



GOA STATE URBAN DEVELOPMENT AGENCY

(A Government of Goa Undertaking)

6th Floor Shramashakti Bhavan, Patto-Plaza, Panaji, Goa.

Ph. No. 2437210 Fax. 2437094

URL: www.gsuda.org, membersecretary@gsuda.org

No. 1/245/GSUDA/NULM/EST&P/345

Dated: 12/5/16

EXPRESSION OF INTEREST

The Goa State Urban Development Agency (GSUDA) functioning under Urban Development Department, Government of Goa, intends to empanel Additional Skill Training Institutes with adequate professional expertise, infrastructure facilities and prior experiences in the State of Goa for implementing its “Employment through Skill Training and Placement (EST&P)” under National Urban Livelihoods Mission (NULM).

For this purpose, GSUDA now invites eligible Local Institutes (Registered within the State of Goa) including ITIs, Polytechnics, NITs, Industrial Associations, Engineering Colleges, Management Institutes and Skill Training Centres, NSDC and other Govt. and Non Govt. Organizations to indicate their interest in providing the above service as per guidelines of NULM by Ministry of Housing and Urban Poverty Alleviation, Government of India. For detail refer web site of MoHUPA, GoI i.e. www.mhupa.gov.in.

Additional Empanelment of entities shall be made District-wise / Trade-wise for respective sectors and shall be applicable for a period of two years subject to the performance and placements by the Agencies / Institutions. The bidder shall be a single entity or consortium.

Interested bidders may refer to web site of GSUDA i.e. www.gsuda.org for details including eligibility criteria, selection process, documents for submission and terms of reference on the said assignment. The proposals complete in every respect may be delivered to the undersigned by Post/Courier/Rgd. Post on or before 27/06/2016 in a sealed one envelop clearly mentioning on the top of it

1. “REQUEST FOR PROPOSAL FOR ADDITIONAL EMPANELMENT OF TRAINING INSTITUTE FOR PLACEMENT LINKED SKILLED TRAINING PROGRAMME UNDER EST&P OF NULM”. Technical proposal.

The bidders are requested to collect the RFP Document from the office of Member Secretary, Goa State Urban Development Agency, 6th floor, Shramshakti Bhawan, Patto Plaza, Panaji Goa against the non-refundable Demand Draft of Rs. 1000/- (One Thousand only) in Indian Currency favoring "Member Secretary, GSUDA" drawn from any Nationalized Bank payable at Panaji Goa.

The Member Secretary, GSUDA reserves the right to accept or reject all or any of the proposals and terminate the selection process without assigning any reason thereof.

Those who have been already empanelled by the GSUDA need not apply. The Additional Empanelment is applicable to only local registered Agency in the state of Goa.

Sd/-
(Elvis Gomes)
Member Secretary, GSUDA
Mission Director, GSULM

Cc to: The Director, Urban Development Department, Directorate of Municipal Administration, Panaji Goa.

**REQUEST FOR PROPOSAL FOR ADDITIONAL EMPANELMENT OF
TRAINING INSTITUTES FOR PLACEMENT LINKED SKILL TRAINING
PROGRAMME UNDER EST&P OF NULM**



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BIDDERS DATA SHEET

Sr. No.	Particulars	Details
1.	Name of the Client inviting RFP	Member Secretary, Goa State Urban Development Agency, Government of Goa undertaking
2	Name of the Assignment	Additional Empanelment of Training Institute for Placement linked Skill Training Programme under NULM
3	Date of Issue of RFP	12/05/2016
4	Last date and time for receipt of RFP	On or before 27/05/2016 at 3.00 pm
5	Date and time of opening of 1. Technical Proposal	(Technical Bid) 27/05/2016 at 3.00 pm
6	Cost of RFP Document	Rs. 1000/- (One thousand only) in INR, shape of non-refundable Demand Draft favour of "Member Secretary, GSUDA" drawn from any Nationalized Bank payable at Panaji Goa.
7	Earnest Money Deposit (EMD)	Refundable demand draft of Rs. 10,000/- (Rupees Ten thousand only) in Indian currency drawn from any of the

		Nationalized Bank in favour of "Member Secretary GSDUA" payable at Panaji Goa. (shall be attached with the proposal)
8	Name of the Contact Officer	Member Secretary, Goa State Urban Development Agency Ph. No. 2437210 Fax. 2437094
9	Address for Submission of Proposal	GOA STATE URBAN DEVELOPMENT AGENCY (GSUDA) (A Government of Goa Undertaking) 6 th Floor Shramashakti Bhavan, Patto-Plaza, Panaji, Goa. Ph. No. 2437210 Fax. 2437094 URL: www.gsuda.org , membersecretary@gsuda.org

**Goa State Urban Development Agency
Panaji Goa**

Expression of Interest

**Additional Empanelment of Local registered Agencies (including
Training Institutions / Universities / NGOs) for imparting trainings
under the employment through Skills Training and Placement (EST&P)
of the proposed National Urban Livelihoods Mission (NULM)**

May, 2016

Reference: No. 1/245/GSUDA/NULM/EST&P/345
Dated: 12/05/2016

Subject: Additional Empanelment of Local registered Agencies (including Training institutions / Universities / NGOs etc) for imparting training under Employment through Skills Training and Placement (EST&P) under the proposed DAY-National Urban Livelihoods Mission (NULM) for 2 years

Introduction

According to the report of the National Commission on Enterprises in the Unorganized Sector brought out in August, 2007, nearly 92 percent of the country's workforce was engaged in the informal sector without any skills at the time. Further, the Government's approach to livelihoods of the poor has, thus far, been scheme-based. Most of the programmes focusing on livelihoods have targeted rural areas; only a limited number of schemes have partially targeted the urban poor. Of these, only SJSRY / NULM has focused exclusively on urban poor livelihoods.

As the nodal Ministry entrusted with implementation of the **DAY-National Urban Livelihood Mission (NULM)**, in order to focus policy and programmatic attention on the issue of urban livelihoods in a structured way, the **M/o Housing and Urban Poverty Alleviation** has launched the Mission (NULM), which will replace the existing **Swarna Jayanti Shahari Rojgar Yojana (SJSRY)** in the 12th Five Year Plan. NULM is target and outcome oriented with a specific focus on the primary issues pertaining to urban poverty such as skill up-grading, entrepreneurship development and employment creation through wage employment and self-employment opportunities opened up by the emerging markets in urban areas.

Goa State Urban Development Agency, Government of Goa undertaking is the Nodal Agency for the implementation of the DAY- National Urban Livelihoods Mission (NULM) in the State. The Nodal Agency is supported by the Ministry of Housing and Urban Poverty Alleviation (MoHUPA), Government of India. Under NULM, States /UTs are empowered to **empanel activity-specific Skill Training Providers (STPs) / Agencies** for specific technical vocational skill. With the aim of providing assistance for skill formation / up-gradation of the urban poor to enhance their capacity for self-employment or better salaried employment, the STPs / agencies are to be responsible for training of trainers, supervision of training, mentoring and overseeing placement. The STPs / agencies will undertake preparation of high quality training modules, development of curriculum standards, materials for training of instructors and trainees. The selected STPs / agencies would be engaged to tie up the entire

process leading to placement or establishment of self - employment ventures with bank loans and subsidy.

The aim of this RfP is to empanel STPs / agencies including training institution / universities, etc for providing assistance for skill formation / up-grading of the urban poor in their respective states to enhance their capacity for self-employment or better salaried employment. Based on a set of institutional capacities and their resources, agencies and institutions including industries, universities engaged in similar activities are invited to express their interest to provide the consulting services for imparting trainings under Employment through Skills Training and Placement (EST & P) component of the DAY-National Urban Livelihoods Mission (NULM) - for details in **Annexure 1**.

BACKGROUND INFORMATION AND OBJECTIVE OF THE ASSIGNMENT

1. Project Background:

The Swarna Jayanti Shahari Rozgar Yojana (SJSRY) now restructured as National Urban Livelihood Mission (NULM) is a centrally sponsored poverty alleviation scheme, emphasized on providing quality skill training to the urban poor through reputed institutions, including ITIS, Polytechnics, NITs, Industrial Associations, Engineering Colleges, Management Institutes, and Skill Training Centers, Foundations, NSDC and other reputed entities in Government / Private and Civil Society Sectors with responsibility of at least 50% placement linked by skill training, the skill training providers (STPs), with proper certification to enable the urban poor to have access to the employment opportunity provided by market with better salary or to undertake self-employment ventures.

For its effective implementation, GoI has suggested EST&P, a component under NULM to be aligned with goals of National Skill Development Policy by:

- Creating opportunity for all to acquire skills.
- Developing high-quality skilled work force / entrepreneur relevant to emerging market.
- Institution based skill development includes ITCs / Vocational / Private Training Institutes / Polytechnics / Professional Colleges etc registered with Government of India / State.
- Formal / Informal apprenticeship and other type of training by enterprises.

2. Objective of the Assignment:

The main objective of the training programme is to provide training to the urban poor in a variety of service, business and manufacturing activities as well as in local skills and local crafts so that they can set up self-employment ventures or secure salaried employment with enhanced remuneration through the trades proposed.

3. Target Group under EST&P

Urban Poor preferably school drop outs above age of 14 years including women beneficiaries not less than 30%. Besides, SC/ST must be in proportion to the local population. In addition special provision of 3% should be made for the physical challenged person and 15% should belong to the minority community.

4. Approved rate along with the course per beneficiary is as under:-

Sr. no.	Name of Agency/Training Programme	Rates in Rs. per beneficiary
1.	Plumber	11,000/-
2.	Electrician	11,000/-
3.	Wireman	11,000/-
4.	Welder	10560/-
5.	Carpentry	11,000/-
6.	Machine Operators	11,000/-
7.	Iron grill makers	10560/-
8.	Beautician/ Beauticare	11,000/-
9.	Automobiles & two wheeler repairing/servicing	11,000/-
10	Fashion Designing	11000/-
11.	Modern Home appliances electronic appliances & repair	11000/-
12	Garment Making	11000/-
13	Graphic Designing	11000/-
14	Computer application/Technology	9900/-
15.	Mobile Phone repairs/Smart phone	10800/-
16	Animation 3D/Multimedia	11000/-
17	Digital photography & video editing	11000/-
18	Refrigeration & Air conditioning mechanic	10700/-
19	Leather based products	11000/-
20	Aluminum fabrication	11000/-
21	Computer hardware & networking/ assistant	9850/-
22	Modern art	11000/-
23	Sales & Marketing/ customer retail sales/Sales executive	9,850/-
24	Financial Accounting (Tally)& E Filing	9,850/-
25	DTP Operator& M.S.Office	8,000/-
26	Logistic (Tour & Travel)	9,900/-
27	Certificate course in Laptop, Palmtop & Tablet PC servicing	12,000/-
28	Certificate Course in CCTV installation &	11500/-

	Maintenance	
29	Certificate Course in DTH installation & Maintenance Servicing	11500/-
30	Certificate Course of Water Filter Installation & Maintenance servicing	11500/-
31	Advance diploma in information Technology	9,800/-
32	Certificate Course in Web Development & Data Entry with Soft Skills	11500/-
33	Hospitality & Catering Management/ Food Beverage & servicing	11,000/-
34	Diploma in Hospitality & Retail Food Chain Management	11,000/-
35	Diploma in Hospitality Assistant & Professional House Keeping	11,000/-
36	Diploma in corporate and industrial security, safety and fire protection management	11,000/-
37	Certificate in Security Guard (Genera) and Personal Security Guard/Unarmed security guard	11,000/-
38	Food production	11,000/-
39	Certificate course in corporate communications development	10,000/-
40	Certificate course in advance secretary ship and PRO	11,000/-
41	Nursing Aide/assistant bedside assistance	11,000/-
42	Hotel Management and Tourism	11,800/-
43	Bakery & Patisserie	12000/-
44	All Handicraft courses	11,000/-
45	Agricultural Training activities	10,000/-
46	General trade Mechanic	11,000/-

Note: 1) All the courses shall be as per the NCVT modules.

2) The agency shall specify the name of the course from the above list of courses.

5. Location of the Training Programme and Milestone for Payment.

An Institute will be allowed to conduct training in a trade, taking participants from ULBs. The empanelment of the training institute shall be done on trade wise and shall be valid for a period of two years.

Sr. No.	Deliverables	Percentage of Payment
1	After commencement of training	20% of the contract value

	course at ULB Level	
2	On successful completion of 2 nd month of the training duration	20% of the contract value
3	On successful completion of 3 rd month of the training duration	20% of the contract value
4	On successful completion of respective batches of the training, submission of all relevant repots	20% of the contract value
5	Certification of the course by the authorized institute (Certification Agency)	10% of the contract value
6	After 50% placement of the trainees of the respective trade in the suitable organization and completion of 3 months of engagement	10% of the contract value

Review of the performance of the Training Institute:

The performance of the training institute / organization and trainees will be reviewed in phase manner by the officials from the GSUDA and concerned Urban Local Bodies. Intermittent monitoring of the assignment will also be done by a third party independent consultant engaged by GSUDA during the progressive stage of the assignment. Furnishing of the false information and manipulation of certification will liable to disqualification of Institution from the empanelment list, forfeiture of Performance Bank Guarantee and black listed in the Urban Development Department for a period of 5 years.

SECTION: 2

INSTRUCTION TO THE BIDDER

2.1. Eligibility Criteria for the Bidders:

The interested entities / consortium to submit the proposal for the purpose of Additional empanelment for the “Placement Linked Skill Training Program” shall be any Central / State Government affiliated or Registered Private Training Institutions / Organizations / PSUs / Educational Institutions Registered under AICTE / DIOTE / NCVT / NSDC or accredited with such as body with relevant experience in under taking similar assignment. The eligible entities should meet the following requirements:

- A good infrastructure with sufficient manpower must be available for imparting the training.
- Institutions should have completed 3 years of existence in the business as on ending April, 2016.

- Preference will be given to the bidders having past experience in the field on “Placement Linked Training”.
- Skilled Training Programme” for any Central / State Govt. / EAD Projects. (Documentary evidence in support of the same should be submitted along with the technical proposal)
- At least 50% Placement linked skill training shall be provided in remunerative under the applied trade.
- Institutions should have an annual financial turnover Rs. 20.00 lakhs in each of the last three consecutive financial years (2013-14, 2014-15 and 2015-2016)

2.2 Requisite Documents to be submitted along with the Proposal:

- The interested bidders have to furnish the attested copies of requisite documents and other statutory instruments along with their technical proposal:
- The covering letter on bidder’s letter head requesting to participate in the selection process.
- Cost towards RFP Document and Earnest Money Deposit (EMD) as applicable.
- Memorandum of Understanding (In case of consortium)
- Copy of Certificate of Registration.
- Copy of PAN Card
- Copy of Service Tax Registration Certificate.
- Company Profile as per the prescribed format.
- Documentary evidence regarding engagement letter or letters from the clients served in similar assignments
- Authorization letter in favour of the person signing the proposal documents on behalf of the bidder / consortium. All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the bidder.

Failure to submit any one of the documents as mentioned above list along with the technical proposal, leads to out rightly rejection of the proposal.

2.3. Cost of RFP Document:

Interested bidders are requested to furnish, as part of Technical Proposal the required cost towards RFP Document amounting to Rs. 1000/- (Rupees one thousand only) in shape of Demand Draft from any nationalized bank in favour of “Member Secretary, GSUDA” payable at Panaji Goa. Proposals submitted without cost towards RFP document is out rightly rejected.

2.4. Earnest Money Deposit (EMD):

a) The bidder shall furnish as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (Rupees ten thousand only). The EMD shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favour of "Member Secretary, GSUDA" payable at Panaji Goa. The EMD of unsuccessful bidder shall be refunded within 30 days after finalization of empanelment list by GSUDA. EMD of the successful bidders will be refunded on request after the completion of empanelment period of two years without any interest. The Earnest Money will be forfeited on account of one or more of the following reasons:

- Bidder withdraws its proposal during the selection process.
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or false information in support of its qualification.

2.5. Submission of Proposals:

The proposal should be as per the prescribed format as given in the RFP Document. Bidders shall submit their proposals through Registered Post / Speed Post / Courier at the office address on or before the last date and time for receipt of proposals mentioned in document control sheet. GSUDA will not be responsible for any delay / postal delay in receiving of the proposal. The technical proposal must be submitted in a sealed envelope (with marking in bold letter) along with the information required as per the formats given in the RFP Document. The envelope should boldly mark as "TECHNICAL PROPOSAL" should include the required information and documents duly signed in each page by the authorized representative of the bidder. The envelopes containing "Technical Proposal" should put inside a separately sealed envelope marking on it 'ADDITIONAL EMPANLMENT OF TRAINING INSTITUTE FOR PLACEMENT LINKED SKILLED TRAINING PROGRAM UNDER EST&P OF NULM"

2.6. Selection of Process:

The selection for the empanelment would be done by a competent committee formed by GSUDA consisting of Chief Project Officer, Accounts Officer and the Asst. Project Officer. The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof.

2.7. Pre - approved Rate.

Approved rate along with the course per beneficiary as per para 4 of the EOI.

2.8. Finalization of the Empanelment List:

GSUDA will notify all the successful bidders in writing after finalization of the empanelment list. The successful bidders have to submit an acknowledgement to GSUDA within 7 days from the date of receipt of the communication. The Empanelment list will be valid for a period of two years from the date of notification. GSUDA shall enter into a Memorandum of Understanding (MOU) with the Empanelled Placement cum Training Partners. The Empanelled Placement cum Training Partners shall provide the training and placement services in accordance with the standards, norms, terms and conditions stipulated in the MOU. The Member Secretary, GSUDA reserves the rights to disqualify any of the entity from the list if the performance of the same is found to be unsatisfactory during the period of empanelment. It is the responsibility of the bidders to seek for any clarification from the client prior to submission of their proposal. During any stage of the selection process, manipulation of information, submission of wrong information will leads to out rightly rejection of the proposal and the bidder will be black listed for a period of five years in the GSUDA / UDD.

6. Evaluation Criteria

The expression of interest will be evaluated based on the evaluation criteria outlined below. The Agencies scoring 60 percent or more marks would be considered as qualified and eligible and may be invited for discussions and presentation, if required. The marks distribution is as below.

SI. No	Head	Marks - Main Criteria	Marks - sub criteria
1	Annual Turnover for last three years <ul style="list-style-type: none"> • Rs. 1 crore and above • Rs 50 lakhs and above but less than Rs. 1 crore • Rs. 20 lakh and above but less than Rs. 50 lakhs 	10	10 08 06
2	Staff Resources including personnel details <ul style="list-style-type: none"> • Total permanent staff of the Agency 10 staff and above 5 staff and above and less that 10 3 staff and above and less than 5 	10	10 5 3

	<ul style="list-style-type: none"> Total contractual staff of the Agency <p>3 and above Contract staff or permanent staff crosses 10 staff as above in case no Contract staff employed.</p> <p>1 and less than 3 Contract staff</p> <ul style="list-style-type: none"> Key staff members (Experience > 5 years Position : Preferably Permanent Qualification: Post Graduate or Equivalent 5 PG or more staff with 5 years exp. 3 PG or less than with 3 years exp 	2	2
		8	1
			8
			5
3	Infrastructure Available <ul style="list-style-type: none"> Auditorium: Class Room: Training Tools: 	25	8
			9
			8
4	Specific Information <ul style="list-style-type: none"> Approach and methodology used by the Agency in designing course contents, training programmes, post training assessment and placement methodology. (Attach sample trainee-trainer manual, trainee handbook and other teaching aids prepared by the Agency) Agency proposed approach to in imparting trainings under Employment through Skills Training and Placement under the National Urban Livelihood Mission and other elements of policy and program support Company / industry tie up details and placement achievements (evidence to be attached) in last 3 	15	5
			5

	<ul style="list-style-type: none"> years Specific Experience in the research studies/training/advocacy/capacity development (include details regarding number of years of experience)and Urban sector in the area of competence (include details regarding number of years of experience) 		5
5	<p>Experience in Projects / Assignments in area of Competency</p> <ul style="list-style-type: none"> Experience and track record in imparting trainings under assignments in similar areas of competence or schemes such as the STEP-UP component of SJSRY, MES of the M/o Labour and similar schemes in last 5 years 5 years and above 4 years and less 5 yrs. 3 years and less 4 yrs. 2 years and less 1 yrs. <p>Value of Projects / assignments above Rs. 10 lakh in projects undertaken by State/ central Govt for 2 year 2014-15 and 2015-16 aggregate of two years.</p> <ul style="list-style-type: none"> 10 lakhs and above 5 lakhs and less than 10 lakhs 2 lakhs and less that 5 lakhs 	30	20 15 10 5 10 5 3
6	TOTAL	100	

Based on the applications received through this empanelment process the GSUDA will form a data base capturing competencies. Using this data base, as per requirements, limited technical and financial proposals will be invited for activities to be performed.

Interested Agency may submit their Application (Expression of Interest) for empanelment in the attached Formats (**Annexure 2**) providing full information with support documents.

Confirmation of your firm's intention to submit expression of interest and the duly completed application should be sent to the following address:

**Designation and Address: Member Secretary, GSUDA
Mission Director - GSULM
6th floor, Shramshakti Bhavan,
Patto-Plaza, Panaji Goa**

The last date of receipt of Expression of Interest is 27/05/2016

Issuing Authority: Member Secretary, GSUDA

Annexure 1

With a view to ensure inclusion of the urban poor in the growth process, the Ministry of Housing and Urban Poverty Alleviation (M/oHUPA), Government of India, has designed the **National Urban Livelihoods Mission (NULM)** to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful employment and skilled wage employment opportunities, resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroot-level institutions of the poor. The Employment through Skills Training and Placement (EST&P) component of NULM will focus on providing assistance to the urban poor for skill formation and up-grading to enhance their capacity for self-employment or better salaried employment. EST&P will target the urban poor that are occupationally vulnerable with a special focus on women, SCs, STs and minority population. Skill training will be linked to accreditation and certification. In addition to a variety of service, business and manufacturing activities, local skills and craft, and the service sector, skill training will also cover training on soft skills such as spoken English / national / State language, computer literacy and life skills.

Under EST&P, the **STPs** / agencies will undertake the following tasks:

- I. **Market scan:** A key challenge in skill development is to impart the skills that are relevant to the market, enabling the individual to take advantage of available opportunities. The agency will be required to undertake market scan / surveys to identify the needs of industry, business and service sectors and emerging job opportunities - local, district, stage and national and upgrade the information at regular intervals.
- II. **Curriculum development and training:** Based on the skills that are identified through the market scan, training agency (ies) will develop training curriculum in accordance with the employer / industry needs. Translating training and course content into local languages has to be ensured to enable better absorption by those who may not have exposure to English;
- III. **Standardized training toolkits:** The agency(ies) will prepare and provide standardized toolkits to trainees who complete the training satisfactorily;

- IV. **Identification of trainees:** Selection of trainees should be done in consultation with the City Mission Management Unit (CMMU) at the ULB, SHGs and their federations and Livelihoods Centres at the Cities.
- V. **Identification of trainers and faculty:** Selection of trainees should be done in consultation with the employer / industry association etc., with the help of CMMU officials, community structure / organizations / NGOs, based on their education, level of training, experience, aptitude etc.,
- VI. **Preparation of high quality training modules:** The agency(ies) should develop high quality training modules, based on the market scan and in consultation with industry associations at the state / city-level;
- VII. **Materials for training of instructors:** The agency(ies) should undertake training and orientation of resource persons / instructors involved in planning and implementation of various training programmes;
- VIII. **Training of Trainers:** The STPs / agencies would engage industries in training of trainers (ToT)
- IX. **Preliminary screening of candidates:** Mobilized trainees will have to be assessed through a process / basic screening tests to assess the need and aptitude that are fundamental to the trades in which training is to be imparted and also reduce mid-course / post training drop-out of candidates before placement.
- X. The size of a training batch shall be within 25 to 30 Urban Poor Beneficiaries.
- XI. The total training period of Skill Up gradation including apprenticeship (if any) should be minimum by monthly approximate 400 hr of the technical training plus 30 hours for soft skill training / periodical. Basic computer operations, financial literacy and awareness about other Government Scheme / NULM has to be given to the candidates.
- XII. The cost of package of training includes toolkit or stipend / raw material etc should be included in the average training cost per trainee with component wise break up.
- XIII. **Personality and skill development:** The agency(ies) should impart skills training to the identified beneficiaries, for personality and skill development.

- XIV. **Assessment of trainees:** The agency(ies) should ensure independent assessment by third-party agencies acceptable to the industry or employers to ensure high quality standards and employment.
- XV. **Placement-linked training:** The agency(ies) should be able to ensure 50% placement to the beneficiaries after completion of training and retention in placed jobs for a period of at least 6 months; and
- XVI. The agency(ies) should ensure establishment of self-employment ventures for a period of six months.

Annexure 2

STANDARD FORMAT FOR EXPRESSION OF INTEREST

Agencies are expected to provide the detailed information requested as per the format below.

1. APPLICANT DETAILS (Please attach self attested registration certificate and Memorandum of Association, Bye-laws etc)

Name(s) of Institution	Registered as Society / Trust / Company / PSU	Registration Details Number / Date

2. REGISTERED ADDRESS

Address	
City / State	
Telephone	
Fax	
E-mail	

3. CONTACT PERSON (for this application) of Applicant Institution

Name	
Designation	
Organisation	
Address	
Telephone	
Fax	
E-mail	

4. TURNOVER

Please provide total annual turnover* for the last three years? *Please furnish audited financial statements for the past three years.*

	(FY 2015-16)	(FY 2014-15)	(FY 2013-14)	3 Year Average
Rs. Lakhs				

*In case of not-for profit agencies, annual turnover is defined to include all research grants, grants-in-aid and receipts for all activities undertaken within a particular financial year.

5. CONSTITUTION: Details of the Board of Directors / Members of Management Committee / Governing Body etc.:

SI. No	Name	Address	Occupation

6. OTHER DETAILS

1	PAN NO. (Evidence to be attached)	
2	Service Tax No. (Evidence to be attached)	
3	Income Tax Registration Certificate / Number declaring the Agency as a not for profit organization (Evidence to be attached)	

7. FACULTY MEMBERS:

Name	Key Competence	Qualification (degree year)	Experience (Number of years)	Major studies / research / trainings conducted (list at least 5)	Experience in Designing training modules	Whether permanent or contractual staff

8. INFRASTRUCTURE DETAILS

A. Please provide the infrastructure facilities (auditorium, class rooms, studio, lab, audio-visual aids etc) at the main place of activity:

Infrastructure	Capacity/Number	Location	Year of construction / purchase
Auditorium			
Class Room			
Training Tools - Specify			
i. Audio Visual aid			
ii.			
iii.			

B. Please provide the infrastructure facilities (auditorium, class rooms, studio, lab, audio-visual aids etc) of the Institution at places other than the main place of activity which the institution will be able to utilize if required:

Infrastructure	Capacity/Number	Owned / or by arrangement with other providers	Location
Auditorium			
Class Room			
Training Tools - Specify			
i. Audio Visual aid			
ii.			
iii.			

9. SPECIFIC INFORMATION

Please provide responses in not more than 100 words each	
9.1	<ul style="list-style-type: none"> Approach and methodology used by the Agency in designing course contents, training programmes, post training assessment and placement methodology. (Attach sample trainee-trainer manual, trainee handbook and other teaching aids prepared by the Agency)
9.2	<ul style="list-style-type: none"> Agency proposed approach to in imparting trainings under

	Employment through Skills Training and Placement under the National Urban Livelihood Mission and other elements of policy and program support Company / industry tie up details and placement achievements (evidence to be attached) in last 3 years
9.3	<ul style="list-style-type: none"> Specific Experience in the research studies/training/advocacy/capacity development (include details regarding number of years of experience)and Urban sector in the area of competence (include details regarding number of years of experience)

10. PROJECT EXPERIENCE

Experience of the agency must be furnished in the format below and one form per project must be provided.

1	Name of the Assignment	
2	Status	As Lead Agency / As Sub consultant
2.1	Name of sub-Consultants/Lead Agency as the case may be	
2.2	Value of Services provided by the Agency (Rs.)	As Lead Agency: As Sub Consultant:
3	Location: Country/State / City	
4.1	Start date (month/year):	
4.2	Completion date (month/year):	
5	No. of professional person-months provided by your Agency	As Lead Agency: As Sub Consultant:
6	Description of Project	
6.1	Objective:	
6.2	Methodology used to perform Task Assigned:	
6.3	Scope of work / Task Performed:	
7	Stage of Progress:	(started / under progress / completed)
8	Any other information : Achievement, award, recognition:	

Project Summary Sheet

Credentials/Assignment		Research Studies	Training	Advocacy	Capacity Development
1.	Name of the assignment	√ Tick all that apply to that assignment	√	√	√
2					
3					
4					
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15					
16					
17					

1. Format 2 - Details of the training institution / centre

Please furnish following details in the format prescribed

Name of the District	Name and Address of the Centre	Name of the course	Intake Capacity of the Training Centre Franchisee for the Sector Applied:	No. of candidates opted for	Fixed Infrastructure at Training centre / Franchisee / Tools and Equipments available for the Applied Sector	Training Space at Training Centre / Franchisee: No. of Labs for Practicals with capacity details for the Applied Sector	

