

2017

**Expression of Interest for
“Empanelment of Training
Partner to conduct Skill
Development training
programme under Assam Skill
Development Mission**

EoI No – ASDM-41/2017/15 DATED 21-06-2017

**ASSAM SKILL DEVELOPMENT MISSION
SIX MILE, NAYANTARA BUILDING, GUWAHATI- 781 022**

Content

1. Invitation for Expression of Interest
2. Important Dates

Annexure –I

- A. Eligibility criteria
- B. Scope of work and requirements
- C. Special Instruction

Annexure II : EOI short listing criteria

Annexure III : Application Pro-forma

Annexure IV : Details of Skill Development training record

Annexure V : Sector wise faculty list

Annexure VI : Trade wise Equipment list

Annexure VII : Infrastructure details – Centre wise

Annexure VIII : Covering letter

Annexure IX : Self-Declaration

1. Invitation for Expression of Interest

Assam Skill Development Mission is an Initiative of the Government of Assam to enable youths to get employment opportunities in a holistic manner. The mission aims that the youths would be trained for skills as per their capabilities & merit and thereby makes them employable. The Mission is setup to bring more focus and coordination to the skill development initiatives.

Assam Skill Development Mission (ASDM) would be working with Training Partners (TP) for Skill Development activities across the state of Assam. To this effect, ASDM would like to empanel firms/Organization having relevant experience in Skill Development Training as per Eligibility and Evaluation criteria. Program quality and implementation will be monitored and evaluated by ASDM, as per its Quality Standards and Procedures.

Annexure : I

2. Important Dates

S. No.	Particular	Details
1	Start date of issuance/sale of EOI document	21-06-2017
2	Last date for Submission of Queries	03-07-2017
3	Pre-Bid Conference	10-07-2017
4	Issue of Corrigendum	-
5	Last date for issuance/sale of EOI Document	20-07-2017
6	Last date and time for EOI Submission	21-07-2017 till 4:30pm

A. Eligibility criteria

1. The Institutions/organizations should compulsory be an independent legal entity registered in India as per regulations of the Govt, of India.
2. Private Educational Institutions recognized under Union Grant Commission (UGC), National Council of Vocational Training (NCVT)
3. All India Council of Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Medical Council of India (MCI), Indian Nursing Council and any other similar statutory organizations are eligible.
4. National Skill Development Corporation (NSDC)/Sector Skill Council (SSC) affiliated training providers
5. Training Service Providers -company/firm/organization/Non -Government Organization (NGO)/trust/society/Proprietorship/Partnership Firms/Industry affiliated organizations should fulfill the following criteria
 - a. Atleast three years of experience in providing skill development trainings
 - b. Should have trained & placed at least 200 candidates in last three years
 - c. Should have conducted training under any skill development related schemes

funded by Government of India or state Government of Assam

- a. The agencies should have followed standard curriculum for the skill training courses as per NCVT/National Skill Qualification Framework (NSQF) guidelines.
- e. Should have permanent Infrastructure (or rent/lease for three years) in Assam
- f. In case of Non-Governmental Organizations/societies/industry affiliated organizations should have average annual turnover of Rs. 30 Lakhs (excluding grants/Donations) of last 3 years.
- g. Unique ID for NGOs/VOs through NGO-Darpan portal of NITI Aayog is mandatory.
- h. Consortium /Joint Venture is not allowed.

B. Scope of work and requirements of Training Partner:

1. Institutions have to follow the course curriculum as per the Modular Employable Skills National Occupational Standards (NOS) - National Skill Development Corporation (NSDC).
2. Training Centre preferably should have the stipulated infrastructure (**Class room, power, Geo tagged Biometric Attendance, IP Camera Enabled Indoor & Outdoor Classes, Lab, Broadband, Power Backup, Training aids, Firefighting Equipment, First Aid, Canteen, Washroom Facilities, Copying Equipment, Proper Sitting Arrangement, Drinking Water etc.**) and equipments as per SMART Affiliation and Accreditation Guidelines to ensure skilling as per the standards prescribed in the course curriculum/trade,
3. Trainers/faculty are to be selected/available for the training programme having the pre-requisite qualifications specific to the trade as per Scheme Guidelines i.e. SMART NSDC.
5. The Training Providers shall be expected to detail the design, organize, conduct and monitor phases of various Training Programs/Modules and provide counseling and **minimum 80% placement** to the trainees for a **continuous period of 90 days in service**. Continuation of skill provider will be decided in accordance with the continuation of skill trained candidate.

C. Special Instruction for the interested Organizations

1. This EOI does not commit ASDM to award a contract or to engage in negotiation. This is for empanelment of eligible Training Providers at the state level under the qualified sectors.
2. Interested applicant may furnish their EOI through post by giving all the necessary documents in English as specified in formats provided in the EOI.
3. ASDM reserves the right to withdraw or amend this EOI, without assigning any reasons for the same, if ASDM determines that such action is in the best interest of the Government of Assam. ASDM undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.

6. The response submitted to this EOI and all correspondence shall be in English and shall conform to the forms at any interlineations, erasures or over writing shall be valid only if they are initiated by the authorized person signing the EOI.
7. The EOI submitted should be concise and contain only relevant information as required under this document. The applicant submitting the EOI would be responsible for all its expenses, costs and risks incurred towards preparation and submission of the EOI. ASDM shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
8. The EOI submitted by the applicant shall remain valid for a period of 90 days after the closing date for submission of EOI prescribed in this document. EOI validity expressed for a period less than 90 days shall be rejected. ASDM may solicit the applicants consent for the extension of EOI validity (but without modification in their EOI response).
9. TPs are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications.
10. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by EOI documents or submission of EOI not substantially responsive to this document will be at TP's risk and may result in rejection of its submission.
11. EOI documents submitted by TPs will be reviewed by an expert panel constituted for technical purpose by ASDM and marks will be given based on the parameters mentioned in evaluation criteria.
12. TPs are to submit both physical as well as soft copy to office of ASDM.
13. All material submitted by TP will become the property of ASDM and may be returned completely at its sole discretion.
14. ASDM may at its sole discretion and at any time during the evaluation of EOI or post empanelment, disqualify any applicant, if the applicant has
 - a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b. A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failures etc. in any of the projects in the preceding three years.
 - c. Submitted an EOI that is not accompanied by required documentation.
 - d. Use of modified formats for submission.
 - e. Failed to provide timely clarification related thereto, when sought.
 - f. Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector undertaking under them.
 - g. Been in litigation with any Government agencies/institutions in India
 - h. Made an attempt to influence the evaluation
 - i. Processing fee as Demand Draft not included

15. Any dispute or all matters arising out of this EoI, the competent court in Guwahati including Guwahati High Court shall have jurisdiction.

Annexure II : EOI shortlisting criteria

- I. Experience in skill Training and placement
- II. Spread of existing training centers.
- III. Track record in training and placement
- IV. Working experienced with Government agencies.
- V. Faculty, Equipment and infrastructure
- VI. Arrangement for assessment & Certification and Placement/Entrepreneurship development
- VII. Annual Financial turnover

**A. The scoring sheet will be as follows as per documents submitted;
Total 70**

Sector wise evaluation			
Criteria	Scoring (In points)	Maximum Score	Relevant Document
No. of years in existence	3-5 years = 4, 5 years and above = 5	5	Certificate of incorporation
No. of training centers in Assam	1 centre = 2; 2 centre = 4; More than 2centres =5	5	Copy of rent agreement/hiring agreement/Electricity bill/Trade License/Telephone Bill, etc
No. of persons trained in the during last three years	200 to 299 trainees = 2; 300 to 499 trainees = 3; 500 to 999 trainees 4=; more than 1000 trainees =5	5	In case of Govt., related schemes Copy of relevant work order and work completion certificate should be furnished.
Experience in implementation of Skill Development program funded by Government	North East (more than 2 years experience) -10 Other parts of India (more than 2 years) - 5 Any other (1-2 years) - 3	10	Copy of relevant agreement/ work order
Placement of the trained candidate	25% to 49% = 3; 50% to 70%=7 above 70% =10	10	list of placed students - tracker, sample copy of salary slips, offer letter
Sector/Trade Specific (in Assam)			
Infrastructure available plinth area*	less than 2000 Sq. ft= 3; 2000sfl to 4000 Sq. ft =7; more than 4000 Sq. ft =10	10	Lease agreement or ownership document
Equipment as per sector (one batch)*	less than 50% of required equipment, if available =5; all available = 10	10	Statement list of available equipment
Qualified Faculty as per sector proposed*	Faculty of each sector batch wise Minimum 3 nos=6 4 nos=8 5 and above=10	10	Faculty qualification details
Certification & Assessment as per sector	If not done = 0; completed =5	5	5 Copy of certificate
		70	

*Subject to field verification only.

B. Technical Committee assessment based on presentation by the TP:

The parameters like past experience, infrastructure, placement record, performance of team and their faculty strength etc shall be considered for a total of 30 (Maximum) points.

C. For the above purpose an evaluation committee shall be notified by the state Govt.

N.B: The decision taken by ASDM would be final and no further queries would be entertained.

Annexure III : Application Proforma

A Organization Profile					
1	Name of the organization, complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No, Website				
2	Registration number, date of registration, validity of registration., Act under which registered				
3	Status of the organization (i.e. company/Partnership firm /etc)				
4	Name & designation of Chief functionary with Tel No. /Mobile No				
5	Name & designation of Contact person for this EoI with Tel No. /Mobile No				
6	Whether the organization has any past experience in conducting skill development training programme, if yes then the details thereof Attach the work order/sanction letter	Scheme	Ministry Department	Date of commencement of the project	Project completion date
7	Whether the institution/organization is having sufficient managerial and technical capacity for conducting the training programme, if yes the details thereof				
8	Whether the organization is engaged in the skill development, promotional activities. If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association of the Organization.				
9	Brief details of Activities undertaken by the organization in the field of skill development				
B Project Profile					
10	Details of existing Training Center (s) in Assam (If Any)	Location of the center with postal address		Contact person Name & Telephone No., Mobile No. Email ID	
		1.			
		2.			

11.	Sectors to be implemented	Sector	Trade	Course Curriculum
				To be Attached
12	Location wise details of availability of space indicating area in sq. feet per class room/workshop (as per Annexure-VI I)			
13	Status of procurement of land and premises (own/lease basis/rent basis) if, rented/leased attach the Lease agreement/ownership document			
C	Documents to be attached			
14	Copy of valid registration certificate under proper statute. (Self - Attested)			
15	Copy of Memorandum of Association and Bye laws certified by appropriate authority. (Self-Attested)			
16	Copy of audited balance sheet (by chartered Accountant) for the last 3 years (Self- Attested)			
17	Copy of Annual Report of last three years (Self- Attested)			
18	List of current office bearers of the organization with their full name complete postal address with PIN, Phone/ mobile no. and Email-Id			
19	List of Core Training and Placement Staff			
20	Details of Skill Development Training and Placement record for last three years as per Annexure-IV			
21	Sector wise list of qualified Faculty (Annexure-V)			
22	List of Equipment available for conducting training (Sector wise) (As per Annexure-VI).			
23	Name of the Assessing body and copy of certificate (attach the Agreement copy)			
24	Details of Placement Arrangement	MoU with employers/captive placement details /letters from employers on company letterhead during at least last 3 years		
D	Affidavit regarding: That organization/institution is not involved in any corrupt practices and has not been black-listed by any central/state agencies (As per Annexure-IX)			

E	Certificates : <ul style="list-style-type: none"> • Certified that provisions of the Expression of Interest have been fully understood and we will take the responsibility for successful completion of the project in a time bound manner, if empanelled by ASDM. • Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under ASDM. 	
25	Any other supporting documents	Copy of any other documents as required for completeness of technical proposal etc.

* Please use additional sheets wherever necessary for providing information.

Note: All the pages of the EoI proposal and supported documents should be duly attested by the competent authority. All the pages should be numbered and properly indexed. If any of the EoI proposals is found to be without proper signature, page, numbers and index, it will be liable for rejection.

Organization

Name/Designation/Address

Date :

Place:

Authorized signatory of the

With seal

Annexure IV : Details of Skill Development training record for last three years

(Consolidated statement of trained, certified and placed trainees for last three years)

Sl. No.	Financial year when project executed	Programme /Scheme name	Sponsoring PSU/ CENTRAL/State Govt. Dept. Name	Name of the State where project executed	Trade	Trade code	Course Duration (In Hours)	Certification Partner	Assessment Partner	No. of Candidates Trained	No. of Candidates Certified	No. of TRAINEES Placed	remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Annexure V : Sector wise Faculty list :

Sl. No	Sector	Faculty Name	Designation	Highest Qualification	Total Experience	Working tenure in Institute	Status of engagement (part – time/Full time)
1	2	3	4	5	6	7	8

Annexure VI : Trade Wise Equipment list

Equipment as per the National Occupational Standards (NOS) - NSDC Model Curriculum/Modular Employable Skills (MES) course Curriculum of the trade/sector

Sector	
Trade	
Trade Code	
Batch Size	

List of the available equipment		
Name of the equipment	Specification	Unit (in no.)

Annexure VII : Infrastructure details – Centre wise

Training Centre Details		
Name of the premise:		
Address of the premise:		
District :	Block :	Area :
Pincode :	Landline No :	
Contact Person Name:		
Department :	Designation :	
Mobile Number :	Email :	
Ownership status of the premise:		
GPS coordinates	Latitude :	Longitude:
Availability of Power Connection (Y/N):		Power Backup (Y/N):
Provision of Toilets (1 for 25 trainees) (Y/N):		Separate for girls (Y/N):
Availability of Drinking Water (Y/N):		Internet Connectivity(Y/N):
Residential Facility (Y/N):		

Details of the building/rooms			
	Length (ft)	Breadth (ft)	Plinth area (Sq. ft):
Office Room			
Class Room 1 :			
Class Room 2 :			
Class Room 3 :			
Class Room 4 :			
Counseling room :			
Workshop 1 :			
Workshop 2 :			
Workshop 3 :			
Total Plinth Area			
Seating Capacity :			
Equipment & Furniture :			
Remarks :			

Note : Submit Photographs as suitable

Annexure VIII: Covering letter

To

**The Mission Director,
Assam Skill Development
Mission(ASDM)
Guwahati**

**Sub : Expression of Interest (Eol) for empanelment of Training Provider (TP) for
conducting skill development training programme in Assam under ASDM.**

Dear Sir,

This is with reference to your advertisement inviting Eol for Empanelment of Training Providers (TP) for imparting skills based development training programme in Assam under ASDM, Govt. of Assam. We, the undersigned, offer to provide the services for the above in accordance with your Expression of Interest, dated.../.../2017. Please find below the details of our agency for your consideration.

S. NO.	Description	Details
1	Name and contact details of the Legal Entity	
2	Name contact details and of key Functionaries and Designation	
3	Status / Constitution of the Firm [Type - Private Limited / Society / Section 8 company etc.	
4	Name of Registering Authority	
5	Registration Number and status	
6	Date of Registration	
7	Place of Registration	
8	PAN Card Number	
9	No. of subject matter experts & Trainers on payroll	
10	Details of the relevant training Programme[to which the TP is applying to] conducted by the applicants during the last three years	[Please detail out the relevant training program in the Eol along with proof]

We are hereby submitting our Expression of Interest .We understand that you are not bound to accept any proposal you receive. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favors our company in the short listing process, we are liable to be dismissed from the Eol selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this Eol. We hereby declare that our proposal submitted in response to this Eol is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely
Applicant's name with Seal
Designation
Signature

Annexure- IX : Self-Declaration on organization's letter head - that organization/institute is not involved in any corrupt practices and has not been black listed by Central/ State Agencies

(On non-judicial stamp paper of Rs 10 and duly attested by the notary Public)

To

**The Mission Director,
Assam Skill Development Mission (ASDM)
Guwahati**

Sir,

In response to the Expression of interest(EOL) reference no..... dated.....Empanelment of Training Providers (TP) for imparting skills development training programme under ASDM, Govt. of Assam.

I hereby declare that presently our company/organization..... has unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous body.

I further declare that our company/organization is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State / Central Government / PSU /Autonomous Body on the date of submission of Eol.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Place:

Date:

Signature of the authorized person

Designation:

Seal of the Organization: