

**NOTICE INVITING APPLICATION (NIA) FOR  
EMPANELMENT OF TRAINING PARTNER  
FOR**

**IMPLEMENTING “समर्थ (Samarth)”  
SCHEME FOR CAPACITY BUILDING IN TEXTILES SECTOR  
(SCBTS), under ASDM**

**ASSAM SKILL DEVELOPMENT MISSION (ASDM)  
GOVT. OF ASSAM  
KATABARI, DPS ROAD, NH-37  
GARCHUK :: GUWAHATI-781035**

**NIA No: ASDM- 871/2019/227**

**Email Id: [missiondirector.asdm@gmail.com](mailto:missiondirector.asdm@gmail.com)**

# ASSAM SKILL DEVELOPMENT MISSION

## **NOTICE INVITING APPLICATION**

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 2019-20 in short-term modular courses.

This NIA is for empanelling training providers found eligible based on empanelment of Training Partner to conduct Skill Development Training programme under Assam Skill Development Mission for the Financial Year 2019-20 to train the candidates and facilitate their placements.

Proposals are invited from the shortlisted private training providers and Government Training Partner 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 14.10.2019 till 5 P.M.

The Request for Application ASDM-871/2019/227 document is available at our website: <http://www.asdm.assam.gov.in>

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

Mission Director  
Assam Skill Development Mission  
Katabari, DPS Road, NH-37, Garchuk, Guwahati-781035  
Email: [missiondirector.asdm@gmail.com](mailto:missiondirector.asdm@gmail.com)

# ASSAM SKILL DEVELOPMENT MISSION

## SCHEDULE OF ACTIVITIES

S. No.	Milestone	Dates
1	Issue of NIA	24.09.2019
2	Proposal Submission Last Date	14.10.2019 till 5 pm
3	Letter of Invitation to shortlisted Agencies	21.10.2019 (Shall be a continuous process based on Field verifications up till a date as finalized and notified by ASDM)
4	Signing of Agreement (Tentative)	04.11.2019 (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

NB: If any date coincides with a holiday, the next working day would be considered as appropriate date.

# ASSAM SKILL DEVELOPMENT MISSION

## 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 NIA for empanelment of Training Partner/ Government Training Partner (GTP) to conduct Skill Development Training programme under Assam Skill Development Mission vide NIA No. ASDM-871/2019/227.
C	Address where proposals have to be submitted	Mission Director Assam Skill Development Mission KATABARI, DPS Road, NH-37 Garchuk, Guwahati-781035
D	Tender Fee	Applicants are required to submit a non-refundable tender fee of Rs. 5,000/- in the form of a Demand Draft, drawn in favor of 'Assam Skill Development Mission' payable at Guwahati. <ul style="list-style-type: none"> <li>The Demand Draft is to be placed along with the proposal.</li> <li>In case the Tender Fee is not submitted along with the</li> <li>proposal, then the proposal shall not be evaluated and the same shall be summarily rejected.</li> </ul>
E	Earnest Money Deposit	Refundable amount of Rs. 25,000/- (Rupees Twenty-Five Thousand) per Centre applied for NIA- ASDM-871/2019/227. (eg. A Training organisation applying for 10 Centres shall submit an EMD of Rs. 2,50,000/-)
F	Performance Guarantee, Penalty and Liquidity Damages	<p>Within 7 working days from the date of Letter of Invitation (LOI) from ASDM, the TPs shall furnish the PG equivalent to <b>Rs. 50,000/-</b> per job role in the per centre approved. E.g. if one centre has 2 job roles approved then the PG for the centre will be 50,000 INR X 2 Job Role= 1,00,000 INR. The PG shall be submitted by way of Bank Guarantee (as per the Format in Annexure D) 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.</p> <p>Forfeiture of PG: PG shall be forfeited in the following cases unless decided otherwise by ASDM: -</p> <ol style="list-style-type: none"> <li>When TP is de-empaneled.</li> <li>When the TP fails to provide any of the services as specified in the NIA within the timeframe provided herein: <ul style="list-style-type: none"> <li>Commencement of work within 5 days of signing of the Agreement.</li> <li>Start of training at 50% of the targeted centers within 60 working days of signing of the Agreement whichever is later.</li> <li>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.</li> </ul> </li> </ol> <p>Notice will be given to the TP with reasonable time before PG is forfeited.</p>

		<p>No interest will be paid by ASDM on the amount of EMD or PG.</p> <p>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.</p>
G	Sectors	There shall be no upper limit on the number of sectors to be applied for / allotted under this NIA. The List of preferred Job Roles has been provided in this NIA.
H	Targets	Targets allotted under this NIA shall be for FY 2019-March 2020 only. Targets for subsequent years shall be based on placement / self-employment performance of the training partners.
I	Infrastructure	<p>Each training center applied by TP should strictly adhere to the Common Standards in Annexure A and grading matrix as per ANNEXURE B.</p> <p>Frequency of physical audit of center: Each training center will be physically audited for accreditation by ASDM official only.</p> <p>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.</p>
J	Job Role	The list of job roles for which training under ASDM will be allowed under this NIA can be referred in ANNEXURE C.
K	Mobilization and Enrolment	The training centers will be assisted by ASDM officials in Mobilization. The training centers should have mobilized for enrolling trainees from the same block or nearest block.

**Important Notes:**

- ASDM reserves the right to amend any or all conditions of this NIA 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  
 Katabari, DPS Road, NH-37  
 Garchuk, Guwahati-781035  
 Email: [missiondirector.asdm@gmail.com](mailto: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.

Sd/-  
 Mission Director  
 Assam Skill Development Mission

# ASSAM SKILL DEVELOPMENT MISSION

## DISCLAIMER

The information contained in this Request for Proposal (NIA) 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 NIA and such other terms and conditions subject to which such information is provided. This NIA 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 NIA is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this NIA. This NIA 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 NIA 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 NIA. The assumptions, assessments, statements and information contained in this NIA, 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 NIA and obtain independent advice from appropriate sources. Information provided in this NIA 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 NIA or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the NIA and any assessment, assumption, statement or information contained therein or deemed to form part of this NIA 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 NIA. 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 NIA.

The issue of this NIA 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.

# ASSAM SKILL DEVELOPMENT MISSION

## List of Abbreviations

Terms	Description
<b>EMD</b>	Earnest Money Deposit
<b>FY</b>	Financial Year
<b>GTP</b>	Government Training Partner
<b>MIS</b>	Management Information System
<b>NOS</b>	National Occupational Standards
<b>NSDC</b>	National Skill Development Corporation
<b>TP</b>	Training Partners
<b>QP</b>	Qualifications Pack
<b>NIA</b>	Notice Inviting Application
<b>SSC</b>	Sector Skills Council
<b>ASDM</b>	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.
<b>ASDS</b>	Assam Skill Development Society

# ASSAM SKILL DEVELOPMENT MISSION

## Objectives

- (i) To provide demand driven, placement oriented National Skills Qualifications Framework (NSQF) compliant skilling programmes to incentivize and supplement the efforts of the industry in creating jobs in the organized textile and related sectors, covering the entire value chain of textiles, excluding Spinning and Weaving.
- (ii) To promote skilling and skill upgradation in the traditional sectors of handlooms, handicrafts, sericulture and jute.
- (iii) To enable provision of sustainable livelihood either by wage or self-employment to all sections of the society across the country.
- (iv) 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 empanelled.
  - Submission of mobilization plan for the districts for which the Private Training Provider has been empanelled.

## Terms and Conditions

- (i) Empanelment of the agencies will be provisional and target for training under the scheme will be awarded to the agency subject to the availability of the training target, budget and training capacity as laid down by the Ministry from time to time.
- (ii) Trainees under the scheme will be selected through a transparent and inclusive process. The trainee must be a citizen of India possessing an Aadhaar Card (unless exempted under Aadhaar Act, 2016) with age over 18 years. Preference will be given to the marginalized social groups like women, SC/ST, differently-abled persons, minorities and persons from the BPL category.
- (iii) A minimum of 80% attendance during training is mandatory for a trainee to be eligible for assessment. Aadhaar Enabled Biometric Attendance System integrated with centralized MIS will be adopted to ensure real time attendance of the trainers and the trainees.
- (iv) **Infrastructure for conduct of Training:** The TP must possess the requisite training infrastructure as laid down in the Training Centre (TC) infrastructure protocol downloadable from the Samarth website (<https://samarthtextiles.gov.in>).
- (v) **Trainer:** Each of the training centre will be run by a qualified trainer and support staff. The capacity of the trainers shall be enhanced through a comprehensive Training of Trainers (ToT) Programme. Training of Trainers will be conducted by the Resource Support Agency (RSA) of Samarth and Sector Skill Councils in line with the common norms and guidelines of MSDE.

- (vi) **Course Content:** Only the courses which are aligned with NSQF and approved by the RSA will be offered to the trainees. The content for each course/programme shall be need-based to meet the highest standards and requirements of the related industry segment, including awareness about labour laws, and will be designed by the RSA in consultation with the industry. Use of multimedia content and other applications of Information Technology (IT) would be encouraged.
- (vii) Mandatory CCTV recording has to be done for the entire training programme. Recordings have to be kept by Training Partners (TP) for a minimum period of one year from the date of completion of training programme.
- (viii) **Assessment and Certification:** Third Party Assessment and Certification will be mandatory for all the eligible trainees. The RSA will specify the assessment protocol and procedure in line with the Common Norms of the MSDE. Assessment Agencies will be required to ensure video recording of the entire assessment process and record to be kept for one year from date of assessment.
- (ix) **Placement:** The TP shall provide placement to 70% of successfully certified trainees, trained in organized sector under the scheme in wage employment/ Self Employment.
- (x) **Post Placement Tracking:** Each trainee will be tracked by the TP for a period of one year from the date of certification of training. The TP will be required to upload the details of placement and tracking on MIS every month along with the supporting documentary proof.
- (xi) Sub-contracting / sub-letting of the training programme, fully or partially under the scheme is strictly prohibited. Any direct or indirect evidence of subcontracting / sub-letting will result in cancellation of the training target allocated to the agency and will also attract penalty under the agreement and including forfeiture of Performance security.
- (xii) The empanelment of agencies will be valid till March, 2020.

## 4. Minimum Qualification Criteria

### 4.1 Types of Applicant

The skilling programme will be implemented through the following Training Partners and they would be in existence as such for a period of at least two years:

- (i) A company engaged in production of textile related item in India, which is incorporated under Companies Act.  
or
- (ii) Already empanelled under ASDM

**4.2** The applicant Organization (AO) should compulsory be an independent legal entity in India with its Registered and Corporate Offices in the state of Assam.

The organisation must be a legally registered entity in any of the below mentioned forms:

- Proprietorship Firm – Registered under Assam Shops & Establishment Act 1971
- Society – Society Registration Certificate
- Trust - Registration Certificate & Trust Deed
- Cooperative Society - Registration Certificate and Rules & Regulations
- Partnership Firm - Registered Partnership Deed
- Company - Certificate of Incorporation and Memorandum & Article of Association
- Any other legal entity with its Registered and Corporate Offices in the state of Assam

#### 4.3 Minimum Experience of Skill Training in Sector:

Having the experience of successfully training in any of the sectors equal to or more than the minimum number of trainees, specified below, during the combined period of last 1 year:

S. No.	Industry	Minimum No. of Trainees
1	Organized Sector	500 trainees in last 1 year
2	Unorganized Sector	500 trainees in last 1 years

#### 4.4 Turnover:

- a. The average annual turnover of the applicant organization in the last Financial Year i.e., FY 2016-19 (2016-17, 2017-18, 2018-19) should be greater than or equal to INR 10 Lakhs.  
*Audited Financial Statements, Self-Certificate and CA Certificate for Turnover must be furnished.*
- b. The applicant organization must have positive net worth as on 31.03.2019  
*Audited Financial Statements, Self-Certificate and CA Certificate for Net worth must be furnished.*
- c. Any form of Consortium / Joint Venture shall not be allowed  
*A Self Certificate signed by the Authorized Signatory needs to be provided in this regard.*
- d. Any form of Franchise / Sub-contracting Agreement shall not be allowed and if any such instance is found, then empanelment shall be cancelled.  
*A Self Certificate signed by the Authorized Signatory needs to be provided in this regard.*

#### 5. General Conditions

- I. Empanelment of applicant is based on meeting the “**Minimum Qualification Criteria**” as for availing assistance under the scheme prescribed in this NIA.
- II. Applicant shall be responsible for training center's infrastructure resources, trainee mobilization, assessment & certification, placement and post placement tracking as per the scheme guidelines. Any amendments to the scheme guidelines shall be applicable and binding on the empanelled IP.
- III. Any applicant who is found to have a Conflict of Interest shall be disqualified. The conflict of Interest will arise if:

- a. a constituent/ principal of such applicant is also a constituent/ principal of another applicant; or
  - b. such applicant or any associate is an existing consultant to the Ministry or its organization in the preparation of any documents, design or technical specifications of the scheme.
- IV. An applicant shall be liable for disqualification if any legal, financial or technical adviser of the Ministry in relation to the scheme is engaged by the applicant, its member or any associate thereof, as the case may be, in any manner for matters related to or incidental to the project.

## **6. Subcontracting or Franchising**

Training Partners cannot subcontract the conduct of training.  
Training Partners cannot operate the training centres via a franchisee arrangement.

## **7. Tender Fee**

Every applicant participating in the bidding process must furnish the required non-refundable. Tender Fee as specified in the Notice Inviting Application (Rs.5,000/-).

## **8. 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 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 (Only one proposal needs to be submitted) shall be marked "ORIGINAL".

All pages of the response document should be duly signed by the Authorized signatory and stamped.

The original Proposal along with the Tender Fee shall be placed inside a sealed envelope clearly marked "PROPOSAL FOR EMPANELMENT AS TRAINING PARTNER".

A soft copy of the unsigned editable proposal in the Word Document format shall be submitted in a Pen Drive which shall be enclosed in a sealed envelope along with the ORIGINAL Proposal.

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 Application.

## **9. 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.

## **10. 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.

## **11. 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.

# ASSAM SKILL DEVELOPMENT MISSION

## TECH 1: Proposal Submission Cover Letter

(On the letterhead)

{Location, Date}

To:

Mission Director

Assam Skill Development Mission

Garchuk, Guwahati-781035

Dear Sir / Madam,

We, the undersigned, wish to be empanelled as Training Partners to Assam Skill Development Mission in accordance with your NIA ASDM-871/2019/227 dated 24/9/2019. 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 NIA.
- c We have no conflict of interest as stated in the NIA.
- d In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including anti-bribery as per NIA.
- ~~re~~ 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):

## ASSAM SKILL DEVELOPMENT MISSION

### 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 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 THIS .....DAY 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.

## ASSAM SKILL DEVELOPMENT MISSION

### TECH 3: Firm Overview & Application Parameters

<b>Name and Details of the Applicant and Authorized Representative:</b>		<b>Page No. on which proof has been submitted</b>
Name of Organization / Institution		
Type	Proprietorship Firm / Society / Trust / Cooperative Society / Partnership / Firm / Company / Any other legal entity	
Registered Address		
Corporate Head-Office Address		
Phone		
Fax		
Mobile		
Email		
Website		
Whether blacklisted by any Govt./semi-Govt. organization (If yes, by whom)	Applicant Organizations to provide Unique ID for NGOs/VOs through NGO-Darpan portal of NITI Aayog (Only in case of NGOs / VOs) – In case of all other types of Organizations, provide a Self-Certificate stating that the entity is not blacklisted as on date of application to this NIA.	
Name of Authorized Representative	Should match with the Power of Attorney	
Designation		
Mobile		
Email		
Turnover of the applicant Organization in the last Financial Year i.e., FY 2016-19	Audited Financial Statements, Self-Certificate and CA Certificate for Turnover must be furnished	

<b>Name and Details of the Applicant and Authorized Representative:</b>		<b>Page No. on which proof has been submitted</b>
Net worth as on 31.03.2019	Audited Financial Statements, Self-Certificate and CA Certificate for Net worth must be furnished	
Consortium / Joint Venture shall not be allowed	A Self Certificate signed by the Authorized Signatory needs to be provided in this regard	
Franchise / Sub-contracting Agreement shall not be allowed	A Self Certificate signed by the Authorized Signatory needs to be provided in this regard	

## ASSAM SKILL DEVELOPMENT MISSION

### TECH 4: Self Certificate for Turnover

On the letter head of the organization

Dated:

The Total Turnover of \_\_\_\_\_ (Organization Name) for the Financial Year 2016-19 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 2016-19		

Net worth as on 31.03.2019: \_\_\_\_\_ / - (Amount in Figures and Words)

(Authorized Signature)  
Authorized Signatory's  
Name:

Stamp / Seal of the Organization:

## ASSAM SKILL DEVELOPMENT MISSION

TECH 5: CA Certificate for Turnover

On the letter head of the organization

Dated:

The Total Turnover of \_\_\_\_\_ (Organization Name) for the Financial Year 2016-19 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 2016-19		

Net worth as on 31.03.2019: \_\_\_\_\_ / - (Amount in Figures and Words)

(CA's  
Signature)  
CA's Name:

CA's Stamp / Seal:

## ASSAM SKILL DEVELOPMENT MISSION

### TECH 6: Self Certificate

On the letter head of the organization

Dated:

This is to certify that \_\_\_\_\_ (Organization Name) has applied as a Sole Applicant and that there is no form of Consortium / Joint Venture entered into with any other Organization for the scope of work mentioned in this NIA document vide Ref. No \_\_\_\_\_ dated / / 2019.

Further, this is also to Certify that \_\_\_\_\_ (Organization Name) will not enter into any form of Franchise / Sub Contracting Agreement while performing the activities as an empanelled Training Partner with Assam Skill Development Mission (ASDM).

In case the above statements are found to be false, then ASDM reserves the right to take necessary action as deemed fit by ASDM.

