

<b>Tender Number</b>	<b>Tender Name</b>	<b>Issue Date</b>	<b>Last Date</b>
NSKFDC/SD/SDTP/ 2018-19	Request for Proposal from Govt. Training Institutes/SSCs for conducting SDTP for the target group of NSKFDC during the F.Y. 2018-19	27/04/2018	17/05/2018

## **National Safai Karamcharis Finance & Development Corporation (NSKFDC)**

### **Partnership with Govt. Training Institutes/Sector Skill Councils for imparting Skill Development Training ensuring NSQF & Common Norms of Ministry of Skill Development & Entrepreneurship (MSDE)**

**National Safai Karamcharis Finance & Development Corporation(NSKFDC)**, a wholly owned Govt. of India Undertaking under the Ministry of Social Justice & Empowerment (M/o SJ&E) was set up on 24th January 1997 as a Company “Not for Profit” under Section 25 of the Companies Act, 1956. NSKFDC is in operation since October, 1997, as an Apex Corporation for all round socio-economic upliftment of the Safai Karamcharis, Scavengers and their dependants throughout India, through various loan and non-loan based schemes.

Apart from operating various loan and non-loan based schemes for the upliftment of the target group, NSKFDC is playing a vital role in elimination of manual scavenging - the worst surviving symbol of untouchability. NSKFDC has been designated as Nodal Agency for implementation of the Central Sector Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS) under the aegis of the Ministry of Social Justice & Empowerment.

The Corporation facilitates the Skill Development Training for its target groups for ensuring self and wage employment and wage enhancement as mentioned in the Common Norms issued by MSDE, Govt. of India and any other guidelines that may be issued from time to time. The Skill Development Training Programme (SDTP) scheme of the Corporation may be viewed in our website [www.nskfdc.nic.in](http://www.nskfdc.nic.in).

1. Request for proposal is solicited in the form of concrete proposal as per enclosed format. All training partners are required to ensure the compliance of National Skill Qualification Frame work (NSQF) & Common Norms issued by MSDE amended from time to time.

2. NSKFDC invites proposals for fresh training and skill up gradation courses for its target group comprising of Safai Karamcharis including Waste pickers, Manual Scavengers and their dependents.
3. The training institutions should be under the aegis of Central or State Government with adequate and approved training facilities and infrastructure. Additionally all Sector Skill Councils (SSCs) constituted by NSDC under MSDE may also submit proposals subject to their having entered/agreeing into an MOA with NSKFDC.
4. **It is explicitly stated that NSKFDC will not entertain proposals from NGOs & other private organizations. They are advised to get in touch with related Sector Skill Council to participate in the SDTP programme of NSKFDC.**
5. Training Institutes/Sector Skill Councils are required to comply to Common Norms for skill development issued by MSDE (including any modifications thereto) in addition to specific guidelines as mentioned in the Sanction letter conveyed by NSKFDC for conducting SDTP for the target group of NSKFDC.
6. **Payment of Stipend:** As per the SDTP policy of NSKFDC, trainees are also provided stipend @ Rs.1500/- per month to the beneficiaries belonging to the category of Safai Karamchari/Waste pickers and Rs.3000/- per month to the beneficiaries belonging to the category of Manual Scavengers subject to their having minimum 75% attendance directly in their bank accounts. **The SSCs/TIs will be responsible for ensuring the said disbursement for which an additional 20% (over and above 30% initial payment) will be disbursed to SSC/TI along with the 30% course fee as first installment.** The reimbursement of stipend paid for the entire period of the training will be done to SSC on submission of Statement of transfer of stipend and providing of Utilization Certificate. Similarly in case of RPL also, the onus of transfer of the stipend amount, as included in the course fees, to the trainee will lie on the SSC.

#### 7. **Key Steps Involved in Conducting SDTP**

Step - 1 : Sanction of SDTP to SSC/TI

Step - 2 : Identification, Mobilization and Selection of candidates

Step - 3 : Commencement of SDTP

Step - 4 : Release of Stipend by SSC/TI to the eligible candidates directly in their bank accounts

Step - 5: Assessment and Certification of the Candidates

Step - 6 : Provision of wage/self employment for the candidates

#### 8. **Payment Milestones**

Detailed note enclosed as **Annexure-A**

#### 9. **SELECTION OF BENEFICIARY TRAINEES**

Identification of beneficiaries should be carried out by issue of advertisement in print media and other such manner & holding of selection camp under intimation to NSKFDC and the nominated State agency at least one week in advance.

Alternatively the SSC/TI may also identify the target group taking help of State Channelizing Agencies of NSKFDC and other Government agencies especially for undertaking skilling/upskilling programme for such persons at convenient locations & time schedule so that their livelihood is not affected.

10. **Uploading of Candidate Documents** – It is mandatory to upload all the details of the candidates along with the relevant documents (i.e. Occupation Certificate, Aadhar Card and bank pass book) on NSKFDC portal only after which commencement will be conveyed by NSKFDC.

11. **Placement of candidates** - SSC/TIs are required to provide employment to minimum 70% candidates on completion of training in case of fresh skilling programmes. Such employment shall be provided within three months of completion of training for consideration. Details of wage/self employment and self employment to be provided in the prescribed format and would be required to be uploaded on the relevant portal of NSKFDC.

12. Training Programme shall be executed directly by affiliated TPs of SSCs. Any further outsourcing by the affiliated TPs of SSCs will not be accepted.

13. The submission of proposals will not entitle the applicant for award of training programmes or any specific numbers and decision of NSKFDC will be final and binding in this regard.
14. **Preference will be given to those SSC/TI who are willing to undertake skill training with a pan India coverage in a time bound manner giving specific emphasis to training of Manual Scavengers. Towards the same, NSKFDC will in addition to scrutiny of the proposal submitted, also rely on the past performance of the SSC/TI.**
15. Any queries on the above said proposal may be sent latest by 7<sup>th</sup> May, 2018 on [nskfdc-msje@nic.in](mailto:nskfdc-msje@nic.in)
16. Submission of proposal does not guarantee award of contract and decision of NSKFDC regarding award of contract shall be final and binding in this regard.

**The proposal should be sent in sealed envelope latest by 17.05.2018**

**Managing Director**

National Safai Karamcharis Finance and Development Corporation (NSKFDC)  
B-2, Ground Floor, Greater Kailash Enclave Part-II,  
New Delhi – 110048  
Telephone: 011-29216330, 29221331  
Email ID: md-nskfdc@nic.in

**National Safai Karamchari Finance & Development Corporation**  
(A Govt. of India Undertaking)  
Ministry of Social Justice & Empowerment

**Performa for Submission of Skill Development Training proposal  
for the year 2018-19**

Training in Sector(s) \_\_\_\_\_

1. Name and address of Organization along with Contact No., Website, Email & Landline/Fax/Mobile : \_\_\_\_\_  
\_\_\_\_\_
2. Type of Organization (SSC/Central/State Govt. Training Institute/Others) : \_\_\_\_\_  
\_\_\_\_\_
3. Name and Designation of the Head of Organization along with Contact No., Email & Landline/Fax/Mobile : \_\_\_\_\_  
\_\_\_\_\_
4. Name & Designation of the Coordinator along with Contact No., Email & Landline/Fax/Mobile/Skype ID : \_\_\_\_\_  
\_\_\_\_\_
5. Background of the Organization
  - (A) Indicate the Past Experience in the field of imparting Skill Development : \_\_\_\_\_  
\_\_\_\_\_
  - (B) Infrastructure facilities and expertise available with Training Provider including Biometric Attendance for the proposed courses as per guidelines of SSC (please attach separate sheet) : \_\_\_\_\_  
\_\_\_\_\_
  - (C) Have you obtained training grants in previous 3 yearr from NSKFDC. If yes, please provide yearwise details of the same in terms of:-  
No. of candidates sanctioned -  
Training on-going -  
Trained and certified and -  
Placed -

6. Has job potential survey been carried out w.r.t. proposed training programme. Please suggest prospective self & wage employment options after successful completion of training. : \_\_\_\_\_
7. Expected Average income of trainees in case of Wage Employment after successful completion of training : \_\_\_\_\_
8. Whether write-up of self employment is attached. : Yes/No
9. Confirmation from the TIs/SSC follow the guidelines indicated in clause 4.1 to 4.2 of common norms : \_\_\_\_\_
10. Mode of Identification/Mobilization of Trainees : \_\_\_\_\_
11. a) Details of post training follow-up & monitoring programme to be undertaken  
Loan tie-up for self employment /Industry for wage employment : \_\_\_\_\_  
\_\_\_\_\_
- b) Mode of tracking of the trainees : \_\_\_\_\_
12. Confirmation that SSC/TI is willing to disburse stipend directly in the bank a/c of the trainees. : Yes/No
13. Whether Audit of accounts is updated for last three years (Enclose a copy) : Yes/No
14. Any other information (Separate Sheet may be attached) : \_\_\_\_\_

**Note: Summary of physical targets and financial requirement is attached for submitting proposal.**

Date: \_\_\_\_\_

Place \_\_\_\_\_

**(Authorized Signatory With Seal)**

**A. SUMMARY OF THE SKILL DEVELOPMENT TRAINING PROPOSAL**

Sl.No.	Trade/ Course	No. of Candidates	District	State	Total Training Duration (Total Hours)	Total Training Duration (No. of Months)	Course Fee per candidate		Residential Charges (Only in case of MS)		Per Candidate Total of Course Fee + Residential Fee + 11	Total cost of the course (12 x 3)
							Rate per hour*	Course fee per candidate (8 x 6)	Per month per candidate charges towards lodging and boarding in case of residential training	Residential Fee per Candidate (10 x 7)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1												
2												
3												
4												
5												
<b>TOTAL</b>												

\* As per Common Norms issued by M/o SDE





### C. Infrastructure and Facilities

**1. Please provide details of minimum infrastructure, teaching learning materials and teaching learning aids to be made available for each course as per the format below:**

Course Name :	(Separate sheet for each course)
List of minimum equipments /teaching aids/items in classroom	
List of minimum equipments/items in lab	

**2. Please provide details of the course proposed in the format below.**

Course Name and Code	
Course approved as per NSQF (Y/N) and level	
Training hours overall	Theory:
	Practical:
	Soft skills (including IT skills, if any):
Per day training hours	

**3. Eligibility criteria for admission**

Minimum educational qualification:	
Given the low education levels of the target community of NSKFDC do you propose any relaxation in the above criteria's?	

**4. Trainer Details as per guidelines/norms**

Minimum Qualification	
Minimum Experience	

**5. Employment Details**

Possible wage employment options after training	
Name of prospective employers	(May provide a separate sheet)
Possible self employment options after training	(Brief writeup on the Job/ Self employment projects including financing mode, market linkage etc. to be attached seperately)

**Payment Schedule for conduct of Skill Development Training Programme for the target group of NSKFDC is given as under:-**

**1<sup>st</sup> Installment**

50% of the sanctioned amount of course fee (**30% towards course fee and 20% as advance towards release of stipend**) on **commencement of training programme**, after uploading the following information on the portal of NSKFDC and also providing hard copy of the same: -

1. Duly signed copies of Minutes of the Selection Committee meeting by the selection committee members' along with list of selected candidates.
2. Copies of Occupation Certificates in regard to their being Safai Karamcharis/dependants in the prescribed format of NSKFDC. For Manual Scavenger/dependants, as per data uploaded on mssurvey.nic.in website.
3. Details of candidates selected, indicating their Category in regard to their being Safai Karamcharis/Manual Scavenger and their dependants, their Educational qualification, address, contact number, Age, Aadhar, bank account details and Gender etc. alongwith individual passport size photographs of trainees etc.
4. Copies of Advertisement / Notice published, if any

**2<sup>nd</sup> Installment**

The SSC will provide the details of stipend released to the candidates against the 20% of course fee released as advance and will demand reimbursement for balance stipend amount payable to the candidates on the basis of their monthly attendance. The SSC would be required to submit the following: -

1. Candidate-wise details of stipend released against the 20% of course fee released as advance towards stipend.
2. Fund utilization certificate for the previous installment in form GFR 12-A **mentioning expenditure towards stipend** duly certified by the Chartered Accountant.

**3<sup>rd</sup> Installment**

40% course fee on completion of training and certification of the successful trainees and submission of :-

1. Details of training provided to them
2. Copy of Govt. recognized course completion certificate issued to the successful candidates having minimum 75% attendance and clearing the assessment process for certification.
3. Fund utilization certificate for the previous installments in form GFR 12-A (**mentioning expenditure towards course fee and 100% stipend, separately**) duly certified by the Chartered Accountant.
4. Candidate wise details of stipend released in the prescribed format of NSKFDC.
5. Fund requisition letter for this installment clearly stating stipend and course fee separately.

**At this stage upto 70% of course fee for the candidates successful in assessment and certified will be payable after adjusting payments already made in previous installments.**

**4<sup>th</sup> Installment**

30% course fee on level of achievements as prescribed in common norms, after providing: -

1. Details and proof of job/self employment provided to minimum 70% of trained candidates within three months of the completion of training
2. Submission of fund requisition for last installment
3. Audited Statement of Expenditure
4. CA Certified Fund Utilization Statement in prescribed GFR 12-A form.

The cost of Assessment & Certification charges on reimbursement basis would be as under: -

1. For fresh training @ Rs.600/- per candidate
2. For RPL training @ Rs.400/- per candidate