

EXPRESSION OF INTEREST

FOR

EMPANELMENT OF TRAINING PROVIDERS FOR STATE SPECIFIC SKILL DEVELOPMENT PROGRAMME FOLLOWING NATIONAL SKILL QUALIFICATION FRAMEWORK

Name of the Country : India
Name of Project : ELSTP- Entrepreneurship & Employment Linked
Skill Training Programme
Empanelment of Training Partners for
Consulting Service : Entrepreneurship & Employment Linked Skill
Training Programme _UKSDM 2022-23
Period of Consultancy : 12 months
Funding agency : State Government

CRITICAL DATE SHEET

Sr. No.	Description	Key Dates
1	Date of Publishing	28 July, 2022
2.	Pre-Bid Meeting for Query/Clarification	22 August, 2022, 11 :30 AM at Mission office.
3.	Last Date for Submission of Proposal	29 August, 2022

Uttarakhand Skill Development Mission
(Govt. Girls ITI Campus), 26 EC Road, Near Survey Chowk,
Dehradun, 248001, Uttarakhand
e-mail: info.uksdm@gmail.com

1. DATA SHEET

1	Name	Empanelment of Training Providers for State Specific Skill Development Programme following National Skill Qualification Framework
2	Time period of Project/MoU	01 Yrs
3	Selection Method	Basis Eligibility Criteria and Commitment Parameters
4	Proposal Validity Period	120 days from proposal due date
5	Proposal Language	English
6	Consortium allowed	No
7	Sub-contracting allowed	No
8	Date of Publication	28 July, 2022
9	Last date of receiving queries	22 August, 2022 at 11: 00 am.
10	Pre-Consultation meeting	22 August, 2022 at 11:30 am. (Interested parties may email their queries at info.uksdm@gmail.com by 20 August, 2022 11:00 am)
11	Clarification by UKSDM on website	23 August, 2022 at 15:00 Pm.
12	Proposal submission date	29 August, 2022 before 17:00 Hrs.
13	Communication Address	Uttarakhand Skill Development Mission (Govt. Girls ITI Campus), 26 EC Road, Near Survey Chowk, Dehradun, 248001, Uttarakhand
14	e-mail	info.uksdm@gmail.com

2 INTRODUCTION:

The Uttarakhand Skill Development Mission aims to provide gainful employment opportunities to unskilled, semiskilled, school dropouts in regional perspective by imparting them three to six months skill development training, free of cost, through reputed Government, Non-Government and Private Organizations in potential employment generating trades. Training includes mandatory minimum 40 hours session on computer education, soft skills and entrepreneurship.

UKSDM invites proposals from eligible national and international professional agencies and business houses, engaged either in the business of manufacturing or services or facility management or in providing vocational skill training or in administering educational services, with keen interest to operate, maintain and manage skill training centre in different locations in Uttarakhand, and in imparting industry relevant skills. Interested agencies with required qualification and experience may submit their proposals along with details and supporting documents as specified therein. Mission intends to prepare a panel of Training Providers who have sufficient experience and credentials for conducting Skill Development training as per National Skills Qualification Framework (NSQF) of Ministry of Skill Development and Entrepreneurship, Government of India.

1. The ELSTP is a Project for increasing the number of skilled workers through short-term skill training in Uttarakhand. The period of the Project is for FY 2022-23
2. The Project Director, Uttarakhand Skill Development Mission now invites bidders to indicate their interest in empanelment as Training Provider's for providing state specific skill development training following national skill qualification framework in the state of Uttarakhand.
(See <https://www.msde.gov.in/en/reports-documents/981/archived> for Common Norms)
3. The Project Director, UKSDM proposes to engage Training Providers to provide placement-linked skill development training in Uttarakhand State with the overall objective of enhancing the employment outcomes for unemployed youth of the state.
4. No consortium or joint venture is allowed.
5. Further information can be obtained at the address below during office hours from 10:00 to 17:00 hours. Queries shall be forwarded on email info.uksdm@gmail.com. Attending the pre-consultation meeting is not mandatory. The minutes of this meeting can be viewed by all on the website- www.uksdm.org
6. Expressions of interest must be delivered to the address below through post/ speed post/courier/by-hand by till **29 August, 2022 at 1700 Hrs.**

Uttarakhand Skill Development Mission
(Govt. Girls ITI Campus), 26 EC Road, Near Survey Chowk,
Dehradun, 248001, Uttarakhand

7. The EOI is open to all entities that fulfil the eligibility criteria based on the applications received UKSDM shall evaluate the documents submitted by the applicants along with the proposal. Final selection of organization shall be on the based on the presentation made before Project Director, UKSDM. Please be informed that submission of this application does not mean or indicate any commitment of approval /allocation of target for the said project.
8. UKSDM reserves right to cancel the EOI at any point of time without providing any explanation. UKSDM also reserves the right to penalize any applicant if any information is found to be incorrect/false during and after project execution, at its sole discretion and without assigning any reason

3. ELIGIBILITY CRITERIA

- 3.1 The applicant should be a legal Entity in existence for min. 3 years from date of publishing of this EoI.
 3.2 The entity should have an average annual turnover of at-least INR 20 Lakhs in the last three financial years
 3.3 The applicant should have experience of skilling placement linked training program (under government funds, CSR or privately paid models).
 3.4 The applicant eligible to work in a region and not be blacklisted by any donor agency/ State government/ central government/ govt. agency/ public sector undertaking/ autonomous bodies/ any other competent authority. An undertaking will be required in this regard (refer Annexure VI)
 3.5 The applicant should have experience of working in Himalayan States
 3.6 The applicant should have no statutory dues at the time of application

S. No.	Criteria	Minimum requirement to be Met
1	Number of Years of Existence from date of publishing of this EoI (Registration Certificate must be enclosed)	3 Years
Training Experience in NSQF aligned courses for last preceding 03 years -		
2	(a) Experience of Training in Hill Area.	(a) Conducted training in at least one Himalayan State.
	(b) Total No. of Trained youth as on June 30 ,2022.	(b) At least have trained 500 youth.
	Copy of Work Order or Letter of Batch allotment must be enclosed.	
Placement / Self Employment		
3	(a) Placement or Self Employment record of 40% trained youth as per above point 2(b).	(a) Minimum 200 Student must be placed. Declaration to be shared with Employer Details
	(b) Placement linkage (Copy of MoU/Tie-up letter must Employer Letterhead must be closed).	(b) Minimum 03 MoU/Tie-up letter must be enclosed
	Record of Self-Employed Youth, if any (Furnish Registration copy of trade and copy of bank loan or any other evidence.	
4	Average Turnover 20 Lakh in last 03 Financial years	1.Audited Financial reports for FY 2018-19, 2019-20 & 2020-21
		2. CA certificate for average turnover for 2018-19, 2019-20 & 2020-21. (In original)
5	Not Black listed Certificate	Original copy on Rs 100 Stamp paper duly notarized

It is mandatory for the Applicant to meet all the evaluation criterion points as listed above. If any one or more of the evaluation criteria is not met, then in that case the applicant shall be declared ineligible.

UKSDM may directly empanel Training Partners offering innovative courses / practices related to the State specific requirement. Training Partners may be Government Departments, Private Organizations, NSDA, NSDC, SSC

Empanelment under the scheme doesn't guarantee Target allocation
For those applicants meeting the minimum requirements, a Presentation for final selection will be scheduled.

4. FUNDING MECHANISM AND PAYMENT SCHEDULE

Firm will be provided with a fixed budget per candidate as per common norms issued by Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. (As amended from time to time.) subject to revisions by Common Cost Norms committee. Other incentives like boarding & lodging, post-placement support, conveyance and other support will be as per Common Cost Norms.

Payment to Training Providers will be broken into tranches as mentioned below

S. No.	Milestones/Deliverables	Payment Percentage	Timelines
1	Readiness of Training Centre and commencement of Training	30%	Submission of requisite supporting documents to Mission office
2	Successful certification of Trained Candidates (Prorata)	40%	Submission of requisite supporting documents to Mission office
3	Placement of minimum 70% certified candidates	30%	Placement verification

All the reports shall be ensured and duly submitted to the UKSDM as per the timelines mentioned above for the release of the payments against the invoice(s). A quarterly review between the client and the firm shall be held to ensure clear understanding of tasks required to be undertaken.

Note:

1. All management and operational expenses of Training Providers of any activity related to the training lifecycle, incurred by the Training Providers, as per the scope of work defined in the ToR. Responsibility for these expenses and their amounts shall be borne by the Training Providers.
2. Training Providers are also advised to keep themselves abreast of any other guidelines OR operating manual OR any other communication to be released by UKWDP or DSDE from time to time.

5. ROLES AND RESPONSIBILITIES OF EMPANELLED TRAINING PROVIDER

The '**Training Providers**' is expected to provide sustainable employment of high quality, with focus on co-branding, commitment to decent work norms, retention and career progression. This has to be enabled through a model providing high levels of co-branding in all processes, activities and outcomes thus setting a benchmark for training quality, training material including use of technology and training delivery, and through an upskilling path through multiple training levels allowing a trainee to progressively achieve higher levels of skills & certification over a period starting from a novice level. All the organizations fulfilling the eligibility criteria or with direct relevance to the sector will be provide preference.

- a) **Centre set up:** Training Providers have to set up SMART Centres of appropriate standard as per the norms of concerned SSC to suitably conduct the course — both theoretical and practical sessions. Location shall be finalized in consultation with District Employment office/ Head Office of the Corporation. The Training provider shall have to engage Trainers / Teachers having requisite qualification and experience as per concerned SSC and

Qualification Pack compliant norms and to submit list containing particulars of Trainers and Teachers.

Time: Within 1 month from award of contract, upon empanelment

- b) **Advertisement/ Publicity / Mobilization:** To be made by Training Providers through insertion in the print media (local/ state level), satellite channel, and publicity through Block Offices / Panchayat in coordination with concerned District Employment offices. Hoarding / Banner of suitable size may be set up outside and inside the SMART Centres clearly indicating the scheme. Prior to publication, the Training Providers shall get the matter for publicity items vetted by the Head Office of the Corporation.

Time: Within 15 days from setting up of Centre

- c) **Selection Process:** The candidates may be called for selection by the Training Providers either at the Centres or at any convenient location, or at any place as may be decided by the concerned District Employment office. Selection should be made by a committee having members/ representatives from Training Provider, Block/ Panchayat Samity or District Employment office. All the candidates should be briefed about the scheme/ trade/occupation and objective of the programme, evaluation and certification and what they may expect after the training.

Time: Within 15 days from Setting up of Skill Training Centre

- d) **Preparing list of applicants/ registered candidates:** List of candidates may be prepared in soft version as well as hard copy in specified format, Centre wise, with Name, Guardian's Name, Address, Contact No., Sub-caste, Annual family income, Date of Birth, Passport Size Colored Photograph, Photo Identification Proof (Example: EPIC / AADHAR / PAN etc.), Age in years, Educational qualification etc.

Time: Within 7 days after selection process

- e) **Attendance:** Keeping record of attendance is mandatory. The record may be preserved properly both in soft and hard copy. The Mission may ask for record of attendance of the Teacher/ Trainer also. The Training Providers will have to install bio-metric attendance system at the training venue for the trainees and the teachers/ trainers. Record of attendance of the trainees and the teachers/ trainers will have to be submitted as and when demanded.

- f) **Penal Measures:** In case of non – compliance of any of the terms and conditions as detailed in the Clause pertaining to Roles and Responsibilities, Training Providers shall be restrained from continuation of the Training Programme and the Performance Security if any shall be forfeited. The Training Provider shall not be awarded any skill development programme in future by the Mission if the outcome is found to be less than 50% within 1 year of completion of training and the Training Provider will be excluded from the panel.

6. GENERAL INFORMATION:

- a. UKSDM reserves the right to verify all statements, information and documents submitted by the applicants in response to the proposal. Failure of UKSDM to undertake such verification shall not relieve the applicant of its obligations or liabilities hereunder nor will it affect any rights of UKSDM there under.

- b. UKSDM reserves the right to modify, cancel, suspend or terminate any aspect of the proposal process at any time, for any reason, without giving prior notice and UKSDM (including their officers, employees, consultants) will not be bound by this proposal.
- c. The applicants shall be responsible for all the costs associated with the preparation of their application. UKSDM shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Application Process.
- d. One applicant can submit only one application. Applicant submitting more than one application will be disqualified.
- e. At any time prior to the due date of submission of applications, UKSDM may, for any reason, whether at its own initiative or in response to clarifications requested by applicant(s), modify the proposal by the issuance of addenda. Any addenda issued subsequent to this application, but before the application due date, will be deemed to form part of this proposal.
- f. At any time any time prior to due date of submission of application, the applicant can withdraw their application. Withdrawal of application is not permitted after the due date of submission.
- g. All communication and information in response to this proposal should be provided in writing and in English language only. Supporting documents and printed literature furnished by the applicant with the application may be in any other language provided; they are accompanied by appropriate translations of the pertinent passages in English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translations shall prevail.
- h. No change in or supplementary information to the application shall be accepted once submitted. However, UKSDM reserves the right to seek additional information / substantiation / clarifications from the applicants, if found necessary, during the course of evaluation of the application. In case of non submission or incomplete submission or delayed submission of such additional information/substantiation/ clarifications sought by UKSDM, the application would be evaluated solely on the basis of the available information.
- i. If any information provided by the applicant in the application or any information provided by the applicant in response to any subsequent query by UKSDM, is found to be incorrect or is a material misrepresentation of facts, then the application will be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of UKSDM and if UKSDM is adequately satisfied.
- j. In case the due date of application is holiday declared by State or Central Government, then next working day will become the due date for submission of application
- k. Application should obtain all necessary clearances for participating in the proposal process prior to submitting their application and should ensure that they are eligible to participate in this proposal process.
- l. The application process with respect to this proposal (the "Application Process") shall be governed by, and construed in accordance with, the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this proposal and the said application process.
- m. The applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Application Process. UKSDM shall reject an application without being liable in any manner whatsoever to the applicant, if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Application Process.
- n. For the purposes of Sub- clause(m) above, the following terms shall have the meaning hereinafter respectively assigned to them:
 - a. "**Corrupt Practice**" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected

with the Application Process; or (ii) engaging in any manner whatsoever, whether during or after the Application Process, with any person in respect of any matter relating to the Project, who at any time has been or is a legal, in relation to any matter concerning the Project;

- b. "**Fraudulent Practice**" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Application Process;
- c. "**Coercive Practice**" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Application Process;
- d. "**Undesirable Practice**" means (i) establishing contact with any person connected with or employed or engaged by the UKSDM with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Application Process;
- e. "**Restrictive Practice**" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Application Process and subsequent bidding process.

ANNEXURES

FORM I: COVERING LETTER

(On letterhead)

[Date]

To,
The Project Director
Uttarakhand Workforce Development Project
Govt. Girls ITI Campus),
26 EC Road, Near Survey Chowk,
Dehradun, 248001, Uttarakhand

Ref: Response to EoI for empanelment of training providers for state specific skill development programme following national skill qualification framework

Dear Sir,

We attach here to the response as required. Primary and Secondary contacts for our organization are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company/Organization Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-mail:		

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to UKSDM is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements there in do not in whole or in part mislead the department in its short-listing process.

It is hereby confirmed that I/We are entitled to act on behalf of our company/corporation/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature:

Name:

Designation:

Seal/Stamp of Firm

FORM II: ORGANIZATION DETAILS

Name of Organization / Institution	
Sector of Operation (eg. Pharma, Automobile, Education etc)	
Regd. / Head Office Address:	
Phone:	
Mobile:	
Email:	
Website:	
Addresses of Employment Offices (If any?) in Uttarakhand: Phone: Mobile Nos.: Email IDs:	
Name of Authorized Representative:	
Designation:	
Mobile:	
Email:	

(Company Seal)

Signature:

Name:

Designation:

*** To be submitted on Company Letter Head**

FORM III: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

1. Name as on the Registration Certificate:
2. Name of Registering Authority:
3. Registration No.: Date of Registration:
4. Place of Registration:
5. Legal Constitution of Training Partner:
(Public Limited/Private Limited/
Partnership/Proprietorship etc.)
6. Number of years of Existence:
(from date of publishing of this EoI)

(Company Seal)

Signature:

Name:

Designation:

*** To be submitted on Company Letter Head**

FORM IV: UNDERTAKING ON MAJOR LITIGATION

To,
The Project Director
Uttarakhand Workforce Development Project
Govt. Girls ITI Campus),
26 EC Road, Near Survey Chowk,
Dehradun, 248001, Uttarakhand

Sub: Undertaking on Major Litigation

Ref: EoI for empanelment of training providers for state specific skill development programme following national skill qualification framework

Sir,

I/We as potential 'Training Partner' do hereby state that our company/organization is not involved in any litigation which may impact the performance of the services to be provided by us, if selected by Uttarakhand Skill Development Mission.

Yours faithfully,

(Signature)
Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal) Designation

*** To be submitted on Company Letter Head**

FORM V: UNDERTAKING BLACKLISTING

To,
The Project Director
Uttarakhand Workforce Development Project
Govt. Girls ITI Campus),
26 EC Road, Near Survey Chowk,
Dehradun, 248001, Uttarakhand

Sub: Undertaking on Blacklisting

Ref: EoI for empanelment of training providers for state specific skill development programme following national skill qualification framework

Sir,

I/We as potential 'Training Provider' do hereby state that our company/organization is not blacklisted by any donor agency/ State government/ central government/ govt. agency/ public sector undertaking/ autonomous bodies/ any other competent authority.

Yours faithfully,

(Signature)
Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal) Designation

***To be submitted on Rs 100 Stamp paper duly notarized**

FORM VI: PAST EXPERIENCE DETAILS

FY	Scheme	State	Implementing Body	Job Role	QP Code	Trained	Certified	Placed
2018-19								
2019-20								
2020-21								
Total								

Yours faithfully,

(Signature)
Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal) Designation

*** To be submitted on Company Letter Head**

FORM VII: PROPOSED LOCATION AND JOB ROLES

S. No.	Location	District	Sector	Job role	QP Code
1					
2					
3					
4					
5					

Yours faithfully,

(Signature)
Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal) Designation

*** To be submitted on Company Letter Head**

CA Certificate for Turnover (original)

On the letter head of the CA

Dated:

The Total Turnover of _____ (Organization Name) for the Financial Year 2018-19, 2019-20 & 2020-21 based on Audited Financial Statements is provided below:

S. No.	Particulars	Amount (in INR figures)
1	Total Turnover for the Financial Year 2018-19	
2	Total Turnover for the Financial Year 2019-20	
3	Total Turnover for the Financial Year 2020-21	

Average Turnover (FY2018-19, 2019-20 & 2020-21) : _____ / - (Amount in Figures and Words)

(CA's
Signature)
CA's Name:

CA's Stamp / Seal: