

**GOVT OF ASSAM**  
**ASSAM SKILL DEVELOPMENT MISSION**  
**NAYANTARA BUILDING (5<sup>TH</sup> FLOOR)**  
**SIXMILE: GUWAHATI-781022**

**No. ASDM- 07/2017/280**

**Dated Guwahati, the 30<sup>th</sup> May, 2018**

Assam Skill Development Mission (ASDM)  
Skill, Employment and Entrepreneurship Department, Assam  
Nayantara Building, 5<sup>th</sup> Floor, Six Mile, Guwahati, Assam- 781 022  
Phone: 0361-2339745 Email :: [tender.asdm@gmail.com](mailto:tender.asdm@gmail.com)  
Website: [www.asdm.assam.gov.in](http://www.asdm.assam.gov.in)

**Notice inviting Application (NIA) for Empanelment of Training Providers with Assam Skill Development Mission (ASDM) for providing training under Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikash Yojana (PMKVY) 2.0**

Mission Director, Assam Skill Development Mission (ASDM), invites sealed proposals only from agencies, having existing training centres in Assam, and who are already accredited and affiliated on SMART Portal of NSDC for “Empanelment with Assam Skill Development Mission (ASDM) to conduct skill training for Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 in the State of Assam.

The response to this NIA along with all required documents are to be submitted by interested agencies in hard copy (in Original) & soft editable copy (in a pen drive) on or before 14/06/2018 by 5.00 PM. After the due time and date, no applications shall be entertained. The place of submission is: Assam Skill Development Mission, Nayantara Building, 5th Floor, Six Mile, Guwahati, Assam- 781 022.

The documents have to be submitted in a sealed non-transparent envelope super scribed as “**Notice for Empanelment of Training Providers with Assam Skill Development Mission (ASDM) for providing training under Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikash Yojana (PMKVY) 2.0**” along with Ref. No. and details of the applicant with contact no. and email id.

**ASDM through this NIA seeks to empanel only those applicant organisations having SMART Centres in any district of Assam.** Program quality and implementation will be monitored and evaluated by ASDM, as per its Quality Standards and Procedures which will be notified at the time of signing of MOU.

**A. Eligibility Criteria**

- i. The agency should have existing **SMART** centre / centres already registered on **NSDC’s SMART portal** for PMKVY for the present FY 2018-19 in any district of Assam.
- ii. The Training centres should have a star rating of 3 and above in the NSDC SMART portal. A training centre with a star rating less than 3 will not be considered for empanelment.
- iii. Applicant Agency should not have been blacklisted by any donor agency/ State Government/ Central Government.
- iv. The empanelment of the centres, which have been declined accreditation or have been de-accredited, will be deemed to be cancelled.

*For Point No. iv., it is mandatory to submit Accreditation Certificate issued by respective SSC and NSDC*

## **B. Application Procedure:**

1. In response to this NIA, applicant organisations meeting above criteria can apply for empanelment in the prescribed format, with required documents. ASDM based on the requirements and available targets shall empanel such Agencies.
2. The applicant organisations need to fill up the following TECHs and submit on or before the last date of submission:-
  - TECH 1 - Cover Letter
  - TECH 2 - Data Sheet of Organisation
  - TECH 3 - List of Centres & Job roles registered, accredited and affiliated on SMART
  - TECH 4 - Self declaration for not being blacklisted
  - TECH 5 - Self-Declaration
3. Last date for submission of documents for empanelment is 14<sup>th</sup> June 2018, 5 PM.
4. The Applicant needs to mandatorily submit a Non Refundable Bid Processing Fee of INR 5,000/- in the form of a Demand Draft drawn in favour of “Assam Skill Development Mission” payable at Guwahati.

## **C. Process Flow:**

1. Agencies need to submit Only One response to NIA document in Hard Copy (in Original). Further, the Agency needs to submit Soft Copy of the response to NIA in editable format (Microsoft word) in a pen drive. The Response to NIA in Hard Copy as well as Soft Copy (in a pen drive), along with Demand Draft for Bid Processing fee have to be submitted in a sealed non-transparent envelope superscribed as “**Notice for Empanelment of Training Providers with Assam Skill Development Mission (ASDM) for providing training under Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikash Yojana (PMKVY) 2.0**” along with Ref. No. and details of the applicant with contact no. and email id.
2. After submission of application, ASDM shall scrutinise the documents.
3. Agencies with proper documentation will be awarded target numbers for implementing the training.

## TECH 1

*(On letter head of the Applicant organisation signed by authorized representative)*

### Cover Letter

To  
The Mission Director  
Assam Skill Development Mission  
Guwahati, Assam

**Sub: Empanelment of Training Providers with Assam Skill Development Mission (ASDM) for providing training under Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikash Yojana (PMKVY) 2.0**

Dear Sir,

We the undersigned request you to empanel us as Training Partner with Assam Skill Development Mission. We make the following declarations:

1. We have understood the requirements, terms and conditions of the Training Schemes of ASDM, and we accept the same. We also agree and undertake to abide by all these terms and conditions.
2. We have submitted application in the prescribed format. We agree to offer any further clarifications and explanations on the application submitted.
3. We understand that our proposal would be evaluated by ASDM, which may accept or reject our proposal or accept our proposal with modifications. We acknowledge the right of ASDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the notice inviting proposal, and is correct to the best of our knowledge and understanding.
5. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that ASDM will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application and the Formats attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
6. We agree that whenever required, we shall allow a physical inspection of our training facility by ASDM.
7. We shall commence training under the Scheme only in the event that targets are allotted to us by ASDM.
8. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the Scheme/schemes or any further terms and conditions as may be imposed by ASDM.

Thanking you and ensuring best of the services.

Yours Sincerely,

Name:  
Designation:  
Complete Address:  
Seal and Stamp:

*(On letter head of the Applicant organisation signed by authorized representative)*

**TECH 2**

**Data Sheet of the Organisation**

| <b>Sl. No.</b> | <b>Description</b>  | <b>Details</b> |                        |
|----------------|---|----------------|------------------------|
| 1              | Name of Applicant Organisation  |                |                        |
| 2              | Constitution of the Firm<br>(Submit copy of Registration /<br>Incorporation)  |                |                        |
| 3              | Registration Number   |                |                        |
| 4              | Date of Registration / Incorporation  |                |                        |
| 5              | Place of Registration / Incorporation   |                |                        |
| 6              | PAN Card Number<br>(Submit copy of PAN Card of the<br>Applicant Organisation) |                |                        |
| 7              | Name of Authorized Signatory<br>(enclose Power of Attorney)                   |                |                        |
| 8              | Designation of Authorized Signatory   |                |                        |
| 9              | Contact Address and Number  |                |                        |
| 10             | Primary point of contact (if different<br>from Authorised Signatory)          | Name:          | Email:<br>Contact No.: |
| 11             | Secondary Point of Contact:   | Name:          | Email:<br>Contact No.: |

Name:  
Designation:  
Complete Address:  
Seal and Stamp:

(On letter head of the Applicant organisation signed by authorized representative)

**TECH 3**

**List of Centres & Job roles registered, accredited and affiliated on SMART**

**TP ID:**

| S No | Name of Training Centre | Addresses | District | TC ID | Accreditation Rating Score | Star Rating* | Job Role* | Sector | Total Capacity of the center for the particular Job Role approved under CAAF | Target approved under Centrally Sponsored Centrally Managed (CSCM) Component by NSDC for 2017-18 | Target approved under Centrally Sponsored Centrally Managed (CSCM) Component by NSDC for 2018-19 | Remaining Intake capacity as per capacity of the center for the FY 2018-19** | No of ToT certified Trainer for Job Role | No of Class room for Job Role | No of Lab for Job Role | Proposed Target for CSSM under ASDM for the year 2018-19 |
|------|-------------------------|-----------|----------|-------|----------------------------|--------------|-----------|--------|--|--|--|--|--|-------------------------------|------------------------|--|
| 1    |                         |           |          |       |                            |              |           |        |  |  |  |  |  |                               |                        |  |
| 2    |                         |           |          |       |                            |              |           |        |  |  |  |  |  |                               |                        |  |

\*Provide relevant Screenshot of Application Dashboard and Approval / Dis approval status of Job Roles (Please see sample in the following page of this NIA)

\*\* In case Target approved under Centrally Sponsored Centrally Managed (CSCM) Component by NSDC for 2018-19 is greater than 0, mention available capacity

## Star Rating Screen Shot

### Sample Screen

Master ▾ Change Password State TC CAAF Approval Applicant/s Status ▾ Reports ▾ Logout

Application Dashboard Back

### Tentative Grade

☆☆☆☆☆

### Tentative Score

# 30

#### Current Application Status

**TC REGISTERED.**

Tentative Grade and Score have been allocated on the basis of information entered in the Centre Accreditation Application Form(CAAF). Please note final Accreditation Grade and Score may get revised as a result of the physical inspection conducted at your Training Centre.

[View Application](#) [Download Application](#)

[Job Role Wise Application Status](#) [Payment Details Status](#)

[Download Assesment Report](#)

#### Application Stages

|                               |            |
|-------------------------------|------------|
| 1. Application No. Generated. | 23-04-2018 |
|-------------------------------|------------|

#### Message Center

As on Date : 05, May 2018  
SMART Application Alert

Dear Training Centre,

Your CAAF under Training Centre Id : TC041974 and Centre name: TOOL ROOM & TRAINING CENTRE is accorded with 'Deemed Not Ready' status. Please check your account on SMART and refer to the Desktop Assessment Report for deficiencies.

## Accreditation & Affiliation

### Sample Screen

Master ▾ Change Password State TC CAAF Approval Applicant/s Status ▾ Reports ▾ Logout

Approval / Dis-Approval Status

| S No. | Skill Sector | Job Role | Accreditation Status by DA | Accreditation Status by Inspection Agency | Accreditation Status by SSC | Accreditation Status by AC | Download Accreditation Certificate | (Affiliation_Fee_Rs. 6000/Job_Role) | Affiliation Status |
|-------|--------------|----------|----------------------------|---|-----------------------------|----------------------------|------------------------------------|-------------------------------------|--------------------|
|       |              |          |                            |   |                             |                            |                                    |                                     |                    |

**TECH 4**

**Self-declaration for not being blacklisted**

*An affidavit on a non-judicial stamp paper of INR 100/- signed by Authorized Signatory*

I, .....(name of Authorised Signatory) of .....(Name of the Organisation), do hereby declare to the best of my knowledge and information available with us as on date of submission of response to the NIA, that we have not come across any written directive by any government/government agency /Donor or funding agency in India, blacklisting .....(Name of the Organisation) against providing such services as mentioned in the NIA.

Name of the Signatory:

Designation:

Organisation:

Email:

Phone Number:

*(On letter head of the Applicant organisation signed by authorized representative)*

**TECH 5: Self-Declaration**

*Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal*

**To whomsoever it may concern**

On the basis of registration document / certificates, we M/s ..... (Name of Organisation), having office at ..... (Office address), hereby give our consent for following the guidelines / circulars / office orders / notification etc. of ASDM and NSDC, as amended from time to time:

1. To run and maintain dedicated Training Centre as per given specification in the guidelines of PMKVY and ASDM
2. To mobilize and counsel youth for training and taking up a job, wherever available (wage / self-employment) after training.
3. To hire / engage competent and eligible trainer (s) to undertake training in the proposed courses and ensure ToT as per norms of PMKVY 2.0.
4. To adhere to the attendance system and bio-metric devices as per PMKVY / ASDM guideline
5. To arrange assessment and certification of trained youth as per PMKVY / ASDM guideline
6. To arrange employment for trained youth as per PMKVY/ASDM guideline
7. To ensure tracking of youth as per PMKVY / ASDM guideline.
8. To maintain all records of trainings, invoice generated and amount received including placement as may be instructed by ASDM from time to time.
9. We agree that the Training centre if empaneled with ASDM, shall not simultaneously operate any scheme other than Centrally Sponsored State Managed (CSSM) component of PMKVY 2.0 till the period of empanelment.

Name of the Signatory:

Designation:

Organisation:

Email:

Phone Number:

Date:

Place: