**NOTICE INVITING APPLICATION (NIA)**

**For Hiring of certified trainers**

**FROM**

**ORGANIZATION TO IMPLEMENT NEW SKILL TRAINING PROGRAMS**

**Under**

**ASSAM SKILL DEVELOPMENT MISSION (ASDM)**

**GOVT. OF ASSAM**

**NIA No: ASDM-2748/2020/33 dtd. 22/12/20**

**Email Id**: ***missiondirector.asdm@gmail.com***

## NOTICE INVITING APPLICATION

Assam Skill Development Mission is implementing new skill training programs for the youth of Assam in the Financial Year 2020-21 in the trade Jacquard Handloom Weaver and Handloom Weaver (Frame loom). This NIA is for interested Organization for facilitating the services of certified trainers under Textile Sector Skill Council and training aids in the above mentioned job-roles for conducting Training of the youths across Assam.

Organization may be selected for both the job roles for facilitating ASDM in conducting Skill Development training under this NIA in the State of Assam.

## Interested Organization participating in the process may submit the proposal mandatorily in form of hard copy in a sealed envelope to the office of the undersigned.

The intending Organization are expected to submit the project proposal enclosed in Annexure I, II & III.

Following below mentioned are the pre-qualification criteria. The participating Organization shall possess the following minimum eligibility criteria. Any bid failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation:

## General Criteria for intending parties who have the desired certified trainers in the below mentioned manner to conduct training (Batch Size-max 30):

* 1. Trainer (ratio Trainer to trainee 1:30)
     + ToT certified trainer by NSDC or Trained by RSA (should get trained within 3 months of starting work as Trainer).
     + Industrial experience in a weaving plant /handloom unit/ educational institute preferably for a minimum of 2 years.
     + Knowledge of woven designs at jacquard looms.
     + Conversant with use of computer.
     + Ability to communicate in local language
     + Good communication skill
  2. Training Assistant (ratio Training Assistant to trainee 1:20)
     + Minimum 10th Passed.
     + Minimum 5 years of experience as a weaver on Handloom/Jacquard loom.
     + Conversant with basic operation / maintenance of the Handloom/Jacquard loom.
     + Experience of training the apprentices is desirable.
     + Good communication skill.
     + Ability to communicate in local language.

Intending organization shall provide a Training Kit comprising of official Course booklet as per the requirements defined by Textile Sector Skill Council (TSSC) for the identified job-roles, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch.

The NIA is open to all entities that fulfill the eligibility criteria as mentioned above. The proposals should be submitted in the prescribed Project Application Form (PAF) as per format at Annexure II & III.

The proposal will be evaluated based on the scoring criteria and preferences mentioned in Annexure IV.

The project proposals would be evaluated by the Project Approval Committee (PAC). The PAC reserves all the rights to reject the proposal of any participated Organization.

Please be informed that submission of this application does not mean or indicate any commitment for selection of any Organization for the said project.

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|  | **Indemnity**: THE SECOND PARTY agrees to indemnify and keep indemnified and hold harmless, FIRST PARTY and its directors, trustees, employees and representatives against all liabilities, demands and/or claims whatsoever, including claims for not being in compliance with the provisions of applicable laws, rules, regulations and guidelines, and also against any losses, damages or expenses suffered or incurred or that may be suffered or incurred by FIRST PARTY for any reason whatsoever in relation to the Project and post commissioning of its operation and maintenance, including legal cases. THE SECOND PARTY shall also indemnify FIRST PARTY and its employees from any eventualities including but not limited to compensation out of loss, damage or unforeseen circumstances, etc. THE SECOND PARTY shall indemnify and keep indemnified FIRST PARTY from any liability, financial or otherwise, that may arise from third party as a result of the services covered under the scope. |
|  | Staff for all activities related to operation and maintenance or for any other activity shall be employed/ engaged by THE SECOND PARTY and THE SECOND PARTY shall be solely responsible for any matter concerning their employment/ engagement. THE SECOND PARTY shall keep FIRST PARTY indemnified against any claims and legal expenses arising out of any employment dispute raised by those engaged in relation to operation and maintenance of the Project.  Governing Laws and Jurisdiction: This NIA and all matters arising from it and any dispute resolutions shall be governed by and construed in accordance with the laws of India. |
|  | **Force Majeure:** Neither Party shall be liable or responsible for any failure to perform or delay in performance of their respective obligations hereunder if such failure or delay is due or attributable to or arises out of any Force Majeure event, provided written notice of occurrence of any Force Majeure event is given by the affected Party to the other Party within a period 72 hours of such occurrence and such notice includes reasonably satisfactory evidence of the Force Majeure event. |
|  | For the purposes of this UNDERSTANDING, a Force Majeure event shall mean an event that is not within the reasonable control of the Party whose performance under this UNDERSTANDING is affected thereby and without prejudice to the generality of the foregoing, shall include but not limited to the following events; i) Civil disturbance, ii) Breach of peace, iii) Declared or undeclared war, iv) Act of interference or action by military authorities, v) Terrorist acts, vi) Sabotage, vii) damage by the elements, viii) Riot or disorder, ix) Act of God (i.e. fire, frost, flood, earthquake, storm, lightning or epidemic); x) Quarantine, and xii) Change in law rendering the performance of a Party's obligations impossible (excluding any change in taxation laws); xiii) Revocation of applicable Government licenses acts or omissions of competent Government Authorities or its authorized security operatives. |
|  | **Settlement of Disputes:** If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this NIA (and whether before or after the termination of the project) Parties hereto shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of thirty (30) days from the date on which the dispute or difference arose, such dispute or difference shall be referred to a mutually acceptable sole Arbitrator. The existence of any dispute or difference or the initiation or continuation of the arbitration proceedings shall not postpone or delay the performance by the Parties of their respective obligations pursuant to this UNDERSTANDING. The outcome of the Arbitration shall be binding upon all parties involved. The Indian Arbitration and Conciliation Act, 1996 as amended by The Arbitration and Conciliation (Amendment) Act 2015 or any statutory modification or re-enactment thereof and the rules made there under for the time being in force shall apply to the arbitration proceedings under the clause. The seat of Arbitration shall be decided mutually by the parties.  ASDM reserves all the rights to cancel the application/penalize the Organization if any information is found to be incorrect/false during and after execution, at its sole discretion and without assigning any reason.  The selected party shall adhere to the Guidelines of ASDM.  **Intellectual Property Rights: -** ASDM reserves the right of use of its intellectual property rights including its brand name, Logo, etc. As such the selected Organization will not have any right to use  ASDM’s intellectual property rights including its brand name, Logo, etc.  **Signing of Bond: -** the Organization shall have to make sure that the ToT trained teachers for the concerned project will have to be available for the project duration and cannot leave the project incomplete. In case if any replacement of teachers is necessary, the Organization has to provide the same without any loss of time for the students. The Organization may sign a Bond with the concerned teachers for the duration of the project as a security.  ASDM also reserves right to cancel or amend the NIA at any point of time without providing any explanation  Kindly note that this NIA don’t guarantee allocation of work and ASDM will assume no liability or cost towards it. ASDM makes no commitments, express or implied, that this process will result in a business transaction between anyone. ASDM reserves the right to select any Organization as per the Evaluation criteria laid down by Assam Skill Development Mission. **The last date for receipt of proposals/applications is 05/01/2021 up to 03.00 pm**  The Request for Application document is also available at our website: [http://www.asdm.assam.gov.in](http://www.asdm.assam.gov.in/) SCHEDULE OF ACTIVITIES  |  |  |  | | --- | --- | --- | | **S. No.** | **Milestone** | **Dates** | | 1 | Issue of NIA | 22/12/2020 | | 2 | Proposal/Application Submission Last Date | 05/01/2021 |   NB: If any date coincides with a holiday, the next working day would be considered as appropriate date. OTHER KEY INFORMATION  |  |  |  | | --- | --- | --- | | Sl.  No. | **Heading** | **Details** | | A | Name of the Client/ Authority | Assam Skill Development Mission | | B | Document Intended for NIA | Organization found eligible based on the NIA to hire certified trainers for implementation of new skill training programs under ASDM vide NIA No. ASDM- 2748/2020/33, dated 22/12/2020 | | C | Tender Fee/ Application Fee | A demand draft of non-refundable tender/Application fee of Rs.1000 in favour of Assam Skill Development Mission payable at Guwahati is to be submitted with the proposal. | |
|  | **Objective:**  **The objective of this NIA is to facilitate ASDM in implementing the new skill training programs providing certified trainers and training aids necessary for the mentioned job-roles.**  Guidelines:  All the Definitions, Terms and Conditions as explained herein below will be subject to process and cost norms under ASDM as amended from time to time. Definitions: **SSCs**: Sector Skill Councils (SSCs) are industry-led bodies, who are responsible for defining the skilling needs, concept, processes, certification, and accreditation of their respective industry sectors. The SSCs prescribed the NOSs and QPs for the various job roles relevant to their industry, classify the job roles and worked with the National Skill Development Agency (NSDA) to ensure that these are in accordance with the National Skill Qualification Framework (NSQF).  **QPs:** A set of NOSs, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive creations of curriculum and assessments. The job roles would be at various proficiency levels and aligned to the NSQF. The NOSs and QPs for the various job roles in each sector, created by SSCs, would be available online and updated from time to time.  **NOSs**: National Occupational Standards (NOSs) specify the standard of performance an individual must achieve when carrying out a particular activity at the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. In its essential form, NOS describes functions, standards of performance, and knowledge / understanding.  **Payout to Organization:** As per the rates fixed by Assam Skill Development Mission Proposal shall comprise of following forms: Covering Letter: Format at Annexure I  Project Application Form (PAF): Format at Annexure II |

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|  | Annexure I **Covering letter for submission of NIA for facilitating the services of certified trainers under Textile Sector Skill Council and training aids for conducting Training of the youths across Assam.**  To  The Mission Director,  Assam Skill Development Mission  Katabari, DPS Road, NH-37 Garchuk, Guwahati-781035 Sub: Submission of proposal for facilitating the services of certified trainers under Textile Sector Skill Council and training aids for conducting Training of the youths across Assam. Sir,  This is with reference to your advertisement inviting NIA from intending parties to facilitate the services of certified trainers under Textile Sector Skill Council and training aids for conducting Training of the youths across Assam by Assam Skill Development Mission. We, the undersigned, offer to provide the services for the above in accordance with your “Notice Inviting Application”, dated…../.…/2020. Please find below the details of our Organization for your consideration.  We are hereby submitting our Proposal and understand that you are not bound to accept any proposal you receive. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading or unduly favors are vetted out by our company, in the target allocation process, we are liable to be dismissed from the Proposal selection process or termination of the contract during the project.  We agree to abide by the conditions set forth in this Notice Inviting Application. We hereby declare that our proposal submitted in response to this NIA is made in good faith and the information contained is true and correct to the best of our knowledge and belief.  **Sincerely**  Applicant’s name with Seal Designation  Signature |

**Annexure II**

* 1. **Project Application Form (PAF)**

**Provide a brief profile of the Application in the format mentioned below:**

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Organization |  |
| 2 | Type of the Organization (Government Institute/Company/Firm/Society/Trust/Proprietorship) | **(Attach document proof)** |
| 3 | Name and contact details of the Authorized Signatory of the Organization |  |
| 4 | Address of the Organization |  |
| 5 | Name of the SPOC with Contact details and Email ID |  |

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## Annexure: III

Self Certificate for Turnover

On the letter head of the organization

Dated:

The Total Turnover of (Organization Name) for the Financial Year 2017-20 based on Audited Financial Statements is provided below:

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Particulars | Amount  (in INR figures) | Amount (in words) |
| 1 | Total Turnover for the Financial Year 2017-18 |  |  |
| 2 | Total Turnover for the Financial Year 2018-19 |  |  |
| 3 | Total Turnover for the Financial Year 2019-20 |  |  |

Net worth as on 31.03.2020: / - (Amount in Figures and Words)

(Authorized Signature) Authorized Signatory’s Name:

Stamp / Seal of the Organization:

CA Certificate for Turnover

On the letter head of the organization

Dated:

The Total Turnover of (Organization Name) for the Financial Year 2017-20 based on Audited Financial Statements is provided below:

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Particulars | Amount  (in INR figures) | Amount (in words) |
| 1 | Total Turnover for the Financial Year 2017-18 |  |  |
| 2 | Total Turnover for the Financial Year 2018-19 |  |  |
| 3 | Total Turnover for the Financial Year 2019-20 |  |  |

Net worth as on 31.03.2020: / - (Amount in Figures and Words)

(CA’s

Signature) CA’s Name:

CA’s Stamp / Seal:

## Annexure: IV

**Evaluation Criteria**

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| --- | --- | --- | --- |
| **Sl. No.** | **Parameters** | **Scoring criteria** | **Maximum scoring** |
| 1 | Total number of certified trainer under NSDC. | * More than 40 = 20 * 40 – 20 =15 * 20 – 10 = 10 * Less than 10 = 5 | 20 |
| 2 | Total number of Training Assistant | * More than 40 = 20 * 40 – 20 =15 * 20 – 10 = 10 * Less than 10 = 5 | 20 |
| 3 | Availability of Training Aids | * Fully Available =20 * Partially Available =10 * Not Available = 0 | 20 |
| 4 | Availability of Yarn & Fabric Testing Machine, Pollution Testing Machine, Colour Fastness Testing Machine,  Card Punching Machine and Calendaring Machine | * Fully Available =20 * 3 or more available = 15 * 2- 1 Available = 10 * Not Available = 5 | 20 |
| 5 | Average annual turnover in latest 3 financial years | * Less than Rs 30 lakhs = 03 * Rs 30 lakhs to 1 Crore- 05 * Rs 1 Crore - 2 Crore-10 * Rs 2 Crore - 10 Crore-15 * Rs 10 Crores and above- 20 | 20 |
| Total Score | | | 100 |
| Minimum Score | | | 80 |