Directorate General Resettlement
Department of Ex-Servicemen (Ministry of Defence)

Expression of Interest

Invited for

Conducting Job-linked, Govt Approved/ NSQF Compliant Skill Development Training Programmes
(For courses to be included in DGR Resettlement Training Programme 2019-20 & 2020-21)

for

Retiring/ Retired Officers/ JCOs/ORs & equivalents of the Armed Forces across India

from

Qualified and Accredited Training Providers and Institutes

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Abbreviations

AICTE	-	All India Council for Technical Education
BAS	-	Biometric Attendance System
Common Norms	-	As enumerated in the Gazette Notification vide H-22011/2/2014-SDE-1 dated 15 Jul 2015
DGR	-	Directorate General of Resettlement
DGT	-	Directorate General of Training
EOI	-	Expression of Interest
ESM	-	Ex-Service Men
ESW	-	Ex Servicemen Welfare
JCO	-	Junior Commissioned Officer
JS	-	Joint Secretary
MES	-	Modular Employment Scheme
MoD	-	Ministry of Defence
MSDE	-	Ministry of Skill Development and Entrepreneurship
NCVT	-	National Council for Vocational Training
NIELIT	-	National Institute of Electronics & Information Technology
NOS	-	National Occupational Standards
NSDC	-	National Skill Development Corporation
NSQF	-	National Skill Qualification Framework
OR	-	Other Ranks
PR/QR	-	Pre-Requisites / Qualifying Requirements
QP	-	Qualification Pack
RPL	-	Recognition of Prior Learning
SDI	-	Skill Development Initiative
SSC	-	Sector Skill Council

DETAILED EXPRESSION OF INTEREST INVITED FOR JOB-LINKED, NSQF-COMPLIANT SKILL DEVELOPMENT TRAINING PROGRAMMES AND GOVERNMENT APPROVED PROGRAMMES (AS NEW COURSES IN 2019-20 & 2020-21) FOR RETIRED/RETIRING PERSONNEL OF THE ARMED FORCES ACROSS INDIA FROM QUALIFIED, ACCREDITED TRAINING PROVIDERS AND INSTITUTES

For selecting "**Job linked**", Govt. approved/ certified programmes and NSQF-certified skill development training programmes in high demand jobs as Resettlement Training for retiring and retired personnel of Army, Navy and Air Force (Officers/JCOs/ORs & their equivalents), under the aegis of Directorate General Resettlement, Department of Ex-Servicemen Welfare, Ministry of Defence, for the year 2019-20 & 2020-21.

1. Introduction (Why this EOI)

This section gives the background to this EOI.

1.1 The Directorate General Resettlement (DGR) is an Inter Service Organisation, functioning directly under the Ministry of Defence as an apex body of Department of Ex-Servicemen Welfare. The organisation is headed by the Director General (Resettlement). The Training Directorate at DGR is responsible for planning, conduct and monitoring of resettlement training and job placement for retiring/retired armed forces personnel.

1.2.1 Having dedicated their best early years to the service of the nation, Armed Forces personnel (especially Officers/ JCO/OR & equivalent in the Air-Force and Navy levels) retire at a relatively young age (mid-thirties to early-forties) and are in their prime of earning trajectory. In their 15 plus years of service (10+ Years in case of Officers), they ingrain highly desirable traits of discipline, ability to work under pressure, loyalty, fitness, teamwork, respect for procedures, integrity, as well as specialized technical and useful skills through various in-service courses. By **Recognizing these prior skills (RPL)**, they can be effectively and quickly trained for jobs in civil sector, depending upon their current trades and aspirations. Given their experience, age and pay scale drawn at retirement, the jobs should be of good quality and compensation, acceptable locations and should be above-entry level/mid-level. *From June 2017, **all Skill Development Courses** for JCOs/ ORrs have to be NSQF level 5 & above and for Officers it have to be NSQF Level 6 & above. However, when service personnel (*Officers/ JCO/OR & equivalent) *undergoes training in new area (other than his area of prior learning/experience) it could be NSQF level 4 & above.*

1.3 To prepare personnel for appropriate civilian jobs and life, training is one of the major responsibilities entrusted to DGR in organising employment oriented training programmes for retiring armed forces personnel (Officers/JCOs/ORs) to hone their qualifications and get suitable employment as they resettle into civilian life. This training can be an abridged version to cover the skill gap for the appropriate job (NSQF level) - given their prior learning of 15 plus years of work and training courses undergone while in service.

For Officers the typical skill sets should include the following :-

(a) In respective Engineering/ Technical field for officers from Engineering branches.

(a) Administrative Experience for all branches.

1.4   *As per the MSDE NSQF Common Norms Notification dated 15th July, 2015 (http://www.skilldevelopment.gov.in/assets/images/Notification/Common%20Norms%20Notification.pdf), all government funded skill development courses/ programmes are now required to follow these NSQF compliant training program norms.*

1.5   **OBJECTIVE**: To train and place retiring personnel/ ESM of Armed Forces as per current national skilling standards to allow smooth transition to a second (civilian) career.

1.6   **AIM**: The aim of this EOI is to invite proposals for conduct of **"Job linked"**, Government approved/ certified courses and NSQF/ Common Norms compliant Resettlement Training Courses for Officers/JCOs/ORs and their equivalents in Air Force and Navy to be included in DGR's training programme for 2019-20 & 2020-21.

2.   Scope (What and Where)

This section describes <u>What</u> expected standards and deliverables are expected of the partner vs. roles of DGR, <u>Where</u> to run training as well as details of <u>What</u> the financial arrangements would be. As described above, the broad scope of work entails conducting relevant **"Job linked"**, Government approved/ certified courses and NSQF/ Common Norms compliant and mapped to respective NSQF job qualification packs (QPs), Level 4 or above, published by the respective SSCs and follows the MSME "Common Norms", **to include minimum 70% placement**.

As concerned with the Officers, the broad scope of work have entails conducting relevant job oriented training of varying durations (depending upon the scope of skill-gaps being covered) at locations convenient to trainees across India in the field of Technical, Administration/ Management which are either Government certified/ approved or NSQF compliant and mapped to respective NSQF job qualification packs (QPs), Level 6 or above, published by the respective SSCs and follow the MSME "Common Norms", **to include minimum 70% placement**.

2.1   Detailed Scope of Work

This is described, with additional specifics, below:

2.1.1   **TRAINEES**   :   Trainees are Officers/JCOs/ORs & equivalent ranks across the Armed Forces (Army, Navy, Air Force) who are due to retire within two years. These courses are also open to ex-servicemen to enroll up to five years after their retirement.

   2.1.1.1   Typically, Officers/JCOs/ORs have over 15(/10) years of active service before retiring and have undergone several internal training courses.

   2.1.1.2   As the JCOs/ORs also have some expertise in select trades (drivers/mechanics of various types of vehicles, store-keeper/supervisor, tele-operator, cooks, electricians, radio/electronics, etc.) based upon their unit and roles they play within that. This prior learning can be recognized under RPL.

   2.1.1.3   As concerned with the *Officers* undergoing resettlement training they are across the Armed Forces (Army, Navy, Air Force) who are retired/ due to retire within two years. These courses are also open to ex-servicemen officers to enroll up to three years after their retirement

2.1.2   **TRAINING COURSES**: The list of suggested training courses is placed at **Annexure A**. The key guidelines for these courses are as under: -

2.1.2.1   The course should be **"Job linked",** Government approved/ certified courses and NSQF/ Common Norms and mapped to Qualification Packs published by SSCs which are Level 4 or above (Level 6 & above in case of Officers). The list of NSQF Qualifications Packs can be found on the NSDC website (http://www.nsdcindia.org/nos). Preference would be for NSQF levels 5 and above except when the course is in a new Sector, where no benefit of RPL exists (then it could be Level 4).   More details, including curriculum, can be also found on respective SSC websites (http://www.nsdcindia.org/sectorskillcouncils).

2.1.2.2   The courses/programmes which are conducted by Central/ State Governments or Autonomous Bodies of the Government will continue to run as before.

2.1.2.3   Approved Administrative or Management courses being conducted under the aegis of DGR in Private Institutions/ Private Universities/ Private Deemed Universities selected and approved as per MoD Norms, through EOI only for courses approved by regulatory bodies/central/state bodies will continue as before.

2.1.2.4   With placement in jobs being the driving force, courses for job roles which are well suited for ESM's aptitude and aspirations which have good prospects for employment be chosen. The applicant should thus include a rationale/ justification for the course. More details on previously run courses as well as mapping of army trades with civilian trades can be found on the DGR website (http://www.dgrindia.com/directorate/training.html). The training institute will be expected to specify the course pre-requisites (Qualifying Requirements or QRs), if any, to filter trainees to those who have the requisite aptitude to succeed in the course and subsequently be placed in jobs. This could indicatively include such parameters like 12th pass in Science Stream, minimum 10th pass but with work experience in technical arm like Signals, EME, Engineers, Tech trades of IAF/Navy etc

2.1.2.5   If the Training Institute feels strongly that a course that is not on the current list in Annexure **'A'**, but has excellent applicability to trainees, they have the option of proposing such a course with clear and compelling justification as to how it will best meet DGR's stated objectives along with their credentials/track record in running the said course in the specified format and post course placement records of previously run courses. DGR needs to take approval **of the Government** for any such courses **on case to case basis**.

2.1.2.6   The Training Institute can apply to conduct multiple training courses for which they have capability to deliver in their training centres. They can propose to run these courses across multiple locations through the year, provided they have, and can clearly prove, the capability to do so.

2.1.2.7   **Introduction of Coaching Classes**: Based on a review of efficacy of resettlement courses, MoD has suggested introduction of coaching classes for servicemen to enhance their chances of cracking the entrance tests for Govt/PSU/banking Sector Jobs. It has therefore been decided that on a pilot basis, coaching classes would be considered for banking and Group B/Clerical cadre Govt posts through UPSC/SSC/State Public Service Commission etc. for stated number of vacancies at five metros initially viz Delhi, Kolkata, Chennai, Mumbai and Hyderabad.

2.1.2.8   **Eligibility of Coaching Centres** : All Coaching Institutes operating Centres at the five metros listed above and having a Pan/India turnover of 5 Cr. per year are eligible to apply. The pilot would consider an all inclusive strength of 300 of 30 each tentatively two batches per city.

2.1.2.9   **Rate/Duration Limit** : The criteria specified by Cat-III of common Norms would be applied. The total hours per batch should not exceed 350 hrs @ 100-120hr per month, to be covered in maximum calendar duration of 12 weeks.

2.1.3 **LOCATION**: The courses are to be run across India.

2.1.3.1   The list of preferential locations where the course can be run is listed at **Annexure A** considering the below aspects:

2.1.3.1.1   It is preferred that these courses should be run close to the bases of the armed forces for administrative ease of the trainees. Training Institutes should mention the nearest military base/establishment to the centre being proposed for the training course (as per the form in **Annexure B**).

2.1.3.2.2   Servicemen prefer under taking the courses as also being placed close to their home town. That could be a consideration in deciding location where the training and placement is offered.

2.1.3.2   Preference would be given to training centres close to the relevant industries which ensure easy access for industry visits, industry faculty, on-the-job training, field exposure, etc.

2.1.3.3.   The training Institutes can run the courses (for same or different jobs) in multiple locations where they have their own training centres.

2.1.3.4   If a training Institute can offer training and placement opportunities (as per above considerations) at a location other than those listed at Annexure A, he can include that training centre along with strong justification as to why it would meet the DGRs stated objectives along with their credentials/ track record of running the courses and placement at the new location.

2.1.3.5.   The training provider can run multiple courses at a single location through the year. In case enrollment is high, they can run multiple batches of trainees enrolled in a DGR course at a location simultaneously – provided they have the capability (staff, infrastructure, etc.) to do so.

2.1.4 **INFRASTRUCTURE/FACILITIES**:   Adequate training infrastructure should exist as per **"Common Norms"**. This includes

2.1.4.1   Building Infrastructure with a professional reception, classrooms, labs, toilets, fittings and furnishings, power (with backup) etc. and easy access.

2.1.4.2.   Classrooms with adequate seating, whiteboard/blackboard, projector (for slides/eLearning), sound system, training aids, etc.

2.1.4.3   IT Lab and/or Computers (as needed) and internet access for administration, training, eLearning, online reporting, etc.

2.1.4.4.   Laboratory with working equipment/fittings as per industry/ SSC standards as well as consumable supplies provision

2.1.4.5.   Workshops and field training areas as applicable for the trainee to ensure the required exposure in practicals.

2.1.4.6. **Logistics & Boarding**. While DGR will attempt to accommodate trainees in the nearby Armed Forces Units, Institutes with boarding and lodging facilities would be preferred if the distance from the closest military base is large.

2.1.4.7. DGR will have the right to inspect the premises of training centre either directly or as represented by the nearest armed forces establishment or any Organization approved by DGR before award of course/ continuation of a planned course.

2.1.5 **FACULTY & STAFF**: The Training Institute must provide resource persons including vocational teachers, administrators, guest faculty etc as per requirement of the course:

2.1.5.1. Trainers with suitable qualifications/experience are to be hired. This would typically include the following, but please refer to standards specified by NSDC/SSCs for specific sectors/QPs:

2.1.5.1.1. Bachelor's degree or above in related field

2.1.5.1.2. 1-2 years of relevant industry experience

2.1.5.1.3. Effective oral and written communication skills

2.1.5.1.4. Basic IT competency (computers, internet)

2.1.5.1.5. Technical knowledge and competency in the job

2.1.5.2. Each trainer should undergo Training of Trainers (ToT) and be certified by the respective Sector Skill Council to deliver this course.

2.1.5.3. There should be a minimum of one full-time trainer per batch. Batch size should not exceed30 students for a practical, activity-oriented vocational course, unless particular batch strength is specifically cleared by the controlling agency like NIELIT/NCVT/NIOS etc for that particular institute.

2.1.5.4. Adequate support staff – coordinator, administration, cleaners, etc. should be provided.

2.1.6. **TRAINING CONTENT**: Industry relevant content, appropriate to the learning groups, conforming to the requirements of NSQF and regularly updated, should be used

2.1.6.1. The course syllabus/content should have been certified and approved by the relevant SSC/regulatory body of Govt.

2.1.6.2. Syllabus should be experiential and peer-learning based, including theoretical and practical classes as well as active industry visits/guest lecturers/ on-the-job training as per NSQF guidelines.

2.1.6.3 It should also include work readiness modules including Spoken English, Soft skills (like interview skills, interpersonal skills, transition from services to corporate setup, etc.), IT basics, etc.

2.1.6.4. Since the trainees already have prior training, skills and experience, the course syllabus may be abridged (after a pre-test to determine RPL, so that those areas can be reviewed/ assessed). **However, whatever is covered under training**

should be comprehensive enough to enable the student to pass the certification for the job role's QP and subsequently be placed in a regular Job.

2.1.6.5.   Usage of technology-enabled learning (e-Content, Learning Management Systems, Videos, etc.) will be favorably viewed.

2.1.6.6.   The training Institute should provide a short (1-page) information leaflet (both in electronic and printed form) with an overview of the course and job/career prospects (including expected salary levels post the course and why the job would be desirable for armed forces personnel) to distribute to potential trainees and sign them up.

2.1.7   **TIMING AND DURATION**: The timing (start and end dates) of the course should be in harmony with the notified yearly calendar of relevant examinations stipulated by the respective regulatory body.

2.1.7.1   Training courses will be scheduled across various training locations based upon timing relevant to exam schedules as in the case of NCVT/NIELIT/NIOS etc or as prescribed by DGR if only the SSC is involved in the Certification process, at a later date. Multiple courses (same or different) could possibly be run multiple times across the year at a Institute's training centre depending upon demand.

2.1.7.2   The duration of the course (in terms of number of days/weeks) is left to the training Institute – who is expected to follow standards and curriculum prescribed by the respective SSC/ regulatory body. It should impart adequate and effective learning keeping in view the syllabus and certification process.

2.1.8   **CONDUCT OF TRAINING COURSES**: The Institute is expected to follow guidelines that include the following:

2.1.8.1   Course level certification by the respective SSC/ Governing Authority for the content, certified and properly trained/certified trainers to deliver the course as well as affiliation for the Institute is essential. **The "Compliance Certificate" issued by the respective SSC/ Accrediting Govt body is mandatory with unambiguous endorsement of what courses are cleared for conduct by the Institute clearly stating the NOS and NSQF levels.**

2.1.8.2   The course content/curriculum should be delivered in stated form and spirit within the stipulated time, while meeting quality standards.

2.1.8.3.   Dedicated training batches should be run for DGR registered trainees only. Other trainees should not be merged into these batches. All courses must be run as a single batch (max. 30 trainees in a batch) for all participants with a minimum of 5 hours of teaching per day excluding any breaks for 5 days per week. However, practical visits/ industry related project work can be in smaller batches**. As a benchmark, training content should not be less than 100hour per month.**

2.1.8.4.   While DGR will take primary responsibility to enroll the trainees from respective units, the training Institute should support their efforts with campaigns and other engagement as needed to ensure healthy enrollment into their courses.

2.1.8.5.   Active industry interaction should be facilitated through multiple site visits, industry guest lecturers (at least monthly), on-the-job exposure (training) at nearby business workplaces, etc. as per NSQF norms.

2.1.8.6.   In most cases, lodging and food/expenses will be provided by armed forces or borne by the individuals. However, if the training has been approved for a location without any military unit close by; the training Institute will be expected to assist in making arrangement for boarding & lodging which would be paid for by the candidates.

2.1.8.7.   Each trainee should be given a portfolio file – where all their projects, reports and assessments are filed after submission. These will be maintained until the end of the programme.

2.1.8.8.   **Outsourcing to Third Party**. The Service Provider shall provide a single point of contact with DGR and shall be solely responsible for the execution and delivery of the work. **It shall not further outsource the work to a 3rd party including its franchisees / licensees**.

2.1.8.9.   Daily attendance In electronic Form – BAS (for all sessions) will be noted and maintained by the training Institute. Electronic (Excel) or online attendance should be regularly submitted as required by DGR. Verification (biometric, signed attendance sheets etc.) should be recorded and kept on file. Minimum attendance is mandatory and should be emphasized to all students. Attendance below 80% for these courses (unless specifically cleared by DGR on a case to case basis) would make the trainee ineligible to take the final assessment/ certification.

2.1.8.10.   Regular (at least monthly) and specific (overall and by each trainer/ major component of training like technical, soft skills, industry interaction, etc.) feedback from trainees should be collected and summarized / reported back in prescribed format is to be submitted to DGR.

2.1.8.11.   Each centre will be open to random inspection from DGR/PIFA (ARMY)/DESW personnel/ Person or Organization designated by DGR/DESW at any time during the contract term.

2.1.9. **ASSESSMENT & CERTIFICATION**: This will be a combination of internal formative and summative assessments and may include a third party/ external assessment and /or certification by the relevant SSC/Certifying Agency.

2.1.9.1.   Internal formative assessments of students should be done on a periodic basis as per the norms specified by SSC/ Regulatory Body.

2.1.9.2.   Final Assessment at the completion of course should be conducted by SSC/ Regulatory Body through accredited external Assessors based upon which SSC/ Regulatory Body Certification will be obtained.

2.1.9.3.   Trainee marks/grades in each of these formative and summative tests should be recorded and submitted to DGR at the end of the course.

2.1.9.4.   If desired, the Institute in addition, can also issue a certification of participation upon conclusion at the end of the course which can carry the logos of the Institute.

2.1.10. **PLACEMENT & TRACKING**:   Successful placement of trainees as per Common Norms of MSDE is mandatory.

2.1.10.1.   The trainees should be counseled on job prospects, opportunities, interviewing skills and helped with job search through campus placement, job fairs/ applications, etc. in their desired locations as per best practices.

2.1.10.2. Trainees should be tracked through a data-based to be maintained by the respective Institute and helped post retirement for placement by the Training Institutes upto a period of two (02) Year from the date of completion of Course or date of retirement, whichever is later.

2.1.10.2.1. Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of retirement or completion of training, (whichever is later[1]), with at least 50% of the trainees passing out being placed in wage employment.

2.1.10.2.2. The placed job should be acceptable to the trainee both from a location and compensation standpoint. Typically, post retirement, ESMs want to be with their family, ideally close to their home town or at least in their home state. Their wage expectation is typically at least 50% of the last earned total compensation while in armed forces service (i.e. jobs paying at least Rs. 20,000/month or more as on date). Proof of start of job and continuation for at least 3 months after start should be provided to get the last installment of 20% payment.

2.1.10.2.3. In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document.

2.1.11. **REPORTING**: - To track progress and completion of courses, data should be submitted to DGR in required format, which will be shared by DGR subsequently, with successful applicants to this EOI.

2.1.11.1. Frequency would be on a monthly basis for attendance and internal performance/ feedback, at the end of the course for final certification as well as batch-wise for placement (at end of the year).

2.1.11.2. Key trainee data collected should include attendance, trainee feedback, performance (marks/grades in formative/ summative tests), certification and placement.

2.1.11.2.1. All reporting of trainers and students will include their mobile number & e-mail.

2.1.11.2.2. Supporting documents must be maintained in case any evidential support is needed.

2.1.11.3. These reports will be used as a basis for release of payments.

2.2. Role of DGR: - DGR will support the execution of these training programmes in a manner that enables the training Institute to focus on effectively executing the training and subsequent placement. These responsibilities include: -

2.2.1 RESETTLEMENT NEEDS AND APPROACH: DGR studies and understands the resettlement needs of retiring servicemen/ ESMs and drives appropriate training and other programmes to train and place JCOs/OR into civilian trades.

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[1] In case of in-service personnel who take the course, soon to retire, they might complete the remainder of their tenure before retiring. Hence the job placement period (3 months) will start after they retire, rather than after they complete the course. In case of already retired ex-servicemen who join these courses, this period begins after completion of training as they have already retired and can start job placement process immediately on certification. All efforts would be made to ensure that detailment for DGR courses is during the last six months prior to retirement date, to ensure that candidates are available for placement.

2.2.2. SELECTION OF INSTITUTES, SCHEDULING AND OFFERING COURSES: Based upon this framework, DGR selects Institutes offering various job-linked training courses in various locations to best meet the needs of the retiring servicemen and ESMs .

2.2.3. COMMUNICATION AND MARKETING FOR MOBILIZING TRAINEES: DGR reaches out and informs the various servicemen in the three services about the courses being offered. To better market and increase enrollment, support from training Institutes as in para 2.1.6.6 will be needed. Also course pre-requisites, if any, should be provided by training providers to ensure that only trainees with requisite aptitude and prior skills are mobilized.

2.2.4. FUNDING: Budget, obtain and manage the Ministry of Defence funding for Resettlement programmes.

2.2.4.1.   It will allocate budget and sanction expenses in view of the sanctioned plan per course and training Institute post selection for execution of courses as per the payment schedule upon submission of bills/invoices in requisite format with supporting documents subject to availability/approval/release of funds by MoD. Notwithstanding the planned seats for each course, the payments would be on actual number of trainees enrolled, attended, successfully trained and placed as per the Common Norms.

2.2.4.2.   The Armed Forces would invariably extend facilities at concessional rates and as per eligibility and to the extent feasible to the trainees. In case the training has been approved for a location where there is no armed forces unit close by; the training institute will be required to make the boarding and lodging arrangements and expenses will be borne by the participants. These aspects maybe quoted separately, as applicable.

2.2.5. MONITORING OF TRAINING AND PLACEMENT: DGR monitors the execution of the programme successful completion and outcomes (placement and retention) by getting reports and doing regular audits of the training programmes.

2.2.6. CERTIFICATION: Certification would be as per the standardized norms of the NOS aligned courses, as stipulated by the respective SSC/ Regulatory Body. Additionally, for candidates with minimum prescribed attendance but who fail to quality in the independent assessment/ exam, **a participation certificate may be issued by the training institute with their institute logo.**

2.2.7. COORDINATION: DGR coordinates and provides whatever help it can to training Institutes, retiring servicemen, relevant officials and organizations of the Indian Armed Forces organisations (Army, Navy Air Force) as well as potential employers (through its Employment Directorate) to engender the training placement of retiring or retired armed forces personnel. However, the onus for placement is that of the training Institutes on completion of training as per Common Norms.

2.3.   Financial Terms

The financial payments in respect of all skill training courses will be made as per progress and outcomes in line with the schedule specified in the MSDE Common Norms (**issued vide MSDE Gazette Notification dated 15 Jul 2015 and amendments thereof dated 20.05.2016)**].   Key features include:

2.3.1. The composite cost per trainee would be restricted to the figures mentioned in Common Norms. This would depend upon the total number of hours of training and activities conducted and would include all associated costs including trainer salaries, trainee mobilization, rental/ amortization of infrastructure costs, equipment, raw material, training aides, utilities, pre-tests (for RPL), curriculum, administration and reporting, placement and post-placement tracking, etc. **All charges would be inclusive of applicable GST**.

2.3.2. Third Party Certification & Assessment Costs: To ensure independent, unbiased assessment and certification of trained candidates, additional costs incurred for certification and assessment by an independent third party including a University /Govt. body like NIELIT/NCVT/ Institute / Independent Assessor authorized for conducting assessments by the respective SSC of NSDC, will be paid by DGR through a separate bill by the Institute/ individual authorized for conducting assessment. The Assessment costs shall be as per rates decided by MoD, based on the rates standardized by NSDC/ respective SSCs.

2.3.3. The schedule of payment to the training partner would be as per "Common Norms" at rates applicable at the time of promulgation of the yearly programme. In consideration of certain peculiarities of payment procedures through office of the PCDA, the first & second installments would be clubbed and made after successful certification of trainees The extracts of the relevant portions of Common Norms with amendments (notifications dated 15 Jul 15 and 20 May 2016) are reproduced in subsequent Paras (2.3.3.1 to 2.3.3.4.2) :-

    2.3.3.1   The release of funds could be batch wise or as per project MoU as per the guidelines of scheme in question. The funds should be released to the Training Provider as per the following schedule :-

Installment	Percentage of total cost	Output Parameters
1st	30%	On commencement of Training Batch against validated candidates
2nd	50%	On successful certification of the trainees
3rd	20%	Outcomes based on Placements as at Para 2.3.3.3

    2.3.3.2   The above payment schedule is subject to the following :-

        2.3.3.2.1   It is applicable for fresh training.

        2.3.3.2.2   The second tranche of 50% will be calculated on the basis of total cumulative 80% payment for candidates actually certified.

        2.3.3.2.3   The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of the dropouts is adjusted in next tranche.

    2.3.3.3   The 20% of training cost which is linked to outcome (3rd installment) would be released to the Training Provider subject to the following :
        2.3.3.3.1   Training Provider shall be eligible for 100% payment on the outcome achievement under para 4.1 (i), (ii) and (iii), 4.2 and 4.3 of Annexure 1 of Common Norms with Amendments (Notifications dated 15.07.2015 and 20.05.2016]

2.3.3.3.2   Training Provider will be paid on pro rata basis on achievement of 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.

2.3.3.3.3   Training provider will be asked to discontinue the training in that particular trade/ centre and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants/ 14 months in case of re-skilling and up-skilling, is unsatisfactory as defined under :-

   a.   49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.

   b.   49% and below number of certified candidates with increase of at least 3% in remuneration within 14 months in case of reskilling and upskilling.

   c.   49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate for immediate and subsequent production cycle or meets the conditions provided under Para 4.1 (iii) of Annexure-1 in case of self employment. In the case of such disengagements, the Ministry concerned would take a prompt decision, after careful consideration of all related factors with respect to performance, whether to disengage such Training Provider from implementation of the Scheme/Project. The de-empanelment by concerned Ministry would be done for the trade under advice to the Ministry/ agency designated by the Ministry for informing all other concerned Ministries. The training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of notification of de-empanelment by the concerned Ministry.

   d.   Scheme/Project. The de-empanelment by concerned Ministry would be done for the trade under advice to the Ministry/ agency designated by the Ministry for informing all other concerned Ministries. The training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of notification of de-empanelment by the concerned Ministry.

2.3.3.4.   In order to encourage the Training Provider who exceed the prescribed outcomes, the following additional incentives should be provided :

2.3.3.4.1   For every candidate, where outcome achievement is above 70% to 85%, the Training Provider should be paid an additional amount of Rs.3,000/- per candidate.

2.3.3.4.2   For every candidate where outcome achievement is above 85%, the Training Provider should be paid an additional amount of Rs.5,000/- per candidate.

3. Who Can Apply: -

This section defines eligibility criteria of prospective applicants (Institutes). The applicant needs to offer placement linked training programmes as an over-arching requirement and have the necessary affiliation/accreditation with SSCs/ Govt Agencies. They can be any of the following: -

3.1.　　All courses or programmes conducted by Central / State Governments or Autonomous Bodies of the Government.

3.2.　　Administrative or Management courses conducted by Private Institutions/ Private Universities/ Private Deemed Universities approved by regulatory bodies/central/state bodies will continue as before.

3.3　　Programmes which are NSQF compliant and Level 4 & above (Level 6 & above for Officers' Courses) conducted by Private / Govt institutions.

3.4.　　Please also refer to para 2.1.2.8.

3.1.　Legal and Regulatory Compliance

The requirements in the table below are mandatory to ensure that the entity has an unblemished legal and regulatory standing.

No.	Basic Reqt	Specific Requirements	Documentary Evidence
1	Legal Entity	The applicant should be a company registered under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932 or a LLP registered under the Limited Liability Partnership Act, 2008 or a Proprietorship firm. It can also be a government registered educational institute (public or private) or trust with affiliation/ accreditation with a government regulatory body (like AICTE, DGET, etc.) or University	Certificates of incorporation / registration The applicant will disclose all the information related to disputes/ legal-cases/ punishments/ penalties/ sanctions/ judgments and all related information related to the applicant and its employees responsible for executing the Scope of Work
2	Tax registration and clearance	The applicant should have a registered number of i.　GST, as applicable ii.　Income Tax / PAN/TAN number (mandatory) in the name of the Institute (iii) Liability of Percentage share of GST to centre & State Should be mentioned. (iv) In case of exemption from GST, the Clause/ exemption certificate copy should be enclosed.	i.　GST registration, if applicable** ii.　GST clearance certificate, if applicable** iii.　Income Tax / PAN/TAN registration number photocopy. ** If not applicable, the applicant should submit a self-certified letter for the same and reasons thereof
3	Mandatory Undertaking	Applicant should: - a)　Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; b)　Not have, and their directors and officers not have, been convicted of any criminal offence related to their	A Self Certified letter as per Annexure-B

		professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings; c) Not have a conflict of interest in the procurement in question as specified in the bidding document. d) Should not be a beneficiary of any DGR Welfare Schemes for ESM e) Comply with the code of integrity as specified in the bidding document.	
4	Public Domain Information	**Institute should have a functioning and updated website with availability of all relevant details of their operations together with official correspondence information (Address, phone, email, etc.). In case of any change in any details regarding the institute esp. contact details, address, web info etc, it should be informed to DGR forthwith to deem the contractual obligation valid.**	Website

4. How and When to Apply

This section elaborates on how to submit your response to this EOI and the expected timelines for executing the same.

4.1. Process and Timelines

4.1.1. Interested organisations must submit their Expression of Interest in a succinct but comprehensive format (which covers all salient requirements defined in the above sections and as described in **Annexure B**) in a sealed envelope by Post marked as under: -

On Front Face of Envelope	On Rear Face of Envelope
Attn: EOI for New Courses 2019-20 & 2020-21 Training Directorate Directorate General Resettlement West Block-IV,R K Puram, New Delhi-110 066 Phone: 011-26192358/26192366 E-mail – dirdgrtrg@desw.gov.in	The sealed cover should mandatorily have complete contact details of the Organization/ Institute i.e. Postal Address, Telephone Numbers, E-mail (/s), Official website, PAN/ TAN/GSTN

4.1.2. The likely selection and rollout timeline for this EOI and delivery of new courses under this will be:

Sr. No.	Activity	Timeline
1	EOI Issue	At given Time - T
2	EOI Submission	+ 30 days
3	EOI Evaluation and Shortlist	+ 20 days
4	Discussions/ Presentation by Shortlisted Training Providers	+ 15 days
5	Signing of Contract	+15 days
6	Training Courses offered	+15 days

NOTE: The deadline for submission of EOI is "T+30"

Where T denotes date of notification in National Dailies and on DGR website.

4.2. Contacts

Interested Institutes/Organisations can forward proposals as per the format available in **ANNEXURE I** of this document. Interested Institutes/Organisations may obtain further information in the following manner:-

4.2.1. Call 011-26192358/26192366 during the above working hours (Dir Trg/JD Trg respectively)

4.2.2. Email dirdgrtrg@desw.gov.in

4.3. Evaluation Process and Criteria

The selection process to be used by DGR (who will form a selection committee for the same) will follow due process of scrutiny (as per format at Annexure D), short-listing and final selection:

4.3.1. The applications, to be reviewed at a training centre-course level, received by the deadline for submission shall be scrutinized for completeness and minimum requirements for eligibility as detailed out in this EOI. Applications that are incomplete or contrary to specifications will be rejected.

4.3.2. The list of valid applicants by course and locations will be evaluated against the requirements specified in this EOI, as per the information submitted by them (in the format at Annexure B). The applicants may be contacted in case additional clarifications or details are needed. Priority of location of Courses would be as indicated by the Services' HQs

4.3.3. The final shortlist from eligible institutes would be done by a duly constituted Board of Officers with reps from all stakeholders and would be inter alia as per courses/location preferences of Service HQs. Negative feedback (if any) on institutes would be duly factored in. In case of more than one entity, offering the same course at a given location, the shortlist would depend on a feedback report from DGR/DRZ/Local Service Unit rep on the institutes, to determine the greater value addition w.r.t. specific location, accessibility, infrastructure, fit & finish of equipment/facilities etc. It could also result in equitable distribution of work share of the year in an extreme case, when all other considerations are on similar nature. Final publishing of shortlisted institutes would be post approval of MoD (including MoD Fin) and the same would also be hosted on DGR website. Subsequently, work orders would be issued by Trg Dte of DGR.

4.3.4. The selected finalists will be intimated after due approvals are processed. DGR will then enter into a written Agreement which would include an agreed upon schedule of delivering these courses.

ANNEXURE A: TRAINING COURSES & LOCATIONS

TRAINING COURSES FOR OFFICERS: - The following training courses, aligned to NSQF Qualifications Packs, are listed below: -

	TRAINING COURSES				
Sl. No.	Sector	Name of QP	Pre-Requisites	QP Name	NSQF Level
1	Agriculture	Dairy Farmer/ Entrepreneur		AGR/Q4101	6
2	Agriculture	Cold Storage Manager		AGR/Q7506	7
3	Agriculture	Poultry Farm Manager		AGR/Q4303	7
4	Agriculture	Medicinal Plants Grower		AGR/Q0901	4
5	Agriculture	Mushroom Grower (Small Entrepreneur)		AGR/Q7803	4
6	Agriculture	Vermicompost Producer		AGR/Q1203	4
7	Agriculture	Composite Fish Culture farmer		AGR/Q4905	4
8	Agriculture	Freshwater Aquaculture farmer		AGR/Q4903	4
9	Agriculture	Hatchery manager		AGR/Q4910	6
10	Automotive	Manager Customer Quality Level 6		AGR/Q6304	6
11	Automotive	Manager/ Supervisor Manufacturing Quality		ASC/Q6306	7
12	Automotive	Manager Supplier Quality		ASC/Q6302	6
13	Automotive	Manager Process Engineering		ASC/Q6407	7
14	Automotive	Manager Vendor Development		ASC/Q6203	6
15	Automotive	Material Coordination Manager		ASC/Q6105	6
16	Automotive	Testing Manager		ASC/Q8405	7
17	Automotive	Product Conceptualization Engineer		ASC/Q5101	6
18	Automotive	Product Conceptualization Engineer		ASC/Q5103	7
19	Automotive	Product Design Manager L7		ASC/Q8103	7
20	Automotive	Manager Test Facility (R&D Infrastructure)		ASC/Q6503	6
21	Automotive	Manager-PLM (Product Lifecycle Management)		ASC/Q6505	7
22	Automotive	Area Manager (Auto Components)		ASC/Q1702	7
23	Automotive	Customer Relationship Manager		ASC/Q1104	7
24	Automotive	Automotive Sales Lead (Retail)		ASC/Q1007	7
25	Automotive	Marketing and Social Media Manager		ASC/Q1110	7
26	Automotive	Sales Consultant (Institutional Sales)		ASC/Q1002	6
27	Automotive	Sales Lead (Pre owned vehicles)		ASC/Q1008	7
28	Automotive	Sales Manager		ASC/Q1009	8
29	Automotive	Regional Sales Manager		ASC/Q0103	7
30	Automotive	Regional Sales Manager (Used/ Pre owned vehicles)		ASC/Q0105	6
31	Automotive	Commercial Manager (Zonal/ Regional)		ASC/Q0204	6
32	Automotive	Regional Sales Development/ CRM Manager		ASC/Q0202	6
33	Automotive	Regional Dealer Development/ Network Expansion Manager		ASC/Q0301	6
34	Automotive	Regional Retail Finance & Insurance Manager		ASC/Q0401	6
35	Automotive	Social Media & Digital Marketing Manager		ASC/Q0501	6
36	Automotive	Product/ Brand Manager		ASC/Q0503	6
37	Automotive	Body Shop in Charge		ASC/Q1413	7

Sl. No.	Sector	Name of QP	Pre-Requisites	QP Name	NSQF Level
	TRAINING COURSES				
38	Automotive	Service Supervisor		ASC/Q1412	7
39	Automotive	Workshop Manager		ASC/Q1606	8
40	Automotive	Regional Manager – Customer Care		ASC/Q0607	6
41	Automotive	Regional Service Marketing Manager		ASC/Q0701	6
42	Automotive	Service Training Incharge Centre		ASC/Q0802	6
43	Apparel	Factory Compliance Auditor		AMH/Q2201	6
44	Beauty & Wellness	Institute Head		BWS/Q0606	7
45	BFSI	Loan Approval Manager		BSC/Q0401	4
46	Construction	Supervisor – Roads & Runways		CON/Q1004	6
47	Food Processing	Quality Assurance Manager		FIC/Q7007	6
48	Food Processing	Food Regulatory Affairs Manager		FIC/Q9002	6
49	Food Processing	Plant Manger		FIC/Q9004	9
50	Food Processing	Production Manger		FIC/Q9003	7
51	Gems & Jewellery	Handmade Gold and Gems-set Jewellery – Procurement Manager – Raw Materials		G&J/Q0301	7
52	IT-ITES	Analyst- Research		SSC/Q2601	7
53	IT-ITES	Management Trainee - Marketing		SSC/Q4101	8
54	IT-ITES	Software Engineer		SSC/Q4601	7
55	IT-ITES	Test Engineer - Software		SSC/Q4901	7
56	IT-ITES	Software Developer		SSC/Q0501	7
57	IT-ITES	Management Trainee		SSC/Q6301	8
58	Life Science	Supply Chain Manger- Life Science		LFS/Q0611	6
59	Life Science	Coordination Manager – Life Science		LFS/Q0605	6
60	Life Science	Export Logistics Manager – Life Science		LFS/Q0607	6
61	Life Science	Import Logistics – Life Science		LFS/Q0608	6
62	Sports SSC	Sports Coach		SPF/Q1101	5
63	Security	Security Officer		SSS/Q0601	6
64	Security	Assignment Manger		SSS/Q0701	6
65	Telecom	Territory Sales Manager (Prepaid)		TEL/Q0203	7
66	Tourism & Hospitality	Duty Manager		THC/Q0106	7
67	Tourism & Hospitality	Housekeeping Manager		THC/Q0207	7
68	Tourism & Hospitality	Outlet Manager		THC/Q0305	7

TRAINING COURSES FOR JCOs/ORs & Equivalent: - An indicative list of training courses for JCOs/ORs & Equivalent, aligned to NSQF Qualifications Packs, are listed below: -

	TRAINING COURSES				
Sl. No.	Sector	Name of QP	Pre-Requisites	QP Name	NSQF Level
1	Agriculture	Dairy Farm Supervisor	Hav & above	AGR/Q4103	5
2	Automotive	Automotive Service Technician L5	MT bckgrnd	ASC/Q1403	5
3	Automotive	Service Advisor	MT bckgrnd	ASC/Q1602	5
4	Automotive	Driver Trainer	MT Driver	ASC/Q9708	5
5	Automotive	Sales Representative	Gen Duties	ASC/Q1801	5
6	Automotive	Manager – Maintenance – Mech & Elect.	Elect/Mech/MT Fit.	ASC/Q6801	6
7	Automotive	Manager – Store Operations	Clerk/Stores	ASC/Q6104	5
8	Automotive	Welding Supervisor	Welder/ Wkshp experience	ASC/Q3104	5
9	Automotive	Painting Supervisor	Painter/Tech trade min Hav rank	ASC/Q3305	5
10	Automotive	Machine Shop Supervisor	Prior Service Experience	ASC/Q3505	5
11	Automotive	Tool Room Supervisor	Clerk/Stores/ any tech trade	ASC/Q3104	5
12	BFSI	Loan Approval Officer	Open to all	BSC/Q0401	4
13	BFSI	Life Insurance Agent	Open to all	BSC/Q0101	4
14	Capital Goods	Service Engineer	Elect/Mech	CSC/Q0503	5
15	Construction	Supervisor – Site	Min Hav or equiv	CON/Q1402	6
16	Construction	Foreman Fabrication	Welder/ Wkshp experience	CON/Q1208	5
17	Construction	Foreman – Scaffolding	GD/ Carpentry/ Corps of Engrs	CON/Q0309	5
18	Construction	Foreman Electrical	EME/ Elect trade	CON/Q0604	6
19	Construction	Foreman – Formwork	Tech background/ Core of Engr	CON/0308	5
20	Construction	Storekeeper	Stores experience	CON/Q1503	5
21	Electronics	Field Engineer – RACW	Signals/Elect & Equiv from AF & Navy	ELE/Q3105	5
22	Electronics	Service Engineer	Signals/Electronics	ELE/Q4607	5
23	Electronics	Sales Executive	Tech Trades Army/Navy/Air Force	ELE/Q5601	5
24	Electronics	Purchase Executive	Min class 12th, Lgs/Tech Background	ELE/Q5701	5
25	Healthcare	Dento-Oral Hygienist	12th pass, interested in health care	HSS/Q2201	5
26	Healthcare	Emergency Medical Technician – Adv	-do-	HSS/Q2302	5
27	Healthcare	Medical Lab Technician	-do-	HSS/Q0301	4

Sl. No.	Sector	Name of QP	Pre-Requisites	QP Name	NSQF Level
		TRAINING COURSES			
28	Healthcare	General Duty Assistant	10th pass	HSS/Q5101	4
29	Healthcare	Any recognized (by Central/State paramedical council) diploma course for 1 yr	12th Pass	NA	-
30	Infrastructure	Mechanic (Electical/Electronics/Instr.)	Signal/Elect	IES/Q1105	5
31	Infrastructure	Supervisor (Plant & Machinery)	Hav & above / EME/ Elect trades, min 12th pass	IES/Q0101	7
32	IT-ITES	Desktop Publishing	Computer basics	SSC/Q2702	7
33	IT-ITES	Technical Support Exec. (O-Level)	EME/Engrs/Equivalent from AF, Navy/Computer background	SSC/Q7201	5
34	IT-ITES	Web Developer/ Certified Multimedia Devloper	-do-	SSC/Q0503	5
35	IT-ITES	Trainer	-do-	SSC/Q1402	5
36	IT-ITES	Associate – Cust. Care (non-voice)	Min class 12th with physics and maths and computer knowledge	SSC/Q2201	5
37	IT-ITES	Infrastructure Engineer	-do-	SSC/Q0801	5
38	IT-ITES	Any NIELIT approved course of min. 3 months duration with NIELIT Certification	Computer background	NA	NA
39	Leather	Line Supervisor	GD	LSS/Q3102	5
40	Logistics	Transport Coordinator	Matriculate	LSC/Q1118	4
41	Logistics	Warehouse Supervisor	Experience in Storekeeping	LSC/Q2307	5
42	Logistics	Load Courier	Min 12th Pass	LSC/Q3028	5
43	Plumbing	Plumbing Foreman	Corps of Engrs	PSC/Q0113	5
44	Power	Senior Power System Technician (Transm.)	Elect trade.	PSS/Q0106	5
45	Retail	Retail Entrepreneur	Open to all	RAS/Q0705	6
46	Retail	Team Leader/ Department Manager	Min 12th pass open to all	RAS/Q0105	5
47	Retail	Diploma in Marketing & Sales Management	Min 12th pass open to all	-	-
48	Security	Security Supervisor	Min Hav Rank	SSS/Q0301	5
49	Security	CCTV Supervisor	-do-	SSS/Q0501	5
50	Security	Personal Security Officer	-do-	SSS/Q0401	5
51	Security	Security Officer/ Assignment Manager	JCOs	SSS/Q0601	6
52	Security	Physical Security Trainer/Assessor	JCOs	SSS/Q0801	6
53	Sports	Sports Coach	Sports background	SPF/Q1101	5
54	Sports	Fitness Trainer	Sports background	SPF/Q1102	4
55	Telecom	Installation Engineer	Signals/Equivalent background in AF/Navy	TEL/Q6300	5
56	Telecom	Infrastructure Engineer	Signals/Eqvt background in AF/Navy	TEL/Q6100	5

	TRAINING COURSES				
Sl. No.	Sector	Name of QP	Pre-Requisites	QP Name	NSQF Level
57	Telecom	Field Maintenance Engineer	Signals/Equivalent background in AF/Navy	TEL/Q6202	5
58	Tourism+Hosp.	Facilities Supervisor	Hav. Rank	THC/Q5709	5
59	Tourism+Hosp.	Asst. Catering Manager	Prior exp as Catering Incharge	THC/Q5901	6
60	Tourism+Hosp.	Chef-de-partie	Experience in Cooking	THC/Q0404	6
61	Tourism+Hosp.	Bartender	Exp as Mess staff	THC/Q0302	5
62	Tourism+Hosp.	Front Office Executive	Min Naik with 12th pass	THC/Q0109	5
63	Tourism+Hosp.	Facilities/ Housekeeping Supervisor	JCOs	THC/Q0201	6
64	Tourism+Hosp.	Guest House Caretaker	Naik	THC/Q0501	5
65	Tourism+Hosp.	Ticketing Consultant	Naik	THC/Q4302	5
66	Tourism+Hosp.	Transport Coordinator	THC/Q4201	THC/Q4302	5
67	Yoga	Yoga instructor course by Min of Aayush	Individual interest and capability	N/A	-
68	Govt Certified Courses	Any NCVT, NIOS (Vocational), NIELIT, Govt Diploma courses	10th pass/ as prescribed by certifying agency	N/A	4, 5 & 6
69	Coaching Classes	To Provide Coaching for cracking the entrance tests for Govt/PSU/Banking Sector Jobs	As per the qualification of the Job applied for	N/A	-

SUGGESTED LOCATION OF TRAINING COURSES:

The training courses can be run at the following locations. An updated list can be also found on the DGR Website

LOCATION OF TRAINING COURSES		
S. No.	**Location**	**Comments**
NORTH		
1.	Delhi / National Capital Region (NCR)	HQ of all services
2.	Jammu/Udhampur	Army Northern Command
3.	Chandigarh	Army Western Command
4.	Bhatinda	Army
5.	Shimla	Army Training Command
6.	Jallandhar	Army & AF presence
7.	Hisar	Army
8.	Mathura/Agra	Army & AF presence
9.	Ludhiana	Army
10.	Sringar	Army & AF
11.	Ambala	Army & AF
12.	Dehradun	Army
13.	Meerut	Army
WEST		
14.	Jaipur	Army Western Command
15.	Jodhpur	Army & AF
16.	Goa	Navy
17.	Ahmedabad/Gandhinagar	Air Force Southwest Command
18.	Mumbai	Navy Western Command
19.	Pune	Army Southern Command
20.	Ahmednagar	Army
EAST		
21.	Patna	Army
22.	Ranchi	Army
23.	Kolkata	Army Eastern Command
24.	Guwahati	AF, Army presence
25.	Shillong	Air Force Eastern Command
26.	Tezpur	Army/AF
27.	Siliguri/NJP	Army/AF
28.	Cuttack/Bhubaneshwar	Army
SOUTH		
29.	Bangalore	Air Force Training Command
30.	Chennai	AF, Army presence
31.	Kochi	Navy Southern Command
32.	Trivandrum	Air Force Southern Command
33.	Hyderabad/Secunderabad	AF, Army presence
34.	Wellington	Army
35.	Coimbatore	Air Force
36.	Vishakapatnam	Navy Eastern Command
37.	Belgaum	Army/AF
38.	Vijayawada/Guntur	Non Mil Stn
CENTRAL		
39.	Jabalpur	Army
40.	Nasik	Army/AF
41.	Raipur	Army
42.	Lucknow	Army Central Command
43.	Allahabad	Air Force Central Command
44.	Bhopal	Army
45.	Nagpur	AF Maintenance Command

ANNEXURE B – FORMAT OF APPLICATION

Please fill out the attached information with supporting documents for the same. The first 2 sections are at the overall Institute level; last sections are at the Training Centre level.

S. No.	Details	Information
**1A. TRAINING INSTITUTE PROFILE (OVERALL, FILL ONE INSTANCE)**
1	Registered Name of the Training Institute	
2	Year Established	
3	Type of Institute (Govt, Semi-Govt, ITI, Society, Private Training Provider, University) Please specify whether Public or Private or Nonprofit organisation	
4	CIN Number, if applicable (Please attach copies of valid registration certificate, PAN/TAN and as applicable, GSTN Registration)	
5	Years of experience in Skill Training	
6	Operational Locations (Number of centres, states)	
7	Name of the Business Head	
8	Address of Head Office	
	Contact number	
	Mobile Number	
	Email ID	
	Website	
9	Accreditation of the institute and Courses run by it. Including: NSDC, SSC and also from AICTE, NCVT, NIELIT and other Govt/ Industry Bodies as applicable (Please attach copies of all accreditations).	
10	No. of candidates trained year wise in related domains in last 3 years	
11	No. of people placed in related domain of the people trained in the last 3 years , year wise with details of employers where placed	

12. Please attach a one page certified summary of audited statement of accounts for the last 3 years in the following format:

Financial Year	Gross Income	Audited or not as per IT Act	Audit report dated	Consent for inspection

13. List of locations running skilling programmes:

S.No.	Training Centre Name	Location/Address	Courses Run

14. List of Skill Training Courses run:

S.No.	Course Name	Sector	Mapping QP/NOS	NSQF Level	Duration (hrs/weeks)	Affiliation from SSC?

15. List of major Partners/Programmes deployed:

S.No.	Partner (e.g. MoRD)	Programme Name (e.g. PMKVY)	Course	Duration (from-to)	Numbers Trained	Numbers Placed

16. List of major Employment Partnership/MOUs:

S.No.	Employer (e.g. CCD)	Sector	Job Roles	Locations	Duration (from-to)	Numbers Placed

1B. PROPOSED SKILL TRAINING COURSES (FILL MULTIPLE FORMS – ONE PER COURSE)		
S.No.	**Details**	**Information**
1	Name of the Course	
2.	Mapping QP/NOS (Job Role)	
3.	NSQF Level	
4.	Affiliation from SSC – Y/N (please attach compliance certificate)	
5.	Course Duration (please give in Weeks+ Hours) (a) Theory Hours (b) Practical Hours (c) Industry OJT/Visits Hours	
6.	Certificate Awarding body (other than SSC, if any – e.g. NCVT, NIELIT, etc.)	
7.	Job Prospects after Course (including salary levels, growth and lead employers)	
8.	Course Fee (as per common norms) + Certification/ assessment Fee, if any + other applicable Fee/ expenditure	
9.	Placement Record (if any)	

1C. DETAILS OF PREVIOUS DGR COURSES CONDUCTED (IF ANY)						
Sl.No.	Year	Course No.	Course Name	No. of Participants	Placement Details, if any.	Fee per candidate (in INR)

2A. IDENTIFIED CENTRE FOR DGR Trainings – TRAINING CENTRE PROFILE *(Provide separate table for each centre)*		
S. No.	**Details**	**Information (Sl No. 1 to 12 Mandatory)**
1	Location of Centre	
2	Full address of the training centre (with pin code)	
3	Proximity to Armed Forces Units (please list closest Armed Forces Bases and distances)	
4	Owned / Leased	
5	Head of the Training centre	
6	Address of the centre Head	
	Email ID	
	Mobile number of the centre head	
	Landline Contact number of the centre	
7	Name of schemes being implemented in the training centre, currently (Mention the names of Schemes like PMKVY/DDUGKY etc and details of courses – NOSES along with NSQF levels)	
8	Name of courses, Centre is approved for conducting (as per the NOS)	
9	Total student capacity of the centre	
	Total area of the centre (sq. ft.)	
	Number of classrooms in the centre	
	Total area of classrooms (sq. ft.)	
	Number of labs in the training centre(by course type)	
	Total area of labs (sq. ft.)	
10	Number of toilets for Males	
11	Facility for Drinking water	
12	Number of functional computers in Computer Lab	
13	Any other infrastructure detail that may be relevant	

2B. JOB ROLE *(Provide separate table for each job role suggested)*		
S. No.	Details	Information (all fields mandatory)
1	Identified course/Job role for DGR Training programme at centre	
2	Total number of trainers at the centre (dedicated to the job role)	
3	Number of Employers tie-up with this centre/Course (please attach MOU)	
4	Number of Trainees Certified to date	
5	Number of Trainees Placed to date	
6	Ability to offer these courses all year long/ Any restrictions based upon trainer availability or other factors?	

2C. TRAINER PROFILE *(Provide separate table for each trainer teaching the course)*		
S. No.	Details	Information (all fields mandatory)
1	Name of the Domain Trainer	*(attach brief one page CVs of all relevant Domain Trainers)*
2	Qualification of the Domain Trainer	
3	Full time/ Part-time Trainer	
	If Full time, On-roll / Contractual employment	
	Contract valid up-to	
4	Work Experience before current employment	
	Total Training experience (years)	
5	Certification	

2D. PICTURES TO BE ATTACHED WITH THE TRAINING CENTREREPORT	
S. No. & Details	**Information (all fields mandatory)**
1. Front view of the Training Centre (with training centre board)	
2. Reception Area of the Training centre	
3. Common Area	
4. Training centre Corridors	
5. All Classroom from inside	
6. Domain Labs from inside	
7. Lab Equipment	
8. Inside Computer Lab	
9. Drinking Water Facility at the centre	
10. Toilets – separate for Male and Female	
11. Photograph of each Trainer on faculty	
12. Recreational Area	
13. Mess Area/ Canteen	
14. Photographs of all owners/ directors with names mentioned.	

1. **UNDERTAKING BY PROPRIETOR/ DIECTOR**
(applicable to all retired Officers/JCOs/OR and equivalents only)

1.   I_____ proprietor/ trustee under whose aegis this institute is functioning have not availed any resettlement benefit from DGR including employment/ security agency/ CNG Station/ Coal Transport or running any self-employment ventures by DGR.

2.   I am fully aware that if my Institute gets selected for the training year 2019-20 & 2020-21 for conduct of resettlement courses, I will forego all my rights of availing any other benefit from DGR.

        Stamp of the Institute   Signature of Proprietor/Trustee/
                                                         Owner

2. **MANDATORY UNDERTAKING FROM ALL INSTITUTES**

Certified that the proposal submitted by us is in conformity with the terms and conditions contained at Annexure 'C, in the Expression of Interest available on DGR website for the training years 2019-20 & 2020-21.

It is also certified that all eligibility conditions and other terms stipulated in the EOI document have been duly read and understood. At no stage would my/ our firm/ Institute contest the same. My/ our response to the EOI for conducting training courses confirms our agreement to the criteria specified in the EOI.

Stamp of the Institute   Signature of Director/Owner with date

ANNEXURE C – TERMS & CONDITIONS

1) **Exclusion of EOI/ Disqualification**

   a) DGR shall exclude/ disqualify an EOI, if: -

      i. The information submitted, concerning the qualifications of the applicant, was false or constituted a misrepresentation; or

      ii. The information submitted, concerning the qualifications of the applicant, was materially inaccurate or incomplete; and

      iii. The applicant is not qualified as per pre-qualification / eligibility criteria mentioned in the bidding document;

      iv. An Individual/ Proprietors apply under multiple Institute name to enhance chances of selection or have ownership right in multiple institutes through proxy.

      v. The EOI materially departs from the requirements specified in the bidding document or it contains false information;

      vi. The applicant, submitting the EOI, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the DGR or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;

      vii. An applicant, in the opinion of the DGR, has a conflict of interest materially affecting fair competition.

      viii. The applicant should submit the proposal only in the prescribed format and in sequencing order with index.

   b) An EOI shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.

2) **DGR's Right to Accept or Reject Any or All EOI's**

   The DGR reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the applicants.

   DGR makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone.

3) **DGR's Offering and Conduct of Courses**

   a) DGR reserves the right to add new courses or remove courses from the list as per the estimated demand.

   b) DGR identifies various courses under different categories which are conducted through outsourced agencies each year. The details about the courses planned for the year are circulated to the defence environment through "Resettlement Training Calender" every year. Subscription to the courses is on voluntary basis subject to service exigencies. Hence, no pre-assurance about conduct / number of personnel opting for the course can be given

c) It shall be binding on shortlisted Institutes for conduct of various courses and to intimate DGR at least one month in advance of commencement of course by email and tele, should they be incapable to run the course due to low number of registrations by candidates. Failing this, further courses scheduled are liable to be stopped and such Institutes would be liable to be blacklisted.

4) **Cancellation of procurement process**

a) If any procurement process has been cancelled, it shall not prevent the DGR from initiating a new procurement process for the same subject matter of procurement, if required.

b) DGR may cancel the process of EOI initiated by it -
   i. At any time prior to the acceptance of the successful EOI; or
   ii. After the successful EOI is accepted in accordance with (d) and (e) below.

c) The decision of the DGR to cancel the procurement shall be immediately communicated to all applicants that participated in the EOI process.

d) If the applicant who's EOI has been accepted as successful fails to sign any written contract as required, or fails to provide any required security for the performance of the contract, the DGR may cancel the process.

e) If an applicant is convicted of any offence the DGR may: -
   i. cancel the EOI of the convicted applicant who has been declared as successful, but no contract has been entered into;

5) **Code of Integrity for Applicants**
   a) No person participating in the EOI process shall act in contravention of the code of integrity prescribed by the Ministry of Defence.

   b) The code of integrity include provisions for: -

   a. Prohibiting
      i. Any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
      ii. Any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
      iii. Any collusion, EOI rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
      iv. Improper use of information shared between the DGR and the applicants with an intent to gain unfair advantage in the procurement process or for personal gain;
      v. Any financial or business transactions between the applicant and any officer or employee of the DGR;
      vi. Any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;

vii. Any obstruction of any investigation or audit of a procurement process;

    b. Disclosure of conflict of interest;

    c. Disclosure by the applicant of any previous transgressions with any entity in India or any other country or of any debarment by any other government organization in the past.

  c) Without prejudice to the provisions below, in case of any breach of the code of integrity by an applicant or prospective applicant, as the case may be, the DGR may take appropriate measures including: -

    a. Exclusion of the applicant from the procurement process;
    b. Calling-off of pre-contract negotiations;
    c. Forfeiture or encashment of any other security or bond relating to the procurement;
    d. Recovery of payments made by the DGR along with interest thereon at bank rate;
    e. Cancellation of the relevant contract and recovery of compensation for loss incurred by the DGR;

6) Debarment of the applicant from participation in all future procurements of the DGR,

Debarment from submission of EOI / Bidding

  a) An applicant shall be debarred by DGR if he has been convicted of an offence

    a. Under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
    b. Under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

  b) An applicant debarred under (a) above shall not be eligible to participate in any procurement process of DGR in future.

  c) If DGR finds that an applicant has breached the code of integrity prescribed in terms of "Code of Integrity for applicants" above, it may debar the applicant for all future transactions with DGR.

  d) The DGR, as the case may be, shall not debar an applicant under this section unless such applicant has been given a reasonable opportunity of being heard.

  e) DGR will have the right to debar an applicant from further process of allotment of training courses if an applicant submits any false information in the response to EOI or subsequently, whether knowingly or unknowingly.

FORMAT FOR ASSESSING ELIGIBLE INSTITUTES

Name of the Institute_____ Location_____ Proposal No._____

Sl. No.	Criteria	Specific Areas of Interest	Values	Weightage	Max Scorable Marks	Marks obtained
1	Strength of the Organization	Years of skilling experience		10%	10	
		No of locations across India				
		Revenues over the last 3 years (Rs. In lacs)				
2	Legitimate and Accredited Organization	CIN Number, PAN/TAN, VAT/Service Tax Registration		Eligibility for further consideration Y/N		
		Government Organization				
		NSDC/SSC Partner (NSQF Accreditation (Mandatory)				
		Other accreditations/Affiliations, especially with Govt. Bodies-External Certification (Mandatory)				
		Availability of Website (Mandatory)				
3	Website info	Clear, easily accessible public domain information (website)		10%	10	
4	Track Record in Skilling	Total No. of people trained & placed in related domain in the last 3 years				
		Prior partnerships with Ministries, DGR, etc.		20%	20	
5	Course Content & Employer Tie-up	Structure & design of courses		20%	20	
		Employer Tie-ups				
6	Infrastructure Grading at Institute	Classrooms-area, projectors, etc.		10	10	
		Labs (for each course offered)				
		Computers				
		Overall Amenities (toilets, canteen, etc.				
7	Training Staff	No of trainers & Type (full-time, Contract, part-time)		10	10	
		Quality of Trainers (Qulification, Experience)				
		certification of Trainers (ToT by SSC)				
8	Location Advantage	Desired locations (As in EOI. Proximity to Armed Forces Unit will be preferred)		10	10	
9	Popularity fof Course	Based on previous Subscriptions, Feed backs		10	10	
10	Bonus Points for Govt Institutes	Preference to Govt Institutes		Plus 10%	Plus 10	
11	Negative Marks	Negative Feed back in past incl CBI, CAG etc.		Minus 10%	Minus 10	
12	Presentation on detailed plan and processes (if called upon by BOO)	Organizational Capability - Size, track record, etc		To determine Course allocation - Yes/No		
		Training Centers' & Course Capability - staff, infrastructure -to deliver course with quality				
		Effective Industry engagement, exposure of students				
		Ability to manage and execute the scope of work				
		Suitability of courses for helping train and place ESMs				
	TOTAL SCORE AFTER REVIEW (Only if eligible as per EOI					

Institute ineligible due to reason_____

Name/Signature of Member checking_____