

**AGREEMENT**

**BETWEEN**

**Assam Skill Development Mission  
(ASDM) AND  
Training Partner  
(TP) FOR**

**Implementing Employment through Skill Training & Placement (EST&P) under  
Deendayal Antyodaya Yojana- National Urban Livelihoods Mission (DAY- NULM).**

**THIS AGREEMENT has been made and agreed upon between the parties mentioned  
below and effective from 1<sup>st</sup> day of the month of July, Year 2020.**

**BETWEEN**

**Assam Skill Development Mission** represented through Mission Director, Assam Skill Development Mission at Katabari, DPS Road, NH-37, Garchuk, Guwahati-781035(Hereinafter called the (“ASDM”) which expression shall unless repugnant to the context thereof shall mean and include its administrator, successor in office, representative, assigns, of the First party.

**And**

..... **Training Partner Name** .....

... society/trust/firm/company,etc.

Registered as ..... with  
offices **Training Partner Address** located at

..... for its **Training  
Centre** **Training Centre Name and Address**

...represented through **Authorized Person of TP** (Hereinafter called the Training Partner (TP) which expression shall unless repugnant to the context thereof shall mean and include its successors, heirs, assigns, representative of the **Second party**.)

WHEREAS, **Assam Skill Development Mission (ASDM)** under Skill, Employment and Entrepreneurship Department, Assam, is an Apex Body for all matters relating to skill development activities of the state for both public and private sector efforts, established with the mandate to produce skill development and livelihood avenues and increase income level of the states’ youth.

Whereas, **ASDM has vide MOU dated 27<sup>th</sup> December 2018**, entered into an understanding with **Assam State Urban Livelihoods Mission Society (ASULMS)**, to provide skills training, assessment, certification, placement, conduct post placement tracking etc. of beneficiaries, under EST&P component of DAY-NULM, on behalf of ASULMS. The extension of the said MoU has been further extended for 1 year vide Corrigendum dated 3<sup>rd</sup> February 2020.

Whereas the Training Partner (TP) provides skill training and has been empanelled with ASDM.

NOW THIS AGREEMENT is entered into by and between the parties hereto for imparting skill training under EST&P on the terms, conditions and stipulations as set forth hereunder:

1. That the contract shall come into force and effect on the date (the effective date) of signing of the agreement.
2. That the TP shall commence the work not later than five days from the date of receipt of the Allocation Advice/ Work Order by the TP.
3. The TP shall employ qualified and experienced Personnel/ trainers having met the minimum qualification and experience parameters as specified by the respective Sector Skill Councils for their respective QPs. The Personnel/trainers should mandatorily pass the ToT programme conducted by the SSCs under this scheme.
4. The TP shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology, safe and effective equipment, machinery, materials and methods.
5. The TP shall always act, in respect of any matter relating to this Contract or to the Services, by supporting and safeguarding ASDM's and ASULMS's legitimate interests in any dealings with Third Parties.
6. That the TP shall hold the ASDM and ASULMS's interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own interests. If during the period of this contract, a conflict of interest arises for any reasons, the TP shall promptly disclose the same to the ASDM and seek its instructions.
7. That except with the prior written consent of ASDM and ASULMS, the TP and the Personnel shall not, at any time, communicate to any person or entity any confidential information acquired in the course of the Contract, nor shall the TP and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
8. The TP shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with accepted accounting principles and in such form and detail as will clearly identify all relevant funds received from the ASDM, and payments made to its staff, and other costs.
9. The TP shall periodically permit during the continuation of this contract and further up to five years from expiration or termination of this Contract, ASDM or ASULMS or their designated representative, to inspect the accounts and records and make copies thereof as well as to have them audited by auditors appointed by the ASDM or ASULMS.
10. The TP would be responsible for candidate mobilization / counselling, training, assessment, placement and post placement tracking under the overall supervision of ASDM and ASULMS.
11. The TP shall not receive any income in connection with the engagement except as provided for in the Agreement unless specifically authorized by ASDM/ ASULMS.
12. The TP shall not take any fees from the candidates under any pretext for the training being conducted under DAY-NULM.
13. The TP shall not try to influence the third-party assessment in any way whatsoever, and shall duly inform ASDM in advance in case an assigned Assessor had a prior beneficial relationship with the TP.
14. The TP shall not subcontract the conduct of training.
15. The TP shall not operate the training centres via a franchisee arrangement.
16. ASDM/ ASULMS shall extend support for the Programme on a best effort basis.
17. ASDM/ ASULMS shall monitor and evaluate the Training Centre's performance.

18. ASDM and ASULMS shall monitor program performance as per the envisaged monitoring & evaluation framework and guidelines of DAY-NULM. The entire task of Programme Monitoring and Evaluation shall be conducted through various means including the DAY-NULM MIS.
19. The invoices will be raised by the Training Partners, as per the format prescribed by ASDM, and shall be submitted to ASDM after necessary approvals and verification by ASDM and/or ASULMS.
20. ASDM shall disburse the payment after all due verifications have been done for the submitted invoices. The Payment due on the part of ASDM shall be made on the basis of the procedure prescribed for payment of training fee in accordance with the Operational Guidelines of EST&P.
21. ASDM/ ASULMS may also sanction an order against the TP, including declaring the TP ineligible, either indefinitely or for a stated period of time, if at any time it is determined that the TP has, directly or through an agent, engaged in corrupt, fraudulent, restrictive or coercive practices in competing for, or in executing, any ASDM-financed contract.
22. ASDM can modify terms and conditions of this Contract subject to mutual agreement between the Parties to account for Government of India/ State Government stance on various schemes being covered under the Mission. Any modification or variation of the terms and conditions of this Contract not covered under the contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.
23. The quality of performance related to the service, is the essence of the contract and in the event of failure to perform as per the term and condition of the contract and to the satisfaction of ASDM/ASULMS, ASDM/ASULMS shall be free to take suitable decisions with respect to the continuance of the contract.
24. The general conditions of the contract, the Scope of Work and the Special Terms of Agreement as per Annexure 1, 2 and 3 attached to this agreement shall be read and construed as forming part of the agreement and the parties hereto respectively abide by and submit themselves to the condition and perform the agreement on their parts respectively in such conditions contained.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by:

Signed by:

\_\_\_\_\_

\_\_\_\_\_

For and on behalf of  
[Assam Skill Development Mission]  
[Authorized Representative]

For and on behalf of  
[Training Partner Name]  
[Authorized Representative]

(Witnesses)

(Witnesses)

(i) \_\_\_\_\_

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

ii) \_\_\_\_\_

GENERAL CONDITIONS OF THE CONTRACT

1 Definitions of terms:

In this contract (as hereinafter defined) the following words and expressions shall have meanings hereby assigned of them except where the context requires otherwise:

- a) “Applicable Law” means the laws and any other instruments having the force of law in India for the time being.
- b) “Training Partner” or “TP” means the private training provider which provides skill training and is empanelled by Assam Skill Development Mission.
- c) “Contract” shall mean the agreement between ASDM and the TP, duly signed by the parties to the agreement through their authorized representative, for the execution of the work as prescribed in the scope of work of this document and all terms and conditions mentioned herein.
- d) “Day” means calendar day.
- e) “Effective Date” means the date on which this Contract comes into force and effect.
- f) “ASDM” means Assam Skill Development Mission (ASDM).
- g) ASULMS means Assam State Urban Livelihoods Mission Society
- h) DAY- NULM means Deendayal Antyodaya Yojana - National Urban Livelihoods Mission
- i) “GC” mean the General Conditions of Contract.
- j) “Government” means the Government of Assam.
- k) Cost & Process Norms will mean the Cost & Process norms as are notified from time to time by the ASDM
- l) Operational Guidelines mean the Operational Guidelines issued by Ministry of Housing & Urban Poverty Alleviation (MoHUPA), Govt. of India, for Employment through Skill Training & Placement (EST&P) under Deendayal Antyodaya Yojana- National Urban Livelihoods Mission (DAY-NULM)
- m) “Services” means the work to be performed by the Training Partner pursuant to this Contract.
- n) “Third Party” means any person or entity other than the “ASDM” or the “Training Partner”.
- o) “In writing” means communicated in written form with proof of receipt.
- p) “Programme” means Skill Development Programme of the State of Assam.

2 Entire Agreement:

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, representation, promise or agreement not set forth herein.

3 Expiration of Contract:

Unless terminated in pursuance of the provisions contained in this agreement hereunder, this Contract shall expire on 31<sup>st</sup> March 2022.

The Agreement can be extended by executing a renewed Agreement.

4 Authorized Representatives:

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the ASDM or the TP may be taken or executed by the officials as specified hereunder:

- a) Mission Director of ASDM, and in his absence by the Assistant Misison Director, or any person as the Executive Committee of ASDM may decide, for the First Party

- b) Official in whose name “Power of Attorney” has been entrusted by the Second Party(as submitted in the proposal)

5 Relationship between the Parties:

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between ASDM and the TP. The TP, subject to this Contract, has complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

6 Notices:

- a) Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to the authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the Contract
- b) A Party may change its address for notice hereunder by giving the other Party notice in writing of such change or in the case of ASDM, if notified vide a notification/ office order/ circular/displayed on the website.

7 Location:

The Services shall be performed in the State of Assam, at such locations as are specified in the Work Order/ Allocation Advice issued by ASDM to the TP.

8 Taxes and Duties:

- a) The TP shall be responsible for meeting all tax liabilities arising out of the Contract or in the course of provision of its services.
- b) Taxes shall be deducted at source from the payment to the TP as per the law in force at the time of payment.

9 Fraud and Corruption

It is ASDM’s policy to require that ASDM as well as TP should observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, for the purpose of this provision, the terms are set forth herein below: -

- a) “Corrupt practice” means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
- b) “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- c) “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;
- d) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among organizations with the objective of restricting or manipulating a full and fair competition in the selection process or the execution of a contract.

Neither ASDM nor the TP shall engage in any corrupt, fraudulent, coercive or restrictive practices during the term of the Contract or any extension thereof.

10 Force Majeure

a) Definition –

- i. For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within

the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

- ii. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents, employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
  - iii. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
  - iv. ASDM will decide the eventuality of Force Majeure which will be binding on both the parties.
- b) No Breach of Agreement:  
The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.
- c) Measures to be taken:
- i. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
  - ii. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
  - iii. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- d) Extension of Time:  
Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- e) Consultation:  
Not later than thirty (30) days after the TP has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

11. Termination:

a) Termination for Default:

ASDM may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the TP, terminate the Agreement in whole or in part, in the following cases:

- i. If it is discovered at any stage that the TP has furnished false claims or provided misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to programme, either to ASDM or ASULMS
- ii. If the TP, in the judgment of the ASDM or ASULMS, is found to be engaged in corrupt, fraudulent, coercive and restrictive or collusive practices in competing for or in executing the Agreement.
- iii. If the TP commits breach of any condition of the Agreement.
- iv. If the TP is de-empanelled at any stage during the course of the Agreement.
- v. The TP fails to comply with any final decision reached as a result of arbitration proceedings;
- vi. The TP fails to comply to the decisions of the ASDM or ASULMS;

- vii. The TP submits to ASDM/ ASULMS a statement which has a material effect on the rights, obligations or interests of ASDM/ ASULMS and which the TP knows to be false
- viii. As a result of Force Majeure, the TP is unable to perform a material portion of the Services for a period of not less than thirty (30) days.

b) Termination for Insolvency:

ASDM may at any time terminate the Agreement by giving a written notice of at least 30 days to the TP, if the TP becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the TP, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to ASDM.

c) Termination for Convenience:

ASDM, by a written notice of at least 30 days sent to the TP, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of Termination shall specify that termination is for ASDM's convenience, the extent to which performance of the TP under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the TP may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement, if any, due to such termination.

d) Limitation of Liability:

In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The TP shall not be liable to the other hereunder or in relation hereto (whether in Agreement, tort, strict liability or otherwise) for more than the annual value of the training fees and any incentive paid (including any amounts invoiced but not yet paid) under this Agreement.

e) Termination by the TP:

The TP may, by not less than thirty (30) days' written notice to ASDM, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- i. ASDM/ ASULMS is in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the TP may have subsequently agreed to in writing) following the receipt by ASDM of the TP's notice specifying such breach;
- ii. ASDM/ ASULMS fails to comply with any final decision reached as a result of arbitration.

f) Suspension:

ASDM may, by written notice of suspension to the TP, without any obligation (financial or otherwise) suspend all the payments to the TP hereunder, if the TP shall be in breach of the Agreement or shall fail to perform any of its obligations under the Agreement, including the carrying out of the Services; provided that such notice of suspension:

- a) Shall specify the nature of the breach or failure, and
- b) Shall provide an opportunity to the TP to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the TP of such notice of suspension. The above action will be taken by ASDM after appropriate approvals.

g) Cessation of Rights and Obligations and Services:

Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except

- i. Such rights and obligations as may have accrued on the date of termination or expiration,
- ii. The obligation of confidentiality,
- iii. The TP's obligation to permit inspection, copying and auditing of its accounts and records by ASDM.

Upon termination of this Agreement by notice of either Party to the other Party, the TP shall immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

12 Performance Guarantee:

The TP shall submit a Performance Guarantee of **Rs.25000/- (Rs. Twenty-Five Thousand only)** for each centre vide a Demand Draft/ Banker's Cheque in favour of Assam Skill Development Mission before the signing of the Agreement. In case of addition of new centres by the TP in future, they have to submit **Rs 25000.00 as PG** for each added centre

13 Forfeiture of Bank Guarantee:

The Performance Guarantee submitted by the TP can be forfeited in the following cases:

- a) If the TP is de-empanelled for any reason as prescribed in the Special Conditions of the Contract
- b) If the TP does not commence work within the stipulated time
- c) If the TP fails to start training at 50% of target centres (rounded off to nearest decimal point) within 60 days of receipt of Sanction letter/ Allocation advice
- d) If the TP fails to start training in 50% of batches (rounded off to nearest decimal point) within 60 days of receipt of Sanction letter/ Allocation advice
- e) If the contract is terminated for default or insolvency
- f) Any other case, if the ASDM so decides

14 Fairness and Good faith:

- a) Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
- b) Operation of the Contract: The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration.

15 Payments:

All payments will be released as per Operational Guidelines of DAY-NULM which may from time to time be updated by notification or office order or circulars. There would not be any deviation from the mentioned norms and any request for deviation shall not be entertained under any circumstances. The bills will be submitted after completion of each milestone for each batch, with supporting documents as proof of completion of the milestone.

The invoice will be raised as per the process intimated by ASDM and ASULMS. The invoices will need approval from both ASDM and ASULMS.

16 Books and Records:

- a) A Training Partner shall maintain a separate Bank Account for receiving payments from ASDM and incurring all expenditure relating to the scheme.
- b) A TP shall have to maintain proper books and records of the Receipts and Payments in the form of Cash Book, Cheque issue register, vouchers for expenditure etc.
- c) TPs would be required to submit UC for the fund disbursed from time to time by ASDM to the TPs.

17 Mutual rights and obligations

The mutual rights and obligations of the ASDM and the TP shall be as set forth in the Contract, in particular:

- a) The TP shall carry out and complete the Services in accordance with the provisions of the Contract; and
- b) ASDM shall make payments to the TP in accordance with the provisions of the Contract, operational guidelines of DAY- NULM and Process & Cost Norms which may be updated from time to time, after making relevant deductions and conduct of due diligence and audit.

18 Safety regulations

In respect of all the trainers engaged by the TP directly or indirectly involved in the work for the performance of the service provider's part of this Agreement, the Service provider shall at his own expenses arrange for all the safety provisions as per the applicable laws in force.

19 General rules

Smoking and drinking by any trainer engaged by the TP within the entire area of the training centre and in the institute campus in general are strictly prohibited. Violators of this rule shall be prosecuted as per law and discharge immediately from the training.

20 Interpretation

- a) If the context so requires, singular means plural and vice versa
- b) Any waiver of a Party's rights, powers or remedies under the agreement must be in writing, dated and signed by an authorized representative of the party granting such waiver and must specify the right and the extent to which it is being waived.
- c) Subject to the conditions of the above clause, no relaxation, forbearance, delay or indulgence by either party in enforcing any of the terms and conditions of the agreement or the granting of time by either parties to the other shall prejudice, affect or restrict the right of that party under the agreement, neither shall any waiver by either party of any breach of agreement operate as waiver of any subsequent or continuing breach of agreement.
- d) Severability: If any provision or condition of the agreement is prohibited or rendered invalid or unenforceable, such prohibitions, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the agreement

21 Governing law

The Agreement shall be governed by and interpreted in accordance with the laws of the Assam State/ The Country (India).

22 Jurisdiction

The Parties to the agreement hereby submit to the jurisdiction of the Courts situated at Guwahati for the purpose of actions and proceedings arising out of the contract and the Courts at Guwahati shall have the sole jurisdiction to hear and decide such actions and proceedings.

23 Amicable settlement:

In case of dispute between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, the Parties may go for arbitration.

24 Arbitration:

- a) In the case of dispute arising upon or in relation to or in connection with the contract between ASDM/ASULMS and the TP, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. The arbitral proceedings shall be conducted by the sole arbitrator appointed mutually. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. The decision of the arbitrator shall be final and binding upon both parties and the parties agree to be bound thereby and act accordingly. The Arbitration proceedings shall be held in Guwahati, Assam.

- b) The expenses of the arbitrators as determined by the arbitrators shall be shared equally by ASDM and the TP. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.
- c) The limitation period for referring the dispute to the Arbitrator will be 90 days from the first instance of dispute.

## Annexure 2: Scope of Work

The scope of work to be undertaken by the Training Providers includes the following:

### 1 Mobilization, Pre-Counselling and Registration of eligible candidates

- a) Awareness creation in the districts in which it has been empanelled.
- b) Candidate Pre-Counselling: Counselling job seekers for ascertaining training needs, career options and career planning.
- c) Counselling the candidate and their parents on the available job opportunities/ training locations and set their expectations on jobs, relocation requirements and compensation.
- d) Registration the interested candidates has been put in place through ASDM Web Based Portal. Priority must be given to cover the registered candidates first and then look for non-registered candidates. Further, there is a provision for registering new candidates based on TP's mobilization.
- e) TPs shall collect copies of the prescribed documents at the time of enrolment and match them with the originals.

### 2 Course and Curriculum Design

Training partners need to design training curriculum and plans based on NSQF and job roles as prescribed by Sector Skill Councils.

### 3 Training

- a) TP needs to ensure for the assignment of trainers to the batches.
- b) Training partners to ensure that trainers are ToT certified by SSCs as per the process norms
- c) The TP would need to install GPRS enabled biometric attendance device to capture the biometric attendance of trainers and trainees.
- d) Ensuring adequate coverage of the topics specific to the requirements of the module as assessments would be based on NOSs/ Qualification Packs.
- e) Depending on the sector, practical on-job training shall be arranged.
- f) The TP shall place a banner and other publicity related material in front of the centre with the logo of ASDM and ASULMS prominently displayed and as per the specifications provided by ASDM.
- g) The TP shall put the logo of the DAY-NULM, ASDM and ASULMS and key messages/taglines on all advertisement materials as per the specifications given by the ASDM.

### 4 Placement of Candidates:

It is the responsibility of the TP to place the candidates as per the Operational Guidelines of EST&P under DAY-NULM. A candidate will be considered as placed only if the conditions of the Operational Guidelines are fulfilled.

### Annexure 3: Special Terms of Agreement

#### 1 Process Guidelines:

The TP shall follow the Operational Guidelines of EST&P under DAY-NULM, as notified by Ministry of Housing & Urban Poverty Alleviation (MoHUPA), Govt. of India. In case the Operational Guidelines of DAY-NULM are silent on some points, the Cost & Process Norms of ASDM as updated from time to time, shall be applicable.

#### 2 Allocation of targets, sectors districts:

a) After empanelment, the TP shall be issued an Allotment Advice/ Sanction letter which would include the following:

- i. Target numbers of candidates to be trained
- ii. Sectors and respective courses and candidates in each of them
- iii. Duration of the Courses
- iv. Timeline for training and certification of each course
- v. Cost Category
- vi. Details of Boarding & Lodging if any

The Allocation advice/Sanction letter will be finalized after taking into consideration the capacity of the training Centre, performance evaluation with respect to the previous target allocation and mutual discussions between ASDM and the TP.

b) The course curriculum shall be aligned as per the QPs / NOSs of SSCs or as specified by ASDM and approved by the SSC.

#### 3 Assessment & Certification:

Each candidate has to be assessed and certified as per the mechanism laid down by the ASDM. The certification would be done by third party assessment agencies appointed by the respective SSCs.

#### 4 Schedule of payments:

Payment will be released as per the Operational Guidelines of DAY-NULM, which may be updated from time to time through office order or circulars.

#### 5 Payment Terms:

a) Training fees payments would be released as per updated Operational Guidelines of DAY-NULM.

b) ASULMS shall endorse the bill and thereafter ASDM shall process the invoice and if found suitable, disburse the payment after all due verifications have been done for the submitted documents as required against each instalment which has been defined in the Operational Guidelines of DAY-NULM. The process of submission of bills and getting approvals shall be intimated to the Training Partners by ASDM, through trainings, process documents etc.

#### 6 Performance Review

a) The Performance Review of the TP and TC shall be conducted from time to time to ascertain the performance of the TP in terms of quality and outcome, and also to allocate targets for the next phase. The review shall be conducted by ASDM and ASULMS through their respective agencies.

b) Reviews can be conducted either by inspection of the Centres, quality checks, performance reports or any other means.

c) Performance of TPs shall be reviewed on the basis of achievement of training and placement targets against the Allocation advice/ Sanction letter and the Operational Guidelines of EST&P.

d) The TPs shall upload all training records and details in DAY-NULM MIS, including details on training, assessment, certification, placement, micro enterprise setup, post-placement tracking, etc. The formats for recording the data shall be intimated to the TP from time to time by ASULMS and ASDM.

- e) ASDM and ASULMS shall respectively monitor the uploading of the data in DAY-NULM portal and point-out non-compliance (if any) by the Training Partners, so that necessary action can be taken.

8. Clause for disempanelment

Training centres would be inspected from time to time and all the reports pertaining to the centre performance would be reviewed by ASDM/ ASULMS or both, and based on the progress and fair practice usage to attain the target, ASDM would conclude on the performance of the TP. A training Partner can be disempanelled, for the below mentioned reasons:

- a) Not able to perform as per the timeline or as per target
- b) Wrong or fake documents submitted before or during the training in connection with this project.
- c) Any unfair or illegal means or practice used by TP
- d) Any practice without the consent of ASDM
- e) Any other reason, for which a show cause notice will be issued by ASDM