

**WEST BENGAL STATE URBAN LIVELIHOOD MISSION  
(WBSULM),  
STATE URBAN DEVELOPMENT AGENCY (SUDA)  
WEST BENGAL**

**Notice Inviting Request for Empanelment (RFE)  
For  
EMPANELMENT OF NSDC SKILL TRAINING PARTNERS (STP) FOR  
EMPLOYMENT THROUGH SKILL TRAINING AND  
PLACEMENT (EST&P) COMPONENT OF DAY-NULM IN  
WEST BENGAL**

**March, 2019**

Date of Release of Notice inviting Request for Empanelment	06/03/2019
Last date of Submission of RFE by NSDC training partner	27/03/2019

MEMO : SUDA-223/2018/2070

Date:06/03/2019

West Bengal State Urban Livelihood Mission (WBSULM),  
State Urban Development Agency (SUDA)

## Contents

Sl.No.	Details	Page no.
1	Letter of Invitation	3
2	Key dates	4
3	Annexure A: Instructions to Training Providers	5
3.2	Evaluation Criteria	10-11
4	Annexure B : Terms of Reference (ToR)	12-26
5.1	Cost and payment norms	18-20
5.2	Fund flow mechanism	20-22
5.3	Geographical Coverage (list of NULM District)	25
6	Annexure E : Minimum Specification for Training Centre Infrastructure	26
7	Annexure F : List of NSQF- compliant QP-NOS sectors	27
8	Annexure C: Technical Proposal Submission Forms	28

## Section 1 – Letter of Invitation

RFENo. SUDA-233/2018/2070

Date: 06/03/2019

### Letter of Invitation

1. West Bengal State Urban Livelihood Mission (WBSULM), / SUDA, W.B. under Department of Urban Development and Municipal Affairs, Government of West Bengal (GoWB) is implementing the National Urban Livelihood Mission (DAY-NULM) programme of Gol in 125 mission cities of West Bengal. The programme is designed to provide sustainable livelihood to urban poor through skill training.
2. West Bengal State Urban Livelihood Mission (WBSULM) / SUDA, WEST BENGAL. now invites **request for Empanelment** from reputed NSDC training partners for providing skill training, certification & placement to the urban poor in cities under DAY-NULM.
3. District and skill training sector wise skill training partners (STP) will be empanelled. Under this RFE. **Bidder may apply maximum up to 4 Districts.** STP can choose **3 Skill training sectors** (NSQF-compliant QP-NOS) in their proposal for each applied district. Skill training sectors provided in the Annexure-F.
4. Empanelled Skill Training Providers may be allotted more than 4 districts and 3 skill training sectors on the basis of project requirement of SULM, WB if they are found to be competent.
5. Association / Joint Venture / Consortium are permitted for this assignment.
6. Bidders will be Empanelled initially for the 1 years (for FY 2019-20), which may be further extended for maximum next 2 years on the basis of organizations performance as per project requirement.
7. All information contained in this package should be treated as commercially confidential and you are required to limit dissemination on a need-to-know basis.
8. Empanelment of Skill Training Provider **based on interview or presentation session.** This office will notify date of interview or presentation with the STPs.
9. The RFE includes the following documents:
  - 9.1. Letter of Invitation
  - 9.2. Instructions to Training Providers (including Data Sheet), **see Annexure A**
  - 9.3. Technical Proposal, for Standard Forms, **see Annexure B**
  - 9.4. Terms of Reference (ToR), see **Annexure C**
  - 9.5. Minimum Specification for Training Centre Infrastructure, see **Annexure E**
  - 9.6. List of NSQF- compliant QP-NOS Sector, see **Annexure F**
10. Director, SUDA & Mission Director, WBSULM, reserves the all right to accept or reject any or all request for empanelment without incurring any obligation to inform the affected applicant/s.

  
Director, SUDA &  
Mission Director, West Bengal State Urban Livelihood Mission (WBSULM)  
West Bengal

**KEY DATES**

<b>RFE TITLE:</b>	EMPANELMENT OF NSDC SKILL TRAINING PARTNERS (STP) FOR EMPLOYMENT THROUGH SKILL TRAINING AND PLACEMENT (EST&P) COMPONENT OF DAY-NULM IN WEST BENGAL
<b>DATE OF ISSUE:</b>	<b>06-03-2019</b>
<b>DATE OF INTERVIEW</b>	Date of interview or presentation with the STPs will be notified to the applied STPs.
<b>LAST DATE AND TIME FOR SUBMITTING OF RFE BY STP</b>	<b>27-03-2019</b>
<b>RFP Cost</b>	Interested STP may submitted their proposals along with a non-refundable Demand Draft of Rs.5,000/- (Rupees Five thousand only) drawn in favor of <b>STATE URBAN DEVELOPMENT AGENCY-WBSULM</b> , payable at Kolkata, towards the cost of RFP Document. No liability will be accepted for incomplete applications.
<b>ADDRESS FOR SUBMISSION OF RFE and COST IN ORIGINAL DD</b>	Drop Box at State Urban Development Agency, ILGUS Bhaban, HC Block, Sec-III, Salt Lake , Kolkata  For any query, send email to <b>misme.wbsulm@gmail.com</b> .

## **Annexure A: Instructions to Bidder (Skill Training Providers - STP)**

In the event of any inconsistency between the Instructions to Skill Training Providers (Annexure A) and the Data Sheet, the conditions mentioned in the data sheet shall prevail.

### **1 Introduction**

- 1.1 The NSDC Training Partners are invited to submit a request for Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) Component of DAY-NULM in West Bengal. The request shall be the basis for a signed MOU with the selected Training Provider.
- 1.2 This office is not bound to accept any request, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Training Provider.
- 1.3 Mission Director, SULM, WB, reserves the right to accept or reject any or all request without assigning any reason what so ever.

### **2 Essential Eligibility Criteria for Skill Training Providers (STP)**

The interested entities / bidders to submit the proposal for the purpose of "Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) component of DAY-NULM in West Bengal" shall be empanelled with NSDC as training partner. **The eligible entities/bidder must fulfill the following pre-requisites:**

- 2.1 The organizations should have been empanelled with NSDC as training partner.

### 3 Selection of Cities & Skill Training Sector

3.1 Bidder may apply maximum up to 4 districts and 3 skill training sectors (NSQF-compliant QP-NOS) per city. Skill training sectors provided in the Annexure-F.

3.2 Empanelled Skill Training Providers can be allotted more than 4 districts and 3 skill sectors on the basis of project requirement of WBSULM, West Bengal.

### 4 Target for the Skill Training Provider

4.1 The Empanelled skill training provider shall be given the target of trainees as per availability of target for respective cities and requirement. Mission Director has the right to curtail the target or increase the target as per project requirement.

### 5 Subcontracting or Franchising

5.1 Training Provider cannot subcontract/sublet the conduct of training.

5.2 Training Provider cannot operate the training centers via a franchisee arrangement.

### 6 Language of Proposals

6.1 The Proposal and all related correspondence exchanged between the Training Provider and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

### 7. Instructions for submission of Proposal

7.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet, and Instructions to STP for participation in this process and accompanying documents.

7.2 **Proposals must be submitted before the deadline specified in the Data Sheet/Key Dates.**

### 8. Request for Empanelment (RFE) Cost

8.1 Bidders are requested to pay a non-refundable RFE cost of Rs.5,000/- (Rupees. five Thousands only). The RFP cost shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favour of "**STATE URBAN DEVELOPMENT AGENCY-WBSULM,**" payable **at Kolkata**. Bids that are not accompanied by the above RFE cost shall be rejected by as non-responsive.

## 9.4 Format and signing of Proposals

9.4.1 **All Technical request shall be submitted in specified technical formats available in RFE**

9.4.4 The Request shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Training Provider. This authorization shall consist of a written confirmation and shall be attached to the request. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the request, except cover page and printed literature, shall be signed or initialed by the person signing the request.

9.4.5 Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Request.

9.4.6 **All request must be sealed in an envelope. This envelope shall be sealed, and signed over the seal, and will be clearly labeled with:**

**1. Title of Consulting Services: "Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) Component of DAY-National Urban Livelihood Mission (DAY-NULM) in West Bengal".**

**2. Name & Address of the applied Skill Training Provider: .....**  
.....

## 10 Technical Proposal (see Annexure B)

10.1 The Technical Proposal shall contain the following:

10.1.1 Technical Form- 1 : Covering Letter

10.1.2 Technical Form- 2 : Details of The STP

10.1.3 Technical Form- 3 : Training Centre Facilities

10.1.4 Technical Form- 4 : Details of the Qualified Trainers

10.1.5 : Updated Certificate issued by NSDC  
Poof of PAN of the organization, Proof of GST , Audited balance sheet for last 3 financial years.

10.1.6 Technical Form- 7 : Self-Declaration of the organization's regarding no FIR, default inquiry, blacklisted against them.



## **11 Submission instructions**

- 11.1 The Training Provider shall submit Request using the appropriate submission sheets provided in Annexure B: Technical Proposal Submission Forms. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

## **12 Validity of the Proposal:**

- 12.1 Request shall remain valid for a period of 180 (one hundred eighty) days from the date of opening of the technical proposal. Mission Director, West Bengal State Urban Livelihood Mission, WB reserves rights to reject a proposal valid for a shorter period as non-responsive. The Mission Director, State Urban Livelihood Mission, (WBSULM) will make the best efforts to finalization of the selection process within stipulated time period mentioned in the RFE.

## **13 Evaluation of Request**

- 13.1 The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mention in RFE Document.
- 13.2 The selection for the empanelment would be done by a tender evaluation committee formed by Mission Director, West Bengal State Urban Livelihood Mission, (WBSULM). The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof.

## **14 Undue Influence**

- 14.1 Any attempt by a Training Provider to influence the Client in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.

## **15 Finalization of the Empanelment List:**

- 15.1 SUDA / WBSULM, will notify all the STP in writing after finalization of the empanelment list. Empanelment organization/agency list will be informed publically through website [www.wbdma.gov.in](http://www.wbdma.gov.in). Bidders check regularly SUDA website. The successful bidders have to submit an acknowledgement to WBSULM within 15 days from the date of receipt of the communication. Bidders will be Empanelled initially for the 2 years (for FY 2019-20), which may be further extended for maximum next 2 years on the basis of organizations performance as per project requirement. SUDA / WBSULM.
- 15.2 The Mission Director, State Urban Livelihood Mission, (WBSULM) West Bengal reserves the rights to disqualify any of the document/information from the list if the performance of the same is found to be unsatisfactory during the period of empanelment. During any stage of the selection process, manipulation of information, submission of wrong information will lead to outright rejection of the proposal and the bidder will be black listed for a period of five years in the WBSULM.



## 16 Clarification

- 16.1 A prospective Bidder requiring any Technical clarification of the RFE Documents may contact SUDA/WBSULM, ILGUS Bhaban, Salt Lake, Kolkata or email to [misme.wbsulm@gmail.com](mailto:misme.wbsulm@gmail.com). well as they can also resolve their queries & clarifications of RFE on pre bid meeting.

## 17 Signing of Contract/Agreement

- 17.1 Promptly after notification, the skill training providers are required to sign the MOU as per notification uploaded on the website [www.wbdma.gov.in](http://www.wbdma.gov.in).

## 18. Data Sheet

Sl.No.	Particulars
1	<b>Name of the Client:</b> Mission Director, West Bengal State Urban Livelihood Mission (WBSULM), West Bengal, SUDA/WBSULM, ILGUS Bhaban, Salt Lake, Kolkata
2	<b>Method of selection:</b> Technical selection and followed by Interview
3	<b>The request should be addressed to:</b> Director, SUDA & Mission Director, West Bengal State Urban Livelihood Mission (WBSULM),
4	The Training Provider must submit all technical proposal in original.
5	<b>RFE Cost :</b> STPs are requested to pay a non-refundable RFE cost of Rs.5,000/- (Rupees. Five Thousands only). The RFE cost shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favour of <b>"STATE URBAN DEVELOPMENT AGENCY-WBSULM," payable at Kolkata.</b> Bids that are not accompanied by the above RFE cost shall be rejected by as non-responsive.
6	<b>Essential Eligibility Criteria for Skill Training Providers (STP)</b> The interested STPs to submit the proposal for the purpose of "Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) Component of DAY-NULM in West Bengal" shall be empanelled with NSDC as training partner.
7	<b>The eligible entities/bidder must fulfill the following pre-requisites:</b> <ol style="list-style-type: none"> <li>1 The Organization should have PAN no and GST no., the organization should submit photocopy of PAN no and GST.</li> <li>2 The Organization should not have FIR lodged against them, default Inquiry against them, blacklisted by any State, Centre Government or any other public sector undertaking or a Corporation/autonomous body as on the date of bid. An undertaking to this effect should be submitted by the authorized signatory.</li> </ol>

**19. Proposals Evaluation Methodology:**

Evaluation of the proposals will be done by the selection committee as the following parameters mentioned below:

Sl.No. 1	Criteria of evaluation of technical proposal	Maximum Marks	Marks to be awarded
<b>1. Training Centre &amp; facilities:</b> Whether training centre is available in the proposed city (with a one-time capacity of training 30 persons) as on before RFE issued date. Provide details if training centre is available in the city (Details / photograph of training facility with descriptions, own/rented training centre document/agreement attested photocopy submitted)		<b>15</b>	
a)	2 training centre set-up available in the proposed city before RFE issued date (2 training centre per applied City)		5
b)	3 training centre set-up available in the proposed city before RFE issued date (3 training centre per applied City)		10
c)	4 or >4 training centre set-up available in the proposed city before RFE issued date (4 or >4 training centre per applied City)		15

Sl.No.2	Criteria of evaluation of technical proposal	Maximum Marks	Marks to be awarded
<b>2. Qualified Trainers</b> Qualified regular(contract basis)/permanent trainer in the applied skill sector (with minimum of 2 year experience on regular Training) with applied skill sector ToT (Training of Trainer) or CoP (Certificate of Proficiency), Certificate awarded of concern department under Ministry of Skill Development & Entrepreneurship, GoI (DGET/NCVT/SCVT/SSC) or other relevant authority under Ministry of Skill Development Entrepreneurship (CVs need to be attached applied training sector wise) without applied skill sector ToT/CoP certificate CV will be rejected.		<b>15</b>	
a)	Agency has appropriately qualified regular (contract basis)/permanent trainer as per applied skill training sector (minimum 3 trainer CV for applied per skill training sector)		5
b)	Agency has appropriately qualified regular (contract basis)/permanent trainer as per applied skill training sector (minimum 4 trainer CV for applied per skill training sector)		10
c)	Agency has appropriately qualified regular (contract basis)/permanent trainer as per applied skill training sector (minimum 5 trainer CV for applied per skill training sector)		15
<b>TOTAL</b>		<b>30 Marks</b>	

Sl.No.3	Criteria of evaluation of technical proposal	Maximum Marks	Marks to be awarded
<b>2. Skill Training Experience central/state Govt. sponsored schemes</b> (last 3 financial year ending of month 31 <sup>st</sup> march 2018)		<b>20</b>	
a)	1000 - 3000 trainees		10
b)	3001 - 5000 trainees		15
c)	> 5001 trainees		20
<b>TOTAL</b>		<b>50 Marks</b>	

19.3 The Mission Director, West Bengal State Urban Livelihood Mission, (WBSULM) will arrange an Interview / presentation session with STPs. The date of interview or presentation will be notified to the applicant SPTs in the interest of project requirement to achieve the target under DAY-NULM.

19.4 Prior experience, available infrastructure and trainers in the cities will be considered for allotment of target to empanelled STPs with SULM, West Bengal.

### **20 Penalty**

20.1 The Training Provider shall perform all the services as specified in the ToR. The Training Provider shall ensure quality and timely delivery of all the deliverables i.e., Training/Placement/Candidate Tracking etc. Failing to achieve the deliverables due to the reasons of the delay from the skill training provider will imposed strict penalty. Penalty of around 0.5% per month of the contract value will be levied on the training provided if the deliverables are not achieved on time.

## **Annexure B: Terms of Reference (ToR)**

### **Terms of Reference (ToR) for Empanelment of Skill Training Providers (STP) for Employment through Skill Training and Placement (EST&P) Component of DAY-NULM in West Bengal**

*(Based on Amended Operational guidelines of EST&P component of National Urban Livelihoods Mission (DAY-NULM) issued by MoHUPA, Gov vide O.M. No. K-14014/3/2015-UPA/FTS12523 dated 18.02.2016 and K-14014/3/2015-UPA/FTS12523 dated 13.07.2017 based on Common Norms for Skill Development Schemes)*

#### **1 Introduction**

- 1.1 The National Skill Development Policy 2015 points to a requirement of 109.73 million additional skilled human resources across 24 key sectors by 2022.
- 1.2 The Employment through Skills Training & Placement (EST&P) Component under NULM is designed to provide skills to the unskilled urban poor. The program will provide for skill training of the urban poor to enable them setting WB self-employment ventures and fro salaried jobs in the private sector. The EST&P Program intends to fill the gap between the demand and availability of skills by providing skill training programs as required by the market.

#### **2 Objective**

- 2.1 The broader objective of the Employment through Skills Training & Placement (EST&P) Program is-
  - To provide an asset to the urban poor in the form of skills for sustainable livelihood.
  - To increase the income of urban poor through structured, market-oriented certified courses that can provide salaried employment and/or self-employment opportunities which will eventually lead to better living standards and alleviation of urban poverty on a sustainable basis.
  - Ensure inclusive growth with increased contribution of skilled urban poor to the National Economy.
- 2.2 Skill development, under EST&P is defined as any domain specific demand led skill training activity leading to employment or any outcome oriented activity that enables a participant to acquire a Skill, duly assessed and certified by an NSQF approved independent third party agency, and which enables him/her to get wage/self-employment leading to increased earnings, and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training.
- 2.3 Under the Skill development programmes, three types of training can be provided:
  - a. Training of fresh entrants to the job market.
  - b. Reskilling or skill up-gradation of persons already engaged in an occupation.
  - c. Formal recognition and certification of persons who have acquired skills through informal, non-formal or experiential training in any vocational trade or craft, after imparting bridge course, if necessary.

#### **3 Scope of the work**

- 3.1 It is envisaged that a comprehensive support to the poor in the promotion of employment will enhance the employability through imparting skill development trainings in market led courses, (based on demand) and support them in getting placement and post placement handholding to

sustain employment. It is also envisaged that it will follow a market oriented approach to create employment in collaboration with private sector.

- 3.1.1 The Skill Training Provider will work closely with SULM/SMMU, CMMU, CLC and Resource Organisations (RO) to identify beneficiaries for skill trainings.
- 3.1.2 The Skill Training Provider will develop and finalize required formats for periodic reporting and periodicity of reporting for key deliverables and output outlined.
- 3.1.3 The STPs are required to carefully read the details of EST&P & NULM mission documents, operational guideline and amended guideline of EST&P, skill gap analyses, existing training curriculum for skills, NSDC(SSC)/QP-NOS.
- 3.1.5 Training Provider will impart skill training to the identified candidates on hours basis as per QP-NOS(SSC) curriculums for technical training and including soft skill training such as basic language English spoken, etiquettes etc.
- 3.1.6 The Training provider will provide counseling and handholding support to the candidate for placement and during placement to ensure retention. Similar support should also be provided for candidates opted for self-enterprise. Support may include assistance in providing access to credit linkages, developing bankable proposals etc.
- 3.1.7 Where the identified activity for micro-enterprise development requires some special skills, appropriate training must be provided to the beneficiaries before extending financial support by linking them for training under Employment through Skills Training and Placement (EST&P). Financial assistance should be extended only after the prospective beneficiary has acquired required skills for running the proposed micro-enterprise.
- 3.1.8 Such training may not be necessary if the beneficiary has already trained under any government scheme provided requisite certificate is produced. In case the beneficiary has acquired requisite skills from family occupation such cases should be certified by the ULB/CMMU before extending financial assistance.
- 3.1.9 The Training provider will establish a robust monitoring feedback mechanism to provide and update progress on a regular basis.

#### 4 Stakeholders and their Roles

- 4.1 The key stakeholders of the employment through skill training and placement (EST&P) and their roles are broadly defined as under:

Stakeholder	Roles
<b>SULM (State Urban Livelihood Mission), W.B.</b>	<ul style="list-style-type: none"> <li>• Overall supervision and guidance to the skill training partners and ULBs / CMMUs,</li> <li>• Empanelment of Skill Training providers and review of overall progress,</li> <li>• Finalization and selection of Skill Training Provider</li> <li>• SUDA/SULM WB or their nominee at city level MoA with the empanelled skill training providers/organizations,</li> <li>• Liaison with key stakeholders to achieve objectives of this programme,</li> <li>• Output/deliverable review ,</li> <li>• Quality monitoring through effective monitoring,</li> <li>• Output linked payment process according to mission guideline.</li> </ul>

<p><b>(City Management Unit)</b></p> <p><b>CMMU Mission</b></p>	<ul style="list-style-type: none"> <li>• Finalize the list of beneficiaries / candidates for EST&amp;P training,</li> <li>• Facilitate and motivate the candidates to attend training,</li> <li>• Provide support to the Skill Training Provider as required,</li> <li>• Implementation of the EST&amp;P programme at city level,</li> <li>• Reporting,</li> <li>• Monitoring and review of EST&amp;P at city level,</li> <li>• Output review at the city/town level,</li> <li>• Training quality monitoring and evaluation with training provider,</li> </ul>
<p><b>Skill Training Provider for EST&amp;P (exclusive to the Task defined)</b></p>	<ul style="list-style-type: none"> <li>• Provide overall support for EST&amp;P activities,</li> <li>• Mobilization and screening of candidates for providing training,</li> <li>• Training would be on the basis of NSQF modules/courses in supervision of WBSULM/CMMU</li> <li>• Conduct end course assessment and facilitate the process of certification of candidates through an third party agency/SSC,</li> <li>• Placement of successful candidates with employers,</li> <li>• Follow-up/handholding support to the employed candidates or candidates of microenterprise for up to 12 months from the time of Training completion.</li> <li>• Liaise with employers and industries for the placement of successfully trained candidates.</li> <li>• Liaise with private sector in the region for ascertaining the job requirements and to understand the training requirements, placement, on job training etc.</li> </ul>

## 5 Specific Task of the Training provider

5.1 The Training Provider is required to provide training, ensure certification, placement and hand holding support to the beneficiaries in the given time-frame. Broadly the tasks are divided in two sets:

5.1.1 Set-1 – includes finalization of beneficiaries, their mobilization, preparation and approval of implementation plan, literature review, situational analysis, identification of potential candidates for skill training.

5.1.2 Set-2 – includes training, certification, placement and handholding.

The key tasks are detailed below:

### 5.2 Literature review

5.2.1 Prior to implementation, the Training Provider is expected to conduct a thorough study of all relevant documents including DAY-NULM mission document, operational guideline & revised guideline of EST&P and existing curriculum and training modules of recognized institutions (i.e. NSDC, NSQF, NOS, SSC etc).



## 5.4 Curriculum Designing

5.4.1 The skill trades identified through the trade identification analysis should have a standard training curriculum which should be designed as per the industry requirements and assessment and certification requirements. Further the training provider should ensure the following in consultation with WBSULM/CMMU:

- 5.4.1.1 Review the existing training curriculum with various recognized institutions with an objective to customize / strengthen as needed to suit the local situation
- 5.4.1.2 Follow the National Occupational Standard (NOS) which has been developed by Sector Skill Council under NSDC.
- 5.4.1.3 All Skill Development courses offered under the EST&P must conform to the National Skills Qualification Framework (NSQF).
- 5.4.1.4 Propose the appropriate curriculum to WBSULM which will be finalized and will be approved based on the NSQF complaint.
- 5.4.1.5 *F. The as per common norms revised EST&P guidelines - All Skill Development courses offered under the EST&P must conform to the National Skills Qualification Framework(NSQF) notified on 27.12.2013 (url [http://www.skilldevelopment.gov.in/assets/images/Notification/Gazette NSQF. pdf](http://www.skilldevelopment.gov.in/assets/images/Notification/Gazette%20NSQF.pdf)),*

*Which provides for transition of all training/educational programmes/courses to be NSQF compliant by the third anniversary date of the notification of NSQF (i.e. by 27.12.2016). All training providers under EST&P would need to comply with this requirement of the NSQF, failure to do which would lead to their de-listing by the empanelling/approving authority.*

*The NSQF is a competency based quality assurance framework. National Occupational standards (NOS) developed by different Sectors Skill Councils (SSC) under NSQF specify the standards of performance an individual must achieve for carrying out a function in the workplace. A combination of NOSs, including those relating to soft skills, forming part of a Qualification Pack (QP) required for a job role is taught as a course. The earlier skills qualifications frameworks, viz., National Vocational Qualification Framework (NVQF) and National Vocational Education Qualifications Framework (NVEQF) are superseded by NSQF.*



## 5.5 Soft skills

- 5.5.1 As mentioned in Curriculum Designing above, soft skills (which would include computer literacy, language and workplace inter-personal skills relevant for the sector/trade) are integral part of the Qualification Packs (QP-NOS) under NSQF.
- 5.5.2 Additionally inputs should also be given on financial literacy (savings, credit, subsidy, remittance, insurance and pension) and entitlements of poor under other components of NULM and other Central/State schemes for social benefits and poverty alleviation.

## 5.6 Infrastructure and resources

- 5.6.1 The training centre needs to be equipped with the various facilities which should meet minimum specifications (as per courses requirement). The facilities are indicated in the **Annexure - E**.
- 5.6.2 The agency has to provide the details of training infrastructure and facilities relating to class size, basic amenities, tools and machinery for training support in **Form-9** provided. In case the agency do not have adequate no. of training centre in order to no. of target allotted to them by the WBSULM/CMMU, the agency shall require to setup the required no. of training centers as per conveniences of beneficiaries within 15 days of work order as per training center details of **Form-9 and Readiness Assessment Sheet (RAS)**.
- 5.6.3 The agency shall engage official to management of training , co-ordination with Employers for timely & effective placements , timely data upload into NULM MIS portal & other report return, smooth third party assessment .
- 5.6.4 The Training Coordinators shall be responsible for managing the training and employment activity and coordinating with the Employers, Banks, ULB/ CMMU as well as the assessment agencies. The Training Coordinators can be employed for each town.
- 5.6.5 The STP appoint Vocational TOT certified Expert/Trainer for each centre .
- 5.6.6 **Setting up of the Training Centre**  
On receiving the work order, the selected skill training provider should take immediate steps to set up the training centre in the proposed city in a location in conformity with the norms laid down by State Urban Livelihoods Mission. **After setting up the training centre with all required equipments, physical infrastructure, qualified trainers, required number of teaching learning materials etc the STP should prepare a Readiness Assessment Sheet (RAS) in the prescribed format and intimate the readiness to the concerned CMMU with a copy to the SMMU on the shared Google spread sheet. One sheet shall be kept at the training centre. This readiness assessment sheet should reach the CMMU/SMMU not later than 20 days from the date of the wok order. The CMMU will conduct an inspection of the training centre within three days from the receipt of the RAS and readiness intimation from the STP. The City Mission Management Unit will immediately intimate the STP regarding the short comings if any found as per the Training Operational Procedure of NULM. The short comings will be intimated in writing under two heads (a) Minor issues and (b) Major issues. In case of minor issues that are rectifiable before the training commencement date/batch freeze date, SULM will give conditional sanction for starting the training. In such cases STP should give an assurance in writing .**

## 5.7 Course/Training Duration

5.7.1 The duration of various types of skill development training shall be:

5.7.1.1 Training for fresh entrants will be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute or as specifically approved by the Department. The maximum and minimum number of hours of training permissible per day is 8 hours and 4 hours respectively. In case of residential training, however, a minimum of 8 hours training per day is mandatory.

5.7.1.2 In case of reskilling or skill up-gradation of persons already engaged in an occupation, trainings will be of a minimum duration of 16 hours including practical and/or on-the-job training, depending on the number of NOSs being covered.

5.7.1.3 Formal recognition through certification of persons, who have acquired skill through informal, non-formal or experiential training in any vocational trade or craft, will be done, after imparting bridge courses, if required.

## 5.8 Attendance

5.8.1 **The training provider should ensure that the 80% attendance of all participants should be taken using Aadhaar enable bio metric** machine/scanners along with attendance registers. Video recording of the training sessions and provided by the client for real time monitoring.

## 6 Outcome of Skill Development Programmes

6.1 The outcomes from Skill development Programmes will be as under:

- 6.1.1 Outcomes for training of fresh entrants will include all of the following:
- 6.1.1.1 Employment (both wage employment or self-employment) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; provided that WBSULM shall have freedom to alter the percentage of wage and self-employment based on the nature of activity, local economy social conditions, etc.
  - 6.1.1.2 In case of wage employment, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed by State Govt. and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer. For the purpose of wage employment, enrolment of candidates for apprenticeship and Work permit (work visa) for overseas employment would also be treated as proof of employment. In case the employer pays minimum wages in terms of Cost to Company (CTC), at least 80% of CTC should comprise cash in hand, of the candidate.
  - 6.1.1.3 In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or securing a relevant enterprise development loan or any other suitable and verifiable document as prescribed by WBSULM.
- 6.1.2 In case of re-skilling or skill up-gradation of persons already engaged in an occupation, at least 70% of such persons shall have an increase of at least 3% in remuneration within 14 months of completion of the skill development training.
- 6.1.3 Formal recognition and certification of persons who have acquired skills, through informal, non-formal or experiential training in any vocational trade or craft(after imparting bridge courses if necessary) should provide an appropriate increase in wages in the skill category of the candidate for immediate and subsequent production cycle in case of wage employment or meet the conditions under above in case of self-employment to be treated as the outcome of this effort.

## 7 Cost and Payment Norms

7.1 The base cost will be at per National Mission Guideline with concurrence of department.

Category	Cost
Category 1	Rs. 42.42/hr
Category 2	Rs. 36.44/hr
Category 3	Rs. 30.35/hr

7.1.1 Cost would be subject to a periodic enhancement of 10% annually or as intimated by the Department/as per common norm committee from time to time.

7.1.2 The hourly rates shall be inclusive of cost components such as:

- Mobilization of candidates
- Post-placement tracking/monitoring
- Curriculum
- Placement expenses
- Trainers training
- Equipment
- Amortization of Infrastructure costs/Utilities
- Teaching Aid
- Raw material
- Salary of trainers

7.1.3 Any deviation from these norms would require approval of the Department

7.1.4 Training of PwDs: Over and above the Base Cost, and additional amount equal to (i) 10% of the base cost should be provided for skill development programmes imparted to Orthopedically disable/Physically disable, (ii) 20% over and above the base cost in case of Visually Impaired/Hearing Impaired and (iii) 25% over and above the base cost in case of Intellectual & learning disabilities, Mental Illness/Mental Retardation. Provided that in case of Special Areas, the total cost permissible will be 120% of the base cost for Orthopedically disabled/Physically disabled, 130% of the base cost for Visually Impaired/Hearing Impaired and 135% of the base cost for Intellectual & learning disabilities, Mental Illness/Mental Retardation. Besides, Training Providers providing training to PwDs shall be eligible for Rs. 5000/-per PwD candidate for Job Outreach activities to enable them to reach out to potential employers through various outreach methods.

**7.2 Payment to the Skill Training Provider will be made in accordance with sector wise course of training hours. List of sector wise courses, minimum eligibility, duration (hours) & cost category for NSQF compliant QP-NOS modules would be as per issued by Sector Skill Council(SSC).**

**7.3 Third Party Certification & Assessment Costs**

7.3.1 To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an NSQF/SSC approved independent third party agency for conducting assessments and certifications. **This amount shall be over and above the Base Cost as per SSC norms.**

**7.4 Post placement support (PPS) Special Area/Groups for wage employment**

7.4.1 In order to enable the newly skilled persons from Special Groups (except PwDs) to settle into their new jobs/vocations under wage employment, post placement support would be provided directly to the candidate at the rate of Rs. 1500/- per month for the following durations:

<b>PPS @ Rs. 1500 per month per person</b>	<b>Men</b>	<b>Women</b>
Placement within district of domicile	1 months	2 months
Placement outside the district of domicile	2 months	3 months

Provided the placement is made within three months of certification and post placement of the candidate. PPS cost for persons with disabilities shall be as per point 7.4.2

7.4.2 **Post Placement Support (PPS) for PwD:** In case of PwDs, post placement support will be as follows:

PPS @ Rs. 3000 per month per person	Men/Women
Placement within district of domicile	2 months
Placement outside the district of domicile	3 months

7.5 **Additional incentives to Training Providers: In order to encourage the Training Providers who exceed the prescribed outcomes, the following additional incentives should be provided:**

7.5.1 For every candidate, where outcome achievement of above 70% to 85%, the Training Provider should be paid an amount of Rs. 3000/- per candidate.

7.5.2 For every candidate where outcome achievement is above 85% , the Training provider should be paid an additional amount of Rs. 5000/- per candidate.

7.6 **Support for Uniforms:** For candidates undertaking training under EST&P, support for uniforms is permissible WB to Rs. 1000/- per candidate in case of a training course having duration of 6 months or less, and Rs. 2000/- per candidate in case of a training course having duration of more than 6 months. Support for uniforms for PwDs shall be as given in point 7.6.1.

7.6.1 **Support for Uniforms for PwD:** In case of support for Uniforms to PwDs, Rs. 3000/- per PwD candidate, which includes one pair of shoes or other assistive clothing, two pairs of uniforms and need based assistive aids shall be permissible irrespective of the duration of the course.

## 8 Fund flow mechanism

8.1 **The payment terms for STPs will be as per the table provided below:**

Installment and % of cost	Output parameter	Deliverable
1st Installment- 30%	Commencement of training batch against validated candidates	<ul style="list-style-type: none"> <li>Submission of final list of trainees certified by CMMU</li> <li>Submission of batch wise training schedule in prescribed format.</li> <li>Submission of batch wise details of start of training certificate by concerned CMM regarding effective date of start of training.</li> <li>Submission of batch wise 10 days biometric attendance generated by NULM-MIS portal only of each trainee out of 15 days training. if STP is unable to provide 10 days biometric attendance then he has to submit 20 days of biometric attendance out of 30 days.</li> <li>If STP is unable to submit the biometric MIS</li> </ul>

Installment and % of cost	Output parameter	Deliverable
		<p>attendance reports within a 1 month of startup of training, then the batches can be considered as canceled and WBSULM/CMMU is authorize to allot the batch to same sector others STP.</p> <ul style="list-style-type: none"> <li>• Submission of a copy of pass book of bank account.</li> <li>• <u>Installments/payment to STPs will be based on batch-wise only.</u></li> </ul>
<b>2nd Installment 50%</b>	On successful certification of the trainees	<ul style="list-style-type: none"> <li>• Submission of utilization certificate of 70% of first installment release including head wise details of training expenses like- purchase/maintenance of tool equipment, rent, electric bill, trainer &amp; other staff salary &amp; other relevant expenses.</li> <li>• Batch wise 80% biometric attendance shall be mandatory requirement for assessment and release of 2nd installment</li> <li>• Only certification of successful trainees training cost will be payable to STP. Failed trainees cost released as 1st installment will be adjusted during the payment of 1st installment.</li> <li>• On completion of training and submission of batch wise completion report along with photographs.</li> <li>• Submission of result sheet &amp; photo copy of certificates of trainees.</li> <li>• Submission of 80% biometric attendance report of DAY-NULM MIS portal.</li> <li>• <u>Installments/payment to STPs will be based on batch-wise only.</u></li> </ul>
<b>3<sup>rd</sup> Installment- 20%</b>	Based on outcomes as described in <b>Outcome of Skill Development Programmes, Post Training Tracking</b> and as per details given below	<ul style="list-style-type: none"> <li>• Submission of batch wise placement report of DAY-NULM MIS portal.</li> <li>• Submission of batch wise monthly tracking report of 12 month DAY-NULM MIS portal.</li> <li>• Submission of documentary proof (placement or appointment letter/self employment proof)</li> <li>• 3rd installment will be paid to STP only after confirmation of timely placement of trainees by CMMU. (Stipulated time of placement is 3 months of completion of training)</li> <li>• Installments/payment to STPs will be based on batch-wise 70% placement.</li> <li>• <u>Installments/payment to STPs will be based on batch-wise only.</u></li> </ul>

8.1.2 The above payment schedule is subject to the following:

8.1.2.1 It is applicable only for fresh training.

8.1.2.2 The second tranche of 50% will be calculated on the basis of total cumulative 80% payment for candidates actually certified successfully.

- 8.1.2.3 The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of the dropouts is adjusted in next tranche.
- 8.1.3 The 20% of training cost (3rd installment which is linked to outcome would be released to the Training Provider as follows:
- 8.1.3.1 Training Provider shall be eligible for 100% payment if outcome achievement is 70% and above as per **outcome of Skill Development Programmes (point6)**
- 8.1.3.2 Training Provider will be paid on pro-rata basis if outcome achievement is less than 70% as per **outcome of Skill Development Programmes (point 6)**; for instance, in case the achievement is 60%, only 6/7th of the 3rd installment will be paid.
- 8.1.3.3 In case the achievement is less than 50% the Training provider will be asked to discontinue the training in that particular trade/center.
- 8.1.3.4 In the case of such disengagements, the WBSULM would take a prompt decision, after careful consideration of all related factors with respect to performance, whether to disengage such Training Provider from all the trades/centers under NULM. Any disengagement of the Training Provider would be informed to the Ministry of Housing and Urban Poverty Alleviation , NSDC and all other concerned Ministries/Departments.
- 8.1.3.5 The Training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of such order by the WBSULM.

## 9 **Assessment and Certification**

- 9.1 Each successful candidate undertaking training under EST&P components of DAY-NULM should be awarded a certificate issued by NSQF approved independent third party agencies.
- 9.2 Sector Skill Councils set up by NSDC are notified as non-statutory certification agencies under NSQF.
- 9.3 The Training providers should approach the above agencies and follow the procedure established by them to obtain NSQF complaint certificates for candidates successfully trained under NULM.
- 9.4 **Each successful candidate undertaken training under EST&P component of DAY-NULM would be awarded a certificate by a competent agency (SSC). Assessment cost/fee will be fixed by the concern department/ministries. The STP shall be responsible for arranging and issuing of the certificate to candidates through Certification Agency.**
- 9.5 If a candidate fails in the assessment then she/he should be retrained for re-assessment and certification. The re-training and re-assessment cost of such unsuccessful candidates shall be borne by the STPs. The WBSULM shall reimburse the training cost of only successful and certified candidates to the STPs.

## 10 **The following inputs should be ensured with the Training Providers:**

- 10.1 The overall training infrastructure specially the training aids and equipment available should be as per industry standards/benchmarks



- 10.2 Trainers with suitable qualification and experience should be hired
- 10.3 **The student and trainer enrollment should be linked to Aadhaar. However, no candidate should be denied admission for want of Aadhaar. It should be ensured that such candidates (without Aadhaar) are enrolled in Aadhaar by the Training Provider (STP) during the training period.**
- 10.4 Assessments being video recorded, if required

## **11 Post training support to the candidate**

- 11.1 Post Training Support have already been covered under **Outcome of Skill Development Programmes (point 6) and Fund flow mechanism (point 8)**
- 11.2 Financial Inclusion: The Training Provider shall also facilitate the opening of Basic Saving Bank Deposit account for all the candidates who do not have a bank account.

## **12 Post Training Tracking**

- 12.1 The details of all the candidates of a batch have to be fed into the MIS to qualify as successful tracking of candidates.
- 12.2 All trainees (applicable for candidates placed both in wage employment and self-employment) are to be tracked (once every month) for a period of 12 months in case of fresh entrants and 14 months in case of re skilling and up-skilling candidates from the date of completion/certification of training with respect, and other parameters. Persons who are certified for acquired skills through informal, non-formal or experiential learning will also be tracked.
- 12.3 The parameters to be tracked during this period are
  - 12.3.1 Placement should be within 3 months of completion of training
  - 12.3.2 Once placed, remuneration/incremental remuneration per month
  - 12.3.3 Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer)
  - 12.3.4 If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.

## **13 Candidate/Trainees Mobilization**

- 13.1 The Training Provider will facilitate the processes for mobilization of beneficiaries through counseling and by motivating the beneficiaries. Advantage of training, placements and training support should be detailed to the beneficiaries. The list of the beneficiaries will be finalized by the respective CMMU.
- 13.2 The STP shall assist the CMMU and in screening and selection of beneficiaries for the training programmes. The STP shall ensure that the selected beneficiaries are given adequate motivation and guidance at the beginning of each batch of the training programme.

## **14 Candidates Selection for Skill Training as per the Eligibility Criteria**

- 14.1 The following conditions need to be adhered in selection of the candidates:
  - 14.1.1 S/he should not have undergone skill development training under the SJSRY/NULM in any other trade during the last 3 years. The candidate can however be provided advanced training on the skills acquired in any previous training
  - 14.1.2 The candidate meet the minimum qualification as per requirement of the training curriculum approved by SSC/NSDC.

- 14.1.3 The percentage of SC and ST candidates being trained should not be less than the percentage of SC and ST population in the town.
- 14.1.4 Out of the total beneficiaries for the under EST&P; minimum 30% should be women, minimum 15% should belong to the Minority community and minimum 3% of the candidates should be differently-abled. However based on the trade and area of implementation, if the above requirement of minimum percentage cannot be fulfilled through common training programs, specific training programs targeting the above vulnerable communities maybe undertaken by the WBSULM.

## **15 MIS and Reporting**

- 15.1 The Skill Training Provider will provide regular progress reports on an agreed format and periodicity to the respective CMMU & WBSULM
- 15.2 For Skill Training Providers: The STP shall have the responsibility of regular reporting on progress of training, Job placement and micro-enterprise establishment to the CMMU, and WBSULM on a regular basis.
- 15.3 For WBSULM / ULB: The SMMU at the State level and CMMU at the ULB level will closely monitor progress of activities / targets under this component, undertake reporting and evaluation. The SULM and the ULB/executing agencies shall report timely progress in formats prescribed by the Mission Directorate from time-to-time, indicating the cumulative achievement monthly and up to the end of the quarter and key issues in implementation.
- 15.4 Under DAY-NULM, a comprehensive and robust IT-enabled DAY-NULM MIS is established for tracking and achievements. STP and ULB/CMMU will be required to submit their progress reports online and use this tool to monitor progress on the ground.

## **16 Monitoring and evaluation**

- 16.1 Training provider will design a proper M&E framework which will cover;
  - 16.1.1 Designing feedback mechanisms from the participants which should be taken immediately after the training program. Such feedback should cover information on trainers methodology, content, facilities, duration etc. WBSULM will finalize feedback from on which the information is to be collected. The training provider should analyze the feedback and send to CMMU, WBSULM.
  - 16.1.2 The training provider should also continuously ensure feedback from the industry / potential employer. Wherever possible the training provider should invite the potential employer to the training venue and ask for feedback.
  - 16.1.3 Apart from the above, the WBSULM will also be monitor the training programe though their city level & state level representative.

## **17 Geographical Coverage**

- 17.1 NULM will be implementing in 125 towns of the state. The potential individual will be identified and mobilized for skill training, placement and certification. The following table indicates District to be identified for the skill training.

### Annexure- E: Minimum Specification for Training Centre Infrastructure

Particulars	Specification for Minimum Infrastructure
Theory Class Room	With minimum capacity of 30 chairs
	White/Black board -1
	Notice Board -1
	Almirah -1
Practical Class Room	(A) In case of computer related courses: as per the norms of QP-NOS courses
	(B) In case of other courses: Tools and equipment, infrastructure as per the norms of QP-NOS courses
	(C) Common Infrastructure: for all trainings
Other Facilities	Drinking water
	Separate wash room for boys and girls
	Power connection or backup as per the norms of MES courses
	Electricity (Lights & Fans)
	Rooms should have proper ventilation etc.
Study Material	Handbook related to course which may include audio, video aids, books etc.
	Motivational story books
	Magazine
	News papers
Documentation	Attendance register
	Visitor register
	Trainees assessment report
	Bio-metric machine
	Training feedback form

**Note** - The above infrastructure is only for reference. The bidder has to fulfill the infrastructure/equipment norms as laid by SSC for the particular modules.

17.2 STP may apply maximum up to 4 districts mentioned below.

Districts of West Bengal	
ALIPURDUAR	
HOOGHLY	
PASCHIM BARDDHAMAN	
NORTH 24 PARGANAS	
DAKSHIN DINAJPUR	
BANKURA	
PURBA BARDDHAMAN	
SOUTH 24 PARGANAS	
MURSHIDABAD	
NADIA	
BIRBHUM	
PASCHIM MEDINIPUR	
PURBA MEDINIPUR	
COOCHBEHAR	
UTTAR DINAJPUR	
DARJEELING	
JALPAIGURI	
MALDA	
HOWRAH	
PURULIA	
JHARGRAM	
KALIMPONG	
KOLKATA	

**Annexure - F: List of Skill Training Sector**

S.No	Sector Type	Sector Name
1	SSC	Agriculture
2	SSC	Apparel
3	SSC	Automotive
4	SSC	Aviation and Aerospace
5	SSC	Beauty And Wellness
6	SSC	BFSI
7	SSC	Capital Goods
8	SSC	Chemicals and Petrochemicals
9	SSC	Coating and Painting
10	SSC	Construction
11	SSC	Domestic Worker
12	SSC	Electronics and Hardware
13	SSC	Environmental Science
14	SSC	Food Processing
15	SSC	Furniture And Fittings
16	SSC	Gems And Jewellery
17	SSC	Glass and Ceramics
18	SSC	Green Jobs
19	SSC	Handicrafts
20	SSC	Healthcare
21	SSC	Infrastructure
22	SSC	Instrumentation
23	SSC	Iron And Steel
24	SSC	IT ITES
25	SSC	Leather
26	SSC	Life Science
27	SSC	Logistics
28	SSC	Management
29	SSC	Media and Entertainment
30	SSC	Mining
31	SSC	Oil and Gas
32	SSC	People with Disability
33	SSC	Plumbing
34	SSC	Power
35	SSC	Retail
36	SSC	Rubber
37	SSC	Security
38	SSC	Sports SSC
39	SSC	Strategic Manufacturing
40	SSC	Telecom
41	SSC	Textile

**Annexure C: Technical Proposal Submission Forms****TECHNICAL FORM-1 : COVERING LETTER**

[Location, Date]

To: [Name and address of Client]

Dear Sir or Madam

We, the undersigned, offer to provide the Skill Training Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to the Training Provider included in the RFP.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

**We are submitting the RFP for below given City & NSQF-complaint QP-NOS Skill Training Sectors:**

Sl. No.	District Name	NAQF-complaint QP-NOS Skill Training Sector name					
		Sl. No.	Skill Training Sector name	Sl. No.	Skill Training Sector name	Sl. No.	Skill Training Sector name
1		1		2		3	
2		1		2		3	
3		1		2		3	
4		1		2		3	

(Name of Districts as per list of Districts available in ToR on Geographical Coverage-list of DAY-NULM cities and name of Skill training sector as per list provided in the **Annexure-F**).

**Note-QP-NOS skill sector applying bidder has to make the assessment and certification arrangement with the SSC, those who have valid affiliation certificate of applied skill training sector/center has to submit with the RFP (enclosed in Format-1).**

**We are submitting the RFP with page wise Index as per requirement of the bid.**

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organization/Agency:

Organization Seal:

Address:

**INDEX FOR BID****(Checklist of Supporting Documents to be submitted for Essential Eligibility Criteria for STP and Technical Assessment)**

Bidder may apply maximum up to 4 districts and 3 skill training sectors (NSQF- compliant QP-NOS) as per their experiences. Skill training sectors provided in the Annexure-F.

Sl. No.	Document details for evaluation	Supporting document will be provided in hard copy	page no. from to
<b>ESSENTIAL ELIGIBILITY CRITERIA FOR SKILL TRAINING PROVIDERS</b>			
1	The organizations should have been empanelled with NSDC As training partner		
2	The Organization should have PAN no., The organization should submit photocopy of PAN no.  The Organization should have GST no., The organization should submit photocopy of GST no.  The organization should submit audited balance sheet for last 3 financial year.	A photocopy of PAN, Attested by Authorized Signatory with Seal of the  Audited Balance sheet of the organization for last 3 financial year.	
3	The Organization should not have FIR lodged against them, default Inquiry against them and the organization should not be blacklisted by any State, Centre Government or any other public sector undertaking or a Corporation/autonomous body as on the date of publication of this RFP. An undertaking to this effect should be submitted by the authorized signatory in technical form-11.	An undertaking to this effect should be submitted by the authorized signatory. Complete filled Technical Form- 11	
<b>CRITERIA OF EVALUATION OF TECHNICAL PROPOSAL</b>			
1	<b>Covering Letter</b>	Complete filled Technical Form- 1	
2	<b>Details of The Bidder</b>	Complete filled Technical Form- 2	



Sl. No.	Document details for evaluation	Supporting document will be provided in hard copy	Page no. from to
	.....(mention name of the Skill training sector)	Form- 10	
10.2	<b>Qualified Trainers of applied Skill training Sector -2....</b> .....(mention name of the Skill training sector)	<b>(Please fill separate Form-10 for qualified trainers of each applied Skill training sector)</b>	
10.3	<b>Qualified Trainers of applied Skill training Sector -3....</b> .....(mention name of the Skill training sector)		

**Note :** All the above document shall be attested by Authorized Signatory with Seal of the organization. All document must be mentioned respective serial number as per Form and properly annexed with the proposal. In case any of the above documents are not provided by the organization get the 0 marks in the respective column.

**TECHNICAL FORM-2: DETAILS OF THE BIDDER**

<b>Name and Details of the Bidder and Authorized Representative</b>	
Name of Organization / Institution	
Date of Incorporation	
Regd. / Head Office Address:	
Name of Head	
Phones	
Fax	
Mobile	
Email	
Website	
Addresses of Branch Offices (If any?) in WB: Phone: Fax : Mobile Nos.: Email IDs : Dates of Establishment:	(Please provide District wise)
Name of Authorized Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Organization Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

**TECHNICAL FORM-9: TRAINING CENTRE FACILITIES**

Name of Cities/ULB .....

Training Center Number-.....

(Please fill separate training center for applied District)

Sl. No.	Description	Detail (Specifications for Minimum Infrastructure)
	Name of District	
1.	Name of Training Centre	
	Full address & telephone/mobile number (with Nearest landmark)	
	Own / rented (plz provide relevant photocopy document)	
	No. Class/Training Room (with area in sq. m.) (minimum capacity of 30 persons)	
2.	No. of Theory Classroom	
3.	Number of Practical Rooms	
4.	Other Facilities <ul style="list-style-type: none"> <li>• Drinking Water</li> <li>• Separate Wash Rooms for Male &amp; Female (Yes/No)</li> <li>• Electricity (proper facility of Fan &amp; Light)with power backup</li> </ul>	

Authorized Signatory [In full initials and Organization Seal]: \_\_\_\_\_

Name of the Organisation: \_\_\_\_\_

Notes: Please enclose Documentary Evidences regarding training Infrastructure available in the form of:

**For NSQF-complaint QP-NOS skill training sector applying bidders-**

- a. Detail of training centers each applied districts.
- b. Tool& equipment as per notified by SSC for the particular modules.
- c. 3 photos per training center (front of center. theory class, practical class).
- d. Bidders shall be required to furnish center details for the sector for which applying in technical Form -1.

**Note- QP-NOS skill training sector applied bidder has to make the assessment and certification arrangement with the SSC, those who have valid affiliation certificate has to submit with the RFP (enclosed in Format-9).**

**Note- The bidders submitting the details of any kind of centers which is showing in RFP document as SSC center shall existences required with in the limit of municipal area of applied city/ULB only. Otherwise these data may not be considered in this RFP.**

### TECHNICAL FORM-10: QUALIFIED TRAINERS

The Bidders are required to provide the list of qualified regular (contract basis)/permanent trainer of the organization for the applied NSQF- compliant QP-NOS Sector(with minimum of 2 yrs experience on regular Training)with applied skill training sector ToT certificate. Minimum qualified trainers 3 trainer CV for applied every per skill training sector. (signed CVs of the trainer counter sign by the authorized signatory of the organization need to be attached).

Bidders can choose maximum 3 skill training sectors (NSQF-complaint QP-NOS) as per their experiences for this RFP. List of skill training sectors provided in the **Annexure-F**.

#### List of Trainer for Applied Skill Training Sector- 1.....

Sl. No	Trainer name	Designation	No. of years of experience	Qualification	Expertise

#### List of Trainer for Applied Skill Training Sector - 2.....

Sl. No	Trainer name	Designation	No. of years of experience	Qualification	Expertise

#### List of Trainer for Applied Skill Training Sector - 3.....

Sl. No	Trainer name	Designation	No. of years of experience	Qualification	Expertise

**Note: The bidder should enclose all above mentioned trainer's CVs. Without applied skill training sector ToT (Training of Trainer) or CoP (Certificate of Proficiency) certificate CV will be rejected. Certificate awarded of concern department under Ministry of Skill Development & Entrepreneurship, GoI (DGET/NCVT/SCVT/SSC) or other relevant authority under Ministry of Skill Development Entrepreneurship. Minimum 3 trainers CVs are require for each applied skill training sector)**

*The details provided in the above format will be considered for technical evaluation under Qualified Trainers as per clause 22.1.7 Technical Evaluation - Qualified Trainers*

**TECHNICAL FORM-11 : SELF-DECLARATION OF THE ORGANIZATION REGARDING NO  
FIR, DEFAULT INQUIRY, BLACKLISTED AGAINST THEM**

To

Mission Director,  
West Bengal State Urban Livelihood Mission  
(WBSULM), West Bengal, Kolkata – <>

Sir,

In response to this RFP document for applied cities, I/We hereby declare that presently our organization.....(name of organization) is having unblemished record and is not have FIR lodged against them, default Inquiry, blacklisted by any State, Centre Government or any other public sector undertaking or a Corporation/ autonomous body on the date of RFP submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the award of work contract if any to the extent accepted may be cancelled and other necessary action will be taken accordingly.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place: