



Request for Proposal (RFP) for providing Skill Training under Seekho Aur Kamao
(Learn & Earn) Scheme.

Date: 15.10.2020

Issued by:

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Contents

1 Abbreviations.....	3
2 Disclaimer	4
3 Background.....	5
4 Key features.....	5
5 Invited Proposals	6
5.1 Submission of proposals.....	8
5.2 Late Proposals	8
5.3 Proposal Preparation Cost.....	8
6 Sub-Contracting/Franchise/Sub-Letting.....	8
7 Evaluation Process.....	8
8 Evaluation Matrix	9
9 Proposal Ownership.....	12
10 Right to Termination/Cancellation/Revision/Amendment	12
11 Corrupt or Fraudulent Practice	13
12 Terms of Reference	13
13 Terms & Conditions	14
13.1 Interpretation.....	14
13.2 Language	14
13.3 Change in Laws and Regulations	14
13.4 Compliance with Laws	14
14 Disputes and Arbitration	15
15 Representations and Warranties	15
16 Right to Change	16
17 Document Formats – Annexures.....	17

1 Abbreviations

RFP	Request for Proposal
FY	Financial Year
IST	Indian Standard Time
MIS	Management Information System
MSDE	Ministry of Skill Development and Entrepreneurship
MoMA	Ministry of Minority Affairs
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
PMKK	Pradhan Mantri Kaushal Kendra
Scheme	Seekho Aur Kamao (Learn & Earn)
SAK	Seekho Aur Kamao
SIP	Skill India Portal
(A&A)	Accreditation & affiliation
SOP	Standard Operating Procedures
TP	Training Provider
TOR	Terms of Reference
UT	Union Territory
TC	Training Center

2 Disclaimer

All information contained in this document, subsequently provided/ clarified are in good interest and faith. This is not an agreement¹ and is not an offer or invitation to enter into an agreement of any kind with any party. NSDC reserves the right to cancel this document, and/or invite afresh proposals with or without amendments to this document without liability or any obligation for such document, and without assigning any reason. NSDC reserves the right to take final decision regarding award of contract.

Submission of proposal under RFP mode does not guarantee allocation of target under Seekho Aur Kamao (Learn & Earn) Scheme. Thus, this RFP does not encourage creation of any new training infrastructure specifically for imparting training under Learn & Earn (Seekho Aur Kamao) Scheme.

Under no circumstances will the NSDC be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly by application or non – application to this RFP.

¹ Agreement (if mentioned without any prefix) in this document refers to the MoU/contract and indemnity bond to be signed between the applicant and NSDC for training of candidates allocated under the Seekho Aur Kamao (Learn & Earn) Scheme post the proposal evaluation and subsequent selection of the applicant.

3 Background

“Seekho aur Kamao (Learn & Earn)” is a scheme implemented since 2013-14 for skill development of six notified minority communities (viz Muslims, Christians, Sikhs, Buddhists, Parsis and Jains). The scheme aims at upgrading the skills of minority youth in various modern/traditional skills depending upon their qualification, present economic trends and market potential, which can earn them suitable employment or make them suitably skilled to go for self-employment. The scheme is implemented through selected expert Project Implementing Agencies (PIAs)/ Training Partners. The Training Partners under the scheme are required to provide placements of minimum 75% trainees, out of which at least 50% placement must be in organized sector.

NSDC is assigned by Ministry of Minority Affairs (MoMA) to allocate limited number of targets under Seekho aur Kamao (Learn & Earn) scheme for union territories of J&K and Ladakh and this is proposed to be done through Request for Proposal (RFP) route.

4 Key features

The scheme will be implemented in accordance with Revised guidelines of ‘ Seekho aur Kamao’ scheme of MoMA([Seekho aur Kamao - Skill development initiative English guidelines Revised at http://www.seekhoaurkamao-moma.gov.in/PdfDocuments.aspx](http://www.seekhoaurkamao-moma.gov.in/PdfDocuments.aspx)) as amended from time to time.

The scheme is for skilling the minority community (Under section 2(c) of National Commission for Minorities (NCM) Act, 1992, Six religious’ communities; Muslims, Christians, Sikhs, Buddhists, Parsis and Jains are declared as minority communities via Government Notification dated 27th January 2014 (http://minorityaffairs.gov.in/sites/default/files/Notification_Rules.pdf and http://ncm.nic.in/homepage/JainInclusion_Gazette.php). candidates of and in Jammu & Kashmir and Ladakh, aged between 14 – 45 years, with 33% reserved for girl/ women candidates, in NSQF aligned courses, leading to suitable employment or suitable skills to go for self-employment. Placements of minimum 75% trainees, out of which at least 50% placement be in organized sector is mandatory. The major steps involved in the selection of Training Providers in the project mode as per this RFP are summarized below:

1. The organizations that have existing centers in J &K and Ladakh where the trainings may be conducted are encouraged to apply.
2. Each applicant organization will have to register on an online RFP portal (Link will be intimated on the NSDC website)

3. After the date of receiving applications is over, all applications will be evaluated as per the evaluation criteria at Section 8 below.
4. Post Approval by competent authority at NSDC/MoMA, the successful applicant organizations will be intimated and may be invited for signing of MoU/contract and indemnity bond.
5. Post the allocation of targets, the applicant organizations can train in proposed centers only after successful accreditation and affiliation of each training centre under SIP(A&A) and obtaining 4/5-star rating in accordance with the centre accreditation or affiliation guidelines.
6. The performance of the applicant organizations allocated targets would be monitored by NSDC for quality aspect of training, placement, and other factors as per Seekho Aur Kamao (Learn & Earn) Scheme guidelines.
7. Seekho Aur Kamao (Learn & Earn) Scheme Revised guidelines as amended from time to time to be referred for more clarification in case of any ambiguity.
8. Submission of proposal under RFP mode does not guarantee allocation of target under Seekho Aur Kamao (Learn & Earn) Scheme. This RFP does not encourage creation of any new training infrastructure specifically for imparting training Under the scheme. Any applicant organization that is not qualifying the eligibility criteria will be disqualified at any stage during evaluation or due diligence without any refund of money, whatsoever. NSDC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

5 Invited Proposals

National Skill Development Corporation (NSDC) invites proposals from the organizations which meet the eligibility as mentioned in Annexure I for implementation of “Seekho aur Kamao” scheme to train minority candidates (Muslims, Christians, Sikhs, Buddhists, Parsis and Jains) from and in the Union Territories of J&K and Ladakh for training courses aligned to National Skills Qualifications Framework (NSQF) for the financial year 2020- 21.

1. Further, only those organizations which meet the following conditions should respond to the RFP:
 - (a) Training Partners (TPs) currently having Accredited and Affiliated Training Centers on the SIP (Accreditation & Affiliation) portal, (earlier referred as SMART portal) with at least 50% of these centers having 4 or 5 star rating*; or
 - (b) Current NSDC funded and non- funded Training Partners; or
 - (c) Training Partners with training centers (TCs) currently having Pradhan Mantri Kaushal Kendra (PMKK) status.

The following will be given preference: (i) those having past experience of running projects under Seekho aur Kamao or other skill development schemes of the MoMA/ central/ state govts (ii) those having experience of having run such a project in J & K and Ladakh, and (iii) those have an existing infrastructure in terms of 4 and 5 star centers / PMKKs in J &K and Ladakh.

* For responding to this RFP, the sum of 4 & 5 stars centers on the SIP of a TP should be at least 50% of the total Accredited and Affiliated Centers on SIP.

& Current/ currently implies the status on the day of the issue of RFP

2. Mandatory pre-requisites for Training Partners applying for targets are:
 - (a) Having minimum experience of 3 years in the field of skill development (2017 -20).
 - (b) Minimum annual turnover of Rs. 2 crore per year and positive net worth in each of the last 3 years.
 - (c) Trained at least 200 youths in each of the last 3 years.
 - (d) Having necessary infrastructure and capacity for conducting trainings for a minimum of 500 trainees annually at its centers with 200 in J & K/Ladakh.
 - (e) Registration with NITI Aayog NGO Darpan portal (for Voluntary Organizations/ Non-Governmental Organizations); and
 - (f) Submission of an undertaking on non-judicial stamp paper (Rs. 20/-) guaranteeing to place minimum 75% of the trained minority youth of which a minimum of 50% will be in organized sector.
3. Black listed or debarred organizations by any Central/State Ministry/department will not be eligible. A declaration to this effect will be furnished by the authorized person from the proposal submitting organization on its letter head.
4. Some conditions in Para 1 and 2 may be diluted for government organizations. Government organizations should mention the nature of their affiliation with the Government and specifically mention the deviation required.
5. The applicant is required to submit the Board Resolution to appoint authorized Signatory for Seekho Aur Kamao (Learn & Earn) Scheme RFP Proposal (Please refer Section 20 (Format) -20.1) format as per annexure II

5.1 Submission of proposals

The proposal should be submitted online by visiting proposal management system at nsdcindia.org that would be accessible to applicant training providers as per the dates provided below:

S. No.	Key Activities	Dates
1	Release of notification for request of proposals	15 th October 2020
2	Opening of Proposal Management system (<i>on or before</i>)	5 th November 2020
3	Last date for submission of proposals by prospective TPs	20 th November 2020/15 days from the portal becoming live

In case the eligibility conditions of the applicant organization do not suffice the condition set by this RFP, the applicant organization will not be allowed to submit proposals and in case applicant submits the proposals, the same will be summarily rejected.

5.2 Late Proposals

The portal accepting applications will be closed at 11:59 PM on the last date of receipt of proposal. All applicant organizations will be allowed to submit individual proposals independently during the proposal receipt window before the deadline. Any application that has been created/saved as a draft but not submitted by an applicant on the portal will be considered as null and void. It is the duty of the applicants to verify whether the proposal has been submitted or not. No proposal will be received or considered by NSDC after the deadline for submission of proposals prescribed in this document in any form.

5.3 Proposal Preparation Cost

The Applicant shall bear all costs associated with the preparation and submission of its proposal, and NSDC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

6 Sub-Contracting/Franchise/Sub-Letting

Sub-contracting, sub-letting, franchisee arrangement of any kind for the conduct of training under Seekho Aur Kamao (Learn & Earn) Scheme is Strictly prohibited.

7 Evaluation Process

Evaluation of all the proposals will be done after the last date of submission. The Evaluation will be done in two stages:

Stage 1 - Test of Responsiveness-

The applicant organization will undergo a *Test of Responsiveness* under which the applicants' compliance will be checked against the eligibility criteria through the submission of the mandatory documents. The mandatory documents are those required to establish the eligibility of this RFP responding organization as mentioned in Clause 5 (Inviting Proposal) and Annexure I of this RFP. The documents as per the evaluation matrix will be in addition to mandatory document. In case of any gap (in terms of compliance with submission of mandatory documents or any other document as requested by NSDC during evaluation of the proposal and their completeness) in the documents submitted, the proposal will be rejected.

Stage 2- Desk Evaluation

Only the proposals of the Organizations that pass stage 1 of the evaluation process will be evaluated further. NSDC or an evaluation agency designated by NSDC will evaluate each Organization's proposal based on their responsiveness to this RFP. The RFP document shall be evaluated as per Evaluation Matrix as follows:

8 Evaluation Matrix

1. Entity Strength			
S. No.	Criteria	Documents required	Weightage (Marks)
1a	No. of years of existence and operation of the PIA beyond the minimum requirement of three years. Minimum 3 years experience in the field of skill development training: 3-5 years: 5 – 7 years 7-10 years: >10 years:	Copy of Registration certificate	5%
2. Past Training Experience			
S. No.	Criteria	Documents required	Weightage (Marks)
2a. (Central Projects)	(i) The number of Skill Development Projects funded by Central Government Ministries / Departments in the last three years. Single Sanction order (even with various locations) will be considered as one project. <5 projects: 5-11 projects: 11-15 project: >15 projects: (Please provide details as per Annexure III below)	Attach list of projects skill jobs, duration in hours, year of project, Sanctioning Ministry/Department along with copies of sanction order for last three years.	40%

2b. (MoMA Projects)	ii) The number of Skill Development Projects funded by Ministry of Minority Affairs/ their Departments in the last three years. Single Sanction order (even with various locations) will be considered as one project. <5 projects: 5-11 projects: 11-15 project: >15 projects: (Please provide details as per Annexure IV below)	Attach list of projects skill jobs, duration in hours, year of project, Sanctioning Ministry/Department along with copies of sanction order for last three years.	
2c. (State Projects)	The number of Skill Development projects funded by State Government (other than J &K and Ladakh) in the last three years. Single Sanction order (even with various locations) will be considered as one project. <5 projects: 5-11 projects: 11-15 projects: >15 projects: (Please provide details as per Annexure V below)	Attach list of projects skill jobs provided, duration in hours for each skill, year of project, Sanctioning Ministry/Department along with copies of sanction orders for last three years	
2d. (Projects in J & K and Ladakh)	The number of Skill Development projects implemented by the PIA in the J &K and Ladakh in the last three years. Single Sanction order (even with various locations) will be considered as one projects. <2 projects 2-6 projects: 6-10 projects: >10 projects: (Please provide details as per Annexure VI below)	Attach list of projects skill jobs, duration in hours, year of project, Sanctioning Ministry/Department along with copies of sanction order for the last three years	
2e. (number of existing centers in J &K and Ladakh)	The number of 4/5-star centers as per SIP (Accreditation and Affiliation) of the PIA in the J &K and Ladakh at the time of submission of RFP <2 centers 2-6 centers: 6-10 centers: >10 centers:	Attach Relevant document from SIP	
2f. (Minority Youth)	The number of minority youths trained exclusively by the PIA during last three years in projects funded by the Central/State Government. <200 youths: 200-500 youths: 500-1000 youths: >1000 youths: (Please provide details as per Annexure VII below)	Attach list of projects skill jobs, duration in hours, year of project, Sanctioning Ministry/Department along with copies of sanction order for the last three years	
3. Past Placement Experience			
S. No.	Criteria	Documents required	Weight age (Marks)
3a. (Total youth)	The number of trained youths who have been provided employment in organized sector by the PIA after training in last three years. <500 youths: 500-1000 youths: 1000-2000 youths: >2000 youths: (Please provide details as per Annexure VIII below)	Attach list of Companies/Industries, number of placed youth's salary range, total no. of minority youth trained and %age of placements	

		(Approximately) for last three years	
3b. (Job Placement success)	The number of candidates placed within 3 months of certification and remained in employment for 1 year out of 12 months of tracking. Marks allocation: <200 youths: 200-500 youths: 500-1000 youths: >1000 youths: <i>(the PIAs are required to furnish details for placement and tracking undertaken in last 3 years)</i>	Attach list of Companies/Industries, number of placed youths and number of youths continuing the job after one year of placement and %age against total placement for last three years	20%
3c. (Entrepreneurship success)	(i) The number of trained youth who become entrepreneur after training during last three years: <50 youths: 50-200 youths: 200-500 youths: > 500 youths: (ii) Percentage of trained youth who become entrepreneur after training during last three years: <20% youth 20% - 30% youth 30% - 40% youth >40% youth	Attach Relevant document	

4. Financial Strength

S. No.	Criteria	Document required	Weightage (Marks)																		
4a.	<p>a) Annual turnover of the applicant during the last three financial years:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">2017-18</td> <td style="width: 33%;">2018-19</td> <td style="width: 33%;">2019-20</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p>Net worth of the applicant during the last three financial years:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">2017-18</td> <td style="width: 33%;">2018-19</td> <td style="width: 33%;">2019-20</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p>Revenue of the applicant from skill development activities in last three financial years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">2017-18</td> <td style="width: 33%;">2018-19</td> <td style="width: 33%;">2019-20</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p><INR 2.00 crore INR 2.00 crore - INR 5.00 crore: INR 5.00 crore – INR 10.00 crore: >=INR 10.00 crore (Note - this would apply to all three criteria's)</p>	2017-18	2018-19	2019-20				2017-18	2018-19	2019-20				2017-18	2018-19	2019-20				<p>a. Audited financials along with audit report, balance sheet, and profit & loss statement of the applicant for last 3 FY (2017-18, 2018-19 and 2019-20)</p> <p>b. Certificate from practicing CA (preferably the same who has audited the last year financials of the applicant's company) clearly mentioning the following:</p> <p>i) Annual turnover of the applicant in last 3 FY (2017-18, 2018-19 and 2019-20)</p> <p>ii) Net worth of the applicant in last 3 FY (2017-18, 2018-19 and 2019-20)</p> <p>Note: For the calculation of Net Worth asset valuation must be Carried out at the book value.</p> <p>iii) Revenue of the applicant from skill development activities in last 3 FY (2017-18, 2018-19 and 2019-20)</p>	20%
2017-18	2018-19	2019-20																			
2017-18	2018-19	2019-20																			
2017-18	2018-19	2019-20																			

5. Merit of the proposal			
S. No.	Criteria	Document required	Weightage (Marks)
5a.	Whether the PIA Guarantees employment to minimum 75% trained candidates (including 50% in organized sector) after training. Marks allocation: Yes: No:	Salary slips of candidates placed with any organization; Copy of offer letter; Employee code assigned to candidates. Details of PF/ESI issued by employers to placed candidates	15%
5b.	Number of Companies/Industries/Institutions with whom PIA has signed Memorandum of Understanding (MOU) for guaranteed employment after completion of skill training. Marks allocation: <5 companies/industries: 5-8 companies/industries: 8-10 companies/industries: >10 companies/industries: (Please provide details as per Annexure IX below)	Attach copies of MoUs signed with Companies/ Industries	
5c.	Whether the PIA has its own Management information System (MIS) for the trainees. Marks allocation: Yes: / No:	Attach Relevant documents	

9 Proposal Ownership

All proposals submitted to NSDC shall become the property of NSDC, which shall not be liable to be returned to the proposer. NSDC shall, however, maintain confidentiality of the information contained within the proposals. NSDC shall be entitled to share the proposals and the information contained therein with the agencies and individuals involved in the process of evaluation and also its advisors, consultants, lawyers etc. and as may otherwise be required to be disclosed under law.

10 Right to Termination/Cancellation/Revision/Amendment

Notwithstanding anything contained in this document, NSDC, reserves the right to cancel/terminate the proposal process without assigning any reason whatsoever, at any time prior to signing of the agreement and NSDC shall have no liability for above-mentioned actions.

Further, NSDC reserves its right to revise or amend this document any time for any reason by issuance of addendum.

11 Corrupt or Fraudulent Practice

It should be kept in mind that all actions towards award of Contract and its implementation on the ground have to be fair, consistent, transparent and based on highest standard of ethics. Similarly, bidders/suppliers/contractors/Bidders associated in the procurement of Goods, Works & Consultancy, are expected to observe the highest standard of ethics during procurement and execution of contracts. In pursuance to above:

- a) Proposal for award may be rejected, if it determines that the bidder, recommended for award, and/or its employees, sub-contractors, sub-Bidder, sub- vendors, agents have engaged in corrupt or fraudulent practices in competing for the Contract in question;
- b) Portion of the funds allocated to a contract may be cancelled, in full or in part, if it is determined that corrupt or fraudulent practices were engaged by contractor/Bidder and/or its employees, subcontractors/sub-Bidders, sub-vendors, agents for getting the Contract or during the execution of a Contract;
- c) A firm may be declared as ineligible, either indefinitely or for a stated period of time, to be awarded a Contract, if it, at any time, determines that the firm has been engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of above provision, the terms, "Corrupt Practice" and "Fraudulent Practice", mean following:

"Corrupt practice" means offering, giving, receiving, or soliciting anything of value to influence the action of NSDC's official(s) in the procurement process or in the contract execution; and

"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid/proposal prices at artificial, non- competitive levels.

12 Terms of Reference

All Organizations allocated targets shall be required to comply with the Seekho Aur Kamao (Learn & Earn) Scheme revised guidelines ([Seekho aur Kamao - Skill development initiative English guidelines Revised](http://www.seekhoaurkamao-moma.gov.in/PdfDocuments.aspx) at <http://www.seekhoaurkamao-moma.gov.in/PdfDocuments.aspx>), at all times, as amended from time to time. In addition, eligibility conditions mentioned in this document shall be binding on all applicants. In case of any inconsistency, the interpretation taken by NSDC shall be final.

13 Terms & Conditions

13.1 Interpretation

In case of any ambiguity in the interpretation of any of the clauses in this document, the interpretation of the clauses by Authorized Representative/Sub-evaluation committee of NSDC shall be final and binding on all the parties.

13.2 Language

The proposal and all correspondence and documents related to the proposal exchanged by the Applicant and NSDC must be in English. Supporting documents and printed literature furnished by the Applicant may be in any language other than English provided they are accompanied by a notary certified translation of the relevant passages in English language. Supporting material, which is not translated in English, may not be considered for evaluation. For the purpose of evaluation and interpretation of the proposal, the English language translation shall prevail.

13.3 Change in Laws and Regulations

If after the date of proposal submission, any law, regulation, ordinance, order or by-law having the force of law is enacted, promulgated, abrogated or changed which shall be deemed to include any change in interpretation or application by the competent authorities, that subsequently affects the costs and expenses of the Applicant and/or the Time for Completion, the terms and conditions shall be reasonably adjusted.

13.4 Compliance with Laws

Each Party shall at all times and at its own expense (a) strictly comply with all Applicable Laws, now or hereafter in effect, relating to its performance of this Agreement; (b) pay all fees and other charges required by such Applicable Laws; and (c) maintain in full force and effect all licenses, permits, authorizations, registrations and qualification from any Authority to the extent necessary to perform its obligations hereunder.

14 Governing Law and Dispute Resolution

This Agreement shall be governed by the laws of India.

- a) In the event of any dispute, controversy or claim arising in any way out of or in connection with this Agreement (a “**Dispute**”), the Parties shall attempt in the first instance to resolve such Dispute through amicable discussion. If the Dispute is not resolved through such amicable discussion within 30 (thirty) days of a notice of Dispute being given or such longer period as the Parties agree to in writing, then any Party may refer the dispute for final resolution by arbitration.
- b) Any Dispute shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the Parties. The arbitration proceedings shall be held at New Delhi, India.
- c) The Parties to an arbitration shall keep the arbitration confidential and shall not disclose to any person, other than those necessary to the proceedings, the existence of the arbitration, any information submitted during arbitration, any documents submitted in connection with it, any oral submissions or testimony, transcripts or any award unless disclosure is required by law or is necessary for permissible court proceedings such as proceedings to recognise or enforce an award.

14.2 Jurisdiction

Subject to clause 14.1 above, all disputes and controversies between NSDC and Applicant shall be subject to the exclusive jurisdiction of the Courts at New Delhi. The parties agree to submit themselves to the jurisdiction of such court. This document shall be governed by the laws of India.

15 Representations and Warranties

- a) The Applicant further warrants that they are under no obligation or restriction, nor shall they assume any such obligation or restriction, that would in any way interfere or conflict with, or that would present a conflict of interest concerning, any obligations under this scheme..
- b) The Applicant represents that it is duly incorporated, validly exists under applicable Law.
- c) The Applicant represents that it has the right and authority to enter into agreement and perform its obligations there under. The execution, delivery and performance of terms and conditions under agreements by such Party and the performance of its obligations there under are duly authorized and approved by all necessary action and no other action on the part of such Party is necessary to authorize the execution, delivery and performance under agreements.
- d) The Applicant represents that the submission of responses to this document, execution, delivery and performance under an Agreement entered in case the Applicant is selected:
 - Shall not violate or contravene any provision of its documents of incorporation.

- Shall not violate or contravene any law, statute, rule, regulation, licensing requirement, order, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, entity or authority by which it is bound or by which any of its properties or assets are bound;
- To the best of its knowledge, after reasonable investigation, no representation or warranty by the Applicant, and no document furnished or to be furnished to NSDC, or in connection herewith or with the transactions contemplated hereby, contains or shall contain any untrue or misleading statement or omits or shall omit any fact necessary to make the statements contained herein or therein, in light of the circumstances under which it is made. There have been no events or transactions, or facts or information which has come to, or upon reasonable diligence, should have come to the Applicant and which have not been disclosed, having a direct impact on the transactions contemplated hereunder.

16 Right to Change

NSDC reserves its right to change the above stated terms & conditions at any point of time without prior notice.

17 Document Formats – Annexures

Annexure - I

Eligibility Criteria for TPs/PIAs as per MOMA Guidelines Section 4.1

The scheme will be implemented through following Training Providers (TP)/ Project Implementing Agencies (PIAs):

- (a) Societies of the State Governments/UT Administrations registered under Societies Registration Act. The Societies may be constituted at State/UT level or District level depending upon the size of the State/UT. The Societies will be responsible for identification of the employment potential in their respective State/UT and the training institution, sponsoring minority candidates, monitoring their training and their placement. In the current scheme the employment potential in the UTs of J &K and Ladakh will be relevant.
- (b) Any private recognized/registered professional institution of repute conducting such skill development courses for at least last three years with established market linkages and placement record.
- (c) Any industry or an association of industries like ASSOCHAM, CII, FICCI etc. who are willing to run such skill up-gradation training centres as per financial norms of the scheme with a proper plan of placements
- (d) Any institution of Central/State Governments including Public Sector Undertakings and Training institutes of Central/ State Governments including Panchayati Raj Training institutions
- (e) Civil Societies (CS)/Non-Governmental Organizations (NGOs) which fulfill the following requirements:
 - (i) Any registered CS/NGO engaged in conduct and promotion of social welfare of communities, particularly minorities
 - (ii) The organization should have been registered for at least last three years
 - (iii) Experience of at least three years in the field of skill upgradation programmes
 - (iv) Financial viability of the organization and ability to continue the work for limited periods in absence of assistance from the Ministry of Minority Affairs (MoMA).
 - (v) Good reputation and credentials
 - (vi) Capacity to mobilize minority community, particularly minority women

- (vii) Networking with other institutions for optimum utilization of resources allocated and assets created.
 - (viii) Any other criteria laid down by the Ministry
- (f) The following will be mandatory requirements:
- (i) The above implementing agencies should have their own/leased establishments in a particular state. They will not be allowed to sublet the training Programme to some other agencies. An undertaking to this effect shall be furnished. The centres should be under the banner of the implementing agencies itself.
 - (ii) The agencies should be approved by or have partnership relation with NSDC and their training centres should be affiliated and accredited through SIP portal of Ministry of skill development and Entrepreneurship.
 - (iii) The PIAs should have accreditation to the concerned authority(s) such as Sector skill councils.
 - (iv) All the courses run by it for the scheme should be NSQF Compliant.
 - (v) Bank guarantee may be provided by the agency as decided by Ministry of Minority affairs
 - (vi) Any other criteria laid down by the Ministry
- (g) Black-listed or debarred organizations by any Central/State Ministry/Department will not be eligible.

Annexure - II Board Resolution Format

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS/MEMBERS/TRUSTEES AT ITS MEETING HELD ON THE [●] DAY OF [●], 2020 AT (Address)

“RESOLVED:

THAT the Company/Society/Trust does approach National Skill Development Corporation (hereinafter referred to as the “NSDC”) for Seekho Aur Kamao (Learn & Earn) Scheme Target Allocation (FY2020-21) in response to the Request For Proposal dated (hereinafter referred to as the “RFP”) issued by NSDC.

THAT the detailed Proposal in the prescribed format be duly filled and submitted to NSDC along with all necessary documents.

THAT the following directors/trustees/members/authorized signatories be and are hereby severally authorized to execute the documents, papers, guarantee, declaration, confirmation, affidavit, undertaking, indemnity, contracts and such other instruments/documents as security or otherwise, as may be required by NSDC.

S. No	Name	Designation

THAT copies of the aforesaid resolutions certified to be true be furnished to NSDC”

CERTIFIED TO BE TRUE

For,

(Signature)

Name:

Designation:

Date:

Place:

DIN/PAN:

(Signature)

Name:

Designation:

Date

Place:

DIN/ PAN

Annexure - III

**Details about Skill Development Projects funded by Central Ministries /Departments in last three years
(with reference to Point 2a – Past Experience)**

Sl. No	Year	Name of the Sponsoring Ministry /Department	Location of the project (District and State). If the location is minority concentration block/town, please indicate MCB/MCT	Number of Trainees	Number of Minority Trainees out of the total	Cost of the project	Type and names of skill	Name or Certifying agency	
Boys		Girls		Total		Modern Trades (MES/NSQF/any other)		Tradition-al arts/crafts	
Name & duration in hours					Name & duration in hours				

(Note: One Sanction order will be considered as one project)

Annexure - IV

Details about Skill Development Projects funded by Ministry of Minority Affairs/ their Departments in the last three years. (with reference to details asked in Point 2b – Past Experience)

S. No.	year	Name of the MoMA Sponsoring Department	Location of the project (District and State). If the location is minority concentration block/town, please indicate MCB/MCT	Number of trainees	Number of Minority Trainees out of the total	Cost of the project	Type and Names of Skill	Name of Certifying agency	
Boys		Girls		Total		Modern Trades (MES/NSQF/any other)	Traditional arts/crafts		
With duration in hours					With duration				

(Note: One Sanction order will be considered as one project)

Annexure – V

Details about Skill Development Projects funded by State Government (other than J &K and Ladakh) in last three years (with reference to details asked in Point 2c – Past Experience)

S. No.	year	Name of the Sponsoring State and State Department	Location of the project (District and State). If the location is minority concentration block/town, please indicate MCB/MCT	Number of trainees	Number of Minority Trainees out of the total	Cost of the project	Type and Names of Skill	Name of Certifying agency
Boys		Girls		Total		Modern Trades (MES/NSQF/any other)	Traditional arts/crafts	
With duration in hours					With duration			

(Note: One Sanction order will be considered as one project)

Annexure -VI

Details about Skill Development Projects implemented by the PIA in the J &K and Ladakh in the last three years (with reference to details asked in Point 2d – Past Experience)

S. No.	year	Name of the Sponsoring State Department	Location of the project (District and State). If the location is minority concentration block/town, please indicate MCB/MCT	Number of trainees	Number of Minority Trainees out of the total	Cost of the project	Type and Names of Skill	Name of Certifying agency	
Boys		Girls		Total		Modern Trades (MES/NSQF/any other)	Traditional arts/crafts		
With duration in hours					With duration				

(Note: One Sanction order will be considered as one project)

Annexure -VII

Details about minority candidates trained by the PIA in the last three years (with reference to details asked in Point 2f – Past Experience)

S. No.	year	Name of the Sponsoring State Department	Location of the project (District and State). If the location is minority concentration block/town, please indicate MCB/MCT	Number of Minority Trainees	Cost of the project	Type and Names of Skill	Name of Certifying agency
Boys		Girls	Total		Modern Trades (MES/N SQF/any other)	Traditional arts/crafts	

(Note: One Sanction order will be considered as one project)

Annexure - VIII

Past Placement record of the organization for last three years (with reference to Point 3. a and 3.b – Past Experience)

S. No	Year	Number/percentage of Youths				Name of Companies/ Industries where placed.
		Youths trained	placed in the organized sector	%age of placement	% of retention after 12 months of joining	

Annexure - IX

Number of companies/ industries/ institutions with whom the PIA has signed the MoU for placements of trained youths (with reference to Point 5b– Merit of the proposal):

S. No.	Name of company/ industry/ institution	Address of company/ industry/ institution	Required skills in company/ industry/ institution	Date of Signing and validity period of MoU