  
Pragati Nagar, Near Nehru Stadium, Burhanpur – 450331  
nulm.bpur@gmail.com**

DAY State Urban Livelihood Mission (SULM), Madhya Pradesh

**Municipal Corporation Burhanpur,**

**Pragati Nagar, Near Nehru Stadium, Burhanpur – 450331**

INVITING REQUEST FOR PROPOSALS (RFP) FOR EMPANELMENT OF SKILL TRAINING PROVIDERS (STP) FOR EMPLOYMENT THROUGH SKILL TRAINING AND PLACEMENT (EST&P) COMPONENT OF DAY-SULM IN BURHANPUR

RFP No. NULM/2018-19/007 Date: 09/04/2018

	Particular	Details
1	Name of the Client inviting RFP	Municipal Corporation Burhanpur
2	Name of the Assignment	Empanelment of STPs for EST&P component of DAY SULM in Burhanpur (M.P.)
3	Date of Issue of RFP	09/04/2018
4	Availability of RFP Document:	Yes
5	Date of Pre-bid meeting:	24/04/2018
6	Last date and time for receipt of RFP	25/04/2018 05.00 PM
7	RFP cost	10,000/-
8	For any further information Contact to	8878654449
9	Address for Submission of Proposal	Municipal Corporation Burhanpur, Pragati Nagar, Near Nehru Stadium, Burhanpur 450331
10	Proposals received without cost of RFP, proposal / document will be rejected.	
14	Commissioner, Municipal Corporation reserves the all right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s. The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per criteria mention in RFP Document.	

**Commissioner  
Municipal Corporation  
Burhanpur**

## Section 1 – Letter of Invitation

RFP No. NULM/2018-19/007

Date: 09/04/2018

### Letter of Invitation

1. State Urban Livelihood Mission (SULM), M.P., under Directorate Urban Administration Development, Government of Madhya Pradesh (GoMP) is implementing the DAY-National Urban Livelihood Mission (DAY-NULM) programme of GoI at State in 70 mission cities. The program is designed to provide sustainable livelihood to urban poor through skill training.
2. State Urban Livelihood Mission (SULM), Municipal Cororation, Burhanpur, M.P. (Hereinafter 'the Client') now invites proposals from reputed NSDC partners for providing training, certification & placement to the urban poor (BPL) in all cities selected under DAY-NULM.
3. Skill sector wise bidder will be empanelled (ULB/SULM as mentioned in the ToR). Bidders can choose skill sectors in their proposal. Skill sectors provided in the **Annexure-A**.
4. Bidders will be empanelled for the financial year 2018-19.
5. All information contained in this package should be treated as commercially confidential and you are required to limit dissemination on a need-to-know basis.
6. Empanelment of Skill Training Provider based of purely technical evaluation. The proposals will be evaluated based on the information provided by the bidder and the evaluation will be done as per detailed criteria mention in RFP Document. See Technical form-12 (index for Bid).
7. The RFP includes the following documents:
  - 7.1 Letter of Invitation
  - 7.2 Instructions to Training Providers (including Data Sheet)
  - 7.3 Technical Proposal, for Standard Forms, see ( **Technical Form 1 to 12**)
  - 7.4 List of Sector wise Courses, see **Annexure A**
  - 7.5 Terms of Reference (ToR), see **Annexure B**
  - 7.6 High Growth Skill Sector in <ULB/SULM>, see **Annexure C**
  - 7.7 Minimum Specification for Training Centre Infrastructure, see **Annexure D**
  - 7.8 Performance Guarantee to be submitted at the time of signing of MoA , see **Annexure E**
  - 7.9 Draft Memorandum of Agreement , see **Annexure F**
8. Please note that while all the information and data regarding this RFP is, to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Training Provider to check the validity of data included in this document.
9. Proposals received without cost of RFP, proposal / document will be rejected.
10. Commissioner, Municipal Corporation Burhanpur, reserves the all right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s.

**Commissioner**  
**Municipal Corporation Burhanpur**  
**State Urban Livelihood Mission**  
**Madhya Pradesh**

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## DISCLAIMER

- 1.1. Though adequate care has been taken in the preparation of this Request for Proposal Document, the Bidder should satisfy himself/herself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the below mentioned officer immediately. If this office receives no intimation of discrepancy within the date mentioned, it shall be deemed that the Request for Proposal Document is complete and final in all respects.
- 1.2. This RFP is neither an agreement nor an offer by the ULB/SULM to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposal for empanelment pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the ULB/SULM in relation to the Employment through Skill Training & Placement(EST&P). Neither ULB/SULM, nor do their employees or consultants, make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP and it is not possible for ULB/SULM to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. Some of the prospective Bidders may have a better knowledge of the Programme than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice from appropriate sources.
- 1.3. Information provided in this RFP to the Bidders is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The ULB/SULM accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 1.4. Neither ULB/SULM nor their employees or consultants will have any liability to any prospective Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the Programme, the information and any other information supplied by or on behalf of ULB/SULM or their employees, any consultants or otherwise arising in any way from the selection process for the Programme.
- 1.5. ULB/SULM also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
- 1.6. ULB/SULM reserves the right to reject any or all of the Bids submitted in response to this Request for Proposal at any stage without assigning any reasons whatsoever.
- 1.7. ULB/SULM reserves the right to change /modify/alter/amend any or all of the provisions of this Request for Proposal.

- 1.8. ULB/SULM shall have no liability for non-receipt of any communication from the Bidder to ULB/SULM and vice-versa due to postal delays or otherwise.
- 1.9. The issue of this RFP does not imply that ULB/SULM is bound to select and short-list the Bidders for Empanelment or award work to the empanelled Bidders, as the case may be, for the programme and ULB/SULM reserves the right to reject all or any of the Proposals or Bids without assigning any reasons whatsoever.
- 1.10. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by ULB/SULM or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and ULB/SULM shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

Commissioner  
MP-DAY-State Urban Livelihood Mission  
DUAD, Govt. of M.P.  
(Municipal Corporation Burhanpur, Pragati Nagar, Near  
Nehru Stadium, Burhanpur 450331)  
Tel. No. 07325 255270,  
Email.id: nulm.bpur@gmail.com

### LIST OF ABBREVIATIONS

BPL	Below Poverty Line
MD	Mission Director
COD	Commercial Operations Date
ULB/SULM	Urbal Local Body(Nagar palik Nigam/Nagar Palika Parishad)
GoI	Government of India
GPA	General Power of Attorney
LoA	Letter of Award
MoA	Memorandum of Agreement
PD	Project Director
PO	Project Officer
M.P.	Madhya Pradesh
MP-DAY-SULM	Madhya Pradesh-Deendayal Antyodhya Yojana-State Urban Livelihood Mission
RFP	Request for Proposal
DAY- NULM	Deendayal Antyodaya Yojana- National Urban Livelihoods Mission
SHGs	Self Help Groups
STP	Skill Training Provider
SMM	State Mission Manager
CMM	City Mission Manager
CMMU	City Mission Management Unit
STP	Skill Training Provider
EST&P	Employment through Skill Training & Placement
SULM	State Urban Livelihood Mission
CMO	Chief Municipal Officer (of Nagar Palika Parishad)
NSDC	National Skill Development Corporation
ToR	Terms of Reference
MoU	Memorandum of Understanding
RO	Resource Organization
NOC	National Objection Certificate



NOS	National Occupational Standard
NSQF	National Skills Qualification Framework
SSC	Sector Skill Council
DGET	Director General of Entrepreneurship & Training
RDAT	Regional Director Apprenticeship & Training
OJT	On Job Training
SC	Schedule Caste
ST	Schedule Tribe
PWD	Person with Disability
MoHUPA	Ministry of Housing & Urban Poverty Alleviation
MIS	Management Information System
NSDA	National Skill Development Agency
ToT	Training of Trainers
ITES	Information Technology Enabling System
UADD	Directorate Urban Administration & Development
MES	Modular Employable Skill
NEFTS	National Electronic Fund Transfer System
EMD	Earnest Money Deposit
PG	Performance Guarantee
DD	Demand Draft
NCVT	National Council for Vocational Training

## INSTRUCTIONS TO BIDDER (SKILL TRAINING PROVIDERS - STP)

### 1. INTRODUCTION

- 1.1 The Training Providers are invited to submit a Technical Proposal only for Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) Component of DAY-SULM in Municipal Corporation, Burhanpur, Madhya Pradesh. The skill training provider means Bidder or Agency or Institution. The Proposal shall be the basis for contract and ultimately for a signed Contract with the selected Training Provider.
- 1.2 The Training Provider shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- 1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Training Provider.
- 1.4 Commissioner, Municipal Corporation Burhanpur, reserves the right to accept or reject any or all tenders without assigning any reason what so ever.
- 1.5 In case, due date for submission of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.
- 1.6 Any change/modifications/alteration in the tender documents by the Bidder shall not be allowed and such tender shall be liable for rejection.
- 1.7 For amendment, if any, please visit [www.mpurban.gov.in](http://www.mpurban.gov.in) and [www.nagarnigamburhanpur.com](http://www.nagarnigamburhanpur.com) web site regularly. In case of any bid amendment and clarification, the responsibility lies with the bidders to note the same from web site of Municipal Corporation Burhanpur, shall have no responsibility for any delay/omission on part of the bidder.

**2. DATA SHEET**

Sl.No..	Particulars
1	<b>Name of the Client:</b> Commissioner, Municipal Corporation Burhanpur
2	<b>Method of selection:</b> Technical selection (based on work experience)
3	Technical proposal should be submitted in separate envelop: Yes <b>Title of Service is:</b> Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) Component of DAY-SULM in Madhya Pradesh
4	The Client Representative is: Commissioner, Municipal Corporation Burhanpur, DAY-State Urban Livelihood Mission (SULM), Madhya Pradesh,
5	Proposals must remain valid for the current financial year after the submission date indicated in this Data Sheet.
6	<b>A non-refundable RFP Cost should be provided with Technical Proposal:</b> Yes If Yes, the amount of the RFP Cost is Rs. 10,000/-
7	<b>Earnest Money deposit should be provided with Technical Proposal:</b> Yes If Yes, the amount of the EMD is Rs 50000/-(Fifty thousand only)
8	A Performance Guarantee in the form of Bank Guarantee is to be submitted by the empanelled Bidder Up to signing of Contract/Agreement: Yes If yes, the performance guarantee amounting Rs. 1,00,000/- or 5% of project cost whichever is more during signing of agreement/contract. Bank Guarantee will be made in the name/favor of the "Commissioner, Municipal Corporation Burhanpur" at the time of agreement award.
9	Currency for Proposals is: Indian Rupee
10	The Training Provider must submit the one original copy of the Technical Proposal.
11	<b>Essential Eligibility Criteria for Skill Training Providers :</b> The interested entities / bidders to submit the proposal for the purpose of

**“Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) Component of NULM in Madhya Pradesh”** shall be registered as NDSC partner must fulfill the following pre-requisites:

1. The second party should have been registered in India for a period of 3 years (as on 09/04/2018).
2. The bidder should be registered/empanelled as NSDC partner (Technical Form-6)
3. The average annual turnover for the previous 3 financial year should be minimum Rs 50 lakhs from skill training/entrepreneurship development trainings. Second party should provide audited financial statements along with all schedules in their technical proposal.
4. Second party should have trained & placed in applied sector/course at least 500 candidates for the last 2 financial years (2017-18 & 2016-17). The agency should submit relevant experience certificates clearly indicating the number of candidates/beneficiaries trained.
5. The second party should not have been punished by any court of law, found defaulter, Blacklisted by any State, Centre Government or any other public sector undertaking or a Corporation as on the date of bid. An undertaking to this effect should be submitted by the authorized signatory.
6. Second party should have minimum infrastructure as prescribed in NSQF course curriculum or NSDC/DGET norms.
7. The second party should must have 70% placement tie-ups in applied trade/course.
8. Second party should have sufficient quantity of trainer, who posses requisite qualification and experience as prescribed under :-

S. no.	Name & designation of personnel	Required No.	Minimum Qualification	Minimum no. of years of experience related course.

9. No application shall be considered for empanelment, which does not have above requisites qualification.

Second party should provide sufficient documentary evidence of compliance against the above eligibility criteria in the technical proposal mentioned in the **‘evaluation methodology’**.

## 2.1 PROPOSAL EVALUATION METHODOLOGY :

EVALUATION OF THE PROPOSALS WILL BE DONE BY THE SELECTION COMMITTEE AS THE FOLLOWING PARAMETERS MENTIONED BELOW:

Criteria of evaluation of technical proposal	
1.	Existence of Organization
2.	Financial Performance of Organization (Average annual turnover of last 3 financial years)
3.	Organization accreditation empanelment/registered as NSDC partner/NCVT/ Govt institution
4.	Skill Training Experience (last 2 financial year ending of month March 2018)
5.	Placement/Employment linkages experience (last 2 financial year ending of month March 2018)
6.	Company Tie-Ups/agreements for Placements
7.	Training Centre & facilities:
8.	Qualified Trainers

**2.2 EVALUATION CRITERIA:**

Those organizations, which qualify for qualification criteria shall only be evaluated further. The scoring & evaluation criteria to be used for evaluation shall be as follows:

S.No.	Category	Marks	Criteria
1	Existence of organization	5	<ul style="list-style-type: none"> <li>➤ If organization is existing for more than 3 &amp; less than 5 years :- 3 marks</li> <li>➤ More than 5 years :-5 marks</li> </ul>
2	Financial capacity of the applicant	15	Average turnover last 3 years : <ul style="list-style-type: none"> <li>➤ 50 lakh to 1 crore : 10 marks</li> <li>➤ More than 1 cr to 2.5 crore: 15 marks</li> <li>➤ More than 2.5 crore : 20 marks</li> </ul>
3	Similar experience (No. of candidates trained in applied sector/trade in last 2 years)	20	<ul style="list-style-type: none"> <li>➤ 500 to 749 candidates : 10 marks</li> <li>➤ 750 to 999 candidates : 15 marks</li> <li>➤ More than 1000 candidates: 20 marks</li> </ul>
4	Placement provided in applied trade during last 2 years.	30	<ul style="list-style-type: none"> <li>➤ More than 50% &amp; less than 60% :- 10 marks</li> <li>➤ 60% &amp; less than 70% :- 20 marks</li> <li>➤ More than 70% :- 30 marks</li> </ul>
5	Placement tie-ups & agreement with employer in applied trades.	20	<ul style="list-style-type: none"> <li>➤ More than 60 to 70% of proposed batch strength :- 10 marks</li> <li>➤ More than 70% to 80% of proposed batch strength :-15 marks</li> <li>➤ More than 80% of proposed batch strength :-20 marks</li> </ul>
6	Team Experience	10	<ul style="list-style-type: none"> <li>➤ ULB/SULM shall standardize based on NSQF standard the minimum no. of resource person requisite educational qualification &amp; experience required in applied trade. Based on requisite educational qualification &amp; experience of resource person should be awarded marks.</li> </ul>

Proposals must be submitted no later than the following date and time : **25/04/2018** up to 5:00 PM

Address for submission of Proposals:

Commissioner

Municipal Corporation, Burhanpur

Pragati Nagar, Near Nehru Stadium, Burhanpur 450331,

Madhya Pradesh

## 2.3 SELECTION OF TRAINING PROVIDER:

First of all pre-eligibility should be evaluated & those who qualified pre-eligibility criteria shall be evaluated on methodology prescribed as per **Clause 2.1**

Based on evaluation the minimum qualifying marks to empanel any agency will be 60%. Wherever more than one training provider has participated in empanelment process than one whose technical score is highest shall be variably empanelled. If no. of training are more than the capacity of training provider with highest technical score than the surplus training can be awarded to the next highest technical score partner. In no case training provider with less than 60% of technical score shall be empanelled for the trainings.

## 3. TERMS OF REFERENCE

### 3.1 BACKGROUND OF PROJECT:

Ministry of Housing & Urban Poverty Alleviation launched Deendayal Antyodaya Yojana- 'National Urban Livelihoods Mission' (DAY-NULM) from 1st October 2013 to reduce poverty and vulnerability of the urban poor households. The national skill development policy 2015 Gol states that the demand for skilled person by 2022 is about 109.73 million additional skilled human resources across 24 key sectors.

The Employment through Skill Training and Placement (EST&P) component under DAY-NULM is designed to provide skills to the unskilled urban poor (BPL) as well as to upgrade their existing skills. The programme will provide for skill training of the urban poor enabling to set-up setting up self- employment ventures and jobs placement in the private sector. The EST&P programme intends to fill the gap between the demand and availability of local skills by providing skill training programs as required by the market.

### 3.2 OBJECTIVE:

The broader objective of the Employment through Skill Training & Placement (EST&P) program is :

1. To provide an asset to the urban poor (BPL) in the form of skills for sustainable livelihoods.
2. To increase the income of urban poor through structured, market-oriented certified courses that can provide salaried employment and / or self-employment opportunities which will eventually lead to better living condition and alleviation of urban poverty on a sustainable basis.
3. Ensure inclusive growth with increased contribution by skilled urban poor to the National Economy.

Skill development under EST&P is defined as any domain specific demand led skill training activity leading to employment or any outcome oriented activity that

enables a participant to acquire a skill duly assessed and certified by an NSQF approved independent third party agency, and which enables him/her to get wage /self-employment leading to increases earning and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or perusal higher education/training.

### **3.3 UNDER SKILL DEVELOPMENT PROGRAMMES THREE TYPES OF TRAINING CAN BE PROVIDED :**

- a. Training to fresh entrants to the job market.
- b. Re-skilling or skill up-gradation of persons already engaged in an occupation.
- c. Formal recognition and certification of persons who have acquired skills through informal, non-formal or experiential training in any vocational trade or craft, after imparting bridge course, if necessary.

### **3.4 SCOPE OF THE WORK :**

1. It is envisaged that a comprehensive support to the poor in the promotion of employment will enhance the employability through imparting skill development trainings in market led courses, (based on demand) and support them in getting placement and post placement handholding to sustain employment. It is also envisaged that it will follow a market oriented approach to create employment in collaboration with private sector.
2. The Training Provider will work closely with SULM, ULB/SULM and Resource Organizations (RO). The Training Provider will work closely with ULB/SULM & RO in the process of identification and mobilization of potential youth for skill training.
3. The ULB/SULM will develop and finalize required formats for periodic reporting and periodicity of reporting for key deliverables and output outlined.
4. The Training Provider will undertake detail assessment of current key documents including DAY-NULM mission documents, operational guideline, existing training curriculum for skills, NSDC and NOS guidelines to understand and modify the training curriculum as appropriate.
5. Based on the review of the existing skills training curriculum, the Training provider will update and improve the training curriculum as per the market demand in consultation with the key stakeholders including industry.
6. Training Provider will impart training to the identified candidates on NSQF compliant courses for minimum 200 hours (including practical and/or on job training) for technical training and soft skill (which would include computer



literacy, language and work place inter-personal skills relevant for the sector/trade. Additionally inputs should also be given on financial literacy (saving, credit subsidy, remittance, insurance and pension) and entitlement of poor under other components of DAY-NULM and other central/state schemes for social benefits and poverty alleviation.

7. The Training provider will provide counseling and handholding support to the candidate for placement and during placement minimum up to 1 year ensure retention. Similar support should also be provided for candidates opted for self-enterprise. Support may include assistance in providing access to credit linkages, developing bankable proposals etc.
8. The Training provider will establish a robust monitoring feedback mechanism to provide and update progress on a regular basis.
9. Ensure placement as per employment through Skill, Training and Placement (EST&P) Guideline issue by MoHUPA & shall provide minimum 70% placement of successful candidates within three month of completion of training.

### 3.5 ROLE & RESPONSIBILITY OF STAKE HOLDER:

Here first party/SULM known as ULB/SULM and Second Party Known as Skill training Provider/Training provider. Role & responsibility details are given below:

#### 3.5.1 The services to be performed by Municipal Corporation, Burhanpur (First party/SULM shall be as under):

1. To identify and counsel the suitable unemployed urban youth based on their qualification, aspirations, mobility skill gap etc. and provide the list of suitable candidates to the training center.
2. To carry out skill gap analysis to identify courses with employment potential.
3. To empanel the 3<sup>rd</sup> Party Certifying Agency for assessment and allot to the batches of the Second Party as per ULB/SULM guidelines.
4. To release of payments within 30 days, for all deliverables or milestones are achieved.
5. Appoint a nodal officer to supervise day to day basis.
6. To monitor and assess quality of training and ensure trainings held as per agreement & guideline of DAY-NULM with second party.

**3.5.2 The services to be performed by Skill Training Provider (Second Party) shall be as under:**

1. Undertaking market scanning to assess employment potential, mobilize potential candidates and tying-up for Placements in reputed Industries prior to starting the batches to be trained. It should only start the course, when forward linkages for placement up to 70 % of batch strength are ensured.
2. Structuring the required training & skill up gradation inputs based on standards approved by ULB/SULM guidelines of DAY-NULM and as per requirement of the industry.
3. Maintaining the sources & infrastructure required for training & skill up gradation in adequate quantity & quality.
4. Setting up own centres with prescribed infrastructure as given NSDC/DGET against the course in the proposed towns.
5. Imparting training in the identified employment sector as per the agreement.
6. Providing soft skills as per the inputs indicated in **item-4 in Appendix-II.**
7. Ensuring the quality in the training as per the NSQF level standards and specifications with minimum quantifiable guaranteed skills as per the course delivered.
8. Undertaking regular assessments during training and updation in GoI MIS portal.
9. Beside direct placement an additional training can be provided in form of apprenticeship or on the Job Training (OJT) to the trainees.
10. Coordinating with potential employers and industrial networking for Placement.
11. Providing placements for all the trained candidates.
12. Facilitating opening of basic saving bank deposit account and aadhar card for such of the candidate who do not have a bank account/aadhar card.
13. Maintain record of information like appointment letter, pay package / remuneration/ payslip, bank statement detail as provided of salary etc of the candidates provided with wage employment and submit to ULB/SULM.
14. Placement of trained urban poor candidates with special focus on Women, SC, ST, Minorities & PWDs.
15. Post placement counselling and retention for at least 12 months.
16. Devising extracurricular activities for wholesome personality development of trainees after the training hours.

17. Develop and maintain online Management Information System (MIS) for recording information of all candidates including contact details, bank account details, aadhar card no. status of assessment and certification, status of placement etc., on MIS portal.
18. Update the information of the candidates in the national MIS for NULM portal as specified by the MoHUPA MIS for EST&P Portal as specified by DAY-SULM. (<http://nulm.gov.in>), within a week of every entry is due to be updated.
19. To carry out any other task as assigned by SULM and ULB/SULM.

### 3.6 TRAINING CAPACITY & WORK ORDERS

1. The Second Party shall provide services to the First party/SULM for the Courses in the Sector/s as detailed in **Table 1 of Appendix - II** and provide dedicated training capacity as detailed therein.
2. A training plan shall be submitted on a yearly basis indicating the tentative number of candidates to be trained and placed ULB/SULM wise, sector-wise and course-wise.
3. Target of training shall be as decided by ULB/SULM.
4. Work orders will be issued to the Second Party based on basis of selection criteria.
5. The Second party shall comply with and conform to the Training Programme Content as approved by the First party/SULM, including but not limited to:
  - a) Compliance with the concerned Certification Norms as prescribed by NSDA in NSQF level.
  - b) Infrastructure Standards as specified **Table1 in Appendix-I**.
  - c) Adherence to Minimum batch strength, placements norms, time lines in implementation and biometric attendance etc., as specified.
  - d) Programme Specifications stipulated from time to time.

### 3.7 TRAINING & PLACEMENT PROCESS:

The Second Party shall follow the following process to ensure that the Scope of Service specified above is carried out:

1. The Second Party shall set up the training center with necessary infrastructure, trainers and relevant equipment in place to the satisfaction of first party/SULM before start of the training Program.

2. No franchise center or subletting of training is allowed and if found that any training provider has franchised or sublets assignment then severe action such as termination of contract, black listing and any other punitive action as decided by first party/SULM would be taken against the Skill Training Provider.
3. Training of Trainers (ToTs) to the Trainers should be conducted before positioning them at the center.
4. The trainers should be suitably qualified with relevant experience to the satisfaction of first party/SULM and should undergo ToT.
5. The list of trainers as **Table-4, Appendix-I** whose CVs are evaluated cannot be replaced without prior permission of first party/SULM & replacement will be subject to clause 2.23 (B-IV)
6. The Second Party shall put in place a dedicated and qualified Training Coordinator and his/her contact details shall be uploaded in the NULM MIS portal.
7. The Second Party shall identify placements for the trainees and communicate the same to the First party/SULM for approval before freezing the batch for inception.
8. The Second Party shall provide training to the youth in the identified employment sector, and shall ensure minimum 80% attendance and participation of the candidates in the Training Programme.
9. Meeting with parents should be arranged by the Second Party thrice (before selection, during training & at the time of placement)
10. Duration of all courses should be minimum of 3 months or 200 hours and depending on the trade and course module, duration may vary.
11. The Second Party shall provide
  - a. Soft skills, basic communication skills (in English), basic computer skills for other than ITES sector
  - b. Personality & career development etc.,
  - c. Orientation and awareness on various aspects of financial literacy i.e. savings, credit, subsidy, remittance, insurance etc.,
  - d. Information regarding other Govt. schemes (including other components of NULM) and entitlements for poverty alleviation to the trainees.
12. The soft skills training should be for an hour per day.
13. Weekly internal assessment of the trainees should be done by conducting exams and report the same to ULB/SULM.
14. ID cards, Timetable and Training material to be handed over to the trainees within 5 days after commencement of the training.

15. Aadhar based Bio-metric attendance to be maintained and to be taken at starting and ending of the session on each day of training apart from attendance in NULM Log in and manual attendance. The bio-metric attendance should be integrated with E-nagar palika for real time feed back to first party/SULM.
16. Special attention to be devoted for such of the trainees who are lagging behind in learning.
17. Day wise Session plan to be displayed at the center.
18. The Second Party should ensure that all candidates are qualified in the assessment.
19. The Second Party is responsible for re-training and re-assessment if any candidate fails in assessment and such cost for unsuccessful candidates shall be borne by the Second Party.
20. Industry interface to be provided by facilitating guest lecturers from the employers and arranging exposure visits.
21. Trainees should be readied for the interviews by conducting mock-interviews, preparation of Resumes before sending for the placements.
22. The Second Party shall ensure that placements are provided to the trainees completing the training successfully with assured monthly salary as per the minimum wages act and industry standards.
23. The Second Party shall continue to track and counsel the placed trainees for at least for one year from the date of placement.
24. SULM & ULB reserve rights to ask for any corrections/ amendments/modifications if they find it necessary to maintain proper standard of trainings & shall be binding on second party without any cost.

### 3.8 INFRASTRUCTURE

- 1) The Second Party shall ensure that all the training centers are well equipped with all basic infrastructure required for providing quality training. The training centre proposed shall be completely dedicated to the First party/SULM. The minimum training centre infrastructure required is detailed in **Table-1, Appendix –I.**
- 2) The Second Party shall ensure that the minimum IT Infrastructure specified in **Table 2, Appendix -I** should be available with all the Training Centers.
- 3) Minimum infrastructure and equipment of practical lab should be available as mentioned in NSQF approved curriculum. Skill training partner should listed the details in **Table 3, Appendix-I.** The infrastructure should be of sufficient quantity & quality to cater number of candidates in a batch as per NSQF standard.

- 4) The Second Party shall ensure that the minimum course wise tool kit specified in **Table 3, Appendix-II** be available in the Training Center.
- 5) In training centers it will be ensured that
  - a. Every training centre should have Name Board which specifies that it is a First party/SULM training centre as specified Further, Stickers, Posters and any other information to be displayed as desired by the First party/SULM. **Table-5 of Appendix-I Display Material at the Training Center**
  - b. Separate wash rooms for girls and boys, Training hall with 40 chair capacity, 3-phase power, white board, ventilation, fans, purified water, first aid kit, generator, fire extinguisher etc should be provided in the center.
  - c. The cleanliness of the training centers during the training period and no material of explosive nature are kept.
- 6) The Second Party shall ensure that for any computer related courses it should be 1:1. and other courses training centre capacity is calculated on the basis of trainees. Further, The Second Party shall ensure that every trainee in its Lab shall acquire required skills without fail. However the ratio may be modified by the First party/SULM as per the exigencies.

### 3.9 TRAINING

- 1) The Second Party shall ensure that training programmes are conducted compulsorily for the stipulated period of minimum 3 months or minimum 200 hours and the actual training session should start at 9.30 AM and end at 5.30 PM. Further the Second Party shall ensure that:
  - a) The Trainers & field staff of the Second Party should undergo one day orientation to be organized the First party/SULM
  - b) The class room strength shall not exceed 40 candidates to facilitate effective training.
  - c) Trainees shall be assessed as per the curriculum and graded.
  - d) Trainers to give training, counseling and mentor the trainees as per the guidelines of the programme.
  - e) The trainees who are lagging behind should be given special attention.
  - f) The printed training material should be in bi-lingual language (Hindi & English both) for each course shall invariably be provided to the trainee within 5 days from the commencement of training.
  - g) The day wise, hour wise schedule shall be adhered to.

- 2) The Second Party shall provide extensive training in courses as described in **Table 1 of Appendix - II** in technical skills (both theory and practical), Communication skills, Exposure to concerned industries / organizations make the trainees work-ready which makes the trainee employable with minimum guaranteed job skills as prescribed in the work order.
- 3) The Second Party shall monitor and review the program components to assess quality of delivery and learning achievement once in every 7 days in the form of assignments, tests, group discussion, demonstration work & any practical work.
- 4) The Second Party shall ensure that the candidate receive hands-on practice in their Lab for a minimum of 70% time of each day of training and 30% time should be class room (Theoretical)
- 5) The Second Party shall ensure parents meeting thrice (beginning of the Training, during the training and before the placements) in coordination with First party/SULM.
- 6) The Second Party shall ensure that the trainees shall complete the training successfully. Lesson planner/ Day planner needs to be maintained and updated continuously for each batch.

### 3.10 ATTENDANCE

- 1) The daily attendance shall be monitored on Aadhar based bio-metric attendance system **as per item-7 in Appendix-I** apart from the NULM login and manual attendance or bio-metric attendance should be integrated with E-nagar palika for real time feed back to first party/SULM.
- 2) Attendance shall be taken twice a day Morning: 9:15–10.15 AM and 4.30- 5.30 PM (Or as intimated from time to time) Manual registers shall also be maintained simultaneously by the Second Party. However, only Aadhar based bio-metric attendance would be considered for releasing payments.
- 3) The Second Party shall ensure that all the Aadhar bio-metric machines are in sync within 2 days. The Second Party shall immediately notify the First party/SULM and their respective vendor for non-updating of attendance due to any technical problem and downtime of bio-metric system should not be more than 48 hours. The Second Party is solely responsible for loss of attendance due to not taking attendance/loss of machine/damage of bio-metric device/ not synching and other such technical problems.
- 4) The Second Party shall ensure/comply that there will not be any forgery/proxy attendance which will be viewed seriously by First party/SULM and necessary action will be taken against Second Party under this Agreement the agreement clause 2.24.
- 5) SULM, officials of UADD & first party/SULM should check attendance on random & regular basis & due needful actions taken accordingly.



**3.11 COURSE CURRICULUM:**

The Empanelled Skill Training Providers shall at all times during the Agreement undertake to conform to and comply with all relevant laws, rules and regulations including the following:-

- a) Programme content as approved by NSQF.
  - b) Compliance with the concerned Assessment & Certification Norms.
  - c) Standards as lay down by the relevant programme of central / State / Local Authority.
  - d) Programme Specifications for the time being enforced shall be binding.
  - e) Duration of the training should be as per NSQF standards excluding holidays and candidates to be trained for minimum 4 hours per day.
  - f) Training material and other entitlements to be given to the trainees must be handed over on the first day of the training.
  - g) Ensure advance planning for commencement of next batch in the training center.
  - h) Minimum batch size is 20 and maximum is 40. If deviation to this range the minimum batch size of 20 candidates would be permitted and below this will be cancelled, without cost.
- 1) The Ministry of Labor & Employment has designed NSQF Compliant curriculum for a list of Modular Employable Skill (MES) courses or Sector Skill Councils (SSCs) under the Skill Development Initiative Scheme. The Curriculum as provided by MoL&E should be the base for the skill training courses of proposed program.
  - 2) A set of the training module (including soft copy), the training kit and the Training of Trainers (TOT) module, including one copy of course curriculum, hour wise & day wise course module, trainers & trainees manual, training calendar – training centre wise and minimum expected guaranteed out comes or skills shall be submitted to First party/SULM before 7 days from the Effective Date by the Second Party.
  - 3) The second party shall periodically upgrade, modify content of training modules with approval of the first party/SULM/.
  - 4) Soft skills content is mandatory requirement of all courses. It should constitute one hour per day. The Second Party shall ensure to provide soft skills to all the trainees as specified at **Table-2 & item 4 in Appendix-II.**

**3.12 Placements and Post Placements**

- 1) The Second Party shall report the proposed placements along with tie-ups for at least



70% of batch strength to First party/SULM before the finalization of the batch i.e. before inception.

- 2) The Second Party must place all the trained youth (minimum should be 70%) in relevant sectors to the training imparted with good emoluments/pay package as per minimum wages act and industrial standards. The placement shall be in the same sector/ field of training and the placements should be as far as possible close to the area of residence of the candidate unless the candidate is willing to take up a job farther away. Out of the 70% placements – minimum 50% of batch strength should be in wage employment and 20% in self employment. The changes if required in any course in this configuration, prior permission of SULM shall be obtained.
- 3) All the placements shall be done by the Second Party not later than 90 days of batch completion date. Further delay the penalty will be imposed as per **clause- 2.24(B-III)**
- 4) The placements will be verified by the First party/SULM within 15 days after the Second Party uploaded the placements in the portal.
- 5) For placement records salary slips, bank statement of candidates, NEFT transaction slip & in case of cash payment done with revenue stamp shall only be considered valid.
- 6) The Second Party shall maintain the database of each candidate being trained in specified trade / skill, placed beneficiary with the Name of Employer, Contact number, salary and designation of the trained youth and the same needs to be shared with First party/SULM and to be updated to the First party/SULM regularly during the tracking period of one year on a quarterly basis.
- 7) The Second Party shall carry out continuous follow up with Employer Agency and will track the aspirants for at least 12 months after they start working and submit post placement report after 12 months of placement to the First party/SULM, which include documents as listed in **clause-5 above**.
- 8) The success stories of the placed candidates and the work place photographs to be submitted to the ULB/SULM for verification regularly.

### 3.13 THIRD PARTY CERTIFICATION

1. Government has made it mandatory of providing third party certification from Regional Directorate of Apprenticeship Training (RDAT) and concerned Sector Skill Council (SSC).
2. 3rd party (RDAT/ SSC) will conduct assessment of all the trained candidates with a minimum attendance of 80% at the end of the training period. The Second Party shall comply with all the certification norms and should work in coordination with certifying agency during assessment.
3. The failed candidates in the assessment should be re-trained and send them for re-assessment by the Second Party and the cost should be borne by Second Party.

4. Video recording of whole assessment process is to be done compulsorily & shall be kept in record for processing payments etc.

### 3.14 INSPECTION OF TRAINING CENTERS.

The state office & first party/SULM functionaries will be inspecting training center during the batch period and the information will be collected in a prescribed Performa containing various parameters such as quality of training, infrastructure, faculty, attendance, environment etc. A log of inspection shall be maintained for each training course by first party/SULM.

### 3.15 DOCUMENTATION & MONITORING

- 1) The Second Party shall at all times maintain proper documentation at the training centre of all reports and process documents associated with the Training and placement programme/s such as inception report, placements report, post placements reports, staff & trainees' attendance report, visitors register, etc and make the same available for inspection and verification by the First party/SULM.
- 2) The Second Party shall update the details of the trainees indicated in First party/SULM portal in the given time frame.
- 3) A detailed table for MIS updation to be done by the Second Party, in the First party/SULM MIS as mentioned **Appendix-IV of Annexure-B** apart from the NULM portal. The first party/SULM shall consider the same data which is entered and strictly follow all the processes as per the data available in the first party/SULM's software in addition to the NULM portal.
- 4) The Second Party shall be willing to upgrade itself technically to imbibe new technology or applications introduced by the First party/SULM whether for administrative purposes or for methodology of training.
- 5) If any Training Center of the Second Party, SULM found deviating from the standards prescribed herein or as per the norms of First party/SULM, or has failed in delivering the modules or the training activities properly, the First party/SULM shall notify the Second Party to replace the concerned training center and the Second Party shall comply with the requirement of the First party/SULM immediately.
- 6) If any trainer/faculty member of the Second Party found deviating from the standards as prescribed by the First party/SULM/, or has failed in delivering the modules or the training activities properly, the First party/SULM shall notify the Second Party to replace the concerned trainer/faculty member and the Second Party shall comply with the requirement of the First party/SULM immediately to the satisfaction of the first party/SULM.

- 7) Training provider has to maintain full infrastructure during scheduled training period. If it is not found as per norms then second party ensure services to be normalize within 48 hours or notice issued by first party/SULM.

### 3.16 THE SECOND PARTY'S PERSONNEL

- 1) The Second Party should have adequate training staff for conducting the EST&P programme awarded by the First party/SULM. The Parties understand, admit and acknowledge that the personnel engaged by the Second Party shall not be the employees of the First party/SULM and there shall not be any Employer-Employee relationship between such personnel.
- 2) The CVs of the qualified Operations and Training staff shall be submitted by the Second Party to the First party/SULM for approval before commencement of the training. This is mandatory. The personnel as per the list shall not be replaced without prior permission of the first party/SULM. The replacement of key personnel shall be of better or equal qualification to the satisfaction of first party/SULM.
- 3) The Second Party shall put in place a dedicated training centre coordinator for each training centre who will be the point of contact for that training centre along with District Coordinator.
- 4) The Second Party shall ensure that the trainers & staff members at all their training centers shall have ID Cards.
- 5) The trainers & staff members mark their attendance through the bio-metric system at the Centre.
- 6) The Second Party shall ensure that the trainers are given training or refresher trainings at regular intervals and their assessments are submitted to the First party/SULM.
- 7) The First party/SULM will provide one day orientation on the EST&P programme and other quality parameters to be followed by the operations and training staff of the Second Party.

### 3.17 LOCATION

The training center shall be located within the municipal area of ULB/SULM or as decided by ULB/SULM in accordance with work orders issued by the First party/SULM, representative of First party/SULM pursuant to this Agreement.

### 3.18 DELAYS:

The Second Party shall proactively do all the timely coordination with the First party/SULM to ensure timely completion on its part. The Second Party shall also provide to the First

party/SULM all the necessary data required for expeditious decision making. If the services are impeded or delayed in spite of best efforts by the Second Party, suitable time extension may be considered by the First party/SULM provided First party/SULM is satisfied/ convinced about the reasons given by the Second Party & such extension will attract penalty as prescribed in **clause 2.24**.

### 3.19 PAYMENT NORMS

1. For the Placement linked Skill training programmes conducted by the Empanelled skill Training Provider, ULB/SULM shall make the following payments based on agreement norms, which may be subject to change from time to time. The Payment norms shall be agreed in the MoA entered into between ULB/SULM and the Empanelled skill Training Provider. The Bidders shall agree to abide by the payment norms and submit their bids after due consideration of these payment norms:
2. Payment would be given in 30:50:20 ratios and in 3 installments as mentioned **Appendix-III of Annexure-B**
3. The consolidated Training Fee as per common cost norms for course/trade shall be inclusive of all costs including Training infrastructure, training material, Issue of ID Cards, biometric attendance, Exposure visit, and mobilization charges, staff remuneration etc, except traveling cost for women & PWD candidates will be reimbursed after successful completion of training.
4. Skill Training Provider has to provide sufficient proofs of successful placement of candidates which includes Placement letters, Joining Letters, NEFT transfer, Bank Statement and in case of cash Revenue stamp receipt co-attested by trainees, photo-proofs, etc. to release the payments for the placements.
5. The Skill Training Provider shall continue to track and counsel the trainees after the placement for at least 12 months after placements and submit the Post placement tracking reports along with sufficient proofs of remuneration with respect to the batch at the end of 3months, 6 months, 9 months and at the end of 12 months after the placement.

### 3.20 PERFORMANCE GUARANTEE:

1. The Second Party shall furnish a Performance Guarantee by means of a Bank Guarantee issued by any scheduled commercial bank payable at ULB/SULM for Rs. 100000/- or 5% of project cost whichever is more valid for two years at the time of signing of Agreement.
2. The performance guarantee is invoked either or partly for any amount due by the Second Party to the First party/SULM or in case of pre – termination of the agreement for the defaults and non compliance of the terms and conditions of the agreement, it shall be the responsibility of the Second Party to replenish the Guarantee within 7

(days) of such invocation failing to do so shall amount to a default or non-compliance of its obligations leading to termination of the Agreement.

### 3.21 PAYMENT SCHEDULE :

#### 3.21.1 Training Fees

1. The Training Fee as per cost common norms is inclusive of all costs as mention in clause 2.19.3, Taxes applicable as per rule.
2. The First party/SULM shall pay the Second Party training fee as per scheduled rates for each course. As detailed in **Appendix-III of Annexure-B (payment norms)** subject to the terms and conditions of this agreement and work order issued by the First party/SULM for the respective training. First party/SULM will make payment on produce proof of conditional documents by training provider.
3. The number of trainees (agreed minimum number of candidates in a batch for the particular course) undergoing a particular course and the percentage of placements and retention of trainees under that course will be based on the inception report submitted by the Second Party within 20 working days of starting of a batch. To be considered in the inception report as a trainee, a youth would have to register a minimum, attendance of 10 working days of first 15 working days (through bio-metric system and NULM MIS)

#### 2.22. Outcomes of the programme:

1. Employment (both wage employment and self-employment) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment. In case of deviations is required in above placement percentage, ULB/SULM should take prior approval for exceptions of placement percentage in any particular course from SULM.
2. In case of wage employment, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placements in the same or a higher level with the same or any other employer.
3. In case of Self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade licenses or setting up of an enterprises or becoming a member of a producer group or proof of additional earnings (bank statement) or securing a relevant enterprise development loan or any other suitable and verifiable document as prescribed by the respective SULM.

4. In case of re-skilling or skill up-gradation of persons already engaged in an occupation, at least 70% of such persons shall have an increase of at least 3% in remuneration within 14 months of completion of the skill development training.
5. Formal recognition and certification of persons who have acquired skills, through informal, non-formal or experimental training in any vocational trade or craft (after imparting bridge course if necessary) should provide an appropriate increase in wages in the skill category of the candidate for immediate and subsequent production cycle in case of wage employment or meet the conditions under i(c) above in case of self-employment to be treated as the outcome of this effort.

## 2.23. DOCUMENTS REQUIREMENT FOR PAYMENTS:

The Second Party shall furnish the following documents along with Invoice/ bill for release of payments as specified below:

### 1. For Inception payment:

1. list of candidates with self attested passport size photos and aadhar card
2. attendance sheet
3. Photographs of the centres, class rooms and Lab duly signed by the Second Party.

### 2. For Training & Assessment payment:

1. List of candidates
2. Batch completion photo
3. Assessment photo and video recording
4. Attendance sheet of training & assessment
5. Certificate from Assessment agency.

Above all documents should be duly attested by the Second Party.

### 3. For Placement payment:

1. List of placed candidates
2. Confirmation/Joining letter
3. work place photographs of all placed candidates
4. Salary details from the employer (NEFT transfer/cheque/bank statement of candidates). These documents should be duly countersigned by the Second Party.

### 4. For Post-Placement payment:

1. Pay slips for 12 months ((NEFT transfer/cheque/bank statement of candidates),



2. work place photograph
3. Service Certificate from the employer duly countersigned by the Second Party.

## **2.24. SUSPENSION OF PAYMENTS/PENALTIES BY FIRST PARTY/SULM**

### **A. In cases where, there are significant deficiencies in following services by the Second Party :**

1. *Lack of infrastructure*
2. *Not issuing ID cards, Training Material and Tool Kit.*
3. *Insufficient faculty at the center.*
4. *Non compliance with training schedule.*
5. *If fraudulent practices are adopted e.g. showing candidates who actually not attended course wrong placements, salaries.*
6. *If found manipulation of attendance.*
7. *Subletting/Franchisees of training.*
8. *In case of any deficiency in quality of the service delivered by the Second Party with respect to Training centers not meeting standards as prescribed, Minimum guaranteed skills not delivered as assured.*
9. *Violating any condition of contract.*

By causing adverse effect on the Training Programme of the First party/SULM or on the reputation of the First party/SULM, SULM the First party/SULM or his/her designate may initiate and can take following penal actions against the Second Party:

1. Can impose penalty not exceeding 25% of the contract value,
2. Cancellation of contract (or part thereof) & forfeiture of performance guarantee of applicant.
3. Debarring/blacklisting the second party for a specific period of not less than 12 months for performing in whole state of Madhya Pradesh.
4. First party/SULM may by written notice to Second Party, suspend all the payments to Second Party here under (except in relation to those services which have been performed to the satisfaction of the First party/SULM and in conformity with the provisions of this Agreement) if Second Party fails to perform any of its obligations under this Agreement, including carrying out the services, provided that such notice of suspension shall specify the nature of failure and call for the explanation of the Second Party for such failure within a period not exceeding (07) days after the receipt by Second Party of such notice of suspension. If the explanation of the Second Party is not satisfactory to the First party/SULM, the First party/SULM may issue Suspension notice specifying the period of suspension and other relevant

details. The decision of the First party/SULM in this regard shall be binding on the Second Party.

All above or any of the proposed action shall only be taken after giving due opportunity of hearing to second party.

## B. PENALTY FOR OTHER SPECIFIC CONDITIONS:

I. **Based on number of trainees qualified & assessed:** Minimum 80% trainees shall be qualified for assessment & appeared in assessment test. The failure on this account shall attract following penalty by first party/SULM :

- a) If qualified & assessment 60-80%- 5% of contract value.
- b) If qualified & assessment 40-59%-10% of contract value.
- c) Less than 40% number qualified & assessment-20% of contract value.

### II. Based on placement :-

1. Training provider will be paid on Pro-rata basis if outcome achievement is less than 70% as per clause 2A (revised EST&P Guideline; for instance in case the achievement is 60%, only 6/7<sup>th</sup> of the 5th installment will be paid.
2. In case of candidates placement is less than 50%, then first party/SULM after careful consideration of all related factors with respect to performance & after giving due opportunity of hearing, ULB/SULM can disengage/blacklist/debar second party from all the trades/centers under SULM. Any such action would be informed to ministry of Housing & Urban Poverty alleviation (MoHUPA) and all other ministry/Dept, for a period of at least one year from date of such order, and can take any one or more actions as prescribed in **clause-2.24-A**

### III. Based on timely placements:

The minimum 70% placement of successfully certified trainees within 3 months of completion of trainings, if second party fails to achieve milestones within stipulated time then ULB/SULM will take following actions:

1. For a delay of first 3 month-2% of contract value per month.
2. For further delay of 6 month -5% of contract value per month.
3. For any delay beyond one year – No payment shall be made & actions as per clause-A shall be taken up.

### IV. Replacement of trainers :

1. The second party retain trainers specified in proposal to be available during implementation of the agreement. The first party/SULM will not normally consider any request for substitution of trainers.



2. Replacement of trainers will be permissible if trainers are not available for reasons of death, any incapability, subject to conditions that, equally or better qualified & experience trainer being provided to the satisfaction of first party/SULM, No trainer shall be engaged without prior approval of first party/SULM.
3. Accept in case of death & physical impairment replacement of trainer will attract following penalty :
  - a) 1st substitution & each subsequent substitution shall attract deduction of 1% & 2% of contract value for rest duration of project.

### C. OTHER PENALTIES

Notwithstanding anything contained herein and without prejudice to its rights and entitlements, the First party/SULM may have under this Agreement or under any other law and equity, in case of violations of / deviations from the conditions in the agreement, guidelines and norms of First party/SULM by the Second Party, **the First party/SULM shall be entitled to impose penalty and within a seven days (7) notice to** reduce or suspend further targets, cut in payment or suspend the payments (monetary) to the Second Party besides recovery of the same by invoking the Guarantee.

#### 2.24. TERMINATION

Subject to the other provisions of the Agreement, either Party may terminate the Agreement as provided below.

2.24.1. **First party/SULM may terminate** this agreement by written notice of not less than 7 days to the Second Party, on the occurrence of any of the events specified below.

- 1) If Second Party does not remedy a failure in the performance of its obligations under this Agreement, within 10 days of receipt after being notified or within such further period as First party/SULM may have subsequently approved in writing;
- 2) If Second Party become insolvent or bankrupt.
- 3) If the Second Party commits a breach on the representation and warranties as provided hereinafter or is found to engage in any prohibited practices or has committed Fraud or is involved in corrupt Practices specified in this agreement
- 4) If any criminal proceedings are initiated against the Second Party by any courts in the country.
- 5) Any other breach of the terms under this Agreement by the Second Party.

### 2.24.2. Termination by Second Party

The Second Party may terminate this Agreement, by not less than 30 days written notice to First party/SULM, provided such notice is given after the occurrence of any of the events specified below:-

- I. If First party/SULM fails to pay the fees due to the Second Party pursuant to this agreement and not subject to dispute pursuant this agreement within 60 days (sixty days) after receiving written notice from Second Party that such Payment is overdue; or
- II. If the First party/SULM fails to discharge its other obligations under this agreement.

## 4. ANTICORRUPTION

A recommendation for award of Contract will be rejected if it is determined that the recommended training provider has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases first party/SULM will declare the Training Provider is ineligible, either indefinitely or for a stated period of time, from participation in GoMP financed activities, and Training Providers will be blacklisted by the Government of Madhya Pradesh.

## 5. REQUEST FOR PROPOSAL (RFP) COST

Bidders are requested to pay a non-refundable RFP cost of Rs.10,000/- (Rupees Ten Thousand only). The RFP cost shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favor of "Commissioner, Municipal Corporation, Burhanpur", Madhya Pradesh payable at Burhanpur, towards the cost of RFP Document. Bids that are not accompanied by the above RFP cost shall be rejected by as non-responsive.

## 6. EARNEST MONEY DEPOSIT:

- a. The bidder shall submit earnest money deposit of INR 50,000 (Rs Fifty thousand only) in favor of first party/SULM at a time submission of bid, which shall be valid for at least six month in the form of bank draft payable to Commissioner, Municipal Corporation, Burhanpur at Burhanpur.
- b. Unsuccessful bidder's EMD will be released as promptly possible as but not later than 20 days of award of contract to the successful bidder.
- c. The successful bidder's EMD will be released upon submission of performance bank guarantee.

- d. The EMD may be forfeited in following cases :
1. If bidder withdraws his bid or increase his quoted prices during the period of bid validity or its extended period if any; or
  2. In the case of successful bidder, if it fails within the specified time to sign the agreement.

## 7. PERFORMANCE GUARANTEE (PG), PENALTY AND LIQUIDITY DAMAGES

- a. The empanelled bidder shall furnish performance guarantee amounting Rs. 1,00,000/- (Rupees One Lack only) or 5% of the project cost whichever is more during signing of agreement/contract.
- b. Return of PG: The PG will be returned after the successful completion of the agreement.
- c. Forfeiture of PG: PG shall be forfeited in the following cases unless decided otherwise by first party/SULM :-
  - i. When any terms and conditions of the Agreement are breached.
  - ii. Commencement of work within 10 days of release of work order.
  - iii. When the Skill Training Provider is de-empanelled
- d. No interest will be paid by ULB/SULM on the amount of PG.
- e. Forfeiture of PG shall be without prejudice to any other right of ULB/SULM to claim any damages as admissible under the law as well as to take such action against the Training Provider such as severing future business relation or black listing, etc.

## 8. SELECTION OF SKILL TRADE/SECTOR

- a. Bidders can select skill sectors as per their experiences for this RFP. List of selected course is available in ToR and Skill sectors provided in the **Annexure-A**.
- b. Empanelled Skill Training Providers can be allotted more than 1 sector/course in ULB/SULM on the basis of project requirement of ULB/SULM & capacity of trainings provider.

## 9. MAXIMUM NO. OF TARGET FOR THE TRAINING PROVIDER

The Empanelled training provider shall be given the maximum target of 200 trainees in ULB/SULM subject to availability of target of the applied ULB/SULM.

## 10. SUBCONTRACTING OR FRANCHISING

- a. Training Provider cannot subcontract/sublet the conduct of training.
- b. Training Provider cannot operate the training centers via a franchisee arrangement & if found doing so shall attract penal action as per **clause-2.24 A**

## 11. CLARIFICATION OF RFP DOCUMENTS – PRE BID QUERIES

- a. A prospective Bidder requiring any Technical clarification of the RFP Documents may contact ULB/SULM for their queries & clarifications before submission of RFP. However bidders may seek clarification of their all queries in pre bid meeting too.
- b. A Pre-Bid meeting for queries & clarifications shall be held on 19/09/2017. Prospective Bidders may attend this conference to seek clarifications if any.

## 12. AMENDMENT OF RFP DOCUMENTS

- a. At any time prior to the deadline for submission of Bids, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a Prospective Bidder, modify the RFP Document by amendments. Such amendments shall be published in news paper/uploaded on the website [www.mpurban.gov.in](http://www.mpurban.gov.in) and [www.nagarnigamburhanpur.com](http://www.nagarnigamburhanpur.com) through corrigendum and shall form an integral part of RFP Document. The relevant clauses of the RFP Document shall be treated as amended accordingly.
- b. It shall be the sole responsibility of the prospective Bidder(s) to check the web site [www.mpurban.gov.in](http://www.mpurban.gov.in) and [www.nagarnigamburhanpur.com](http://www.nagarnigamburhanpur.com) from time to time for any amendment(s)/clarification in the RFP Document. In case of failure of prospective Bidder to get the amendments, if any, the Authority shall not be held responsible.
- c. In order to allow prospective Bidder(s) a reasonable time to take the amendment into account in preparing their Bids, the Authority, at its discretion, may extend the deadline for the submission of Bids. Such extensions shall be posted/up-loaded on the [www.mpurban.gov.in](http://www.mpurban.gov.in) and [www.nagarnigamburhanpur.com](http://www.nagarnigamburhanpur.com) website of SULM/ULB.

## 13. PREPARATION OF PROPOSALS

### a. LANGUAGE OF PROPOSALS

- i. The Proposal and all related correspondence exchanged between the Training Provider and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

### b. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

- i. These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet, and Instructions to Bidders for participation in Tendering and accompanying documents.
- ii. Proposals must be received in physical form before the deadline specified in the Data Sheet/Key Dates. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

### c. SUBMISSION OF PROPOSALS

- i. The proposal should be as per the prescribed format as given in the RFP Document. Bidders shall submit their proposals through Registered Post / Speed Post / Courier or through

special messenger at the office address on or before the last date and time for receipt of proposals mentioned in their document. ULB/SULM will not be responsible for any delay / postal delay in receiving of the proposal.

- ii. The bidder can apply only for ULB/SULM covered under SULM on the basis of their existence in the respective ULB/SULM.

#### d. FORMAT AND SIGNING OF PROPOSALS

- i. All Technical Proposals (as specified in the Data Sheet) shall be placed in an envelope clearly marked 'TECHNICAL PROPOSAL'.
- ii. The Cost of RFP shall be enclosed in Envelope-A marked 'Envelope-A ORIGINAL DD of Cost of RFP as per Data Sheet'.
- iii. The EMD shall be enclosed in Envelope-C marked "Envelope-C original Bank Draft of cost INR 50000/-
- iv. These three envelopes (i.e. Envelope-A, Envelope-B & Envelope-C) should be sealed separately and must be put in the sealed envelope.
- v. The Technical proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Training Provider. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the Proposal, except cover page and printed literature, shall be signed or initialed by the person signing the Proposal.
- vi. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.
- vii. All bids must contain original copy of the Technical Proposal (in Envelope-B), Cost of RFP (in Envelope-A) and EMD (in envelope-C) shall be sealed in an outer envelope. This outer envelope shall be sealed, and signed over the seal, and will be clearly labeled with:

- 1 Title of Consulting Services: "Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) Component of DAY-State Urban Livelihood Mission (DAY-SULM) **Municipal Corporation Burhanpur** in Madhya Pradesh".
- 2 RFP Number : NULM/2018-19/007
- 3 Deadline for Submission: Time 05.00 PM & Date 25/04/2018
- 4 Name & Address of the applied Skill Training Provider :

#### e. Technical Proposal (see Annexure B)

- 5.1 The Technical Proposal shall contain the following:
- 5.2 Technical Form-1 : Covering Letter
- 5.3 Technical Form-2 : Details of The Bidder
- 5.4 Technical Form-3 : Format For Power of Attorney for Signing of Application

- 5.5 Technical Form -4 : Legal Constitution & Number of Years of Existence
- 5.6 Technical Form-5 : Financial Standing (Annual Turnover)
- 5.7 Technical Form -6 : Organization Registered as NSDC Partner or Govt institution
- 5.8 Technical Form-7 : Details of the Candidates Trained By The Bidder
- 5.9 Technical Form-8 : Details of the Candidates Placement / Employment after Training by The Bidder
- 5.10 Technical Form - 9 : Company Tie-Ups for Placements
- 5.11 Technical Form-10 : Training Centre Facilities
- 5.12 Technical Form-11 : Qualified Trainers
- 5.13 Technical form-12 : Index for Bid

#### 14.SUBMISSION INSTRUCTIONS

- a. Training Providers are expected to carefully review the contract provisions attached in the RFP for preparation of their Technical Proposal.
- b. The Training Provider shall submit Technical proposal using the appropriate submission sheets provided in **Technical form-12: Index for Bid** Technical Proposal Submission Forms. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

#### 15.VALIDITY OF THE PROPOSAL:

- a. Proposals shall remain valid for a period of 30 days from the date of opening of the technical proposal. Commissioner, Municipal Corporation, Burhanpur, State Urban Livelihood Mission, MP reserves rights to reject a proposal valid for a shorter period as non-responsive. The Commissioner, Municipal Corporation, Burhanpur,, State Urban Livelihood Mission, (SULM) MP will make the best efforts to finalization of the selection process within stipulated time period mentioned in the RFP .

#### 16.EVALUATION OF PROPOSALS

- a. The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mention in RFP Document.
- b. The selection for the empanelment would be done by a committee formed by Commissioner, Municipal Corporation, Burhanpur, DAY-State Urban Livelihood Mission, (SULM) Madhya Pradesh. The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof.
- c. Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Training Providers or any other persons not officially concerned with such processes until information on Contract award is communicated to all Training Providers.



## 17.UNDUE INFLUENCE

- a. Any attempt by a Training Provider to influence the Client in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.

## 18.FINALIZATION OF THE EMPANELMENT LIST:

- a. Municipal Corporation, Burhanpur, MP will notify all the successful bidders, chosen after following due procedures and as per latest guidelines issued for the purpose, in writing after finalization of the empanelment list. Empanelment organization/agency list will be informed publically through website or through email of Skill training provider by Municipal Corporation, Burhanpur. Bidders check regularly ULB/SULM website & email. The successful bidders have to submit an acknowledgement to ULB/SULM within 15 days from the date of receipt of the communication. The Bidders will be Empanelled for the financial year 2018-19. ULB/SULM shall enter into a Memorandum of Agreement (MOA) with the Empanel Agencies.
- b. Commissioner, Municipal Corporation, Burhanpur, DAY State Urban Livelihood Mission, (SULM) Madhya Pradesh reserves the rights to disqualify any of the entity from the list if the performance of the same is found to be unsatisfactory during the period of empanelment. It is the responsibility of the bidders to seek any clarification from the client prior to submission of their proposal. During any stage of the selection process, manipulation of information, submission of wrong information will lead to out rightly rejection of the proposal and the bidder will be black listed for a period of three years in the ULB/SULM, DAY-SULM, MP.

## 19.NEGOTIATIONS /CLARIFICATION

- a. The successful Training Provider will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Training Provider must have written authority to negotiate and conclude a Contract.
- b. The successful Training Provider will confirm in writing its participation in negotiations/clarification and ability to adhere to its Technical Proposals within five (5) days of receiving the notice.
- c. Negotiation/Clarification will include both technical and financial negotiation, depending on the needs of the Client.

## 20.SIGNING OF CONTRACT / AGREEMENT

- a. Promptly after notification, the training providers are required to sign the Contract/Agreement as per notification uploaded on the ULB/SULM website of. (Draft Contract/Agreement attached in this RFP).

# TECHNICAL FORM



## TECHNICAL FORM-1: TECHNICAL PROPOSAL SUBMISSION FORMS

### TECHNICAL FORM-1 : COVERING LETTER

[Location, Date]

To: [Name and address of Client]

Dear Sir or Madam

We, the undersigned, offer to provide the Skill Training Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope. We hereby declare that we have read the Instructions to the Training Provider included in the RFP. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Skill Training Services related to the assignment not later than the date indicated in the Data Sheet. We understand you are not bound to accept any Proposal you receive.

We/I understand that we have not been debarred/black listed by central/state government/PSUs & it is still persistence of date of application.

We are submitting the RFP for .....(name of ULB/SULMs )

We are submitting the RFP for .....name of skill sector as per list provided in the **Annexure-C).**

We are submitting the RFP with page wise Index as per requirement of the bid.

**Yours faithfully,**

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Organization/Agency:**

**Address:**

## TECHNICAL FORM-2: DETAILS OF THE BIDDER

<b>Name and Details of the Bidder and Authorized Representative</b>	
Name of Organization / Institution	
Date of Incorporation	
Regd. / Head Office Address:	
Phones	
Fax	
Mobile	
Email	
Website	
Addresses of Branch Offices (If any?) in UP:  Phone:  Fax :  Mobile Nos.:  Email IDs :  Dates                      of Establishment:	(Please provide Town/ULB/SULM wise)
Name of Authorized Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

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### TECHNICAL FORM-3: FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF APPLICATION

(To be submitted along with Covering Letter)

Know all men by these presents that We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name).....son/daughter/wife of.....and presently residing at.....who is presently employed with us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the "EMPANELMENT OF AGENCY FOR SKILL TRAINING, CERTIFICATION AND PLACEMENT UNDER EST&P, <ULB/SULM> DAY-STATE URBAN LIVELIHOOD MISSION (NULM) IN MADHYA PRADESH". The attorney is fully authorized for providing information/ responses to the ULB/SULM, representing us in all matters before the ULB/SULM including negotiations with the ULB/SULM, signing and execution of all agreements including the contract and undertakings consequent to acceptance of our proposal, and generally dealing with the ULB/SULM in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAY OF .....

For .....

(Signature, name, designation and address)

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Notes:

To be executed on Rs 1000/= stamp paper

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed.

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## TECHNICAL FORM -4: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

<b>Organization Name:</b>	
1. Status / Constitution of the Organization :	
2. Name of Registering Authority :	
3. Registration No.:	
4. Date of Registration:	
5. Place of Registration:	

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

*The details provided in the above format will be considered for technical evaluation under Years of Existence as per clause 2.2 Technical Evaluation - Existence of Organization*

**TECHNICAL FORM-5 : FINANCIAL STANDING (ANNUAL TURNOVER)**

Certificate from the Statutory Auditor regarding the Total turnover of the organization is Rs. 3 lakh for the last 3 financial year ending of month.....

Based on its books of accounts and other published information authenticated by it, this is to certify that ..... (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs. .... Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakhs)	Total Turnover for Govt. Skill training / Entrepreneurship development trainings related activities
Total		

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

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

Date:

Note :

Please provide certified copies of Audited Financial Statements of the organization/agency for over the last three Financial Years & enclosed work order & cost of the Trainings.

In the event the Financial statements for the year 2017-18 is un audited, Provisional financial statements duly certified by CA may be submitted

*The details provided in the above format will be considered for technical evaluation under Financial Standing as per clause 2.2 Technical Evaluation - Financial Performance of Organization*



**TECHNICAL FORM -6 : ORGANIZATION ACCREDITATION  
EMPANELMENT/REGISTERED AS NSDC PARTNER/NCVT/GOVT  
INSTITUTION**

Note: Please provide copy of the registration/empanelment certificate or letter or MOA/MOU from the appropriate Registering Authority.

*The details provided in the above format will be considered for technical evaluation under Organization accreditation empanelment/registered as NSDC partner NCVT/Govt. Institution as per clause 2.2 Technical Evaluation - Organization registered as NSDC partner NCVT / Govt. Institution*

## TECHNICAL FORM-7 : DETAILS OF THE CANDIDATES TRAINED BY THE BIDDER IN APPLIED TRADE

(last 2 financial year 2016-17 & 2017-18)

Financial year	Name of Org. for which training is held.	Name of trade	Total No. of Person trained	No. of candidates placed	Details of supporting Proof provided
1	2	3	4	5	6
Total					

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Notes: Please provide Supporting proof as given below:

For Trainings conducted self attested copies of any of the following documents:

- Work orders or Certificate from Government bodies or international funding agencies indicating experience in conducting similar 'Skill Training Programme' in the related field of Sector with number of persons trained (self attested printouts of verifiable information from Government or agency office/websites or from the funding agencies will be accepted)

*The details provided in the above format will be considered for technical evaluation under Skill Training experience as per clause 2.2 Technical Evaluation - Skill Training experience*

## TECHNICAL FORM - 8 : DETAILS OF THE CANDIDATES PLACEMENT/ EMPLOYMENT AFTER TRAINING IN APPLIED TRADES BY THE BIDDER

(last 2 financial year 2016-17 & 2017-18)

Financial year	Name of org. for which training is held	Name of trade	No. of person trained during the year	Name of org. at persons are placed	No. of person placed	proof of documents provided
Total						

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Notes: Please provide Supporting proof as given below:

For Placements conducted self attested copies of any of the following documents:

- Certificate from Government bodies indicating experience in conducting 'Placement Training Programme' in the related field of Sector with number of persons placed (self attested printouts of verifiable information from Government websites will be accepted)
- Letter from the employer confirming employment of Trainees from the organization or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work and Letter from Government bodies / Funding agency confirming to provided/supported to establishment of micro enterprises of Trainees from the organization/agency.

*The details provided in the above format will be considered for technical evaluation under Placement experience as per clause 2.2 Technical Evaluation - Placement / Employment linkages experience*

## TECHNICAL FORM - 9 : COMPANY TIE-UPS FOR PLACEMENTS

**Skill Sector / Course Name :.....**

(Please fill separate applied Skill Sector wise)

S. N o.	Company name	Company Contact Person name Designation & Contact Number	Number of Trained person Required (Skill Sector wise)	Salary Range	Time period by which the Placement is required	Is the Placement tied-up exclusively with the Bidder (yes/No)
1						
2						

....(add more rows if required)

**For and on behalf of:**

**Signature :**

**Name :**

**Designation :**

**(Authorized Representative and Signatory)**

**Notes**

1. Please provide separate forms for each sector
2. Only placement tie-ups within Madhya Pradesh and nearest cities in applied ULB/SULM shall be considered.
3. Please provide documentary proof for the claim in the form of a legal agreement (company letterhead) of interest from potential employers in the following format in company letter head:

Letter or mail addressed to the Bidder preferably in the following format :

*Sir,*

*We require ..... Candidates for ..... post with the following requirements in our organization from..... (over a period of.....):*

*(a) Minimum qualification:*

*(b) Minimum skills/training:*

*The selected candidates shall be placed in the salary bracket.....*

*At these locations*

*Please schedule preliminary interviews at your premises with prior intimation to us*

*HR Manager*

*Name of Company: Contact Nos.*

Note: Please fill above format for placement tie-ups.

*The details provided in the above will be considered for technical evaluation under Company Tie-Ups for Placement as per clause **2.2** technical evaluation - Company Tie-Ups for Placement*

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## TECHNICAL FORM-10 : TRAINING CENTRE FACILITIES

Name of ULB/SULM .....

(Please fill separate training center for applied ULB/SULM)

Sl.	Description	Detail (Specifications for Minimum Infrastructure)
1.	Name of Training Centre	
	Full address & telephone/mobile number (with Nearest landmark)	
	Own / rented (plz provide relevant photocopy document)	
	No. Class/Training Room (with area in sq. m.) (minimum capacity of 30 persons)	
2.	No. of Theory Classroom	
3.	Number of Practical Rooms	
4.	Trade related infrastructure at training center. Please give full detail along with specification.	
5.	Other Facilities	
	<ul style="list-style-type: none"> <li>• Drinking Water</li> <li>• Separate Wash Rooms for Male &amp; Female (Yes/No)</li> <li>• Electricity (proper facility of Fan &amp; Light)with backup</li> </ul>	

Authorized Signatory [In full initials and Seal]: \_\_\_\_\_

Name of the Organisation: \_\_\_\_\_

Notes: Please enclose Documentary Evidences regarding training Infrastructure available in the form of:

a. 2 photos per Training Center.

b. The Bidder should have its own / rented space & facilities for conducting the Training Programmes. The Bidder should provide proof (self attested photocopy proof by Organization/Agency) of availability of the facility to the Bidder in the form of ownership document/rent or lease agreement.

The details provided in the above format will be considered for technical evaluation under Training centre facilities as per clause 2.2 Technical Evaluation - Training centre facilities

## TECHNICAL FORM-11 : QUALIFIED TRAINERS

The Bidders are required to provide the list of qualified regular/permanent trainer of the organization for the applied skill sector (signed CVs of the trainer counter sign by the authorized signatory of the Organization need to be attached).

Bidders can choose skill sectors as per their experiences for this RFP. List of Skill sectors provided in the **Annexure-D**.

### List of Trainer for Applied Skill Sector - 1.....

Sl.	Trainer name	Designation	No. of years of experience in skill sector (Name of Skill)	Qualification	Expertise
1					

### List of Trainer for Applied Skill Sector - 2.....

Sl.	Trainer name	Designation	No. of years of experience in skill sector (Name of Skill)	Qualification	Expertise
1					

### List of Trainer for Applied Skill Sector - 3.....

Sl.	Trainer name	Designation	No. of years of experience in skill sector (Name of Skill)	Qualification	Expertise
1					

Note: The bidder should enclosed above all mention trainer's CVs.

The details provided in the above format will be considered for technical evaluation under Qualified Trainers as per clause **2.2 Technical Evaluation - Qualified Trainers**



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**TECHNICAL FORM-12 : INDEX FOR BID****Checklist of Supporting Documents to be submitted for Essential Eligibility Criteria for STP and Technical Assessment.**

Sl. No.	Document details for evaluation	Supporting document will be provided in hard copy	page no. from to
ESSENTIAL ELIGIBILITY CRITERIA FOR SKILL TRAINING PROVIDERS			
1	The Organizations should have been registered in India for a period of 3 years (as on 01/06/2017).	Complete filled Technical Form- 4	
2	Organisation/accreditation/empanelment/registration as NSDC partner (Supporting document please provide copy of registration/empanelment certificate)	As Technical form-6	
3	The average annual turnover for the previous 3 financial year (FY 2013-14, 2014-15 and 2015-16) should be minimum Rs..... lakhs from skill training/Entrepreneurship trainings.	Complete filled Technical Form- 5	
4	Organizations should have trained & Placed in applied sector/course at least 500 candidates for the last three 2 financial year (FY 2015-16 & 2016-17) in North India.	Complete filled Technical Form- 7	
5	The Organization should not have been punished by any court of law, found defaulter, Blacklisted by any State, Centre Government or any other public sector undertaking or a Corporation as on the date of bid.	An undertaking to this effect should be submitted by the authorized signatory.	
6.	Requisite no. of qualified & experienced trainer in applied trade.	Technical form-11	
CRITERIA OF EVALUATION OF TECHNICAL PROPOSAL			
1	Covering Letter	Complete filled Technical Form- 1	

2	Details of The Bidder	Complete filled Technical Form- 2	
3	Format For Power of Attorney For Signing of Application	Complete filled Technical Form- 3	
4	Existence of Organization	Complete filled Technical Form- 4	
5	Financial Performance of Organization (Average annual turnover of last 3 financial years)	Complete filled Technical Form- 5	
6	Organization Accreditation Empanelment / Registered As NSDC Partner/NCVT/Govt institution	Complete filled Technical Form- 6	
7	<b>Skill Training experience</b> (last 2 financial year i.e- 2015-16 & 2016-17)	Complete filled Technical Form- 7	
8	Placement / Employment linkages experience (last 2 financial year provided in i.e. 2015-16 & 2016-17)	Complete filled Technical Form- 8	
9.1	Company Tie-Ups for Placements Name of applied Skill Sector - 1 .....	Complete filled Technical Form- 9 (Please fill separate Form -9 each applied Skill Sector )	
9.2	Company Tie-Ups/agreement for Placements Name of applied Skill Sector - 2 .....	Complete filled Technical Form- 9 (Please fill separate Form -9 each applied Skill Sector )	
9.3	Company Tie-Ups/agreement for Placements Name of applied Skill Sector - 3 .....	Complete filled Technical Form- 9 (Please fill separate Form -9 each applied Skill Sector )	
10	Training Centre Facilities of applied ULB/SULM.....	Complete filled Technical Form- 10	
11.1	Qualified Trainers of applied Skill Sector 1. .... (mention name of the Skill Sector)	Complete filled Technical Form- 11	

11.2	Qualified Trainers of applied Skill Sector - 2 ..... ..... (mention name of the Skill Sector)	Complete filled Technical Form- 11	
11.3	Qualified Trainers of applied Skill Sector - 3 ..... ..... (mention name of the Skill Sector)	Complete filled Technical Form- 11	

**Note :** All the above document shall be attested by Authorized Signatory with Seal of the organization. All document must be mentioned respective serial number as per Form and properly annexed with the proposal. In case any of the above documents are not provided by the organization get the 0 marks in the respective column.

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# ANNEXURE

## ANNEXURE - A : LIST OF SECTOR WISE COURSES

**Note-** STPs are required to provide Skill training to all the trainings on NSQF compliant course curriculum under EST&P as per guideline of DAY-NULM as per details provided in ToR Course/Training Duration.

Sr. No.	MES/SSC course Code	Sector / Course Name	Minimum Ed. Qual.	NSQF Level	Duration of Training (Hours)	Training Cost Category
01.	MED 101	Bedside Assistant	8 <sup>th</sup>	3	450	A
02.	MED 206	Dresser	10 <sup>th</sup> + MED 102	--	570	A
03.	RNE 701	Renewable & New Energy/ Solar Electric System Installer	8 <sup>th</sup>	--	500	A
04.	ELC 701	Repair & Maintenance of Domestic Electronic Appliances	8 <sup>th</sup>	3	520	A
05.	ELC 702	Repair & Maintenance of Office Electronic Equipment	8 <sup>th</sup>	3	520	A
06.	ICT 704	Computer Network Assistant	10 <sup>th</sup>	--	500	A
07.	ICT 703	Computer Hardware Assistant	10 <sup>th</sup>	--	500	A
08.	SPG 704	Textile Cotton Spinning/Ring Frame Machine Operator	7 <sup>th</sup>	2	500	B
09.	SPG 707	Textile Cotton Spinning/Speed Frame Machine Operator	7 <sup>th</sup>	2	500	B
10.	WDG 702	Yarn Packer – Carton Packing	7 <sup>th</sup>	2	400	B
11.	WVG 710	Weaver - Auto Loom	7 <sup>th</sup>	3	500	B
12.	BEA 705	Bridal Makeup Artist	8 <sup>th</sup>	2	300	A
13.	FAD 703	Assistant Fashion Sales & Showroom Representative	7 <sup>th</sup>	--	680	A
14.	BSC 102	Junior Marketing Associate	Graduation	--	480	B

## ANNEXTURE: B TERMS OF REFERENCE (ToR) AND TRAINING PROVIDERS PERSONNEL SCHEDULE

### APPENDIX - I

**Table 1 - Specifications for Training Centre Infrastructure**

Particulars	Infrastructure
Theory Classroom	With a minimum Capacity of 40 Chairs
	White/Block Boards -1
	Notice Board-1
	Almarah-1
Practical Room	a) In case of Computer related courses: Students (IT related course 1:1)
	b) In Case of other courses: Tools and equipment, infrastructure as per NCVT/SSC norms
	c) Common infrastructure: for all trainings
Other Facilities	Drinking Water
	Separate Wash rooms for Boys & Girls
	Electricity
	UPS
	Stand by Generator
Study Material	Hand Books Related to Course
	Motivational Story Books
	Motivational Movies
	Magazines
	News Papers
Documentation & Biometric Device	Attendance Registers (Trainers & Trainees)
	Visitors Register
	Trainees Assessment Reports
	Biometric Device



**Table 2 – Minimum IT Infrastructure**

The below specified minimum IT Infrastructure shall be available with all the Training Center/ Institutes.

- o One Desk Top with 3GB R!M, 300GB, 20" LCD, Key Board, Mouse, Speakers and mike/ Windows7 Operating system is preferable.
- o One Broad band with at least 512Kbps unlimited connectivity for best web based video  
(Preferable 1MBPS).
- o One GPRS based Bio-metric device with battery and AC supply for attendance.
- o One High resolution 5 MP webcam with 640x480, up to 30 fps
- o (optional) LCD projector(4000 lumens) with Screen and 10mt. cable for training on Audio/Visual content.

The IT infrastructure specified needs to be in place at the time of work order.

**Table3- Minimum infrastructure & equipment in practical lab.**

Particulars	Specifications	No. of tools & Equipment

**Table-4 :- List of resource person(Trainers) in applied skill sector :**

S.No.	Name of trainer	Designation in centre	Education qualification	Experience	Contact detail

**Note: First party/SULM will finalize details as per NSQF standard.**

**Table 5 – Display Material at the Training Center**

Particulars	Specifications
Training Center Display Board	A Board outside the Training Center as specified.
Course Details Boards	<p>Inside the Training Center at prominent place the following boards should be displayed:</p> <p>Course start &amp; end dates</p> <p>Timings of the training.</p> <p>Time Table and Session Plan.</p> <p>Entitlements of the Students.</p> <p>Jobs identified for the batch. Duly showing the name of the company.</p> <p>Name of the Faculty with their qualifications.</p>

## 6. Name Board Template (Sample)

## 7. Model Identity Card

### 7.1. For Trainee

Identity Card	
(EST&P under MP-DAY-NULMM)	
Name of the STP:	<input type="text"/>
Name of the Trainee:	<input type="text"/>
S/o/ D/o	<input type="text"/>
Name of the Course:	Batch No. :
ID No :	D.O.B :
Year : 2018-19	
Candidate Signature	Signature of the issuing Authority

### 7.2 For Faculty

**Identity Card**

(EST&P under MP-DAY-SULM)



Colour Photo:

Name of the STP:

Name of the Faculty:

D/o/ S/o \_\_\_\_\_

ID No:

D.O.B

Year : 2018-19

Candidate Signature

Signature of the issuing Authority

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**Item-7 Aadhar based Bio-Metric Attendance****Aadhar Based Bio-metric device specifications should be followed by the Training Provider before synchronizing the device with NULM & CGG server**

- TFT display (Suggested only when capturing of images is planned)
- High Resolution Optical Fingerprint Scanner minimum 500 DPI
- Biometrics only Authentication
- USB Port, TCP / IP
- In built GPRS modem in the device
- In-device authentication
- Person name and ID display, Photo display
- Automatic Server to Device Synchronized
- Lowest Fingerprint Data Storage
- FAR – near 0.001% and FRR near 0.01%
- In-built battery backup of minimum 4 hours
- Automatic Fingerprint Detection and Activation
- Online or Offline Transmission of data (preferably online and can manage the device through web base application. Data should be centrally collected)
- Any standards Certification
- Image dimensions: minimum 280x352 pixels
- Field distortion <0.1% corrected over active area
- MTF contrast >0.135 @ 10 cycles / mm sine wave
- Finger Capture Device: Optical Sensor Based, Multispectral technology desirable
- Resolution: Minimum 500 DPI Image
- Interface to Host: USB / Comport
- Supported operating System: Linux is preferable / Windows XP
- Suitable enclosure with lock and key for biometric devices with Wall mounting accessories for physical security and tempering

**(i) Monitoring of Attendance by the Training Provider**

- 100% attendance from all the training centers on daily basis
- All 10 finger prints of the Youth shall be enrolled
- The finger print data should not only be stored locally on the device but it should also be uploaded to the server
- Once candidate's registration is completed and batches frozen there shall no scope for editing date and names at device level.
- Consolidate attendance-day wise for given period, candidate wise as well as for the full training period (at the end of the training) should be seen in the device.
- Along with the candidates ID and Name of the candidate also should appear
- One machine will be used only at one training center. Even if training center belongs to the same Sub-Mission.
- Provide print facilities so that attendance can be printed and filled.
- Device pulling should be done only once after 7.00 p.m. of the day.

**(ii) Restrictions**

- Date and time setting are not allowed.
- Delete and Edit option should be blocked.
- The device registered and not in use more than 3 months it will be automatically delete from the NULM & CGG software.

**(iii) Attendance**

- Attendance should be club of 1<sup>st</sup> IN followed by last OUT

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## APPENDIX-II

**Table: - 1. Identified Courses and Fee**

Sl.No	Sector	Course	Qualification	Cost of Training per candidate including all taxes (in Rs.)

**Course Duration:** - Course duration for all skill training programme is minimum 90 days (approximate or 200 Hrs including soft skills training). The course duration may varied depends upon the trade and course module.

**Table – 2. Course Content (including soft skills)**

Sl.No	Course	Course content (brief)

**Table – 3 Course wise Tool Kit provided to Trainees**

Sl.No	Description/ Specifications	Quantity

Note: The sectors/ courses allotted, Training content, Tool kit and details of course fees related to the allotted courses will be given in the work order.

### Item-4. SOFT SKILLS

- Basic Communication skills** (in English)
- Basic computer operations** (for courses other than computer training)
- Professional Etiquettes**
- Work readiness training:** It intends to provide skills in interview techniques, resume preparation, group discussion, career planning etc.,
- Personality Development:** time management, money management, public relations, ethics at work place, positive mental attitude etc.,
- Financial Literacy** – Orientation and awareness on savings, credit, subsidy, remittance, insurance and pensions.
- Other government schemes** – provide information regarding other government schemes (including other components of NULM)

### Appendix – III

#### Payment norms for Training Fees

The First party/SULM shall pay training fee to the Second Party in Four tranches in the following manner:

Installment and % of Cost	Output Parameter	Timelines
1st installment: 30%	On commencement of training batch <b>against validated candidates<sup>4</sup></b>	15 days after commencement of training based on Aadhar based attendance. The candidate should have attended at least 10 days out of 15 working days from the start date of the batch.
2nd Installment: <b>50%<sup>4</sup></b>	On successful certification of the trainees	Completion of the training as per the duration of the course, certification of trainees being carried out by third party independent agency, declaration of result and receipt of certificates.
3rd Installment: 20%	Based on outcome as described in 2A as per details given in 3A.ii	On completion of training, Certification and placement of successful candidates. After retention of more than 50% placed candidates for minimum 3 months in the placements provided by the Second Party. On submission of 1 <sup>st</sup> 3 month tracking report of trained and placed candidates report. Settlement of refundable security deposit of all successful candidates.

**\* Please note that the placements and retention percentages will be calculated on the basis of inception report & payment will be made on pro-rata basis.**



### Appendix - IV

#### MIS Updation

Sl. No.	MIS Updation
1	Training centre details
2	Selection of candidates in software
3	Registering candidates into bio-metric system
4	Registration of training centre as a testing centre on concerning assessment & certification portal of Sdis.gov.in/Sdms.gov.in.
5	Finalization of batch and confirmation from training partner head office
6	Uploading the inception bills
7	Daily biometric attendances
8	Uploading batch status & quality parameters online continuously
9	Placements updation and sending to ULB/SULM
10	Uploading the placement linked installment bill
11	Updating the post placement verification report
12	Uploading post placement bills

## **ANNEXURE C: HIGH GROWTH SKILL SECTOR/TRADE IN ULB/SULM**

- 1**
- 2
- 3
- 4
- 5
- 6
- 7

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## ANNEXURE D: MINIMUM SPECIFICATION FOR TRAINING CENTRE INFRASTRUCTURE

Particulars	Specification for Minimum Infrastructure
Theory Class Room	With minimum capacity of 40 chairs
	White/Black board -1
	Notice Board -1
	Almirah -1
Practical Class Room	(A) In case of computer related courses: (IT related course 1 computer : 4 student)
	(B) In case of other courses: Tools and equipment, infrastructure as per the norms of NCVT
	(C) Common Infrastructure: for all trainings
Other Facilities	Drinking water
	Separate wash room for boys and girls
	Electricity (Lights & Fans)
	Rooms should have proper ventilation etc.
Study Material	Handbook related to course which may include audio, video aids, books etc.
	Motivational story books
	Magazine
	News papers
Documentation	Attendance register
	Visitor register
	Trainees assessment report
	Bio-metric machine
	Training feedback form

## ANNEXURE E: FORMAT FOR PERFORMANCE GUARANTEE

To

Commissioner

Municipal Corporation, Burhanpur

DAY-State Urban Livelihood Mission (SULM)'

Municipal Corporation, Burhanpur, Madhya Pradesh

WHEREAS \_\_\_\_\_ (hereinafter called "Skill Training Provider"), in pursuance of your Letter No. \_\_\_\_\_ (refer Letter of Invitation) dated \_\_\_\_\_ to provide the services as mentioned in the Scope of Work in the RFP No. \_\_\_\_\_ to Commissioner/CMO <ULB/SULM>, State Urban Livelihood Mission (SULM)' Madhya Pradesh on terms and conditions set forth in the said letter.

AND WHEREAS it has been stipulated by you in the said letter that the Training Provider shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank - \_\_\_\_\_ (NAME OF THE BANK) for the sum specified therein as security for compliance with his obligations in accordance with the terms and conditions set forth in the said letter;

AND WHEREAS \_\_\_\_\_ (BANK NAME AND REGISTERED ADDRESS) have agreed to give the Private Training Partner such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Private Training Partner up to a total of \_\_\_\_\_ (Rupees \_\_\_\_\_ amount in words), such sum being payable in Indian Rupees, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Rs. \_\_\_\_\_ as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Private Training Partner before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Agreement or of the services to be performed there under or of any of the Agreement documents which may be made between you and the Private Training Partner shall in any way

release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Training Provider or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ amount in words) and the guarantee shall remain valid till \_\_\_\_\_ (date to be specified – at least 24 months from the date of agreement). Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_\_\_\_ (date to be specified) all our liability under this guarantee shall cease.

Signature and Seal of the Guarantor \_\_\_\_\_

In presence of

Name and Designation \_\_\_\_\_

1. \_\_\_\_\_

(Name, Signature & Occupation)

Name of the Bank \_\_\_\_\_

Address \_\_\_\_\_

2. \_\_\_\_\_

Date \_\_\_\_\_

(Name, Signature & Occupation)

Address \_\_\_\_\_

## **ANNEXURE F: DRAFT AGREEMENT/MoA/MoU**

**The Draft Agreement /MoU/MoA shall be provided to the selected STPs.**

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