

Assam Skill Development Mission (ASDM)
Skill, Employment and Entrepreneurship Department, Assam
Nayantara Building, 5th Floor, Six Mile, Guwahati, Assam- 781 022
Phone: 0361-2339745 Email :: tender.asdm@gmail.com
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Notice Inviting Request for Proposal

Tender No.ASDM-7/2017/84

Date:08/12/2017

Tender 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 for specified job roles under category I, II & IV in the State of Assam.

Mission Director, Assam Skill Development Mission (ASDM), invites sealed proposals from agencies, having existing training centres in Assam, and who are already accredited and affiliated on SMART Portal of NSDC or are willing to get themselves accredited and affiliated on SMART, for “Empanelment with Assam Skill Development Mission (ASDM) to conduct skill training for specified job roles under category I, II & IV of Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 in the State of Assam”.

Please note that only the agencies which have existing own center in any district of Assam can apply. Also it is mandatory that the empaneled training centers should get their centers and job roles accredited as per the Accreditation Standards and affiliated on the CAAP/SMART portal of NSDC, if already not done. The accreditation and affiliation should be completed within a period of 90 days from the date of issuance of Letter of Intent to the training provider, or such further period as may be notified. The agency will have to submit the List of such centers along-with an indemnity bond, thereby declaring to get accredited and affiliated on SMART/CAAP portal within 90 days of date of issuance of LOI. The empanelment of the centers, which have been declined accreditation or have been de-accredited, will be deemed to be cancelled.

The response to this tender along with all required documents are to be submitted by interested agencies in hard copy on or before 02/01/2018 by 5.00 PM. After the due time no applications shall be entertained.

The Tender has to be submitted in a sealed non-transparent envelope super scribed with “**Tender 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 for specified job roles under category I, II & IV in the State of Assam**” along with Tender Ref. No. and details of the applicant with contact no. / email id.

Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The proposals will be opened in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the ASDM.

Document/ Proposal Processing Fee: All Applicants have to pay a non-refundable Proposal Processing Fee of **Rs. 5,000/- (Rupees Five Thousands only)** in the form of a Demand Draft or Bankers Cheque drawn from a Scheduled Bank in favor of “Assam Skill Development Mission” payable at Guwahati.

Earnest Money Deposit (EMD): All Applicants have to pay refundable EMD (non-interest bearing) of **Rs. 25,000/- per Centre (Rs. Twenty five thousand Only)** in the form of a Demand Draft drawn or Banker’s Cheque from a Scheduled Bank of India in favor of “Assam Skill Development Mission” payable at Guwahati.

Proposals that are not accompanied by the document fee and EMD shall be out right rejected by ASDM.

The undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this Tender at any stage without assigning any reason thereof.

The complete RFP can be downloaded from the “Tender Section” of the website:

<http://www.assamtenders.gov.in>

<http://www.asdm.assam.gov.in>

Mission Director

Assam Skill Development Mission,

Nayantara Building 5th Floor, Six Mile Guwahati – 781022

Landline No: 0361-2339745

Email: tender.asdm@gmail.com

ASSAM SKILL DEVELOPMENT MISSION

Background:

Assam Skill Development Mission (ASDM) is mandated to implement skill development programmes in the State of Assam. The vision is to increase the capacity and capability of the system to deliver quality skill training and professional knowledge to the youth of Assam to enhance and ensure their employability and bridge the skill deficit with a view to meet the growing demand for skilled man power in various economic sectors by setting up Skill Development Centers (SDCs).

Assam has been allocated target under Centrally Sponsored State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) State Engagement. In the next three years (2017-2020), ASDM will train 47,258 candidates under Category I, II & IV (as listed in Annexure 7) under the Centrally Sponsored State Managed (CSSM) Component.

In view of above, Mission Director, Assam Skill Development Mission (ASDM), invites sealed proposals from Training Providers for “Empanelment with Assam Skill Development Mission (ASDM) to conduct skill trainings for specified Job Roles under Category I, II & IV of Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) in the State of Assam”.

A. Eligibility Criteria:-

- i. The agency should have existing center/s in any district of Assam.
- ii. The agency can be a sole proprietorship firm, partnership firm, Company, Limited Liability Partnership, Trust or Society. Proof of constitution of the agency should be submitted. In case of VO/NGO, the unique id through NGO-darpan portal should also be submitted.
- iii. The training centers already empanelled with ASDM, in response to the **RFP No. ASDM-41/2017/63**, for implementation of Assam Skill Development Programme cannot participate in this RFP. As such the training centers applying under this RFP cannot operate any other State sponsored skill training in parallel to PMKVY.
- iv. The training agencies and centers should be already registered on NSDC SMART portal for PMKVY 2.0 for the present financial year 2017-18 for atleast one of the specified job roles as mentioned in Annexure 7. The List of Centers and job roles which are already registered and accredited/ affiliated is to be furnished as Annexure 9. The relevant proof of having registered on SMART needs to be provided for each centre and job role applied for.
- v. The Training centers which are already registered on SMART portal should have a star rating of 3 and above. A training centre with a star rating less than 3 will not be considered for empanelment.
- vi. In case the agency is not already registered on SMART as per clause A(iv) above, it should submit an Indemnity Bond as per Annexure 8, to get their Training Centre and Job Role, duly registered on SMART for the specified job roles as mentioned in Annexure-7 within 90 days. The List of Centers and job roles which are expected to be compliant to Accreditation and Affiliation guidelines as issued

by NSDC is to be furnished in the Schedule with Annexure 8. The process for registering on SMART/CAAP and getting accredited and affiliated is explained in brief in Annexure 10.

- vii. The agency should have an average annual turnover of at least Rs. 30.00 lacs from training operations (excluding grants and donations) in the last 3 financial years- 2014-15, 2015-16 and 2016-17. A certificate from a CA should be submitted as per Annexure 3.
- viii. The agency should have a positive net worth in the last 3 financial years- 2014-15, 2015-16 and 2016-17. A certificate from a CA should be submitted as per Annexure 3.
- ix. The agency should have experience of at least 3 years in providing skill development training and should have placed at least 200 candidates in the last 3 financial years- 2014-15, 2015-16 and 2016-17. An affidavit has to be given in Annexure 4 for the same.
- x. Applicant agencies should not have been blacklisted by any donor agency/ State Government/ Central Government. An affidavit has to be submitted as per Annexure 5.
- xi. Applicant agencies will have to submit an undertaking to follow ASDM & PMKVY norms (as amended from time to time) for running the program as per Annexure-6.
- xii. The empanelment of the centers, which have been declined accreditation or have been de-accredited, will be deemed to be cancelled.
- xiii. **Document/ Proposal Processing Fee:**

All Applicants have to pay a non-refundable Proposal Processing Fee of Rs. 5,000/- (Rupees Five Thousands only) in the form of a Demand Draft/ Bankers Cheque drawn from a Scheduled Bank of India in favor of “Assam Skill Development Mission” payable at Guwahati. The Document processing fees need to be paid along-with the application for empanelment.

xiv. **Earnest Money Deposit (EMD):**

- a) All Applicants have to pay refundable EMD (non-interest bearing) of Rs. 25,000 /- (Rs. Twenty Five Thousand Only), **for every training centre applied**, in the form of a Demand Draft/ Bankers Cheque drawn from a Scheduled Bank of India in favour of “Assam Skill Development Mission” payable at Guwahati, along with the application for empanelment.
- b) The EMD of the applicant, who have been refused empanelment under this RFP by ASDM would be returned (without interest) within 90 days of decision of rejection by ASDM.
- c) The EMD of the successful applicants will be returned and fresh Performance Guarantee Rs.50,000/- per center to be submitted by the applicant.
- d) The PG will be returned within six months from end of the agreement period, which would be entered once the accreditation and affiliation process is completed. In case of extension of agreement, the PG will be returned within six months from the end of extended period of agreement.
- e) In case the agency fails to obtain the accreditation and affiliation on SMART or is de-accredited, the EMD may be forfeited. The decision of Mission Director- ASDM will be final in this regard and will be binding on the agency.
- f) PG may be forfeited if the agency fails to fulfil its obligation under the terms of agreement.

The decision of Mission Director- ASDM will be final in this regard and will be binding on the agency.

B. Other Terms and Conditions:

- i. Prohibition on sub-letting: The selected Agencies has to run the program by itself and any kind of sub-letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited under any circumstances.
- ii. No joint venture or consortium or association is permissible.
- iii. Verification of center will be done by Inspection Agency of NSDC/ ASDM as per stipulated norms of PMKVY and the accreditation standards for running a particular Job Role. The Agencies have to maintain the required infrastructure and personnel at the centers at all times during the course of training.
- iv. **Merely fulfilling the eligibility criteria for selection of applicant under this RFP or getting empaneled, will not guarantee allocation of work or award of target to the agency.**
- v. Training cost Payment: It will be paid as per PMKVY guidelines as amended from time to time. No amount will be paid over and above as mentioned under PMKVY guidelines.
- vi. The selected organization has to ensure uninterrupted power/ electricity for the conduct of training and will have to keep in place appropriate safety measures for the safety of the candidates, personnel deployed there in and of the available infrastructures at their own cost and risks.
- vii. Duration of the Project: The agency will be empaneled for 3 years subject to annual renewal of accreditation on the SMART Portal as per guidelines and standards of accreditation.
- viii. Conduct of Training and Branding of program: The Applicant has to follow guidelines, circulars, notifications etc. Issued by PMKVY, respective SSCs, NSDC and ASDM including cost and process norms for Branding of the program, Training, Assessment & Certification, Placement, Tracking, Payment disbursement etc.
- ix. **No training can be conducted unless the Training Centre and the specified job role is accredited and affiliated on SMART/CAAP.**
- x. The Mission Director, ASDM reserves the right to accept or reject any proposal without providing any reason, what so ever. The decision of ASDM shall be final and binding upon the Company/Agency.
- xi. Jurisdiction: All disputes and differences, whatsoever shall be referred to the courts at Guwahati, Assam which shall be the courts having jurisdiction to entertain and try the same.

C. Allotment of target:

1. The allotment of target for particular Job Role in a district would be done as per the available target of ASDM, demand of particular job role, capacity and availability of centers run by applicants, and any other parameter as ASDM may from time to time decide.

However, any allocation of target can be done only after the accreditation and affiliation process of a training centre is complete. ASDM will have the sole discretion to devise the method of distribution of targets amongst the eligible centers and this will be final and binding on the successful agencies.

2. Targets will be allocated under CSSM component for only those TCS, who have not been allotted targets under PMKVY, or as ASDM may decide.
3. In case of multiple eligible applications received for the same Job role, the following preference shall be made applicable in the order mentioned below.
 - a. The score and rating on SMART Portal
 - b. Training Centre which has experience of higher placement
4. ASDM reserves the right to fix the targets, allot the targets and even change the allotted targets as it may deem fit.

D. Pre & Post Empanelment Process:

1. The application and documents of the applicant will be scrutinized
2. If documents are in order, the empanelment will be completed, and the training centre will be issued a Letter of Intent.
3. In case accreditation and affiliation under SMART is complete, targets will be allotted
4. In case accreditation and affiliation is not completed, each training Centre will have to obtain affiliation and accreditation for the each job role as per the brief process explained in Annexure 10 within 90 days of issue of Letter of Intent (LOI), or as may be decided by ASDM.
5. Once the accreditation and affiliation is completed, the training centre will be allocated targets for training by ASDM depending on clause C above.
6. On allocation of targets, an agreement will be signed between ASDM and the training partner detailing the terms and conditions of the arrangement.

E. Submission of Proposal:

Interested agencies fulfilling eligibility conditions as mentioned above, can submit their detailed proposal for undertaking this program in the State, to the Mission Director, Assam Skill Development Mission (ASDM) Head Office, Guwahati on or before the time as mentioned in Key Information. The proposal should carry documents as per checklist given in the Annexure 11.

All documents should be page numbered serially and should bear the seal and sign of the authorized person.

F. Key Information:

S. No	Particulars	Details
1	Issuance of RFP	08/12/2017
2	Last date of received of pre bid queries	15/12/2017
3	Pre bid conference (at ASDM office)	18/12/2017 at 2.30 pm
4	Last date of receipt of RFP	02/01/2018 up to 5.00 pm
5	Opening of RFP	03/01/2018 at 11.00 am

Mission Director

Assam Skill Development Mission,

Nayantara Building 5th Floor, Six Mile Guwahati – 781022

Email: tender.asdm@gmail.com

Annexure -1: Format of the Covering Letter

The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal (Letter of authorization is also to be enclosed)

To

Mission Director
Assam Skill Development Mission
Nayantara Building 5th Floor
Six Mile, Guwahati – 781022

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 for specified job roles under category I, II & IV in the State of Assam.

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the Empanelment for ‘**Centrally Sponsored State Managed Component under Pradhan Mantri Kaushal Vikas Yojna (PMKVY) in Assam**’ in ASDM, in response to the Request for Proposal (RFP) Document issued by the Assam Skill Development Mission (ASDM), vide no.....dated_____.

We hereby confirm that:

1. The proposal has been submitted by us in accordance with the conditions stipulated in the RFP.
2. We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by ASDM. We agree and undertake to abide by all these terms and conditions along with subsequent communication from ASDM. Our Proposal is consistent with all the requirements of submission as stated in the RFP or any subsequent communications from ASDM.
3. We have also read the detailed guidelines of PMKVY 2.0 (including its various components) issued by MSDE and NSDC and amended from time to time.
4. We have perused the Guidelines for Accreditation, Affiliation and Continuous monitoring of Training centres for the Skill Ecosystem issued by NSDC and MSDE and we have already obtained/ are confident of obtaining the accreditation and affiliation of the our training centre/s and job roles on the CAAP, as are mentioned in Schedule A of Annexure 8.
5. We also understand that in case the accreditation and affiliation is not obtained by us or we are de-accredited, our empanelment in response to this RFP shall be deemed to be cancelled.

6. We shall bear all the costs associated with registration, accreditation and affiliation of our training centre and job roles on the CAAP.
7. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. 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 Annexures 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.
8. 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.
9. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
10. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
11. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
12. We are enclosing DDs towards EMD & processing fee as under:

Item	Amount (In Rs.)	DD/Bankers' Cheques	Date	Bank
Processing fees	Rs. 5000/-			
EMD	@Rs. 25000/- fornos centres = Rs.....			

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure -2: Applicant Details

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

Sl. No.	Description	Details	
1.	Name of Legal Constitution of Applicant		
2.	Status / Constitution of the Firm		
3.	Name of Authorize Signatory (enclose Power of Attorney)		
4.	of authorization)		
5.	Contact address and number		
6.	Registration Number		
7.	Date of Registration		
8.	Place of Registration		
9.	PAN Card Number		
10.	Primary point of contact	Email	Contact No
11.	Secondary Point of Contact	Email	Contact No

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure -3: Financial Details

Declaration to be submitted under the signature of Chartered Accountant on Letterhead

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that M/s.....having registered office athas the following average annual turnover during last three financial years starting from FY 2014-15, 2015-16 and 2016- 2017 as mentioned below:

S.NO.	Financial Year	Average Annual Turnover from training operations (Rs.) (excluding grants & donations)	Net Worth (Rs.)
1	2016-17		
2	2015-16		
3	2014-15		

Note: Audited financial statement of the 3 years need to be submitted by the applicant.

Signature

Chartered Accountant firm

Membership No

Contact

Seal

Date:

Place:

Annexure 4: Affidavit for Training & Placement Details

An affidavit on a non-judicial stamp paper of INR 100/- by Applicant or his Authorized Representative with his/her dated Sign and Seal

To whomsoever it may concern

Financial Year	Name of Scheme	Govt/ Private funded	No. of candidates trained	No. of candidates placed	Placement %	Job Roles
2016-17						
2015-16						
2014-15						
TOTAL						

We hereby certify that the above details are true and correct to the best of my knowledge and belief.

Note:

1. Training and placement under different schemes in a year, to be entered in separate rows in a single year

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure -5: Affidavit for not being blacklisted

An affidavit on a non-judicial stamp paper of INR 100/- by Applicant or his Authorized Representative with his/her dated Sign and Seal

AFFIDAVIT

We,name of applicant, having its registered office atOffice address, do hereby declare that the Applicant has not been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority/ or any other agency for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure – 6: 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 agency), having office at (Office address), hereby give our consent for following the guidelines/
circulars/ office orders/ notification etc of ASDM and PMKVY, 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 maintain sufficient space, furniture, equipment, tools, trainers, training aids, raw material, electricity, water supply and other essentials required for imparting training to youth in the proposed course(s) during entire period of training.
3. To mobilize and counsel youth for training and taking up a job, wherever available (wage/self-employment) after training.
4. 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.
5. To adhere to the attendance system and bio-metric devices as per PMKVY/ASDM guideline
6. To arrange assessment and certification of trained youth through as per PMKVY/ASDM guideline
7. To arrange employment for trained youth as per PMKVY/ASDM guideline
8. To ensure tracking of youth as per PMKVY/ASDM guideline.
9. To maintain records of trainings, invoice generated and amount received including placement as may be instructed by ASDM from time to time.
10. We declare that we shall not operate the training centre under franchisee arrangement
11. We agree that the Training centre shall not simultaneously operate both State sponsored scheme of ASDM and Centrally Sponsored State Managed (CSSM) component of PMKVY.

For and on behalf of:

Name:

Designation:

(Authorized Representative and Signatory) Date:

Place:

Annexure-7: List of Job Roles under category I, II & IV under CSSM component in the State of Assam

Sl No	Sector	Course Name	Whether QPs/NOS exist or not (Y/N)	CSCM Job Roles with significant demand in State of Assam (Category)
1.	Agriculture	Hatchery Production	Y	Category I
2.	Agriculture	Paddy Farmer	Y	Category I
3.	Agriculture	Seri culturist	Y	Category I
4.	Agriculture	Mushroom Grower	Y	Category I
5.	Automotive	Auto Rickshaw driver	Y	Category I
6.	Automotive	Chauffeur L4	Y	Category I
7.	Apparel & Home furnishing	Fashion Designing	Y	Category I
8.	Beauty & Wellness	Spa Therapist	Y	Category I
9.	Beauty & Wellness	Assistant Beauty/Wellness Consultant	Y	Category I
10.	BFSI	Accounts Executive (Recording, Reporting)	Y	Category I
11.	Construction	Mason Marble, Granite & Stone	Y	Category I
12.	Construction	Shuttering Carpenter-Conventional	Y	Category I
13.	Construction	Scaffolder- Conventional	Y	Category I
14.	Construction	Rural Mason		
15.	Electronics & Hardware	Field Technician- Computing & Peripheral	Y	Category I
16.	Electronics & Hardware	Solar & LED Technician	Y	Category I
17.	Healthcare	Assistant Physiotherapist	Y	Category I
18.	Healthcare	Dental Assistant	Y	Category I
19.	Healthcare	Medical Technician - Laboratory	Y	Category I
20.	Healthcare	Mental Health Counsellor	Y	Category I
21.	IT - ITES	Associate – CRM	Y	Category I
22.	IT - ITES	Associate - Customer Care (Non-Voice)	Y	Category I
23.	IT - ITES	Media Developer	Y	Category I
24.	IT - ITES	Web Developer	Y	Category I
25.	Plumbing	Plumber (maintenance)	Y	Category I

SI No	Sector	Course Name	Whether QPs/NOS exist or not (Y/N)	CSCM Job Roles with significant demand in State of Assam (Category)
26.	Plumbing	Plumber (Pipeline)	Y	Category I
27.	Retail	Business Owner/ Vyapari	Y	Category I
28.	Retail	Business Builder/ Dukandar	Y	Category I
29.	Retail	Retail Team Leader	Y	Category I
30.	Security	Armed Security Guard	Y	Category I
31.	Security	Security Supervisor	Y	Category I
32.	Security	Personal Security Officer	Y	Category I
33.	Telecom	Customer Care Executive (Repair Centre)	Y	Category I
34.	Tourism & Hospitality	Bartender	Y	Category I
35.	Tourism & Hospitality	Bell Boy	Y	Category I
36.	Tourism & Hospitality	Bell Captain	Y	Category I
37.	Tourism & Hospitality	Cleaner - Carpet & Chair	Y	Category I
38.	Tourism & Hospitality	Meet & Greet officer	Y	Category I
39.	Tourism & Hospitality	F & B Service Trainee	Y	Category I
40.	Tourism & Hospitality	Facility Store keeper	Y	Category I
41.	Tourism & Hospitality	Front office executive	Y	Category I
42.	Tourism & Hospitality	Housekeeping Executive	Y	Category I
43.	Tourism & Hospitality	Laundry Machine Operator	Y	Category I
44.	Tourism & Hospitality	Meeting, Conference and Event Planner	Y	Category I
45.	Tourism & Hospitality	Order Take-Home Delivery	Y	Category I
46.	Tourism & Hospitality	Tandoor Cook	Y	Category I
47.	Tourism & Hospitality	Tour Vehicle Driver	Y	Category I
48.	Tourism & Hospitality	Trainee Chef	Y	Category I
49.	Textiles & Handloom	Jacquard Weaver		
50.	Persons with Disability	Stores ops Assistant	Y	Category I
51.	Persons with Disability	CRM Domestic Voice	Y	Category I

SI No	Sector	Course Name	Whether QPs/NOS exist or not (Y/N)	CSCM Job Roles with significant demand in State of Assam (Category)
52.	Persons with Disability	Domestic Data Entry Operator	Y	Category I
53.	Automotive Repair	Driver LMV	N	Category II
54.	Hospitality	Hospitality Assistant	N	Category II
55.	Hospitality	Housekeeper	N	Category II
56.	Healthcare	General Duty Assistant	Y	Category IV
57.	Automotive	Taxi driver/ Chauffeur	Y	Category IV
58.	Agriculture	Gardener	Y	Category IV
59.	Construction	Mason general	Y	Category IV
60.	Textile & Handloom	Two shaft handloom weaver	Y	Category IV
61.	Apparel, madeups & home furnishing	Self Employed tailor	Y	Category IV
62.	Apparel, madeups & home furnishing	Hand Embroidery	Y	Category IV
63.	Security	Unarmed Security Guard	Y	Category IV

Annexure 8: Format for Indemnity Bond

INDEMNITY BOND

for getting registered, accredited and affiliated on SMART

(to be furnished on Stamp paper of Rs. 100/-)

This deed of Indemnity is executed byhereinafter referred to as Indemnifier, in favour of Assam Skill Development Mission, hereinafter referred to as Indemnified.

Whereas the Indemnified has floated a RFP for empaneling Training Providers for providing training under Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikash Yojana (PMKVY) 2.0 for specified job roles under category I, II & IV in the State of Assam, the pre-requisite of which is that the Training Provider should get their centers accredited as per the Accreditation Standards and should get their job roles affiliated as per the Rules and Regulation of the SSCs on the SMART portal of NSDC.

Whereas the Indemnifier has applied to be empaneled under the Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikash Yojana (PMKVY) 2.0 for specified job roles under category I, II & IV in the State of Assam.

The Indemnifier hereby, irrevocably agrees, that the indemnifier shall get himself registered on SMART and complete the accreditation and affiliation process within a period of 90 days from the date of issuance of Letter of Intent to the training provider, or such further period as may be notified. The list of all the Centres and job roles that are eligible for registration on CAAP/SMART is annexed at Schedule A.

The indemnifier agrees that it shall not undertake any training unless the indemnifier is accredited and affiliated for that particular job role.

The indemnifier undertakes that in case the centers have been declined accreditation or have been de-accredited, their empanelment will be deemed to be revoked after 90 days of the issuance of Letter of Intent or such extended date as notified, or the date of declining the accreditation, whichever is earlier. The indemnifier also agrees that in such cases, the indemnifier will not be able to claim reimbursement or payment of any amount on account of the empanelment or accreditation or affiliation or any other purpose, from the indemnified.

For.....

Seal

Witness (Name, designation and address)

1.

2.

Schedule A of Annexure 8: List of Centers and Job roles eligible for registration on CAAP/ SMART

Note: Insert separate line for each job role

S. No.	Name of Training Centre	Address with District	Job Role as per Annexure 7	Accreditation & Affiliation status (in process/ will be done)	Expected timeframe to complete accreditation and affiliation	Total Capacity of the center for the particular Job Role	Proposed Target for CSSM under ASDM for the year 2017-18	Proposed Target for CSSM under ASDM for the year 2018-19	Proposed Target for CSSM under ASDM for the year 2019-20

For and on behalf of: Signature:

Name:

Designation:

(Authorized Representative and Signatory) Date:

Place:

Annexure 9: List of Centers & Job roles registered, accredited and affiliated on SMART

TP id:

S. No	Name of Training Centre	Addresses & District	TC id on SMART	Accreditation Rating Score	Star Rating	Validity date of accreditation	Job Role as per Annexure 7	Sector Name	Total Capacity of the center for the particular Job Role approved under CAAP	Target approved under Centrally Sponsored Centrally Managed Component (CSCM) by NSDC for 2017-18	Target approved under Centrally Sponsored Centrally Managed Component (CSCM) by NSDC for 2018-19	Target approved under Centrally Sponsored Centrally Managed Component (CSCM) by NSDC for 2019-20	Remaining Intake capacity as per capacity of the center	Proposed Target for CSSM under ASDM for the year 2017-18	Proposed Target for CSSM under ASDM for the year 2018-19	Proposed Target for CSSM under ASDM for the year 2019-20

Note:

1. Insert separate line for each job role
2. Please submit documentary proof of the accreditation on SMART and the targets allocated

For and on behalf of:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure 10: Brief Process of Accreditation & Affiliation

The process for registration, accreditation and affiliation is explained in brief in the following steps:

1. Registration on SMART:

To fill up the form on CAAP (Centre Accreditation and Affiliation Portal). The following records will need to be uploaded:

- i. Incorporation/Registration proof
- ii. Turnover and net worth of the organization during the last two years along with proofs, such as ITR, CA Certificate, Audited Profit & Loss and balance sheets
- iii. Permanent Account Number (PAN) of the organization
- iv. Tax Deduction and Collection Account Number (TAN) of the organization.
- v. Address Proof
- vi. Photograph of the office with clearly visible name board/signage
- vii. Past performance of the organization in training number of trainees trained, certified, and placed in the last three financial years.
- viii. Application fees of Rs. 10,000/-

An Application registration no. and password will be generated for accreditation process.

2. Centre Accreditation:

- i. Fill up the CAAF, which contains details about the training centre infrastructure, location, programs offered, job roles, training batches, classroom details, laboratory details, residential facilities, trainer details, other staff details, equipment etc. the detailed CAAF can be downloaded from http://smart.nsdcindia.org/knowledge_bank.aspx#newGuidelines.
- ii. As per accreditation standards, a training centre should meet the minimum parameters of classroom area, lab area, Placement cell, availability of amenities like washroom, drinking water, safety facilities, and trainer certified in entrepreneurship by NIESBUD etc. Also minimum criteria is specified on batch that can be formed, availability of trainers, availability of NSQF training material, availability of tools and equipment etc. A training centre has to fulfill all those criteria specified for the above. The detailed criteria can be found in <http://smart.nsdcindia.org/front-assets/media/guidelines/Accreditation%20and%20Affiliation%20guidelines.pdf> in Annexure 1 Part A, page 29-33.
- iii. Besides the above, a training centre has to score a minimum of 40% on the criteria specified in Annexure 1 Part B. Marks is allotted on the type of building, CCTV, additional infrastructure, disabled friendliness, proximity to public transport, projectors, air condition, internet, power backup, library etc. The details can be seen at <http://smart.nsdcindia.org/front-assets/media/guidelines/Accreditation%20and%20Affiliation%20guidelines.pdf> in Annexure 1 Part B page 34-37.
- iv. Accreditation fees to be paid 20,000/- with an addition of Rs. 1000/- for each job role.
- v. An Inspection Agency shall then review the request and determine whether the Training centre is deemed ready or not ready.
- vi. If the TC is deemed ready, the Inspection Agency may will conduct an inspection
- vii. If the TC is deemed not ready, the Inspection Agency communicates the status and allots a time of 90 days for getting ready. If after revision of CAAF, the training centre is again deemed not ready, the TC will be allowed to reapply for accreditation again only after 1

- year.
- viii. A TC will also be awarded an Accreditation grade and a Tc with less than 40% will not qualify for accreditation.
 - ix. After the final inspection, the Inspection Agency gives a final recommendation for accreditation status, which is either accreditation, conditional accreditation, or not recommended for accreditation.
 - x. The report of the Inspection Agency is submitted to the SSC. In case the SSC agrees with the recommendation of the Inspection Agency, the Centre will be awarded the Accreditation Certificate

3. Affiliation:

- i. An online application for affiliation is to be filled up within 6 months of getting accreditation for a particular job role.
- ii. An application fees need to be paid for an amount of Rs. 6000/- for every job role, to the SSC
- iii. The SSC then awards the affiliation. All accredited TCs are deemed to eligible for grant of affiliation.
- iv. A TC can start training operations only after obtaining the accreditation and affiliation.

The detailed Guideline for Accreditation, Affiliation and continuous monitoring of Training Centres for the Skill Ecosystem is available at http://smart.nsdcindia.org/knowledge_bank.aspx

Annexure 11: Checklist

Checklist for proposals submitted in response to Request for Proposal (RFP) to undertake the project under Centrally Sponsored State Managed Component under Pradhan Mantri Kaushal Vikas Yojna (PMKVY) in the State of Assam

S. No.	Document Description	Page Number
1.	Covering Letter as per Annexure 1 of RFP document	
2.	Applicant's Details as per Annexure 2 of RFP document with proof of following: a. Proof of constitution b. In case of VO/NGO, unique id through NGO darpan c. PAN Card d. Trade License	
3.	Annexure 3 Financial Details	
4.	Audited Financial Statement of 2014-15, 2015-16 and 2016-17	
5.	An Affidavit in Annexure 4 for Experience details	
6.	An affidavit for not being blacklisted as per Annexure 5	
7.	Self-Declaration in Annexure 6	
8.	Indemnity Bond in Annexure 8 with Schedule A (if applicable)	
9.	List of accredited and affiliated centers (if applicable)	
10.	Tender Processing fees	
11.	Earnest Money Deposit	
12.	Power of Attorney (if applicable). In case of a Company or Society, Board resolution authorizing the signatory is mandatory.	
13.	Copy of RFP Document with sign and seal of Company Secretary / Authorized Representative and Signatory on each page of RFP Document	
14.	Checklist properly referenced with page no. of documents submitted	