

EXPRESSION OF INTEREST (EOI)

For Empanelment of Training Partners for
Entrepreneurship & Employment Linked Skill Training Programme
UKSDM 2018-19

UNDER

UTTARAKHAND SKILL DEVELOPMENT MISSION



BY

UTTARAKHAND SKILL DEVELOPMENT SOCIETY
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1.1 Schedule of the Empanelment Process

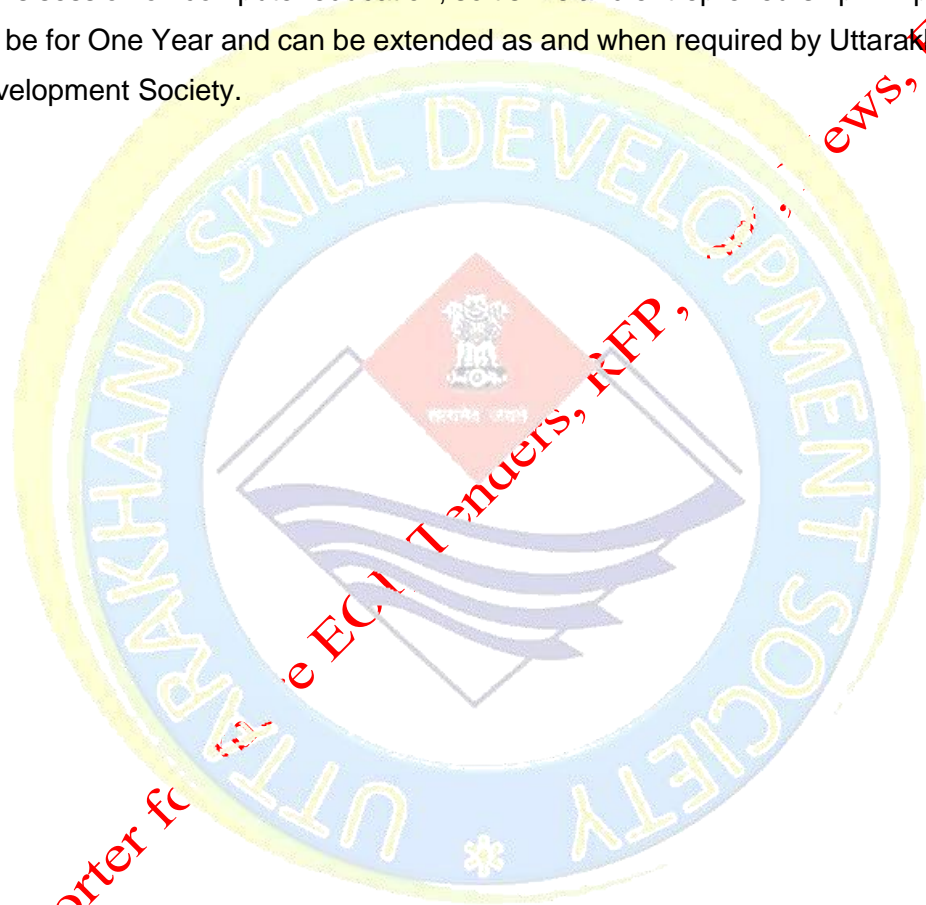
S.No.	Milestone	Date
1	Expression of Interest Document made available to the Training Providers	29 - March 2018
2	Pre-Empanelment meeting UKSDM Conference Hall, 26 E.C. Road Mahila I.T.I. Near Survey Cohwok, Dehradun	7 - April 2018 11:00 a.m.
3	Time and date for receipt of EOI (Sealed Envelope)	23 - April 2018 5:00 p.m.
4	Date of Evaluation	24 - April 2018 11:00 a.m.

Note: Empanelment will be for One Year and can be extended upto 3 years as and when required by Uttarakhand Skill Development Society.

Refer SkillReporter for

1.2 Introduction

The *Uttarakhand Skill Development Mission* aims to provide gainful employment opportunities to unskilled, semiskilled, school dropouts in regional perspective by imparting them three to six months skill development training, free of cost, through reputed Government, Non-Government and Private Organizations in potential employment generating trades. Training includes mandatory minimum 60 hours session on computer education, soft skills and entrepreneurship. Empanment will be for One Year and can be extended as and when required by Uttarakhand Skill Development Society.



Refer SkillReporter for
the EC1 Tenders, RFP,

ews, Events

1.3 Eligibility Criteria

S.No.	Criteria	Unit	Minimum requirement to be satisfied
1.	Number of Years of Existence (as on 31st March, 2017)	Years	03
2.	Annual Per Year Financial Standing for last preceding 03 years (from April 1 st 2014 to March 31 st 2017)	Lakh (Rs.)	Minimum Rs. 20 Lakh Per Year
3.	Training Experience for last preceding 03 years (from April 1 st 2014 to March 31 st 2017)	No of Youth	Minimum 150
4.	If no experience minimum per year turnover should be > 2 Crore for last preceding 03 years (from April 1 st 2014 to March 31 st 2017) *	Crore (Rs.)	Minimum Rs. 2 Crore per year
5.	Placements During the period 1 st April 2014 to 31st March 2017	No of youth	Minimum 50

*Industries / Organizations with no experience in training and having an annual turnover of at least Rs. 2 Crore per year in last 3 preceding financial years can also apply.

UKSDM may directly empanel Training Partners offering innovative and new courses and Training Partners of Government Departments/ Organizations, NSDA, NSDC, SSC willing to set up training centers or have existing training centers in Uttarakhand as per the UKSDM requirements.

Any decision of the Executive Committee will be final.

Refer SkillReporter for more details.

1.4 Scope of Assignment

1.4.1 Terms and conditions

- Empanelment will be for One Year and can be extended upto 3 years based on satisfactory performance as and when required by Uttarakhand Skill Development Society.
- Training Provider will choose two sectors to provide training from Annexure II.
- The Mission will decide the job role for training in these sectors, training providers will set up training centers for the job roles and get them approved by respective SSC.
- SSC courses to be undertaken as per respective guidelines/amendments applicable and available as on date. Tools and equipment should be available as per SSC trade syllabus and meet all space, infrastructure and staff requirements.
- No cost will be paid by UKSDM for setting up the training centers or training of trainers.
- For fresh entrants to the job market, the training duration to be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute or as per SSC guidelines.
- Minimum 60 Hrs. training on Basic Computer Skills (Digital literacy) – 20 Hrs. Soft Skills-20 Hrs. and Entrepreneurship – 20 Hrs. if not covered under SSC trade syllabus.
- Training duration must be of minimum 4 Hrs. per day / 100 Hrs. per month and maximum 8 Hrs. per day with compulsory 15 minutes break (in parts or full).
- Training should not be imparted on National Holidays.
- The course duration can be modified as per departmental requirements.
- Placement tie-ups for placement of minimum 50% trainees in reputed Industries before applying for any batch.
- Mobilization will be done by training provider. UKSDM will provide all possible help.
- Third party assessment and SSC certification. Employment (both wage and self) 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;
 - 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 loan (bank statement)
- Post placement counseling and tracking for 3 months.
- Complying with Management Information System.
- Biometric attendance facility must be available in each training center.
- IP Camera must be installed.

1.4.2 Training Fees

The training fee will be paid as per Common Norms. Training Fee shall be inclusive of all costs and all taxes as applicable.

Cost of Assessment: Assessment fee will be paid by UKSDM to SSC as per common norms.

1.4.3 Fund Flow Mechanism

1.1 The funds should be released to the Training Providers as per the following schedule:

Installment	Percentage of Total Cost	Output Parameters
1st	30%	On commencement of Training Batch against validated candidates
2nd	50%	On successful certification of the trainees
3rd	20%	Outcomes based on Placements as under

TDS will be deducted as per rules.

1.2 The above payment schedule is subject to the following:

- (i) It is applicable only for fresh training.
- (ii) The second tranche of 50 % will be calculated on the basis of total cumulative 80% payment for candidates actually certified.
- (iii) The dropouts will not be considered for 2nd and 3^d tranche.
The 1st tranche payment of the dropouts is adjusted in next tranche.

2. The 20% of training cost which is linked to outcome (3rd instalment) would be released to the Training Provider subject to the following:

- (i) Training Provider shall be eligible for 100% payment on for outcome achievement under para 4.1 (i), (ii) and (iii) of common norms

4. Outcome of Skill Development (as per common norms)

In addition to independent third party certification of the skilled individual, the outcomes from skill development programmes shall be as under:

4.1. For training of fresh entrants to the workforce, outcome shall be defined to include all of the following:

- (i) *Employment (both wage and self) 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 the Ministries/Departments shall have freedom to alter the percentage of wage and self-employment based on specifics of the scheme

that have been designed exclusively for self-employment/ entrepreneurship, nature of activity, local economy, social conditions, etc.

(ii) In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed 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.

(iii) 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 any other suitable and verifiable document as prescribed by the respective Ministry/Department.

- (ii) Training Provider will be paid on pro rata basis on achievement of 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
- (iii) Training provider will be asked to discontinue the training in that particular trade/center and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants, is unsatisfactory as defined under:
 - a. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training.

1.4.4 PERFORMANCE SECURITY DEPOSITE

- (i) The Training Partner has to deposit Rs.100,000/- (Rs. One Lakh Only.) for each sector as Performance Security Deposit, in the form of demand draft drawn in favor of "Member Secretary, Uttarakhand Skill Development Society" payable at Dehradun at the time of executing the agreement. This bank guarantee / deposit amount will be refunded to the training partner after completion of the contract.
- (ii) The State Government Institutes of Uttarakhand are exempted from payment of Performance Security Deposit.

1.5 Life Cycle

1. One year from the date of signing of the MoU.
2. First party will call inception reports as per sector / trade in each sector /trade in a sealed envelope and will allot batches on the basis of placement offers, wages offered and district wise targets . Inception report can be submitted in first week and third week of each month during working days upto November 2018.
3. After submission of inception report approval will be provided within 7 working days.
4. Beneficiaries should be informed to join the batch after receiving approval from the First Party.
5. List of students with UTRN and other details should be updated on portal before

starting the batch. In case of change of students First Party should be informed in 7 days and the changes will be updated on portal. No changes will be allowed after seven days.

6. Biometric attendance system should be installed and linked with First party portal before starting the batch in case of delays the date from which the biometric attendance is received will be considered as the batch starting date.
7. First Tranche equivalent to 30% of Training Fee in 10 days from starting the batch after first inspection by the Monitoring officer or any other designated officer.
8. Regular internal assessment should be carried out after every 100 hours of training. Test sheets and result should be secured for 12 months.
9. Final assessment information should be provided to First party 30 days prior to completion of batch and all assessment and certification process should be completed within one month from completion of training by the Second party.
10. Second Tranche of 50% will be paid by First party after assessment and certification.
11. Placement of beneficiaries should be completed within 3 months from completion of training and shall be started immediately after assessment or certification and the placement information should be submitted with First month salary slip.
12. Third Tranche of 20% will be paid within one month from submission of placement information after verification.

1.6 Training Curriculum-

The SSC guidelines/ amendments as available on date shall be followed for training curriculum and duration of training. However training with additional Modules is also permissible provided proposed additional modules are compatible with the original module as per SSC Guidelines and the same shall help in enhancing the employability of the trained candidates.

1.7 Details of Training Provider-

Training providers willing to get empaneled with UKSDM abiding above terms and conditions are requested to indicate their interest and capability in providing the services.

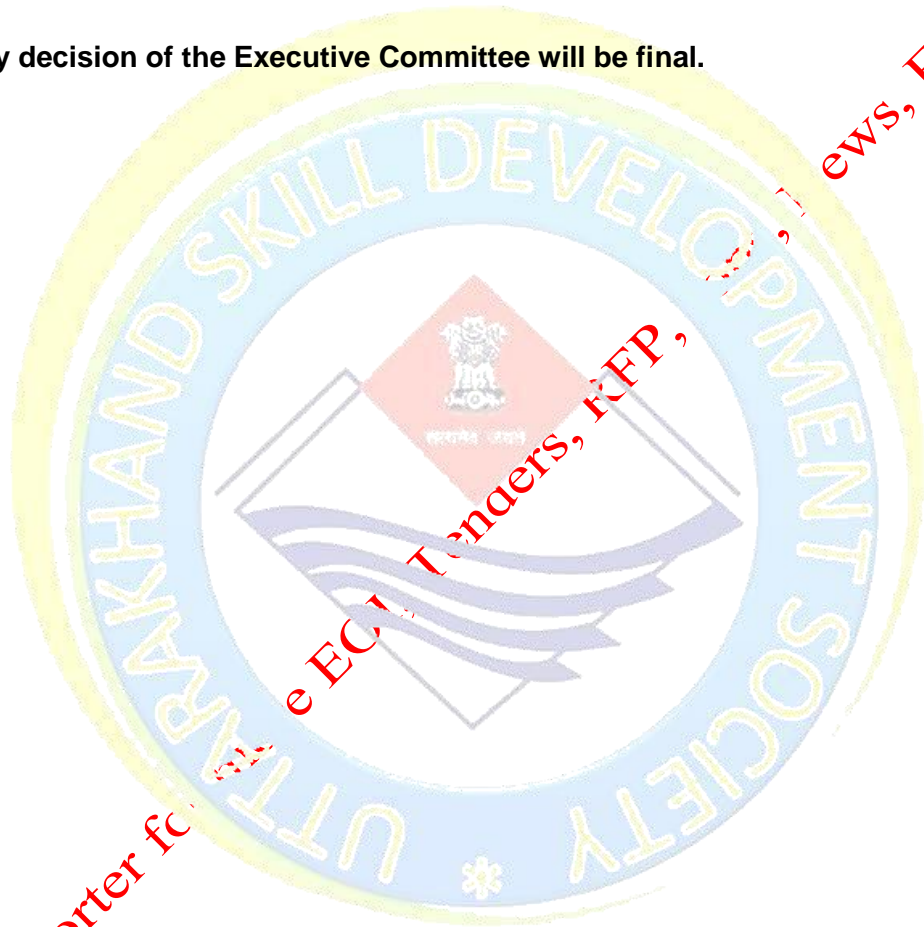
Interested agencies must provide the following information with supporting documents substantiating that they are qualified to perform the services:

- Number of year of existence with supporting documents.
- Minimum annual turnover of Rs.20 lakhs for last three preceding years (per year).
- Minimum annual turnover of Rs. 2 Cr. (per year for last 3 years – for applicants with no experience only) or more during the last three preceding Financial Years.
- *Income Tax Return- Acknowledgement copy.*
- *Turnover – Please annex audited copy of profit & loss or income and expenditure along with balance sheet.*
- Training experience supported by valid documents. (Work orders, completion certificate)
- Placement experience supported by valid documents. (Joining Letters).

Short listing will be done strictly based on the information provided in the formats (Format II, III, and IV). The agency has to provide supporting documents for credentials claimed in the formats.

The EOI may be delivered to the address given above by **23rd of April 2018 till 05.00 PM** in a sealed envelope marked **“Expression of Interest (EOI) For Empanelment of Training Partners for- “Placement and Entrepreneurship Linked Training Programme UKSDM 2018-19”**

Any decision of the Executive Committee will be final.



Refer SkillReporter for details. For more news, Events, Tenders, RFP, etc.

**2.1 FORMAT I:
DETAILS OF THE TRAINING PROVIDER**

Name and Details of the Training Provider and Authorized Representative:	
Name of Organization / Institution	
Regd. / Head Office Address:	
Phone:	
Mobile:	
Email:	
Website:	
Addresses of Branch Offices (If any?) in Uttarakhand: Phone: Mobile Nos.: Email IDs:	
Name of Authorized Representative:	
Designation:	
Mobile:	
Email:	
Name of Sector Selected	
1	
2	

(Company Seal) Signature:

Name:

Designation:

(Authorized Representative and Signatory)

2.2 FORMAT-2:

LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

1. Name as on the Registration Certificate:
2. Name of Registering Authority:
3. Registration No.:
4. Date of Registration:
5. Place of Registration:
6. Legal Constitution of Training Partner:
(Public Limited/Private Limited/Partnership/Proprietorship etc.)
7. Number of years of Existence:
Eligibility Criteria - Minimum requirement:
Number of Years of Existence
(as on 31st March, 2017) 3 Years
8. PAN Card No.:

(Company Seal) Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority (department / organization / NSDC / NSDA / SSC etc.) and PAN card else the application will be cancelled.

Please flag the format and attach the supporting documents after this format.

**2.3 FORMAT 3:
FINANCIAL STANDING – ANNUAL TURNOVER**

Eligibility Criteria - Annual per Year Financial Standing for last preceding 03 years (from April 1st 2012 to March 31st 2015)

Certificate from the Statutory Auditor regarding Annual Turnover for the preceding 3 Financial Years.

Member Secretary
Uttarakhand Skill Development Society
26 E.C. Road, Near Survey Chowk,
Mahila I.T.I. Dehradun
Uttarakhand

Based on books of accounts and other published information authenticated by the Firm, this is to certify that (Name of Training Partner) have annual turnover of Rs. 20 Lakhs (per year for last 3 years)/ Rs 2 Cr. (per year for last 3 years – for applicants with no experience only) or more during the last three preceding Financial Years. The year wise details are provided below.

The IT returns of
..... (Name of the firm)
for last three financial years has also been attached herewith for your perusal.

Financial Year ending 31 st March	Turnover
2014-15	
2015-16	
2016-17	

Income Tax Return- Acknowledgement copy.

Turnover – Please annex audited copy of profit & loss or income and expenditure along with balance sheet.

Name of the Audit Firm/ Chartered Accountant:

(Signature, name and designation and registration

**Number of the Chartered
accountant) Date:**

Seal of the audit firm:

Note: Please provide certified copies of Audited Financial Statements of the firm for the immediately preceding three financial years. In the case of Printed annual reports certification is not required but it is must to fill the format 3 in case of blank format application will be cancelled.

Please flag the format and attach the supporting documents after this format.

**2.4 FORMAT 4:
DETAILS OF THE CANDIDATES TRAINED & PLACED**

Name of Sector	Financial Year	No. of People Trained	No. of Candidates placed on completion of training	Details of supporting Proof provided *
	2014-15			
	2015-16			
	2016-17			
	2014-15			
	2015-16			
	2016-17			
Total				

***Certificate of training and salary slip (50 Candidates)**

Eligibility Criteria - Minimum requirement - Trainings During the period 1st April 2014 to 31st March 2017 - **150 youth**. Placements During the period 1st April 2014 to 31st March 2017 – 50 youth.

If no experience Per Year Turnover should be > 2 Cr for the last 3 Years (Format 3).

For and on behalf of:

(Company Seal) Signature:

Name

Designation :

(Authorized Representative and Signatory)

Note:

Please provide clearly flagged copies of sanction letters or MoU's as details of supporting proof else application will be rejected.

Please flag the format and attach the supporting documents after this format.

2.5 FORMAT 5:

Training Center Infrastructure if available

Write the name of Sector and module on Top

Ensure availability of tools and equipment in training center as per SSC norms.

Do not fill if turnover is above 2 Cr and no center in Uttarakhand.

Do not fill if no center in Uttarakhand and applying for ITI, Polytechnic or Coaching Cum Guidance Center.

Location of the Training Center (Use one copy for each center)

Only those centers will be approved for which this format is submitted with EOI.

District: _____ (Block): _____

Address: _____

Phone: _____ E-Mail: _____

Status: Own/Rented (Enclose Rental Deed / Ownership Document) _____

Theory Room (Primary Requirement)		
No. of Rooms	Area (in Sq. Feet)	Room wise sitting capacity
1		
2		
--		
Practical Room (Primary Requirement)		
No. of Rooms	Area (in Sq. Feet)	Room wise sitting capacity
1		
2		
--		
Equipment (Primary Requirement)		
No. of functional Computers - 10		
Internet Facility – Broad band		
Printer & Scanner		
LCD Projector		
IP Camera		
Biometric Attendance Facility		
Other Facilities		
Safe Drinking Water		
Separate Wash rooms for Boys and Girls		
Electricity Connection	Load in kW	
Generator / Invertor		
Study Material		
Handbooks Related to Course		
Audio Visual Teaching Aids		
Motivational Story Books		
Motivational Movies		
Magazines / News Papers		

Refer Sample EOIs for IITM, IIT, IIT-JWS, Events

2.6 FORMAT 6:

COMPANY TIE-UPS FOR PLACEMENTS
(Course-wise) if available.

Name of the Training Provider:

Course Name:

S. No	Company Name	Contact Person name, Designation & Contact Number	Number of Trained youth Required	Description for the type of Post & Salary Range	Time period by which the Placement is required
1					
2					
3					
4					
5					

For and on behalf of:

(Company Seal) Signature:

Name :

Designation :

(Authorized Representative and Signatory)

Notes:

Please provide separate forms for each sector.

Please provide documentary proof for the claim in the form of a letter of interest from potential employers in the following format: Only placement tie-ups for the FY 2017-18 and 2018-19 shall be considered.

Please flag the format and attach the supporting documents after this format.

Annexure 1: List of Abbreviations

S.No.	Abbreviations	Meaning
1.	CA	Chartered Accountant
2.	CIDC	Construction Industry Development Council
3.	CIPET	Central Institutes for Plastic Engineering & Technology
4.	CP	Course Package
5.	CTTC	Central Tool Rooms and Training Centers
6.	CV	Curriculum Vitae
7.	EOI	Expression of Interest
8.	FDDI	Footwear Design & Development Institute
9.	ITI	Industrial Training Institute
10.	MES	Modular Employable Scheme
11.	MIS	Monitoring Information System
12.	MSME	Micro, Small & Medium Enterprise
13.	NCVT	National Council for Vocational Training
14.	NIFTEM	National Institute of food Technology Entrepreneurship and Management
15.	NSDA	National Skill Development Agency
16.	NSDC	National Skill Development Corporation
17.	PAN	Permanent Account Number
18.	SSC	Sector Skill Council
19.	TAN	Tax Account Number
20.	USDM	Uttarakhand Skill Development Mission
21.	USDS	Uttarakhand Skill Development Society

Courses offered by the following SSCs will be applicable.

Sector / Trades can be added or removed as per UKSDM requirements.

Source:

1. Aerospace and Aviation Sector Skill Council
2. Agriculture Skill Council of India
3. Apparel Made-Ups & Home Furnishing Sector Skill Council
4. Automotive Skill Development Council
5. Beauty & Wellness Sector Skill Council
6. BFSI Sector Skill Council
7. Capital Goods Skill Council
8. Construction Skill Development Council of India
9. Domestic Workers Sector Skill Council
10. Electronics Sector Skills Council of India
11. Food Industry Capacity & Skill Initiative
12. Furniture & Fittings Skill Council
13. Gems & Jewellery Skill Council of India
14. Handicrafts and Carpet Sector Skill Council
15. Health Sector Skill Council
16. Indian Iron and Steel Sector Skill Council
17. Indian Plumbing Skills Council
18. Infrastructure Equipment Skills Council
19. Instrumentation Automation Surveillance & Communication Sector Skill Council
20. IT-ITeS Sector Skill Council
21. Leather Sector Skill Council
22. Life Sciences Sector Skill Development Council
23. Logistics Sector Skill Council
24. Management & Entrepreneurship and Professional Skills Council
25. Media & Entertainment Skill Council
26. Paints and Coatings Skill Council
27. Power Sector Skill Council
28. Retailers Association's Skill Council of India
29. Rubber Skill Development Council
30. Skill Council for Green Jobs
31. Skill Council For Persons with Disability
32. Sports, Physical Education, fitness & Leisure Skills Council
33. Strategic Manufacturing Sector Skill Council
34. Telecom Sector Skill Council
35. Textile Skills Council
36. Tourism and Hospitality Skill Council