

LIMITED REQUEST FOR
PROPOSAL (RFP) FOR
EMPANELMENT OF TRAINING PARTNER
FOR

IMPLEMENTING ASSAM SKILL DEVELOPMENT PROGRAMME

ASSAM SKILL DEVELOPMENT MISSION
GOVT. OF ASSAM
Nayantara Building 5th Floor
Six Mile, Guwahati – 781022

RFP No: ASDM-
41/2017/63

Email Id: missiondirector.asdm@gmail.com

NOTICE INVITING PROPOSALS

Assam Skill Development Mission is implementing the Assam Skill Development Programme in mission mode with a target of training the youth of Assam in the Financial Year 2017-18 in short-term modular courses.

This RFP is for empaneling training providers found eligible based on the EOI for empanelment of Training Partner to conduct Skill Development Training programme under Assam Skill Development Mission (vide EOI No. ASDM-41/2017/15 and related Corrigendum) for the Financial Year 2017-18 to train the candidates and facilitate their placements.

Proposals are invited from the shortlisted private training providers as stated above which would be interested in partnering with Assam Skill Development Mission (ASDM) for the said purpose. The last date for receipt of proposals is 30.08.2017 till 5 P.M.

The Request for Proposal ASDM-41/2017/63 document is available at our website:
<http://www.egm.assam.gov.in>

Proposals may be sent to the undersigned at the below mentioned address:

Mission Director
Assam Skill Development Mission
Nayantara Building 5th Floor, Six Mile Guwahati – 781022
Email: missiondirector.asdm@gmail.com

SCHEDULE OF ACTIVITIES

S. No.	Milestone	Dates
1	Issue of RFP	21.08.2017
2	Proposal Submission Last Date	30.08.2017 till 5 pm
3	Letter of Invitation to shortlisted Agencies	15.09.2017 (Shall be a continuous process based on Field verifications up till a date as finalized and notified by ASDM)
4	Signing of Agreement (Tentative)	20.09.2017 (Shall be a continuous process based on Letter of Invitations issued up till a date as finalized and notified by ASDM)
5	Commencement of Work	Within Five days of signing of the Agreement

Commencement of Work shall mean the following:

- Mobilization of manpower for setting Assam Training centers in the districts in which the Private Training Provider has been empaneled.
- Submission of mobilization plan for the districts for which the Private Training Provider has been empaneled.

OTHER KEY INFORMATION

A	Name of the Client/ Authority	Assam Skill Development Society (legal entity)/ Assam Skill Development Mission
B	Document Intended for	Training Organisations found eligible based on the EOI for empanelment of Training Partner to conduct Skill Development Training programme under Assam Skill Development Mission (vide EOI No. ASDM-41/2017/15 and related Corrigendum)
C	Address where proposals have to be submitted	Mission Director Assam Skill Development Mission Nayantara Building 5 th Floor, Six Mile Guwahati – 781022
D	Earnest Money Deposit	Rs.25,000/- (Rupees Twenty Five Thousand) per Centre applied for. (eg. A Training organisation applying for 10 Centres shall submit an EMD of Rs. 2,50,000/-)
E	Sectors	<ul style="list-style-type: none"> ▪ There shall be no upper limit on the number of sectors to be applied for / allotted under this RFP. The List of preferred Job Roles has been provided in this RFP.
F	Targets	<ul style="list-style-type: none"> ▪ Targets allotted under this RFP shall be for 2017-18 only. Targets for subsequent years shall be based on placement / self-employment performance of the training partners. ▪ Target will be allotted based on number of classrooms and laboratories available at its Block level training centers with permissible batch operating duration of
G	Infrastructure	<ul style="list-style-type: none"> ▪ Each training center applied by TP should strictly adhere to the Common Standards in Annexure A and grading matrix as per ANNEXURE B. ▪ Frequency of physical audit of center: Each training center will be physically audited for accreditation by ASDM accreditation team only once in six months. ▪ Training partners are advised to only apply for those training centers which are compliant to grading matrix, as centers rejected once physical audit will not be considered for accreditation before six months. ▪ Training centers qualifying the accreditation process of ASDM has to mandatorily sign an indemnity bond with ASDM stating to comply to grading matrix, until the centers are visible on state portal.

H	Job Role	<ul style="list-style-type: none"> The list of job roles for which training under ASDM will be allowed under this RFP can be referred in ANNEXURE C.
I	Mobilization and Enrollment	<ul style="list-style-type: none"> The training centers will be assisted by ASDM in Mobilization. The training centers should look for enrolling trainees from the same block or nearest block. The Mobilization cost of Rs. 800/- per candidate shall be deducted by ASDM for candidates mobilized by ASDM.
J	Lodging & Boarding facilities	<ul style="list-style-type: none"> Training centers situated in any one of the 33 districts head-quarters can submit additional information about residential facilities if available. Boarding and lodging facilities may be allowed at training centers at districts head-quarters only, depending on the job role and location of training centers which is purely at discretion of ASDM

Important Notes:

- ASDM reserves the right to amend any or all conditions of this RFP Document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reasons.
Contact person for communication: Mission Director
- Assam Skill Development Mission
Nayantara Building, 5th Floor
Six Mile, Guwahati – 781022
Email: missiondirector.asdm@gmail.com
- In case any applicant fails to submit the original Demand Draft of Earnest Money along with the bid, the Technical Proposal of the applicant shall not be opened. The Demand Draft should be of a Scheduled Commercial Bank drawn in favor of Assam Skill Development Mission, payable at Guwahati.

Mission Director
Assam Skill Development Mission

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority/Client or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. This RFP is not an agreement and is neither an offer nor invitation by the Authority/Client to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority/Client in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority/Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority/Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Authority/Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process. The Authority/Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant on the statements contained in this RFP. The Authority/Client may in its absolute discretion, but without being under any obligation to do so, Amend or implement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority/Client is bound to empanel one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

List of Abbreviations

Terms	Description
EMD	Earnest Money Deposit
FY	Financial Year
ITI	Industrial Training Institute
MIS	Management Information System
NCVT	National Council for Vocational Training
NOS	National Occupational Standards
NSDC	National Skill Development Corporation
TP	Private Training Partners
QP	Qualifications Pack
RFP	Request for Proposal
SCVT	State Council for Vocational Training
SSC	Sector Skills Council
ASDM	Assam Skill Development Mission. The legal entity is Assam Skill Development Society, a society registered under Department of Skill, Employment & Entrepreneurship Department (SEED), Government of Assam.
ASDS	Assam Skill Development Society

Section A – Preface

1. Architecture and Strategy for Programme Implementation

The Programme would target to train and gainfully employ 36,000 candidates in the current financial year. To achieve the target for the FY 2017-18, ASDM has formulated a three-pronged strategy for programme implementation:

- a) The bulk of the target is expected to be met through existing and to be empaneled large training partners who would open their centers till the Block level.
- b) Existing and to be empaneled Small and Niche training providers would be required to train in specific sectors within their district of operations.
- c) Existing and to be empaneled TPs would be required to train a portion of the candidates from the Block where training center is located.

ASDM plans to engage Private Training Providers through this RFP who would act as the End Implementing Agencies for the programme by training and helping place the candidates.

The Private Training Partners would be responsible for candidate mobilization, training, facilitation of third party assessment and certification, placement and post placement tracking under the overall supervision of ASDM on the basis of the formulated process guidelines.

ASDM shall continually monitor program performance as per the envisaged monitoring & evaluation framework. The entire task of Programme Monitoring and Evaluation shall be completed through an online Management Information System (MIS) that will be designed, developed and deployed by the ASDM.

Section B – General

2. General Provisions

The Private Training Partners (TPs) shall not receive any income in connection with the engagement except as provided for in the Agreement. The TPs shall not engage in training activities that conflict with the interest of the ASDM / Government of Assam (GoA) under the Agreement.

The TPs shall not charge the candidates for the training being conducted under the Assam Skill Development Programme under any pretext.

Neither the TPs nor any of their affiliates shall be engaged for any assignment that, by its nature, may be in conflict with another assignment.

Relationship with Client's staff: TPs (including their personnel) that have a business or family relationship with such member(s) of the Client's staff or its advisors, who are directly or indirectly involved in any part of; (i) the preparation of the RFP document, (ii) the empanelment process, or (iii) monitoring and evaluation of such programme; may not be awarded the Agreement unless it is established to the complete satisfaction of the Client, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the empanelment process and monitoring of TP's training.

The TPs shall not try to influence the third party assessment in any way whatsoever, and shall duly inform the Client in advance in case an assigned assessor had a prior beneficial relationship with the TP.

3. Unfair Competitive Advantage

The Applicants or their Affiliates competing for empanelment should not derive a competitive advantage from having provided related services to the Client.

4. Corrupt and Fraudulent Practices

The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this RFP, the Client shall reject a Proposal 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 (collectively the "Prohibited Practices") in the Empanelment Process. In such an event, the Client shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit as damages payable to the Client for, inter alia, time, cost and effort of the Client, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

Without prejudice to the rights of the Client under Clause hereinabove, and the rights and remedies which the Client may have under the LOA or the Agreement, if an Applicant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Empanelment Process, or after the issue of the Letter of Empanelment or the execution of the Agreement, such an Applicant shall not be eligible to participate in any tender or RFP issued by the Client during the assignment period from the date such Applicant is found by the Client to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of Clause 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 action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Empanelment Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Empanelment Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Agreement, who at any time has been or is a legal, financial or Technical Consultant/ Adviser of the Client in relation to any matter concerning the Project;
- b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
- c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and

- 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 empanelment process.

Clause for Blacklisting of TPs: While the primary objective is to facilitate TPs in achievement of targets, but the TPs can default for Corrupt or Fraudulent Practices. First level of safeguard against such default by TP is continuous monitoring and consultative system which shall be in place right till the District level. Notices shall be issued to the TPs regarding deficiencies detected at various stages. However, even after repeated notices and reminders, if a TP does not take remedial measure; a major step may be taken which might lead to Black listing of the TP.

Section C – Preparation of Proposals

5. General Considerations

In preparing the Proposal, the Applicant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

The Applicants shall bear all costs associated with the preparation and submission of its proposal, and ASDM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. ASDM is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the Empanelment, without thereby incurring any liability to the Applicant.

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Applicant and ASDM, shall be written in the English language.

6. Proposal Validity

The Applicant's Proposal must remain valid for at least 180 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by the tendering authority as nonresponsive bid.

During this period, the Applicant shall maintain its original Proposal without any change.

In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Applicants to extend the period of validity of their Proposals. The EMD shall also be extended for a corresponding period. An Applicant may refuse the request without forfeiting its EMD. An Applicant granting the request shall not be required or permitted to modify its Proposal. The request and the responses shall be made in writing.

7. Subcontracting or Franchising

Private Training Partners cannot subcontract the conduct of training.

Private Training Partners cannot operate the training centres via a franchisee arrangement.

8. Earnest Money Deposit

Every applicant participating in the bidding process must furnish the required earnest money deposit (EMD) as specified in the Notice Inviting Proposals (Rs.25,000/- per centre applied for).

EMD of an applicant lying with Assam Skill Development Mission in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. The EMD originally deposited may, however, be taken into consideration in case proposals are re-invited. The EMD may be deposited in the form of a demand draft in favour of "Assam Skill Development Mission" payable at "Guwahati".

The EMD shall be valid for the period of Proposal Validity period as mentioned in Clause 7 The same shall be payable at par at "Guwahati".

Since the duration of the Demand Draft for EMD does not impact the empanelment process if the time taken for the process does not stretch beyond the duration of the EMD, such Demand Draft for EMD of 3 month duration is deemed to be appropriate subject to the aforementioned condition.

Hence, Demand Draft for EMD with 3 months validity shall be considered eligible subject to the condition that the applicants would need to furnish a fresh Demand Draft for EMD with further 3 months duration in case the empanelment process does not complete within 3 months. The applicants who do not submit fresh EMDs under such circumstances shall not be considered for empanelment.

Refund of EMD: The EMD of unsuccessful applicants shall be refunded within 30 days of completion of empanelment process.

Forfeiture of EMD: The EMD taken from the applicant shall be forfeited in the following cases

- a) When the applicant does not sign the agreement within a period of 7 working days of issue of Letter of Invitation (LoI)
- b) When the applicant withdraws or modifies his proposal after opening of proposals.
- c) When the applicant does not deposit the Performance Guarantee in the form of Bank Guarantee before the Agreement is signed.
- d) To adjust any dues against the firm from any other Agreement with Assam Skill Development Mission.
- e) Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined

in this RFP.

Section D – Proposal Submission, Opening and Evaluation

9. Submission, Sealing, and Marking of Proposals

An authorized representative of the Applicant shall sign the original submission letters in the required format for the Proposal. The authorization shall be in the form of a written power of attorney attached to the Proposal.

The Applicant shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by hand or by courier.

All pages of the proposal and where corrections or amendments have been made shall be signed by the authorized signatory except where the attestation by Gazetted Officer or Chartered Accountant is required. In case of detection of any forgery, the proposal shall summarily be rejected, EMD shall be forfeited and ASDM may also resort to legal action against the Applicant.

Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. All pages of the response document should be duly signed by the Authorized signatory and stamped. All copies shall be made from the signed original and shall be stamped on each page. If there are discrepancies between the original and the copies, the original shall prevail.

The original and one copy of the Proposal along with the Earnest Money Deposit shall be placed inside of a sealed envelope clearly marked "PROPOSAL FOR EMPANELMENT AS PRIVATE TRAINING PARTNER".

A soft copy of the unsigned editable proposal in the Word Document format shall be submitted in a CD which shall be enclosed in a Sealed envelope along with the ORIGINAL and one copy of the Proposal as mentioned above.

If the envelopes and packages with the Proposal are not sealed and marked as required, ASDM will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

The Proposal or its modifications must be sent to the address indicated in the Notice Inviting Proposal and received by ASDM no later than the deadline indicated in the Notice Inviting Proposal, or any extension to this deadline. Any Proposal or its modification received by ASDM after the deadline shall be declared late and rejected, and promptly returned unopened.

10. Confidentiality

From the time the Proposals are opened to the time the Empanelment is announced, the Applicant should not contact ASDM on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Applicants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.

Any attempt by shortlisted Applicants or anyone on behalf of the Applicant to influence improperly the Client in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal

Notwithstanding the above provisions, from the time of the Proposals' opening to the time of empanelment notification, if an Applicant wishes to contact ASDM on any matter related to the selection process, it should do so only in writing.

11. Proposal Evaluation

The Applicant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the proposals, the Client will conduct the evaluation on the basis of the submitted Proposal. However, the Client may seek clarification on the information submitted by the Applicant, if required.

Section E – Empanelment of the TPs**12. Signing of Agreement**

After issuance of Letter of Invitation (LOI) by ASDM, the successful Applicants are required to submit Performance Guarantee (PG) and to sign the Agreement with ASDM within 7 working days.

The empaneled TPs are then expected to commence the work within five days of signing of the Agreement. Commencement of work shall mean:

- Mobilization of manpower for setting Assam training centres in the districts in which the Private Training Provider has been empaneled.
- Submission of mobilization plan for the districts for which the Private Training Provider has been empaneled.

13. Performance Guarantee, Penalty and Liquidity Damages

Within 7 working days from the date of Letter of Invitation (LOI) from ASDM, the TPs shall furnish the PG equivalent to **Rs. 1,00,000/- per center approved**. The PG shall be submitted by way of Bank Guarantee (as per the Format in Annexure E) issued by one of the Scheduled Commercial Banks in India for the due performance of the Assignment with a validity period of 24 months. The PG shall be renewed by the TP for any further period

as notified by ASDM.

Forfeiture of PG: PG shall be forfeited in the following cases unless decided otherwise by ASDM: -

- a) When TP is de-empaneled.
- b) When the TP fails to provide any of the services as specified in the RFP within the timeframe provided herein:
 - Commencement of work within 5 days of signing of the Agreement.
 - Start of training at 50% of the targeted centers within 60 working days of signing of the Agreement whichever is later.
 - Start of Training in 50% of the sectors (rounded off to the next nearest decimal point) allotted within 60 working days of signing of the Agreement whichever is later.

Notice will be given to the TP with reasonable time before PG is forfeited.

No interest will be paid by ASDM on the amount of EMD or PG.

Forfeiture of PG shall be without prejudice to any other right of ASDM to claim any damages as admissible under the law as well as to take such action against the TP such as severing future business relation or black listing, etc.

Section F – Scope of Work

The scope of work to be undertaken by the empaneled private training providers would be as below:

14. Mobilization, Pre-Counseling and Registration of eligible candidates

Awareness creation in the districts in which it has been empaneled.

Candidate Pre-Counseling: Counseling job seekers registered on the ASDM portal for their training needs, career options and career planning

Listing out the type and categories of jobs and mapping them with available modules

Counseling the candidates and their parents on the available job opportunities / training locations and set their expectations on jobs, relocation requirements and compensation.

The above data shall be provided to ASDM for display on its website.

More than thousands of youth have registered on the ASDM portal to undergo training and placements. Priority must be given to cover the registered candidates first and then look for non-registered candidates who may be interested in undergoing training and placements. Further, there is a provision of registering new candidates based on the TP's own mobilization.

TPs shall collect copies of the prescribed documents at the time of enrolment and match them with the originals.

15. Multiple Applications for same Job Role in same Block:

In case multiple applications are received for same Job Roles in same block, Training Centre with higher score of grading matrix will be given preference.

16. Course and Curriculum Design:

Training partners to design training curriculum and plans based on NSQF frame work based job roles as prescribed by sector skill councils.

17. Training

Assignment of trainers to the batches

Training partner to ensure that trainers are ToT certified by SSCs within six months of signing of agreement with ASDM. Training partners to follow training calendar as published by SSCs.

The TPs would need to install latest GPRS enabled biometric attendance devices to capture the biometric attendance of trainers and trainees.

Ensuring adequate coverage of the topics specific to the requirements of the module as assessments would be based on NOSs/Qualification Packs.

The guidelines with respect to OJT shall be communicated to the TPs before the commencement of training or at the time of signing of Agreement.

The guidelines with respect to residential training shall be communicated to the TPs before the commencement of training or at the time of signing of Agreement

Some of the other facilities to be ensured at the training center (but not limited to) are as under:

- Separate washroom for boys and girls (with provision for 'Divyang' in both male and female washrooms)
- CCTV / IP enabled camera Monitoring
- Equipment & furniture as per specifications to be provided by ASDM
- Power Backup
- Mineral Water Bottles
- LCD / Over Head Projector
- Domain Labs, IT Labs, requisite classrooms and training equipment as specified by SSCs. The specification can be referred from ASDM website or www.smartnsdc.org
- Internet facility

18. Placement of Candidates - "Placed" means the candidate is placed in the sector of their training and his / her gross remuneration should not be below the minimum wages of the

state in which he has been placed. Further, a placement shall be considered valid if a candidate is placed within the first 3 months of getting trained / successfully clearing the third party assessment.

19. Self-employment of Candidates: In case of self-employment, TPs are required to provide a self-declaration letter issued by the candidate. In addition, the centre must provide a proof that candidates have been employed gainfully in livelihood enhancement occupations, which may include the following:

- Trade license
- Proof of enterprise set up
- Proof authenticating that the candidate is part of the producer group
- Proof of additional earnings (bank statement)
- Any other suitable and verifiable document, as prescribed by the respective Ministry/Department
- Proof of the Mudra Loan availed

20. 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 Assessors of Assessment Agencies empaneled with the SSCs. Each batch of the TPs would be allotted assessors within a month of the start of training by ASDM or as laid under the Process Guidelines.

21. Schedule of payment to training Partners: The Payments will be made to Training Partners as per Common Norms laid down by Ministry of Skill Development and Entrepreneurship, Govt. of India.

Training Partner Payouts will be directly transferred to the TP bank account as defined below:

- i. 30% On commencement of the training batch against validated candidates
- ii. 50% On successful certification of the trainees
- iii. 20% Outcome based on placements

The exact details of payment milestones shall be specified in the Agreement or in the process and cost norms of ASDM to be notified later.

There will be adjusted payments for the candidates who drop out post disbursement of the first tranche. The amount disbursed to the TP against a dropped or failed candidate in the first tranche shall be adjusted in the subsequent tranches.

Candidates may enroll a second time in the same or different course in the Scheme, but the payout for such candidates shall only be given for a maximum of two courses provided there is a six-month gap between the certification date of the first course and batch start date of the subsequent course.

Annual reconciliation of pay-outs disbursed against each candidate certified and placed by the TP shall be undertaken before disbursement of the final tranche. Any excessive payment shall be adjusted and released or recovered from the TP. Special provision for concession in the placement conditions under the Agriculture sector, Handicraft sector and related job roles would be made under PMKVY.

22. Payouts for Training:

The Job Roles has been categorized in 3 Categories based on SSC recommendation. The rates of disbursement to TPs for various Job roles is defined below:

Category 1 Job Roles: Rs. 46.60 per hour

Category 2 Job Roles: Rs. 39.90 per hour

Category 3 Job Roles: Rs. 33.30 per hour

Boarding and Lodging payout per candidate will be reimbursed as per prevailing rates specified in the Common Norms issued by MSDE only for the centres at district headquarters.

23. Repeat Enrolment

A candidate who had previously enrolled for training can be enrolled again only once regardless of whether he completed/passed the previous training. The assessment fees for such a candidate would have to be borne by the TP if he / she has already been assessed once.

Such training could be within the same sector or in a different sector and has to have a minimum gap of 6 months from the date of last training.

24. Deliverables and Timelines

Training and Assessment: Number of trainees who successfully complete the training and pass the third party assessment.

Employment Generation: Number of candidates who get placed.

Timelines of various batches shall depend upon the duration of training as specified by SSCs

25. Batch Size: The maximum batch size allowed for the programme is 30.

26. Period of the Agreement: The Agreement shall remain valid till March 31, 2018 unless it is terminated earlier. However, the targets may be allotted in subsequent FYs based on performance for FY 2017-18.

27. Performance Review

The first Performance Review shall be scheduled 6 months from the date of signing of the Agreement (or as deemed fit by ASDM). This review shall be done so as to ascertain the performance of the TP and also to allocate targets for the next Financial Year (In case, the TP does not face de-empanelment due to non- performance)

Performance of TPs shall be reviewed on the basis of achievement of training and

placement targets against the Prospective Work Schedule (PWS) furnished by the TP at the time of signing of Agreement with ASDM. The parameters on which the review would be done are as follows:

- Achievement of Training Targets: For the calculation of achievement of training targets, No. of Candidates Trained (who successfully pass the third party assessment) and also the No. of Candidates in batches which are due for assessment (i.e., their batch end date has lapsed and the candidates qualify the minimum attendance criteria, i.e., 70%) shall be considered. The achievement percentage shall be calculated based on the targets fixed in the PWS.
- Achievement of Placement Targets: No. of candidates placed based on the number of candidates who successfully pass their third party assessments shall be considered.
- The weights assigned to achievement of Training and Placement targets shall be 60 and 40 respectively.
- The sum of the scores shall be the Composite score signifying the performance of a TP over the period of 6 months (or as decided by ASDM)

Section G – General Terms & Conditions

28. Interpretation

If the context so requires it, singular means plural and vice versa

Entire Agreement: The Agreement constitutes the entire agreement between the ASDM and the empaneled Applicant and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of the Agreement.

Amendment: No amendment or other variation of the Agreement shall be valid unless it is in writing, is dated, expressly refers to the Agreement, and is signed by a duly authorized representative of each party thereto.

Non-waiver: Subject to the condition below, 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 party to the other shall prejudice, affect, or restrict the rights 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.

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.

Severability: If any provision or condition of the Agreement is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity

or enforceability of any other provisions and conditions of the Agreement.

29. Governing Law: The Agreement shall be governed by and interpreted in accordance with the laws of the Assam State / the Country (India) and under the jurisdiction of Guwahati Courts.

30. Force Majeure

Definition

- 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.
- 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.
- Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- ASDM will decide the eventuality of Force Majeure which will be binding on both the parties.

No Breach of Agreement: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar 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.

Measures to be Taken

- A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party’s inability to fulfill its obligations hereunder with a minimum of delay.
- 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.
- The Parties shall take all reasonable measures to minimize the consequences of any

event of Force Majeure.

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.

Payments: No payment shall be made during the period of TP's inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.

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.

31. Change Orders and Agreement Amendments

ASDM may at any time, order the TPs through Notice, to make changes within the general scope of the Agreement in case of services to be provided by the TP.

If any such change causes an increase or decrease in the cost of, or the time required for, the TPs' performance of any provisions under the Agreement, an equitable adjustment shall be made in the Agreement Price or in the Delivery and Completion Schedule, or both, and the Agreement shall accordingly be amended. Any claims by the TPs for adjustment under this clause must be asserted within thirty (30) days from the date of the TPs' receipt of the ASDM's order.

32. Roles and Responsibilities of the ASDM

List of registered candidates: A campaign was launched by ASDM at the initiation of the project which resulted in thousands of candidates registrations. ASDM through its portal shall share the list of registered candidates with its TPs.

Timely Monitoring and Evaluation of the TP Performance.

Disbursal of payment within a period of 15 days on submission of invoice. In case there is a query related to any invoice, ASDM shall ask for clarification within 15 days of submission of invoice. In such a scenario, the payments shall not be cleared within a period of 15 days on submission of invoice.

The Roles and Responsibilities of the ASDM shall be discharged on a best effort basis and they do not absolve the TP from discharging the activities outlined under the Scope of Work section of this RFP document to achieve the targets as earmarked for them.

33. Termination of the Agreement

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 (provided a cure period of not less than 30 days is given to the TP to rectify the breach):

- The agreement may be terminated if it is discovered at any stage that the TP has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to programme.
- If the TP, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
- If the TP commits breach of any condition of the Agreement.
- If ASDM terminates the Agreement in whole or in part, Performance Guarantee shall be forfeited.

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.

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 selected Applicant under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the selected Applicant may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement if any due to such termination.

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 selected Applicant 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 cost and any incentive paid (including any amounts invoiced but not yet paid) under this Agreement.

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

- the TP fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may

have subsequently granted in writing;

- the TP becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- the TP fails to comply with any final decision reached as a result of arbitration proceedings.
- if the TP fails to comply to the decisions of ASDM.
- the TP submits to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the TP knows to be false;
- any document, information, data or statement submitted by the TP in its Proposals, based on which the TP was considered eligible or successful, is found to be false, incorrect or misleading; or
- as the result of Force Majeure, the TP is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

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

- the Client 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 the Client of the TP's notice specifying such breach; the TP becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- as the result of Force Majeure, the TP is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- The Client fails to comply with any final decision reached as a result of arbitration.

Payment upon Termination – Upon termination of the Agreement, no payment shall be made by the Client to the TP.

34. Suspension: The Client 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 Client after appropriate approvals.

35. Cessation of Rights, 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

- a) such rights and obligations as may have accrued on the date of termination or expiration,
- b) the obligation of confidentiality set forth in RFP,
- c) 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 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.

36. Disputes Resolution

Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice.

Arbitration

In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by Client and other appointed by the TP and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Guwahati and following are agreed.

The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement.

Annexure A – Common Standards

Classroom area/ Capacity of Classroom (For each Classroom):

(Total carpet area of the Classroom) / Capacity of the Classroom in terms of number of trainees

a	Classroom has to meet SSC specifications. In case SSC specific requirements are not given, Minimum space requirement for each Classroom is 200 square feet. Minimum space requirement per trainee in each Classroom is 10 Square Feet	Yes
b	If the Classroom is not meeting above two criteria	No

Laboratory area/ Capacity of Laboratory (For each Laboratory):

(Total carpet area of the Laboratory) / Capacity of the Laboratory in terms of number of trainees)

a	Laboratory has to meet SSC specifications. In case SSC specific requirements are not given, Minimum space requirement for each Laboratory is 200 square feet. Minimum space requirement per trainee in each Laboratory is 10 Square Feet	Yes
b	If the Laboratory is not meeting above criteria	No

Placement / Entrepreneurship Counselling Cell:

a	Availability of a demarcated Placement/ Entrepreneurship Counselling Cell with availability of a dedicated/shared full time Placement Coordinator	Yes
b	No separate demarcated Placement/ Entrepreneurship Counselling Cell OR No Placement Coordinator deployed by the Training centre	No

Type of Construction of the Building of the Training Centre

a	<p>All walls of the Training Centre including Classrooms, Laboratories, Library, Reception etc. should be well plastered, coloured / distempered / White washed.</p> <p>The walls and roof made of Tin / Bamboo sheets are also allowed. In such cases the walls should be plastered and painted and the ceiling should also be painted.</p> <p>The floor of the Training Centre including Classrooms, Laboratories etc. should be cemented. (Exception for Handloom job role)</p> <p>(Training Centre which have pre-fabricated structures and containers are exempted from the above)</p> <p>All the Classrooms and Laboratories should be properly ventilated. All the wires and switchboards in the Training Centre should properly covered and secured.</p>	Yes
b	Non-compliance to any of the above	No

Safe/Clean Drinking Water

a	Availability of safe/clean drinking water facility in the form of Reverse Osmosis (RO) /Water purifier/Packaged drinking water dispenser	Yes
b	Unavailability of safe/clean drinking water facility as per above norms	No

Health and Safety Facilities : First- Aid Kit and Fire Fighting Equipment

a	Availability of the First-Aid kit AND Fire Fighting equipment as per below mentioned norms	Yes
b	Unavailability of the First-Aid kit AND Fire Fighting equipment as per below mentioned norms	No

Training Centre MUST COMPLY TO THE BELOW NORMS TO GET ACCREDITED.
 First-Aid kit should contain below mentioned items, and the First aid box should be wall mounted at the Training Centre

1. Emergency telephone numbers for emergency medical services
2. Sterile gauze pads (dressings) in small and large squares to place over wounds
3. Disinfectants like Dettol or Savlon
4. Medicines like pain killers and antibiotics
5. Roller bandages to hold dressings in place
6. Adhesive tape / Adhesive bandages in assorted sizes
7. Scissors and Tweezers
8. Antiseptic wipes or soap
9. Thermometer

Fire-Fighting Equipment - Atleast one of the following equipments to be available at the Centre :

1. Water based Fire Extinguisher
2. Foam based Fire Extinguisher
3. Dry Powder based Fire Extinguisher
4. Carbon dioxide based Fire extinguisher
5. Wet Chemical based Fire Extinguisher
6. Fire fighting hose pipe

Contact number for fire brigade, hospital, ambulance and other emergency numbers should be well displayed in Classroom, Laboratories and the Reception area.

Fire safety instructions should be well displayed at key areas of the Training Centre along with Fire extinguisher

Separate Washroom facility for male and female trainees

a	Availability of separate washroom facility for male and female trainees along with appropriate facilities for <i>Divyang</i> in both the male and female washrooms	Yes
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b	Unavailability of separate washroom facility for male and female trainees	No
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Biometric Attendance System (BAS)

a	It is mandatory for the Training Centre to have a Biometric Attendance System (BAS) machine to monitor attendance of all trainees. BAS should be preferably placed either at the entrance or the reception area Note: In case a Training Centre doesn't have BAS, Conditional Accreditation may be awarded. However, the Training Centre has to get BAS installed within two months of Conditional Accreditation award date, failing which Conditional Accreditation may be withdrawn.	Yes
b	Non-compliance to the above	No

Job Role Specific Standards

Student / Trainer Ratio:

a	Ratio of 30:1 or less than 30:1	Yes
b	Ratio of more than 30:1	No

Availability of Qualified Trainers (For each Job Role)

(Centre to have qualified trainers as per the prescribed minimum requirement of SSC)

a	Trainers meet minimum educational qualification as well as minimum work experience, as prescribed by SSC (Maximum of six month relaxation allowed in experience but NO relaxation allowed in qualification)	Yes
b	Non compliance to the above	No

Trainers certified by SSC (For each Job Role)

a	All trainers certified by SSC Note :In case the Training Centre doesn't have all trainers certified by SSC, Conditional Accreditation may be awarded. However, the Training Centre needs to comply with this indicator within Six months of Conditional Accreditation award date, else, conditional Accreditation may be withdrawn	Yes
b	Non compliance to the above	No

Availability of Equipment/ Tools/ Machinery in Laboratory For each Job Role

a	Laboratory is equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	Yes
b	Laboratory is not equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	No

Availability of CCTV (IP enabled) camera with recording facility

a	Availability of CCTV (IP enabled) camera on the Training Centre	Yes
b	Non-availability of CCTV (IP enabled) camera on the Training Centre	No

ANNEXURE B – Grading Matrix

1	Centre Area	5
b	Centers with area of 2000 sq ft or above dedicated to skill development training program	5
c	Centers with area of 1000 sq ft or above and less than 2000 sq ft, dedicated to skill development training program	3
d	Centers with area less than 1000 sq ft dedicated to skill development training program	2
2	Type of Building of the Training Centre	5
	Stand-alone Building, with all floors completely dedicated to NSQF aligned Skill Development Training	
a	OR	5
	Non-functional Educational institute/Campus utilized as Training Centre (completely dedicated to NSQF aligned Skill Development Training)	
b	Industrial/Commercial Complex (Training Centre is inside a factory/ industrial/commercial complex and not a standalone building)	3
c	Functional Educational Institute/Any other Building where a dedicated floor space is assigned for Skill development training (Training Centre is part of Educational institute or any other building and not a standalone building)	2
3	Proximity of the Training Centre to Public Transport System i.e. Bus Stop/Stand, Railway Station etc.	5
a	0 - 3 km distance	5
b	3.1 - 5 km distance	3
c	5.1-10 Km distance	2
d	More than 10 km distance	0
4	CCTV cameras – IP enabled (with CCTV recording facility)	4
a	Availability of CCTV cameras -IP enabled (with CCTV recording facility) in all the Classrooms, Laboratories, Counselling area , Reception area	4
b	Availability of CCTV cameras - IP enabled (with CCTV recording facility) in all the Classrooms and Laboratories, but not in other areas	2
c	Availability of CCTV cameras - IP enabled (with CCTV recording facility) in 50% of Classrooms and Laboratories but not in other areas	1
d	Availability of CCTV camera in less than 50% of Classrooms, Laboratories and other areas OR Absence of recording facility	0
5	Person with special ability Training Centre (Exempted for Job Roles not suitable for person with special ability)	2
	Availability of any two parameters i.e. Lifts, Ramps, Washrooms	

ASSAM SKILL DEVELOPMENT MISSION

a	If the Training Center is at Ground Floor, and the Center has any one facility (either Ramp or Washroom for person with special ability), Center shall score 2 marks	2
b	Availability of only one facility i.e. Ramps or Washroom for person with special ability. (This is applicable for only those Training Centers which are NOT on Ground Floor)	1
c	No facility available at the Training Center for person with special ability i.e. No Ramps, No Lifts or No Washroom	0
6	Projectors in Classrooms	4
a	Availability of any type of projector in all Classrooms	4
b	Availability of any type of projector in atleast 50% of the Classrooms but not all Classrooms	2
c	Availability of any type of projector in less than 50% of the Classrooms	0
7	Internet Connectivity	3
a	Availability of the Internet connectivity at the Training Centre , necessarily at the IT/Computer Laboratory, with speed of 1 mbps and above	3
b	Availability of the Internet connectivity at the Training Centre, necessarily at the IT / Computer Laboratory , but with speed of less than 1 mbps and greater than 512 kbps	2
c	Availability of the Internet connectivity at the Training Centre, necessarily at the IT/ Computer Laboratory , with speed of less than 512kbps OR no internet connectivity at the IT /Computer laboratory	0
8	Additional Infrastructural Facilities	4
a	Availability of Pantry and Parking facility. Parking facility should be available in the premises of Training Center.	4
b	Availability of any one facility i.e. Pantry or Parking facility	2
c	Neither Pantry nor Parking facility availability at the Training Centre	0
9	IT/ Computer Laboratory facility	3
a	Availability of IT/Computer Laboratory (a clearly demarcated area with at least 5 computers/laptops) for life skills/ soft skills training	3
b	Unavailability of IT/Computer Laboratory as per above mentioned criteria	0
10	Power Backup facility	3
a	Availability of the Power backup facility in the form of UPS/ Inverter/ Gen set etc. to continue the operations at the Training Centre	3
b	Unavailability of the Power backup facility as per above norms	0
11	Library facility	2
a	Availability of Library (a clearly demarcated area with at least 5 books per job role)	2
b	Unavailability of Library (as per above mentioned criteria)	0
	Total Scores for Accreditation	40

Grading	
Percentage	Grade
85-100 %	5 Star
70- 84 %	4 Star
55 -69 %	3 Star
40 -54 %	2 Star
Below 40 %	1 Star

Target allocation would be based on grading matrix score, in case applications for more than 1 Training Centre is received for the same Job Role in the same block or as deemed fit by ASDM.

ANNEXURE C – List of Preferred Job Roles

Following is the current list of courses across sectors in which training can be imparted under ASDM for the FY 2017-18. The details with respect to no. of NOS, NSQF level, Cost Category, duration etc. would be as per the Model Course Curriculum notified by respective SSCs.

The Applicants may specify / suggest job roles other than the ones stated in the preferred Job Roles list below based on the State’s requirements. Addition and Allotment of such job roles will be at sole discretion of ASDM.

S.No	Sector	Name of the QP	QPref.ID	Educational Qualification	Total Hours**	Category as per common Norms
1	Aerospace & Aviation	Airline Cargo Assistant	AAS/Q0103	10th Class	192	I
2	Aerospace & Aviation	Airline Customer Service Executive	AAS/Q0301	12th Class	192	II
3	Agriculture	Aqua culture worker	AGR/Q4904	5th Class ,Preferably	200	I
4	Agriculture	Bamboo Grower	AGR/Q6101	5th Class Pass ,Preferably	200	III
5	Agriculture	Banana farmer	AGR/Q0301	5th Class Pass ,Preferably	180	II
6	Agriculture	Beekeeper	AGR/Q5301	No formal education	150	III
7	Agriculture	Dairy Farmer/ Entrepreneur	AGR/Q4101	5th Class Pass ,Preferably	200	I
8	Agriculture	Floriculturist - Open cultivation	AGR/Q0701	5th Class Pass ,Preferably	180	II
9	Agriculture	Gardener	AGR/Q0801	5th Class Pass ,Preferably	300	II
10	Agriculture	Organic Grower	AGR/Q1201	5th Class Pass ,Preferably	200	II
11	Agriculture	Paddy Cultivator	AGR/Q0101	5th Class Pass ,Preferably	150	II
12	Agriculture	Quality Seed Grower	AGR/Q7101	5th Class Pass ,Preferably	200	II

S.No	Sector	Name of the QP	QPref.ID	Educational Qualification	Total Hours**	Category as per common Norms
13	Agriculture	Small poultry farmer	AGR/Q4306	10th Class ,Preferably	240	II
14	Apparel, Made-Ups & Home Furnishing	Hand Embroiderer	AMH/Q1001	5th Class ,Preferably	200	I
15	Apparel, Made-Ups & Home Furnishing	Self Employed Tailor	AMH/Q1947	8th Class, Preferably	340	I
16	Apparel, Made-Ups & Home Furnishing	Sewing Machine Operator	AMH/Q0301	5th Class ,Preferably	270	I
17	Automotive	Chauffeur / Taxi Driver	ASC/Q9714	8th Standard pass, preferably	400	I
18	Beauty & Wellness	Hair Stylist	BWS/Q0202	8th Class	350	II
19	Beauty & Wellness	Beauty Therapist	BWS/Q0102	10th Class	350	II
20	Banking, Financial Services and Insurance	Accounts Executive (Accounts Payable & Receivable)	BSC/Q0901	Graduation in commerce or allied subjects/Diploma in commercial Practice	150	III
21	Banking, Financial Services and Insurance	Goods & Services Tax Accounts Assistant	BSC/Q0910	Graduation in commerce or allied subject	100	III
22	Capital Goods	Fitter - Fabrication	CSC/Q0303	10th Class	500	I
23	Construction	Mason General	CON/Q0103	5th Class	400	I
24	Construction	Mason Tiling	CON/Q0104	5th Class	400	I
25	Domestic Worker	Child Care taker	DWC/Q0201	5th Class ,Preferably	200	II
26	Domestic Worker	General Housekeeper	DWC/Q0102	5th Class ,Preferably	200	II

S.No	Sector	Name of the QP	QPref.ID	Educational Qualification	Total Hours**	Category as per common Norms
27	Domestic Worker	Housekeeper cum cook	DWC/Q0101	5th Class ,Preferably	250	I
28	Domestic Worker	Elderly Caretaker (Non-Clinical)	DWC/Q0801	5th Class ,Preferably	200	II
29	Electronics & Hardware	Field Technician – Computing and Peripherals	ELE/Q4601	ITI/Diploma	300	I
30	Electronics & Hardware	LED Light Repair Technician	ELE/Q9302	ITI/ Diploma	360	I
31	Electronics & Hardware	Mobile Phone Hardware Repair Technician	ELE/Q8104	ITI	360	I
32	Furniture & Fittings	Carpenter Wooden Furniture	FFS/Q0102	5th Class,Preferably	308	II
33	Furniture & Fittings	Fitter-Modular Furniture	FFS/Q5702	5th Class,Preferably	300	II
34	Green Jobs	Wastewater Treatment Plant Technician	SGJ/Q6601	12th Class/10th Class +ITI/Diploma, 8th pass + 4 years' experience as Wastewater Treatment Plant Helper	200	III
35	Handicrafts & Carpets	Bamboo Basket Maker	HCS/Q8704	5th Class ,Preferably	240	II
36	Handicrafts & Carpets	Hand Rolled Agarbatti Maker	HCS/Q7901	5th Class, Preferably	250	II
37	Healthcare	General Duty Assistant	HSS/Q5101	10th Class ,Preferably but Class VIII is also considered in	420	II

S.No	Sector	Name of the QP	QPref.ID	Educational Qualification	Total Hours**	Category as per common Norms
				certain situations		
38	Healthcare	X- ray Technician	HSS/Q0701	12th Class, Preferably in Science , but 10th Class is also considered in certain	600	I
39	Infrastructure Equipment	Junior Excavator Operator	IES/Q0104	8th Class ,Preferably	170	I
40	Infrastructure Equipment	Junior Operator Crane	IES/Q0111	8th Class ,Preferably	150	I
41	Iron & Steel	Bearing maintenance	ISC/Q0906	10th Class	300	I
42	Iron & Steel	Fitter Electrical Assembly	ISC/Q1001	12th Class (Science)/ ITI	310	I
43	IT-ITES	CRM Domestic Voice	SSC/Q2210	10th Class	400	II
44	IT-ITES	Domestic Data entry Operator	SSC/Q2212	10th Class	400	II
45	Leather	Stitcher (Goods & Garments)	LSS/Q5501	5th Class	200	I
46	Leather	Stitching Operator	LSS/Q2501	5th Class	500	I
47	Life Sciences	Medical Sales Representative	LFS/Q0401	Diploma in Pharmacy/ any relevant science discipline	480	II
48	Logistics	Warehouse Packer	LSC/Q2303	Middle School (Class VIII)	270	I
49	Logistics	Courier Delivery Executive	LSC/Q3023	10th Class ,Preferably	270	I
50	Media & Entertainment	Make-up artist	MES/Q1801	High School	240	II
51	Media & Entertainment	Hairdresser	MES/Q1802	High School	240	II

S.No	Sector	Name of the QP	QPref.ID	Educational Qualification	Total Hours**	Category as per common Norms
52	Mining	Mining - Loader Operator	MIN/Q0208	12th Class, Prior experience desirable	210	I
53	Mining	Mining-Bulldozer Operator	MIN/Q0205	10th Class	240	I
54	Paints & Coatings	Powder Coater	PCS/Q5102	10th Class ,Preferably	240	II
55	Plumbing	Plumber (General)	PSC/Q0104	5th Class (To be revised to 10th post 31st December, 2017)	320	I
56	Plumbing	Plumbing Product Sales officer	PSC/Q0302	12th Class/ Certificate Courses in Sales	320	I
57	Retail	Retail Sales Associate	RAS/Q0104	10th Class	280	II
58	Retail	Retail Team Leader	RAS/Q0105	12th Class, Preferably	350	II
59	Rubber	General Worker - Rubber Plantation	RSC/Q6107	8th Class, Preferably	200	II
60	Security	Security Supervisor	SSS/Q0301	12th Class	180	II
61	Security	Unarmed Security Guard	SSS/Q0101	7th Class, Trained as per PSARA requirements in QP & NOS aligned syllabus	160	II
62	Telecom	Handset Repair Engineer	TEL/Q2201	12th Class /ITI/Diploma/Certification in repairing services	300	II
63	Textiles & Handlooms	Two shaft Handloom Weaver	TSC/Q7303	8th Class pass, preferably	300	I
64	Textiles & Handlooms	Warper	TSC/Q7302	8th Class pass, preferably	300	I
65	Tourism & Hospitality	Meet & Greet officer	THC/Q4205	10th Class pass, preferably	260	II

S.No	Sector	Name of the QP	QPref.ID	Educational Qualification	Total Hours**	Category as per common Norms
66	Tourism & Hospitality	Street Food Vendor-Standalone	THC/Q3007	Preferable primary education	290	I
67	People with Disability*	Retail Sales Associate	PWR/Q0104	10th Class	280	II
68	People with Disability*	Domestic Data Entry Operator	PWD/SSC/Q2 212	10th Class	400	II

**The Total Duration (comprising of Theory and Practical hours) of the QPs stated above is subject to revisions by the respective SSCs and NSDC. The same may be updated at a later date.

ANNEXURE – D

FORMATS FOR PROPOSAL SUBMISSION

TECH 1: Proposal Submission Cover Letter

(On the letterhead)

{Location, Date}

To:

Mission Director

Assam Skill Development Mission

Six Mile, Guwahati - 781022 Dear Sir / Madam,

We, the undersigned, wish to be empaneled as Private Training Partners to Assam Skill Development Mission in accordance with your Request for Proposals dated..... We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by ASDM.
- b. Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.
- c. We have no conflict of interest as stated in the RFP.
- d. In competing for (and, if we are empaneled) the Empanelment, we undertake to observe the laws against fraud and corruption, including anti-bribery as per RFP.
- e. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Training no later than the date as specified by ASDM.

We understand that ASDM is not bound to accept any Proposal that ASDM receives.

We remain, Yours Sincerely,

Authorized Signature

{In full and initials}

Name and Title of Signatory: _____

Name of Applicant: _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

TECH 2: Format for Power of Attorney for Signing of Application

Know all men by these presents that We.....

..... (name of the firm and address of the registered office)
do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name)
..... son/daughter/wife of
..... and presently residing at
.....
who is presently employed with us and holding the position of
..... as our true and lawful attorney (hereinafter referred to
as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are
necessary or required in connection with or incidental to submission of our proposal for the
"Empanelment of Private Training Partners in Assam for Assam Skill Development
Programme being implemented by Assam Skill Development Mission (ASDM). The attorney
is fully authorized for providing information/ responses to the ASDM, representing us in all
matters before the ASDM including negotiations with the ASDM, signing and execution of all
agreements including the Memorandum of Understanding and undertakings consequent to
acceptance of our proposal, and generally dealing with the ASDM in all matters in connection
with or relating to or arising out of our proposal for the said Empanelment.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds
and things done or caused to be done by our said Attorney pursuant to and in exercise of the
powers conferred by this Power of Attorney and that all acts, deeds and things done by our
said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to
have been done by us.

IN WITNESS WHEREOF WE,, THE
ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF
ATTORNEY ON THISDAY OF

For

(Signature, name, designation and address)

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. _____ 2. _____

Notes:

To be executed on Rs 100/- stamp paper

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed.

TECH 3: Firm Overview & Application Parameters

Name and Details of the Applicant and Authorized Representative:	
Name of Organization / Institution	
Type	Whether Industry/Industry Association, or Training, Education, Learning and skill development service provider
Registered Address	
Corporate Head-Office Address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted by any Govt./semi- Govt. organization (If yes, by whom)	
Name of Authorized Representative	
Designation	
Mobile	
Email	

TECH 3A: Centre Rollout Plan

S.N o.	District Applied For	Block in which centre is located	Target per Block	Job Role as per the list provided in Annexure C	Job Roles apart from the ones specified in Annexure C*
1.	A	A.1			
		A.2			
		A.3			
		A.4			
2.	B				
	-----	---			
5.	E	E.1			
	-----	-----			
Total					

The final allotment of blocks and targets (as per capacity) shall be sole discretion of ASDM

*The Applicants may specify / suggest job roles other than the ones stated in the preferred Job Roles list in Annexure C based on the State's requirements. Addition and Allotment of such job roles will be sole discretion of ASDM. Such Job roles should be mandatorily from the list of QPs of various SSCs and should have Model Curriculum wherein duration and other specifications are clearly mentioned.

TECH 4: Training Centre Details:

S.No.	Centre Address	Job Role (s) in which Training is proposed to be imparted	Contact Details of Centre
1	Line 1: Line 2: Line 3: Block Name: District: Pin:		Authorized Representative: Phone: Email ID:

This is to certify that the centre (s) stated above are totally equipped as per the respective job role (s) related requirements in terms of infrastructure and equipment. ASDM may visit the centre at One day's notice for verification

(Authorized Signature)

Stamp

ANNEXURE – E

FORMAT FOR PERFORMANCE GUARANTEE

To

Mission Director

Assam Skill Development Mission

Six Mile Guwahati

WHEREAS _____ (hereinafter called "the Private Training Partner"), in pursuance of your Letter No. _____ (refer Letter of Invitation) dated _____ to provide the services as mentioned in the Scope of Work in the RFP No. _____ to Assam Skill Development Mission, Government of Assam on terms and conditions set forth in the said letter.

AND WHEREAS it has been stipulated by you in the said letter that the Private Training Partner shall furnish you with a Bank Guarantee issued by a Scheduled Commercial Bank - (NAME OF THE BANK) for the sum specified therein as security for compliance with his obligations in accordance with the terms and conditions set forth in the said letter;

AND WHEREAS _____ (BANKNAME AND REGISTERED ADDRESS) have agreed to give the Private Training Partner such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Private Training Partner up to a total of _____ (Rupees _____ amount in words), such sum being payable in Indian Rupees, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Rs. _____ as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Private Training Partner before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Agreement or of the services to be performed there under or of any of the Agreement documents which may be made between you and the Private Training Partner shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Private Training Partner or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rupees _____ amount in words) and the guarantee shall remain valid till _____ (date to be specified – at least 24 months from the date of agreement). Unless a claim or a demand or a request for extension in writing is made upon us on or before _____ (date to be specified) all our liability under this guarantee shall cease

Signature and Seal of the Guarantor

In presence of

Name and Designation

1. _____

(Name, Signature & Occupation)

Name of the Bank _____

Address

2. _____

(Name, Signature & Occupation)

Date:
