

EXPRESSION OF INTEREST (EOI) FOR COORDINATION AND MOBILIZATION OF SKILL DEVELOPMENT PROGRAMME

Export Promotion Council for Handicrafts (EPCH) invites Expression of Interest (EOI) from the organizations for coordination to assist EPCH in organization of skill development programme by EPCH at the craft pocket / cluster in across India. The interested organizations should submit their EOI in two separate sealed envelopes with the following details:-

Envelope 1 - Technical details

Envelope 2 - Financial / commercial details

Please note the organizations who are capable to handle such project will only considered for opening Financial / commercial bid. The EOI should be submitted at the following Centre:-

Director EPCH
Export Promotion Council for Handicrafts
EPCH House, Pkt 6&7, Sector- C Vasant Kunj New Delhi-110070
Tel: 26135256 Extn. 146
Email: jmc@epch.com

Name of the Job Role under the skill training -

Sl. No.	Job Role	Training Hours	Batch Size
1	Self-Employed E-Tailer - RAS/Q0205, NSQF Level - 4	320 Hrs.	30 Candidates per batch

Qualification of Artisan/ Candidate

1. Age: Above 18 years and below 35 years
2. Education: 8th pass
3. Experience: Minimum 1 Year Experience as artisan registered with a cluster KVIC/AHVY/SFURTI/CFC.
4. Minimum Product Requirement: 75 units per batch.
5. Citizen: Indian
6. Artisan card or Udyog Aadhaar registration

Export Promotion Council for Handicrafts (EPCH)

Export Promotion Council for Handicrafts (EPCH) is a nodal organization for the promotion of handicrafts from the country; over 11,000 exporters are the member registered with this Council on Pan India basis. EPCH is actively involved in development, export promotion of handicrafts through activities like skill development, design support, infrastructure development for handicrafts and provides marketing opportunities through participation in fairs and exhibitions.

PART – I A. SCOPE OF WORK

Training shall be given to the artisan who has artisan card or udhoyg aadhar and producing – selling their handicrafts products and need to complete before 31st March 2020. Mobilization and coordination plan have required to share with EPCH for the specific districts and there clusters.

The following shall be the broad scope of work of the project of Coordinating Agency –

1. Selected partner will work as a coordinator and mobilizing agency
2. Identification and finalization of Venue.
3. Having Space/Infrastructure as per NSDC guidelines
(Please visit on below link for more details -
<https://smart.nsdcindia.org/img/Revised%20Accreditation%20Standard%20Grading%20Metrics.pdf>)
4. Mobilization of Trainee's by the way of
 - Identification & enrollment
 - Collection of ID proof, Aadhar Card, Bank details and photographs of trainees
 - Documentation – Filling up of all requisite forms
5. Mobilization of Trainer's
 - Identification & documentation, trainer's qualification should be matched with as per respective SSC TOT guidelines (Graduate, 2 years of experience in sales and marketing and 1 year of experience in teaching. Experience will count post academic qualification.)
 - Coordination with trainers, trainees and coordinators to ensure full participation and attendance through AEBAS.
6. Photography and videography of training sessions – these will be handed over in soft copies only.
7. Authentication of documents for payment to trainee & third party

8. Program wise weekly Report
9. Ensure security of the trainees
10. Monitor through CCTV and keep recordings
11. Assistance will be require in Placement/Self - Employability of the assessed and certified candidates (Assistance in selling online product
12. Post Placement Tracking of the candidates
13. Weightage to be given to the organizations which have prior experience in the handicrafts sector
14. Raw materials and other supporting tools required

PART I B - Technical Experience

The envelop should include the following:-

1. At least 3 year experience in skill development. (Attach detailed reports)
2. The organization should be geographical knowledge including cluster knowledge and experience. (Attach details)
3. At least trained minimum 500 candidates
4. Prior Experience in handicraft sector
5. Please provide the details of prior work undertaken and the details of the artisans data and methodology to assist EPCH for holding the programmes in the proposed district.
6. Please provide sufficient data to this effect, assuring that such data is authentic and agency have such data in possession. A specimen of 100 numbers of data to be attached into the application and rest number be specifically mentioned and to be submitted upon issuing of letter of intent but prior to final confirmation of work.
7. Having Proper Infrastructure for conducting training program

ENVELOP 2: FINANCIAL / COMMERCIAL

The charges of the agency (including taxes or any other extras) to complete the coordination work and to complete scope of work for 320 hrs (4hrs/day, 25 days in month) programme per batch (30 artisans per batch) on lump sum basis. The charges quoted by Agency shall include all Government taxes. No any other charges paid by EPCH to Agency.

Financial Bid format

Particulars	Per Candidate Cost
Mobilization Cost / Coordination Cost/ Infrastructure Cost	
(any tax)	

Total	
--------------	--

Programs shall be organized by EPCH and role of the agency is only to assist in mobilization and coordination of the program.

EPCH shall evaluate the Technical proposal and technically qualified agency will only be considered to open their Financial Bid. EPCH has reserve the right to assign the complete job of coordination work of skill development to one agency or more than one agency. EPCH decision will be binding and final. EPCH reserve right to reject all EOI

1. Terms and Condition

- a) EPCH reserve its right to accept or reject any or all proposals without any reason without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.
- b) EPCH reserve its right in case progress of the assignment is not satisfactory the remaining job may be assigned to other agency
- c) Quality Training program will be at the core of the entire exercise. All the key aspects like soft data entry, training process will adhere to rigorous quality control mechanisms. EPCH representative will also conduct field visits and support quality control systems.
- d) EOI should be submitted as per the enclosed Performa giving details of work – experience and other relevant information.
- e) Any decision of the EPCH will be final.
- f) The firm shall not have been blacklisted from any government organization
- g) Declaration by the agency applying EOI that organization is not blacklisted by any State or Central Organization
- h) Agency should preserve the data of the project as per NSDC guideline.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Implementing Agency: Export Promotion Council for Handicrafts

SUBMISSION TEMPLATE FOR CORDINATING AGENCY

Part A- Eligibility Criteria

A. ELIGIBILITY CONDITIONS

A.1	Name of Organisation																
A.2	Address of the registered office and contact details of the Organisation	<p>Address:</p> <p>Phone:</p>															
A.3	Legal status of the Firm/ Organization	<p><i>(Attach proof of Certificate of Incorporation from the competent Authority)</i></p> <p><i>(Attach Copies of Local Tax Registration, TIN, PAN (if any))</i></p>															
A.4	Annual Turnover for Last Three Years	<table border="1"> <thead> <tr> <th>Sl. No</th> <th>FY</th> <th>Annual Turnover</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2016 – 17</td> <td></td> </tr> <tr> <td>2</td> <td>2017 – 18</td> <td></td> </tr> <tr> <td>3</td> <td>2018 – 19</td> <td></td> </tr> </tbody> </table>	Sl. No	FY	Annual Turnover	1	2016 – 17		2	2017 – 18		3	2018 – 19				
Sl. No	FY	Annual Turnover															
1	2016 – 17																
2	2017 – 18																
3	2018 – 19																
A.5	Details of Training Program	<table border="1"> <thead> <tr> <th>Name of Training Program</th> <th>Location</th> <th>Name of Crafts</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Attach Details of Training Program</i></p>	Name of Training Program	Location	Name of Crafts												
Name of Training Program	Location	Name of Crafts															

PART – B

B. TECHNICAL CRITERIA

B.1 Past experience of the firm – Skill Development Training

S. No.	Year	Name of the project	Source of Fund	Total Cost	Job Role	Number of beneficiaries

(Attach Work Orders/ Sanction Orders of the projects undertaken)

B.2 Trainers with relevant qualification and Experience (Qualification & Experience in Craft Sector as per NSDC guidelines)

Name of Trainer	Areas of Expertise / Crafts Name	Education/ Degree / Institution	Total Experience	No. of years of relevant experience in Industry	No. of years of relevant experience in Training

(Attach NSDC/SSC approved certificate)

B.3. Note on following:

Training methodology/ Mobilization Strategy	500 words
Organization's overall impact in Skills development initiative	500 Words

(To be printed on Organization Letterhead)

DECLARATION NON BLACKLISTED / NON BANNED PARTY

I / we, the undersigned do hereby declare that, I / we have never ever been blacklisted and / or there were no debaring actions against us for any default in the performance of the contract entrusted to us by any government or quasi government agencies

Seal, Signature & Name of the Agency