(Authorized Signature)

Authorized Signatory's Name:

Stamp / Seal of the Organization

## ASSAM SKILL DEVELOPMENT MISSION

## Annexure A

### Details of Training Centres

[illegible]

### Details of Trainers

[illegible]

# ASSAM SKILL DEVELOPMENT MISSION

## Annexure B

### Details of Administrative & Training Infrastructure

S. No.	Item(s)	Number/Unit/Size
	<b>Total Classroom area/ Capacity of Classrooms</b> Total classroom area (total carpet area of all the classrooms) Capacity of the classroom in terms of number of trainees	
a.	No. of Classrooms	
b.	Seating Capacity (Based on No. of Chairs)	
c.	Maximum Batch Size	
d.	Area (in SqFt/ trainee)*	
e.	Total Area (in SqFt)	
	<b>Total lab area (total carpet area of all the labs) Capacity of the lab in terms of number of trainees</b>	
a.	No. of Classrooms	
b.	Seating Capacity (Based on No. of Chairs)	
c.	Maximum Batch Size	
d.	Area (in SqFt/ trainee)*	
e.	Total Area (in SqFt)	
	<b>Type of Building (please attach proof)</b>	
a.	Owned (Y / N)	
b.	Leased (Y / N)	
	<b>Availability of Separate Washroom facility for male and female trainees</b>	
a.	No. of separate washroom facility for male trainees	
b.	No. of separate washroom facility for female trainees	
	<b>Availability of Safe/Clean Drinking Water</b>	
a.	No. of Water Cooler Dispensers	
	<b>Cleanliness, Health and Safety Facilities</b>	
a.	Acceptably Clean Training Centre (Y / N)	
b.	Availability of the First-Aid kit and firefighting equipment	
	<b>Availability of Aadhar-Enabled Biometric Attendance System (AEBAS)</b>	
a.	No. of AEBAS Machines	
	<b>Availability of CCTV Cameras</b>	
a.	No. of CCTVs available in all classrooms, labs, counseling area, reception area etc. covering entire training programme	
	<b>Availability of Power Back-up (Y / N)</b>	
	<b>Trainers' Particulars</b>	
a.	Trainers to Student Ratio	

b.	Trainers meets minimum educational qualification as well as minimum experience as prescribed by SSC (Y / N)	
c.	All Trainers certified by SSC / RSA (Y / N)	
<b>Batch Particulars</b>		
a.	No. of Batches Proposed	
b.	Batch Size	
c.	Batch Duration (including holidays)	
<b>Differently-abled friendly Training Centre (Whether the TC is accessible to differently-abled people)</b>		
a.	Availability of ramps, Lifts and toilets for differently-abled people (Y / N)	
<b>Availability of overhead projectors in Classrooms</b>		
a.	No. of overhead projectors in all Classrooms	
<b>Air-Conditioned Classrooms</b>		
a.	No. of Fans per Classroom	
b.	Total No. of Fans	
c.	No. of Coolers per Classroom	
d.	Total No. of Coolers	
e.	No. of ACs per Classroom	
f.	Total No. of ACs	
<b>Internet Connectivity</b>		
a.	Internet Connectivity at the Training Centre (Y / N)	

\*Area per trainee should not be less than 10 Sq. Ft/ trainee.

\*\*Should not be more than 1:30.

\*\*\*The training infrastructure will be verified physically by the authorized officer appointed by Ministry of Textiles.

# ASSAM SKILL DEVELOPMENT MISSION

## **ANNEXURE C**

### **List of Courses developed by RSA taken up by ASDM for implementation**

<b>Sr. No.</b>	<b>Name of the Sector</b>	<b>Name of the Module</b>	<b>Course Code</b>	<b>NSQF Level</b>	<b>Notional Hours</b>	<b>Category</b>
1	Garment	Sewing Machine Operator	TC GMT 06	2	300	1
2	Garment	Fabric Cutter	TC GMT 09	2	300	1
3	Textiles & Handloom	Handloom Weaver (Frame Loom)	TC HLM 01	2	300	1
4	Textiles & Handloom	Jacquard Handloom Weaver	TC HLM 05	2	300	1
5	Handicrafts & Carpet	Traditional Hand Embroiderer	HCS/Q7301	4	310	2

\* This list is tentative and subject to modifications from time to time.

# ASSAM SKILL DEVELOPMENT MISSION

## Annexure D

To  
Mission Director  
Assam Skill Development Mission  
Six Mile Guwahati

Respected Sir,

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 NIA. 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 \_\_\_\_\_ (BANK NAME 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  
Name and Designation  
Name of the Bank  
Address Date:

In presence of

1.

\_\_\_\_\_  
(Name, Signature & Occupation)

2.

\_\_\_\_\_  
(Name, Signature & Occupation)

Date: