

## Annexure 1: APPLICANT DETAILS

S. No.	Particulars	Details		
1.	Name of the Agency			
2.	Type of entity			
3.	Registered Address			
4.	Date of Incorporation of Company			
6.	In case of consortium, status of applicant			
7.	Turnover	2016-17	2017-18	2018-19
8.	Nature of business			
9.	No. of employees on payroll			
10.	Name of Single Point of Contact			
11.	Address of SPOC			
12.	Phone NO. of SPOC			
13.	e-Mail id of SPOC			
14.	Address for communication			
15.	Presence in Haryana (Y/N)			
16.	Office Address in Haryana (if any)			
17.	Partnership model with HSDM as per Udyog Mitra scheme			

Note:

1. In case of consortium, the Applicant details have to be filled for each consortium partner separately

## Annexure 2: Project Proposal

An applicant has to submit a project proposal covering the following parameters in brief:

1. Proposed Sector & Trade: *All the proposed sectors in which training is to be conducted is to be indicated in this section.*
2. Curriculum, proposed duration, lesson plans:
3. Trainee profile: *Minimum educational qualification, age etc*
4. No of students targeted to be trained in 1 year: *Details about the no. of students targeted, batches to be formed, duration of course, etc.*

The following is the plan proposed for training:

S.No	Trade	Year	Batches	Trainees
1				
2				

5. Location of Training facilities and apprenticeship facilities:
6. Details of Training facilities: *Kindly mention details of training infrastructure including class room and laboratory size, equipment present etc with photographs*
7. Boarding & Lodging Arrangements (if any): *Kindly provide details with photographs*
8. Mobilisation Strategy: *in brief*
9. No. of trainers: *Based on trade details of trainers with resumes*
10. Assessment & certification: *Whether assessment & certification will be done by the applicant/ third party/ SSC.*
11. Placement Strategy including Minimum captive placement (placement within the applicant company in nos): *Strategy to place the certified candidates in own organisation, other organisations etc. with indicative compensation structure. Please attach documentary proof of agreements with other organizations.*
12. Experience in training of the applicant (if any): *Kindly provide documentary evidence of participation in any government sponsored programs*

S.No	Sponsor	Year	Location	Trade	No. Trained	No. Certified	No. Placed
1							
2							

13. Brief note on justification for undertaking the scheme by the applicant:

## Annexure -3: Affidavit for not being blacklisted

*An affidavit on a non-judicial stamp paper of INR 100/- by Applicant or his Authorized Representative with his/her dated Sign and Seal*

We, .....name of applicant, having its registered office at .....Office address, do hereby declare that the Applicant has not been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority/ or any other agency for breach on our part since 1<sup>st</sup> of January 2015.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

*Note: In case of consortium, the affidavit needs to be submitted by each consortium partners*

## Annexure 4: Declaration

*The Declaration is to be submitted under the signature of Authorized Representative/ Signatory of the applicant agency on official Letterhead and official seal (in case of consortium, the declaration has to be submitted by the lead partner of the consortium)*

To

Mission Director  
Haryana Skill Development Mission  
Kaushal Bhawan, Sector 3,  
Panchkula, Haryana

**Sub: Partnership with HSDM for Udyog Mitra**

**Ref: Notice no.....dated.....**

Dear Sir,

We would like to participate in the RTD scheme of the ASDM. We make the following declarations:

1. We have gone through the Udyog Mitra Scheme of HSDM, Govt of Haryana. We have understood the terms and conditions stipulated in the Scheme and we accept the same. We also agree and undertake to abide by all these terms and conditions.
2. We understand that our proposal would be evaluated by HSDM Proposal Evaluation Committee, which may accept or reject our proposal or accept our proposal with modifications. We acknowledge the right of HSDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the notice inviting proposal, and is correct to the best of our knowledge and understanding.
4. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that HSDM will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application and the Annexures attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective

originals.

5. We agree that whenever required, we shall make a technical presentation before HSDM on the proposed project.
6. We agree that we shall submit a Performance Guarantee whenever targets are allocated to us.
7. This proposal is unconditional and we hereby undertake to abide by the terms and conditions of the Scheme or any further terms and conditions as may be imposed by the Proposal Evaluation committee.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

## Annexure 5: Checklist

S. NO.	Criteria	Document to be submitted	Compliance (Y/N/NA)
1.	Company Formation	Memorandum & Articles of Association	
2.	Turnover	Copy of Annual Report / Audited Balance Sheet for 2016-17 2017-18 2018-19	
3.	Consortium	Consortium Agreement	
4.	Annexure 1	Applicant detail for each partner	
5.	Annexure 2	Project Proposal complete on all parameters in brief	
6.	Annexure 3	Affidavit for no blacklisting (In case of consortium, by all the partners)	
7.	Annexure 4	Declaration (by lead partner in case of consortium)	
8.	Annexure 5	Checklist with compliance and reference	
9.	Authorisation proof	Board Resolution and Power of Attorney for the person signing the documents on behalf of the proposer and consortium partner	

**General Instructions:**

1. Each page of the proposal shall be sealed and signed by the authorised signatory.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place: