

## Request for Proposal (RFP)

**No 0014/RFP/ JCO-OR/20-21 & 21-22/01/DGR/Trg**

**Dated 04 Oct 2019**

1. Director (Training), Directorate General Resettlement, Ministry of Defence, Government of India, West Block-IV, RK Puram, New Delhi – 110066 {Hereinafter referred as Director (Training) or Buyer} invites Bids in sealed cover from the Institutes Affiliated/ Accredited from NSDC or Govt. Regulatory Bodies (Hereinafter referred as Institute/ Training Provider) for Conducting NSQF Compliant Skill Development Training Programmes as mentioned in Part II of this RFP.

2. The Bidder/ Institutes have to forward only 01 proposal for all the offered Courses/ Locations.

3. Address and contact numbers for any written communication or seeking clarifications regarding this RFP are given below –

- |   |   |  |
|---|---|--|
| a. Bids/queries to be addressed to            | : | Director (Training)/DGR  |
| b. Postal address for sending the Bids        | : | Training Directorate<br>Directorate General Resettlement<br>West Block-IV, R K Puram,<br>New Delhi-110 066 |
| c. Name/designation of the contact personnel  | : | Director (Training)/DGR  |
| d. Telephone numbers of the contact personnel | : | 011-26192358/26192366  |
| e. e-mail ids of contact personnel            | : | <a href="mailto:dirdgrtrg@desw.gov.in">dirdgrtrg@desw.gov.in</a>   |
| f. Fax number                                 | : | 011-26171456   |

4. This RFP is divided into five Parts as follows:-

- a. Part I – Contains General Information and Instructions for the Institutes about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.
- b. Part II – Contains essential details of the services required, such as the Schedule of Requirements (SOR), Technical Specifications, Skill-Sector for Training and Preferred Locations.
- c. Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Institute/Institutes.
- d. Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Institute/Institutes.
- e. Part V – Contains Evaluation Criteria and Format for commercial Bids.

5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

## Part I – General information

1. **DEFINITIONS:** - For purposes of this procurement / engagement, the following terms shall have the following meanings:-

- a. **“Training”** means the Resettlement Courses to be conducted at the premises of the Institutes as per the conditions mentioned in this RFP.
- b. **“Trainees”** means any Service-Personnel including JCOs / ORs or Equivalent whether serving or retired as nominated by the buyer to undergo resettlement course allotted to any Institute under this proposal.
- c. **“Institute”** means a (Bidder) University/ College/ Institute/ Training Centre, whether Govt. or Private having NSQF alignment, selected to provide Training to the Trainees as selected by the buyer to conduct resettlement course under this RFP.
- d. **“Government”** means Central Government, State Government or Government of any Union Territory.
- e. **“DRZs”** means Directorate Resettlement Zones, list of which is available on DGR website [www.dgrindia.com](http://www.dgrindia.com) and may be confirmed from Director (Training).
- f. **“Regulatory Body”** means public **authority** or government **agency** functioning under various Ministries of Govt of India responsible for exercising autonomous **authority** for providing training in the relevant fields such as NCVET, NCVT, NIELIT, NIESBUD, AICTE, NIOS etc.
- g. **“Common Norms”** means Common Norms for Skill Development Schemes of the Government of India, issued by Ministry of Skill Development & Entrepreneurship vide Gazette of Common norms issued vide **Notification No. H-22011/2/2014-SDE-I dated 15 Jul 2015 and amendments thereof.**

2. **Last date and time for depositing the Bids:**

06 Nov 2019; till 1600hrs

The Online Bids (both technical and Commercial) should be uploaded by the due date and time. The responsibility to ensure this lies with the Institute.

3. **Manner of depositing the Bids:** The Proposal must be submitted in the prescribed proforma contained in RFP document (Technical bid and Financial bid separately). The bids are to be submitted only in online mode on Defence Procurement Portal (Defproc) (<https://www.defproc.gov.in/nicgep/app>) on or before the due date mentioned at para 2 above. The Certificate of Authority by the authorized signatory to submit the proposal must be counter-signed by the Head of the Participating Institution must accompany the Proposal. Queries, if any, may be directed to the e-mail id [dirdgrtrg@desw.gov.in](mailto:dirdgrtrg@desw.gov.in).

4. **Time and date for opening of Bids:**

The bid will be opened on 11 Nov 2019; by 1100hrs . No offer after the due date & time of will be entertained. The offer to be submitted through Defence e-procurement portal.

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/ time, as intimated by the Buyer).

5. **Opening of Bids:** - Only the online bids containing Technical Bid & Commercial Bids would be opened on the time and date mentioned above. Date of opening of the Technical/ Commercial Bids will be intimated later (as it would involve a span of time and may continue for days). Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/ suitable after Technical evaluation is done by the Buyer.

6. **Forwarding of Bids** – Bids should be uploaded by Institutes under their original memo / letter pad inter alia furnishing details like, Complete Postal Address, Telephone Numbers, E-mail (/s), Official website, PAN/ GSTN of their office.

7. **Clarification regarding contents of the RFP:** - A prospective Institute who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids.

8. **Pre-bid Conference:** - A pre-bid conference will be held on 21 Oct 2019; at 1100hrs at the address given under para 6 above. Interested bidders/ Institutes may visit the Office during working hours along-with their written queries/ suggestion, which may be in the form of written letter addressed to the Director (Training), DGR on the Bidder/ Institute letter-head duly signed and stamped.

9. **Modification and Withdrawal of Bids:**

9.1. Institutes may withdraw their bid after submission provided that a written notice of withdrawal is received by the Buyer prior to the last date for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the Buyer not later than the due date for submission of bids.

9.2. No bid shall be modified after submission and any such request will be summarily rejected whether it is within the deadline for submission of bids or not. No bid may be modified/ withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask Institutes for clarification of their bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the Institute will be entertained.

11. **Rejection of Bids:** Canvassing by the Institute in any form, unsolicited letter and post-tender correction may invoke summary rejection of the bid. Conditional bids will be rejected.

12. **Validity of Bids:** The Bids should remain valid for 180 days from the last date of submission of the Bids.

13. **Earnest Money Deposit:**– Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 10,000/- (Rupees Ten Thousand Only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request). **An Indemnity bond may be accepted in lieu of PBG if the Institute is a Govt Institute or a PSU.** EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

## Part II – Essential Details of Items/Services required

1. **Schedule of Requirements** – List of items / services required is as follows:

**Conducting Govt. approved/ Certified/ NSQF Complied skill development training programmes at Institutions for retiring and retired JCOs / ORs & their Equivalents in Indian Navy and Indian Air Force, under the aegis of Directorate General Resettlement, Department of Ex-Servicemen Welfare, Ministry of Defence, for the financial year 2020-21 & 2021-22**

2. **Scope (What and Where)**

As described above, the broad scope of work entails conducting Government approved/ certified, NSQF compliant Skill development training programme duly mapped to respective NSQF job Qualification Packs (QPs), Level 5 or above, published by the respective SSCs following the MSDE “Common Norms”, **to include minimum 70% placement.**

2.1. The broad scope of work entails conducting relevant job oriented training of varying durations at locations as mentioned in the **Annexure ‘A’** to trainees across India in the field of **Technical, Administration/ Management which are NSQF compliant and mapped to respective NSQF job qualification packs.**

2.2 The normal batch strength for any course would be 30, which may increased upto 10% based on the actual subscription by the Service HQrs and capabilities of Institute to cater the demand as a single batch. The number of vacancies will be an integral part of the Course-Calendar to be published on the basis of this RFP.

2.2.1. To take-care any change in the requirement during the period starting from issue of RFP till execution of the contract, Buyer reserves the right to increase or decrease the quantity of the course strength without any change in the terms & conditions and prices quoted by the Institute.

2.2.2. The actual number of Trainees nominated for Training under a particular course will be same as would be mentioned in the Course-Calendar, however this may decrease due to lack of nominations or any other administrative reasons at the time nomination for the Course. Further, The Courses having less that 50% subscription will be cancelled.

2.3. **TRAINING COURSES:** The list of proposed training courses is placed at **Annexure-‘B’**. Interested Institutes may offer **one or more course at single or multiple locations**. The key guidelines for these courses are as under

2.3.1. - The course should be NSQF complied and mapped to Qualification Packs published by SSCs which are Level 5 or above. The list of NSQF Qualifications Packs can be found on the NSDC website (<http://www.nsdcindia.org/nos>). More details, including curriculum, can be also found on respective SSC websites (<http://www.nsdcindia.org/sectorskillcouncils>).

2.3.2. - 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 12<sup>th</sup> pass in Science Stream, minimum 10<sup>th</sup> pass but with work experience in technical field.

2.3.3. - The Training Institute can apply to conduct multiple training courses for which they have capability to deliver in their training centers. 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.

2.3.4. – However the Institutes may apply for the courses having certification from Govt. Regulatory Bodies for this proposal but the Preference will be given to the NSQF Complied Courses.

2.3.5 – The Institute should have **valid accreditation/ affiliation from NSDC / MSDE duly certifying that their course is NSQF Compliant** on the date of submission of its proposal and this should be valid through-out the concurrence of the agreement contract.

2.4. **LOCATION:** - The courses are to be run across India. The list of preferential locations where the course can be run is listed at **Annexure ‘A’** considering the following aspects: -

2.4.1. - It is preferred that these courses are run close to Armed Forces Bases for administrative ease of the trainees. Training Institutes should mention the nearest Army/Navy/Air Force base/stations to the centre being proposed for the training course (on the format in **Annexure ‘C’**).

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

2.4.3. - Training Institutes can run the courses in multiple locations where they have their own training centers.

2.4.4. - If a training Institute can offer training and placement opportunities (meeting all the above considerations) at a location other than those listed at **Annexure ‘A’**, it can include that training centre along with strong justification along-with their credentials/ track record of running the courses and placement at the new location.

2.4.5. - The training provider can run multiple courses at a single location through the year– provided they have the capability (staff, infrastructure, etc.) to do so.

3. **Functional Requirements:** -

3.1. Adequate training infrastructure should exist as per “**Common Norms**”. This includes:-

3.1.1 Building Infrastructure should be in the name of Institute/ Proprietor and should include a professional reception, classrooms, labs, toilets, fittings and furnishings, power (with backup) etc. and easy access.

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

3.1.3 IT Lab and/or Computers (as needed) and internet access for administration, training, e-Learning, online reporting, etc.

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

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

3.1.6. **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.

3.1.6.1. – Institutes should mention the rate of Boarding/ Lodging on per participant basis, however any expenditure in this regard will not be borne by



DGR. The rate so mentioned should be reasonable and should clearly mention that if it is in campus arrangement or at the hired premises. However, the cost so mention will not be considered for L1 purpose and will not a part of this contract.

3.1.6.2. - The expenses with regard to Boarding & Lodging will be paid in full by the Trainees directly to the Institute and DGR will have no role in this regard. However, DGR may inspect such facility and suggest any modification or negotiations required.

3.1.7. 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.

3.1.8. Institute offering courses should **have valid accreditation from NSDC/ MSDE in the name of the Institute. If an Institute is offering course in its branch that the accreditation should be in the name of that branch.**

3.2. **Faculty & Staff:** - The Institute must provide resource persons including teachers, administrators, guest faculty etc as per the curriculum of the course: -

3.2.1. Trainers with suitable qualifications/experience as laid down by the respective authorities should be on the roll of the Institute. This would typically include the following, but please refer to standards specified by the respective authorities/ NSDC/ SSCs for specific sectors/QPs:

3.2.1.1. Bachelor's degree or above in related field

3.2.1.2. 1-2 years of relevant industry experience

3.2.1.3. Effective oral and written communication skills

3.2.1.4. Basic IT competency (computers, internet)

3.2.1.5. Technical knowledge and competency in the job

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

3.2.3. There should be a minimum of one full-time trainer for each course/ subject. Batch size should not exceed 30 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.

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

3.3. **Training Content:** Industry relevant content duly approved by the respective regulatory bodies/ Sector Skill Councils, appropriate to the learning groups, conforming to the requirements of NSQF and regularly updated, should be used

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

3.3.2. 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.

3.3.3 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.

3.3.4. **Whatever is covered under training should be comprehensive enough to enable the trainees to pass the certification for the job role as per the QPs and subsequently be able to be placed in a regular Job.**

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

3.3.6. Institute should ensure that Training material; books/ précis / handouts are given within 3 days of commencement of course to all participants

3.3.7. 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.

3.4. **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.

3.4.1 Training courses will be scheduled across various training locations based upon timing relevant to exam schedules as in the case of NCVT/NIELIT etc or as prescribed by DGR if only the **Govt. body/ Regulatory Authority** 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 an Institute depending upon demand.

3.4.2 The duration of the course (in terms of number of days/weeks) is the proposed duration. Institutes may suggest changes in the duration for adequately imparting effective learning keeping the syllabi and certification process.

3.5. **Conduct of Training Courses:** The Institute is expected to follow guidelines that include the following:

3.5.1 Course level certification by the respective SSC/ Regulatory Body 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.**

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

3.5.3. 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.

3.5.4. 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.

3.5.5. 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.

3.5.6. 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.

3.5.7. **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.**

3.5.8. Daily attendance in electronic Form – **Biometric Attendance System (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 90% 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.

3.5.9. 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.

3.5.10. Bio-metric system of attendance is to be installed by the Institute and weekly report in this regard is to be forwarded by e-mail to the respective DRZ and to the Director (Training) by every Monday for the previous week.

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

3.6. **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 Regulatory Body/ SSC/Certifying Agency.

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

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

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

3.6.4. The Institute shall ensure that the Certificates/ Diplomas are awarded to the Trainees, who have successfully completed the course, at the time of completion of their Course. In case certification and assessment is done in the last week of the course, by an external agency, the certificates would be dispatched to the Trainees (by Regd. Post) at the address mentioned by them.

3.7. **Placement & Tracking:** Successful placement of trainees as per Common Norms of MSDE is mandatory.



3.7.1. 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.

**3.8. Reporting:** - To track progress and completion of courses, data should be submitted to DGR in required format, prescribed by DGR subsequently.

3.8.1. Frequency would be on a weekly basis for attendance and internal performance/ feedback. At the end of the course for final certification as well as batch-wise placement on six monthly basis.

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

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

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

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

3.8.4. Further, the Training/ Trainees' data are not to be linked with any other Govt / Non-Govt schemes for claiming any other financial remuneration whatsoever, except what has been agreed to between the parties.

**3.9. 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: -

3.9.1 **Resettlement Needs and Approach:** DGR studies and understands the resettlement needs of retiring servicemen/ ESMs and finalise appropriate training and other programmes to train and place JCOs/OR into civilian trades.

3.9.2. **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.

3.9.3. **Communication and Marketing for Mobilizing Trainees:** DGR reaches out and informs the various servicemen in the three services about the courses being offered. 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.

3.9.4. **Funding:** Funding for DGR sponsored Resettlement Training Courses is obtained and managed from MoD.

3.9.4.1. 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 certified as per norms of the respective Govt. body/ Regulatory Authority.**

3.9.5. **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.

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

3.9.7. **Coordination:** DGR coordinates and provides whatever help it can to training Institutes, retiring servicemen, relevant officials and organizations of the Indian Armed Forces Organizations (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.

4. **Two-Bid System** - In respect of Two-bid system, Institutes are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Institutes are advised to submit the compliance statement in the following format along with Technical Bid –

Para of RFP specifications item-wise	Compliance to RFP specification – whether Yes / No	In case of noncompliance, deviation from RFP to be specified in Unambiguous terms

5. **Commencement of Course** - The Courses will be commenced as per schedule derived by Directorate of Training/ DGR. The Institute has to complete all formalities for conducting a course at least 30 days before commencement of the Course and forward a written confirmation in this regard to the Buyer either by e-mail or Fax. **Last minute intimation of inability** would be seen very seriously and the Institute may be debarred for conduct of any course/ (s) for a period as decided by the Buyer.

### **Part III – Standard Conditions of RFP**

The Institutes are required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Institute (i.e. Institute in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Institute.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The obligation to conduct the course and performance of the Institute shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to quality of training & placement, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **Penalty for use of Undue influence:** The Institute undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Institute or any one employed by him or acting on his behalf (whether with or without the knowledge of the Institute) or the commission of any offence by the Institute or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Institute. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Institute. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Institute towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this contract.
5. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Institute, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
6. **Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-
  - (a) **Last minute intimation of inability** would be seen very seriously and the Institute may be debarred for conduct of any course/ (s) for a period as decided by the Buyer.
  - (b) The Institute do not have valid accreditation/ alignment with the respective Regulatory Body/ SSC.
  - (c) The Institute is negatively reported during successive inspection by DGR or Inspecting Authority (as para 3.5.11.).

(d) The Institute is declared bankrupt or becomes insolvent.

(e) As per decision of the Arbitration Tribunal.

7. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

8. **Transfer and Sub-letting:** The Institute has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof. If found so, the contract will be cancelled and Institute will be debarred as decided by the buyer.

9. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the Contract.

10. **Taxes and Duties:** The Institutes has to quote the Course Fee & Assessment Fee as derived by the Common Norms **issued vide MSDE Gazette Notification dated 15 Jul 2015 and amendments thereof**, which is inclusive of all Govt. Taxes or statutory liabilities and thus the Institute will not ask for any Tax/ liability on and above the Course fee.

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## **Part IV – Special Conditions of RFP**

The Institute is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Institute (i.e. Institute in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Institute.

1. **Performance Bank Guarantee:** The Institute will be required to furnish a Performance Bank Guarantee (PBG) @ 10% of the total contracted value by way of **Bank Guarantee** through a public sector bank or a private sector bank authorized to conduct government business (Axis Bank Ltd or HDFC Bank Ltd.) in the prescribed format within thirty days from the date of contract. At present, ICICI Bank Ltd., Axis Bank Ltd. and HDFC Bank Ltd. are the three private sector banks authorized to carry out government transactions. The PBG is meant to compensate the Purchaser for any loss suffered due to failure of the Institute to complete its obligations as per the contract. The PBG will remain valid throughout the duration of the contract upto completion of all contractual obligations and continue thereafter as a Warranty Bank Guarantee upto 60 days beyond the date of completion of all contractual obligations. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

**An Indemnity bond may be accepted in lieu of PBG if the Institute is a Govt Institute or a PSU.**

2. **Payment Terms for Institutes** - It will be mandatory for the Institutes to indicate their bank account numbers and other relevant e- payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Institutes for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request). The payment will be made as per the following terms, on production of the requisite documents: -

- (a) Payments in respect of all training courses will be made after completion of course and on production of pre-receipted bill, format for the same may be downloaded from DGR website i.e. [www.dgrindia.com](http://www.dgrindia.com).
- (b) The composite cost per trainee would be restricted to the cost negotiated by the Tender Purchase Committee (TPC). This would depend upon the duration of training, 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 all applicable Taxes.**
- (c) **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/ Institute / Independent Assessor authorized for conducting assessments by the respective Regulatory body, 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 negotiated by TPC, based on the rates standardized by respective Govt. Body / Regulatory Body.
- (d) **No payment for Assessment/ Certification cost, will be made to the Institutes if third-party Assessment/ Certification, as mandated by the respective SSC/ Regulatory Body, is not carried-out by the Institute. Institutes are supposed to follow the norms of respective SSC/ Regulatory Body in this regards.**
- (e) The schedule of payment to the training partner would be as per “Common Norms” 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.**  
Payment of the Course Fee (inclusive of all taxes) would be as under:-

- (i) **80% course fee will be paid by DGR through PCDA on receipt of final pre-receipted bill after completion of the course and assessment.**
- (ii) **The balance 20% would be paid after proof of placement of 70% of batch strength certified as per “Gazette of Common Norms” of Jul 2015 & as amended for time to time.**

3. **Instructions for Payment of Course Fee**

- (a) Training Institutes have to forward three copies of Agreement duly stamped & signed by the institute Head or any authorised person before commencement of the Course.
- (b) Proforma of agreement should be the same as will be sent by the DGR alongwith the work-order. Any other format used by the institutes will not be entertained.
- (c) **List of Documents for payment of Course Fee** are listed on DGR website. The Institutes are advised to adhere to the prescribed procedure, so that bills for payment of course fee may be processed in time.

4. **Advance Payments:** No advance payment(s) will be made.

5. The payment of Course fee is also depends upon the performance of the participants in a course. If it is seen that the pass percentage of participants in any course is below 25%, no course fee will be paid to the Institute.

6. The actual number of Trainees fixed for Training at an Institute may decrease due to lack of nominations or any other administrative reasons. The Institute (Institute) will not be paid any amount if there are no-subscriptions and also in case of low subscription (not less than 50%) payment would be made on pro-rata basis.

6.1 If any course is not subscribed at-least 50% of the total fixed quantity, that course is liable to be cancelled and no claim in this regard will be entertained.

7. **Force Majeure clause**

a. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

b. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

d. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization under the Union of India shall be a sufficient proof of commencement and cessation of the above circumstances.

e. If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

8. **Quality:** The quality of the Course content should be according to the respective Regulatory Body/ SSC and should correspond to the technical conditions and standards specified by the respective Regulatory Body/ SSC for the Course or as specifications enumerated as per RFP and shall also include therein modification to the Course curriculum, if any, suggested by the Buyer. Such modifications will be mutually agreed to. The Institute confirms that the Course/ (s) under this Contract should be job oriented and should incorporate all the latest improvements and modifications carried-out by the respective Regulatory Body/ SSC.

9. **Quality Assurance:**

(a) Institute should provide the valid Accreditations/ Affiliations from the respective Regulatory Body/ SSC at the time of submission of their Bid and that should be valid till expiry of the contract. Institute would also be required to liaise with Assessing Authorities as suggested/ enroll by the respective Regulatory Body/ SSC to conduct the assessment of the participants at its premises for Examination and Certification. The details in this regard should be communicated to DGR. It is mandatory for the Training Institute to assess and certify all Trainees at the end of the Course and the same is conveyed to them. A course report covering strength of Trainees, Trainees assessed, Trainees 'Passed/ Failed' shall be forwarded by the Institute to Director (Training), DGR.

(b) The Institute shall ensure that the Certificates/ Diplomas are awarded to the Trainees, who have successfully completed the course, at the time of completion of their Course. In case certification and assessment is done in the last week of the course, by an external agency, the certificates would be dispatched to the Trainees (by Regd. Post) at the address mentioned by them.

10. **Inspection Authority:** DGR will 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. Inspecting Authority would be the same as specified under para 3.1.7 & 3.5.11. of this RFP.

## **Part V – Evaluation Criteria & Price Bid Format**

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

1.1. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

1.2. In respect of Two-Bid system, the technical Bids forwarded by the Institutes will be evaluated by the Buyer with reference to the technical characteristics of the Institutes as mentioned in the RFP (**The Institutes have to fill the application format as annexed as Annexure 'C' to this RFP**). The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP.

1.3. The **Technical Evaluation** of the bids will be carried by a duly constituted Technical Evaluation Committee (TEC), who will check the credentials of the Institutes as per the specified norms of NSQF alignment and basic Infrastructure as per MSDE Gazette of Common norms.

1.4. The **Price Bids** of only those Institutes will be opened by a duly constituted Commercial Negotiation Committee (CNC) with reps from all stakeholders who will be cleared by TEC for further consideration following the steps from (1.1.) to (1.3.).

**The broad guidelines for evaluation of Bids will be as follows: -**

- (i) **The evaluation of commercial bids will be on L1 basis. In case of multiple L1, selection of Institute will be governed as per Para 2 (ii) below.**
- (ii) **The rates negotiated by the CNC will be binding on the each party and will be valid through-out the period of association as mentioned in the RFP and further included in the agreement.**

1.5. *As per the MSDE NSQF Common Norms Notification dated 15<sup>th</sup> July, 2015 (<http://www.skilldevelopment.gov.in/assets/images/Notification/Common%20Norms%20Notification.pdf>) and amendments there-of, all government funded skill development courses/ programmes are required to follow NSQF compliant training program norms.*

1.5.1. The Institutes have to quote the rates as decided by the MSDE through the Gazette of Common Norms. The Price Format is given at Para 3 below. The consideration of taxes and duties in evaluation process will be as follows: -

- i. Taxes and duties quoted by the Institutes will not be considered while deciding L-1. The ultimate cost to the Buyer less taxes and duties will be the deciding factor for ranking of Bids.
- ii. The Institutes are required to spell out the rates of applicable Taxes in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursements of Taxes/duties are intended as extra, over the quoted prices, the Institute must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entertained after the opening of tenders. If a Institute chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such Tax/duty and quantum of Tax/ duty included in the price. Failure to do so may result in ignoring of such offers summarily.

1.6. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

2. **Award of Work-Contract** – Institute Selected by following the due process of scrutiny & short-listing by TEC and CNC will be awarded work-contract after finalization & due approval of annual Training Calendar of DGR. However, for finalization of Course Calendar: -

i. No of Courses, Course vacancies at any location will be in accordance with the sparability/ demand by the Service HQrs.

ii. In case of more than one institute, offering the same course at a given location, the shortlisting would depend upon the Annual Turn-over of the institutes and it could also result in equitable distribution of work share of the year in an extreme case if all other considerations are similar, subjected to the demand of more than 30 vacancies for that particular course/ location.

iii. The selected Institutes 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 the courses.

3. **Price Bid Format:** The Price Bid Format is given below and Institutes are required to fill this up correctly with full details: -

a. Basic cost of the item/items should be **In accordance with the MSDE Common Norms:**

Srl No.	Course Offered	Sector	Location	NSQF Level	Course Category	Course duration (In hrs)	Basic Cost (per hour per head) Including Assessment & Certification Cost (if any)		Maximum Capacity	Total Cost
							(Incl. of all taxes)	(Excluding all taxes)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
i.	A									
ii.	B									
iii.	C									
	Total of Basic Price									

4. L-1 will be determined per Course-wise on the basis of Basic Cost + Assessment & Certification Cost (if any) of course (per hour per head) as per Column no. 9 of BOQ

**SUGGESTED LOCATION OF TRAINING COURSES:**

The training courses can be run at the following locations.

S. No.	Location	Nearby Military Formation
<b>NORTH</b>		
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.	Jalandhar	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
<b>WEST</b>		
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
<b>EAST</b>		
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
<b>SOUTH</b>		
29.	Bangalore	Air Force Training Command
30.	Chennai	AF, Army presence
31.	Kochi	Navy Southern Command
32.	Madurai	
33.	Trivandrum	Air Force Southern Command
34.	Hyderabad/Secunderabad	AF, Army presence
35.	Wellington	Army
36.	Coimbatore	Air Force
37.	Vishakapatnam	Navy Eastern Command
38.	Belgaum	Army/AF
39.	Vijayawada/Guntur	Non Mil Stn
<b>CENTRAL</b>		
40.	Jabalpur	Army
41.	Nasik	Army/AF
42.	Raipur	Army
43.	Lucknow	Army Central Command
44.	Allahabad	Air Force Central Command
45.	Bhopal	Army
46.	Nagpur	AF Maintenance Command



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

TRAINING COURSES						
Sl. No.	Sector	Name of QP	Proposed Duration (in Hrs)	Batch Strength	QP Ref. ID	NSQF Level
1	Agriculture	Dairy Farm Supervisor	200	30	AGR/Q4103	5
2	Automotive	Automotive Service Technician L5	830	30	ASC/Q1403	5
3	Automotive	Service Advisor	550	30	ASC/Q1602	6
4	Automotive	Driver Trainer	450	30	ASC/Q9708	5
5	Automotive	Sales Representative	450	30	ASC/Q1801	5
6	Automotive	Manager – Maintenance – Mech & Elect.	500	30	ASC/Q6801	6
7	Automotive	Manager – Store Operations	500	30	ASC/Q6104	5
8	Automotive	Welding Supervisor	400	30	ASC/Q3104	5
9	Automotive	Painting Supervisor	400	30	ASC/Q3305	5
10	Automotive	Machine Shop Supervisor	400	30	ASC/Q3505	5
11	Automotive	Tool Room Supervisor	400	30	ASC/Q3104	5
12	Capital Goods	Service Engineer-Breakdown Service	500	30	CSC/Q0503	5
13	Construction	Supervisor – Site	1000	30	CON/Q1402	6
14	Construction	Foreman Fabrication	800	30	CON/Q1208	5
15	Construction	Foreman – Scaffolding	800	30	CON/Q0309	5
16	Construction	Foreman Electrical	1000	30	CON/Q0604	6
17	Construction	Foreman – Formwork	800	30	CON/Q0308	5
18	Construction	Storekeeper	1000	30	CON/Q1503	6
19	Electronics	Field Engineer – RACW	360	30	ELE/Q3105	5
20	Electronics	Service Engineer	300	30	ELE/Q4607	5
21	Electronics	Sales Executive	240	30	ELE/Q5601	5
22	Electronics	Purchase Executive	240	30	ELE/Q5701	5
23	Healthcare	Dento-Oral Hygienist	1000	30	HSS/Q2201	5
24	Healthcare	Emergency Medical Technician – Adv	750	30	HSS/Q2302	5
25	Healthcare	Histotechnician	1200	30	HSS/Q0401	5
26	Healthcare	Radiation Therapy Technologist	-	30	HSS/Q0601	5
27	Healthcare	Geriatric aide	-	30	HSS/Q6001	5
28	Healthcare	Duty Manager-Patient Relation Service	900	30	HSS/Q6104	7
29	Healthcare	Asst Duty Manager-Patient Relation Service	900	30	HSS/Q6103	6
30	Infrastructure	Supervisor (Plant & Machinery)	120	30	IES/Q0201	7
31	IT-ITES	Desktop Publishing	400	30	SSC/Q2702	7
32	IT-ITES	O Level	480	30	NIELIT/IT/L 5/003	5
33	IT-ITES	Computer Hardware	400	30	NIELIT/IT/L	5

**TRAINING COURSES**

<u>Sl. No.</u>	<u>Sector</u>	<u>Name of QP</u>	<u>Proposed Duration (in Hrs)</u>	<u>Batch Strength</u>	<u>QP Ref. ID</u>	<u>NSQF Level</u>
		Maintenance 'O' Level			5/008	
34	IT-ITES	Certified Multimedia Developer	300	30	NIELIT/IT/L 5/017	5
35	IT-ITES	Technical Support Exec. (O-Level)	400/ 480	30	SSC/Q7201	5
36	IT-ITES	Web Developer/ Certified Multimedia Developer	400	30	SSC/Q0503	5
37	IT-ITES	Trainer	400	30	SSC/Q1402	5
38	IT-ITES	Associate – Cust. Care (non-voice)	400	30	SSC/Q2201	5
39	IT-ITES	Infrastructure Engineer	400	30	SSC/Q0801	5
40	Leather	Line Supervisor	200	30	LSS/Q3102	5
41	Leather	Quality Control Inspector (Goods and Garments)	200	30	LSS/Q5701	5
42	Logistics	Warehouse Supervisor	240	30	LSC/Q2307	5
43	Logistics	Load Courier	292	30	LSC/Q3028	5
44	Plumbing	Plumbing Foreman		30	PSC/Q0113	5
45	Power	Senior Power System Technician (Transmission)	400	30	PSS/Q0106	5
46	Retail	Retail Entrepreneur	350	30	RAS/Q0705	6
47	Retail	Retail Team Leader/	350	30	RAS/Q0105	5
48	Retail	Department Manager	350	30	RAS/Q0106	6
49	Retail	Diploma in Marketing & Sales Management		30	-	-
50	Security	Security Supervisor	180	30	SSS/Q0301	5
51	Security	CCTV Supervisor	250	30	SSS/Q0501	5
52	Security	Personal Security Officer	250	30	SSS/Q0401	5
53	Security	Security Officer/ Assignment Manager	350	30	SSS/Q0601	6
54	Security	Physical Security Trainer/Assessor		30	SSS/Q0801	6
55	Sports	Sports Coach	300	30	SPF/Q1101	5
56	Telecom	Installation Engineer	300	30	TEL/Q6300	5
57	Telecom	Infrastructure Engineer	300	30	TEL/Q6100	5
58	Telecom	Field Maintenance Engineer	300	30	TEL/Q6202	5
59	Tourism+Hosp.	Facilities Supervisor	370	30	THC/Q5709	5
60	Tourism+Hosp.	Asst. Catering Manager	475	30	THC/Q5901	6
61	Tourism+Hosp.	Chef-de-partie	180	30	THC/Q0404	6
62	Tourism+Hosp.	Bartender	320	30	THC/Q0302	5
63	Tourism+Hosp.	Front Office Executive	340	30	THC/Q0109	5
64	Tourism+Hosp.	Facilities/ Housekeeping Supervisor	220	30	THC/Q0201	6
65	Tourism+Hosp.	Guest House Caretaker	250	30	THC/Q0501	5
66	Tourism+Hosp.	Ticketing Consultant	240	30	THC/Q4302	5
67	Tourism+Hosp.	Transport Coordinator	400	30	THC/Q4201	5
68	Yoga/ B&W	Yoga instructor course by Min of Aayush	200	30	BWS/Q2201	5

**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.

**1A. TRAINING INSTITUTE PROFILE**

S. No.	Details	Information
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

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**1B. PROPOSED SKILL TRAINING COURSES  
(FILL MULTIPLE FORMS – ONE PER COURSE)**

S.No.	Details	Information
1.	Name of the Course	
2.	Minimum Qualification Required	
3.	Mapping QP/NOS (Job Role)	
4.	NSQF Level	
5.	Category (as per common norms)	
6.	Skill Sector	
7.	Affiliation from SSC – Y/N (please attach compliance certificate)	
8.	Course Duration (please give in Weeks+ Hours) (a) Theory Hours (b) Practical Hours (c) Industry OJT/Visits Hours	
9.	Certificate Awarding body (other than SSC, if any – e.g. NCVT, NIELIT, etc.)	
10.	Job Prospects after Course (including salary levels, growth and lead employers)	
11.	Course Fee (as per common norms) + Certification/ assessment Fee, if any + other applicable Fee/ expenditure	
12.	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 (SI 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) (Kindly attach affiliation in the name of Centre)	
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	<i>(attach brief one page CVs of all relevant Domain Trainers)</i>
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 CENTRE REPORT****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.	

Refer SkillReporter.com for more skill sector news and updates

**MANDATORY UNDERTAKING FROM ALL INSTITUTES**

Certified that the proposal submitted by us is in conformity with the terms and conditions contained at Annexure 'C, of this RFP.

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

Stamp of the Institute

Signature of Owner/ Proprietor with date

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