

**Government of Assam**  
**ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (ASULMS)**

Directorate of Municipality Administration,  
Dispur, Guwahati- 781 006, Assam

No: ASULMS/SL/2016-17/52

Dated: 2<sup>nd</sup> August, 2016.

**Expression of Interest for empanelment of NSDC and SSC affiliated Skill Training Providers (STPs) to implement Employment through Skill Training & Placement (EST&P) component of National Urban Livelihood Mission in ASSAM.**

The Assam State Urban Livelihoods Mission Society (ASULMS) functioning under Urban Development Department, Govt. of Assam intends to empanel Skill Training Provider (STP) to conduct placement Linked Skill Training Programme in Assam under National Urban Livelihoods Mission (NULM).

Skill Training Providers who are empanelled under National Skill Development Corporation (NSDC) and Sector Skill Councils (SSC) having adequate professional expertise and infrastructure/Training Centers in Assam and prior experiences of implementing Skill Training in Assam are requested to indicate their interest in providing the above service.

Empanelment of entities shall be made District-wise/Trade-wise for respective sectors and shall be applicable for a period of one year subject to the performance and placements by the Agencies/Institutions and with the provision of renewal after one year.

Interested STPs may refer to web site of [www.nulmassam.in](http://www.nulmassam.in) for details including eligibility criteria, selection process, Performa of application, documents for submission and terms of reference on the said assignment. The proposals complete in every respect should be delivered to the undersigned by Post/Courier/Registered Post/Hand on or before 24/08/2016 up to 05:00 pm in a sealed envelope mentioning on the top of it 'RFP for Empanelment of STP under ASULMS' with a clear cut mention about the affiliation status as – 'NSDC/SSC Affiliated'. Thus, the envelope should have a mention like '**RFP FOR EMPANELMENT OF STP UNDER ASULMS – NSDC AFFILITAED**' OR, '**RFP FOR EMPANELMENT OF STP UNDER ASULMS – SSC AFFILITAED**'

The Technical and Financial Proposal are requested to submit separately in sealed envelope with a mention like above.

The STPs are requested to collect the RFP Document from the office of ASULMS, Municipal Administration Department, Dispur, Assam or may download it from the website mentioned above.

The State Mission Director, ASULMS reserves the right to accept or reject all or any of the proposals and terminate the selection process without assigning any reason thereof.

Sd/-

Director, Municipal Administration, and

State Mission Director (ASULMS),  
Assam, Guwahati-6

In case of queries and clarification on the above, please contact:

State Project Manager (Skills & Livelihoods)

Assam State Urban Livelihoods Mission Society

Assam, Dispur-6, Phone No. 0361-2261436, E-mail: [rfpasulms@gmail.com](mailto:rfpasulms@gmail.com)

**REQUEST FOR PROPOSAL**  
**ON**  
**EMPANELMENT OF NSDC AND SSC AFFILIATED SKILL TRAINING**  
**PROVIDERS FOR PLACEMENT LINKED SKILL TRAINING PROGRAMME**  
**UNDER**  
**EMPLOYEMENT THROUGH SKILL TRAINING & PLACEMENT COMPONENT**  
**OF NULM, ASSAM UNDER**  
**ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (ASULMS)**

Sl. No	Description	Particulars
1	Name of the Client inviting RFP	State Mission Director, Assam State Urban Livelihoods Mission Society, Govt. of Assam.
2	Name of the Assignment	Empanelment of NSDC and SSC affiliated Skill Training Provider for Placement linked Skill Training Programme
3	Date of Issue of RFP	04/08/2016
4	Last date and time for receipt of RFP	On or before 24/08/2016 up to 05:00 PM.
5	Date and time of opening of Proposal	26/08/2016
6	Earnest Money Deposit (EMD)	Refundable demand draft of Rs. 20,000.00 (Rupees Twenty thousand) only drawn from any of the Nationalized Bank in favour of "Member Secretary, State Urban Development Agency" payable at Dispur, Assam (shall be attached with the proposal).
7	Name of the Contact Officer	State Project Manger (Skills & Livelihoods), Assam State Urban Livelihoods Mission Society. Phone No:- 0361- 2261436 Email: <a href="mailto:rfpasulms@gmail.com">rfpasulms@gmail.com</a>
8	Address for Submission of Proposal	Assam State Urban Livelihoods Mission Society Directorate of Municipal Administration Assam, Dispur, Guwahati - 6 Phone/Fax No. 0361-2235165 E-mail: <a href="mailto:rfpasulms@gmail.com">rfpasulms@gmail.com</a>

## **SECTION 1. INTRODUCTION**

### **1.1. Purpose of this RFP**

1.1 This Request for Proposal is issued for selection of NSDC and SSC empanelled Skill Training Providers (STPs) for conducting specific skill training courses and placement services which are demanded by the prospective beneficiaries from different cities/towns of Assam.

### **1.2 Content of the RFP**

Following sections are included in this RFP for facilitating STPs for the preparation of the proposal without indistinctness.

- 1 Section 1 - Introduction to the RFP
- 2 Section 2 – Submission of Proposal and selection Process
- 3 Section 3 – Training Operational Procedure for NULM
- 4 Section 4 - Instruction to STPs
- 5 Section 5 – Memorandum of Understanding
- 6 Section 6 – Format for submission of proposal

### **1.3. The Project**

1.3.1. National Urban Livelihoods Mission is a centrally sponsored scheme designed by Ministry of Housing and Urban Poverty Alleviation (MoHUPA), Government of India. Mission activities are implemented in the state by Urban Development Department, Government of Assam through Urban Local Bodies. Assam State Urban Livelihoods Mission Society (ASULMS) is the nodal agency for implementation of the project in Assam. The project in the first phase is implemented in 25 major cities and is extended to all 97 cities/towns of the state.

1.3.2. Employment through Skill Training and Placement (EST&P) is a major component under the mission. The project aims to impart placement linked skill training to the unemployed urban poor from the mission cities. It is targeted to impart skill training and give placement for 25700 unemployed urban poor from the 97 cities during the current year of 2016-17, which may be further revise depending on the need.

### **1.4. Purpose of the assignment**

1.4.1 The Employment through Skills Training & Placement (EST&P) Component under NULM is designed to provide skills to the unskilled urban poor as well as to upgrade the existing skills of the under employed sections. Under the programme, State Urban Livelihoods Mission (SULM) will provide skill training to the urban poor for engaging them into salaried jobs in private sector or to enable them to set up self-employment ventures. The EST&P Programme intends to fill the gap between the demand and availability of local skills by providing skill training programs as required by the market.

1.4.2. 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.

1.4.3. In order to achieve the above objectives, the trainings should be provided as per the industry demand and as per the curriculum recognized nationally. Assam State Urban Livelihoods Mission Society intends to impart placement linked skill training to 25700 unemployed/underemployed youth from the mission cities in Assam. Each successful candidate undertaking training under EST&P component of NULM should be awarded a certificate issued by a competent agency either National Council for Vocational Training or Sector Skill Councils set up by NSDC/Government of India. Assessment of the skills gained should be done by an independent certifying agency. The training agency will not be entrusted with the assessment and certification of the trainees to ensure objective assessment. At least 70 per cent of the trained beneficiaries will have to be given placement in salaried employment or will have to be given assistance to set up self employment (up to maximum of 20 per cent) as per their choice.

1.4.4. Urban Local Bodies of the selected cities with the assistance of the City Mission Management Units is mobilizing applications from the prospective beneficiaries. Cities after analyzing the application received from the prospective beneficiaries will identify the immediate demand for various training courses in the city. Apart from these, skill gap study of NSDC, experiences of STPs on the demand of skill area will also be the base in identifying the demand area of skill development. This RFP is issued on the basis of the demand to be identified based on above for various courses. However, an indicative list of different courses required under the present RFP is given in section 3 (Para 3.1.6.) of this document.

1.4.5 Urban Poor preferably school drop outs above age of 18 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 physically challenged person.

1.4.5. State Urban Livelihoods Mission intends to impart skill training to these beneficiaries in the specific trade and arrange appropriate placement in gainful employment through STPs. For this purpose proposals are invited from the empanelled Skill Training Providers under NSDC and SSCs. The STPs are expected to detail the training design, curriculum, teaching methodology, structure of the operation team, quality control mechanism, teaching learning materials, placement plan etc in the proposal.

## 1.5. Selection of STPs

1.5.1. Quality cum Cost based selection process will be adopted by ASULMS for appraisal of the proposal submitted by the STPs. The appraisal parameters are given in Para 2.4 of this document. Agency qualified with technical proposal will be further evaluated based on financial parameter. Setting of appraisal criteria and making any change in the set criteria as per project need will be the discretion of State Urban Livelihoods Mission Society.

1.5.2 ASULMS will take initially the NSDC empanelled Agencies and the Technical and Financial proposal of these agencies will only be opened. Accordingly, work order will be given to these NSDC empanelled agencies initially. Depending on the need of ASULMS and demand of specific courses, the empanelment of SSC affiliated agencies may be taken up later. Thus, the Technical and Financial Proposal of SSC affiliated agencies will be evaluated at a later date and provision of work order to these agencies depends on the need of ASULMS.

1.5.3. More details on the Services to be provided are specified in Section 3: Training Operational Procedure and will be given in Memorandum of Understanding.

1.5.4. Empanelled agencies should send their queries if any regarding the RFP to the ASULMS only by email to [rfpasulms@gmail.com](mailto:rfpasulms@gmail.com) with subject “RFP Clarification – name of the STP”. The queries from the STPs will be considered in the following format only.

SI No:	Queries	Ref. Section, Page No: and para No in the RFP Document

## **SECTION 2: SUBMISSION OF PROPOSALS AND SELECTION PROCESS**

### **2.1. Preparation of Proposal**

2.1.1. Proposals must be direct, concise, and complete. ASULMS will evaluate the proposal based on its clarity and the directness of its response to the requirements of the project as outlined in this RFP. The Skill Training Providers shall furnish the required information in the enclosed formats only. Any deviations in format will be liable for rejection. Hard copy of the document should reach the State Mission Director, ASULMS, Dispur, Guwahati – 6, Assam on or before 5 pm of 24.08.2016 separately in sealed envelope for both Technical and Financial proposal clearly mentioning on the top of it ‘RFP for Empanelment of STP under ASULMS’ with a clear cut mention about the affiliation status as – ‘NSDC/SSC Affiliated’. Thus, the envelope should have a mention like **‘RFP FOR EMPANELMENT OF STP UNDER ASULMS – NSDC AFFILITAED’ OR, ‘RFP FOR EMPANELMENT OF STP UNDER ASULMS – SSC AFFILITAED’**. The Technical and Financial Proposal are requested to submit separately in sealed envelope.

2.1.2 The courses of demand are given at Section 2, Para 3.16. However, the sectors and trades having demand for job placement will have to be carried out. The training will be mostly non-residential in the cities as mentioned in Section 2, Para 6.2. However, depending on the nature of training and infrastructural requirement, non residential training can be arranged with adequate justification.

### **2.2. Eligibility to submit the proposal**

2.2.1. The invitation under this RFP is limited to the following category of Skill Training Providers.

- Agencies empanelled as skill training provider under NSDC.
- Agencies empanelled as skill training provider under SSC at least 3 months prior to the date of application.
- NSDC/SSC empanelled agencies having Training Centers/Infrastructures in Assam and having at least 1 year of experiences of implementing Govt. sponsored skill development programmes.
- NSDC/SSC empanelled agencies running NSQF courses and having equipment, infrastructures, resource persons as per the specification of NCVT/SSC and as per NSQF.
- NSDC/SSC empanelled STPs having good past experience in the field of “Placement Linked Training”.

### **2.3. Pooling of Resources**

2.3.1. In case of trades geographies/sectors and trainee groups where the training cost is significantly higher than the norms specified under NULM, the Training Providers are free to pool additional funding support from State Governments, Corporate, Employers, Philanthropic Institutions etc. However such dovetailing of funds shall have the approval of the State Urban Livelihoods Mission.

## 2.4. Evaluation of Proposal

2.4.1. **Technical Evaluation:** The merit of the proposals submitted by the empanelled STPs will be evaluated by an internal committee based on the appraisal parameters given in this RFP. State Urban Livelihoods Mission Society will have the sole discretion to accept or reject any proposals submitted by the empanelled STPs. The decision of the ASULMS shall be final. The proposal will be evaluated on the basis of the following appraisal parameters.

1. **The Linkage of the agencies with reputed placement partners:** The linkage of the organization with the reputed industries/service sector units are critical in the performance of an organization working in the field of placement linked skill training. Establishment of better linkage will be possible only to the organizations that have a brand image of producing employable hands through the skill trainings. In other words, the organization have to meet with the aspirations of the industry in terms of process, professional knowledge, professional skills, core skills and responsibility of the candidates passing out from the particular Training Institute. The linkage of the STP with the placement partners will be assessed on the basis of the number of candidates so far placed by the agency.
2. **The initial salary offered for the candidates (In the trained job role only):** The aspirations of the prospective beneficiaries through skilling are to get inducted to a sustainable livelihoods choice which will eventually lead to a better living standard. Correspondingly the mission also envisages for an inclusive growth through increased contribution of the urban poor to the economy. Therefore, in any case, the outcome should not be supply of cheap labour to the industry, but to supply technically skilled manpower worth to employ for a better salary. It should be higher than the sum paid to the unskilled counterparts in the sector. However the salary may vary depending upon the availability of labour and the competency of the person employed. This parameter is set on a presumption that at least 50 per cent of the candidates enrolled after multiple screening process will have a better aptitude for the specific trade and will be trainable to make them as an employable hand. In addition the placement should be given in the trained job role itself, so as to enjoy the scope for carrier development in the future. Minimum monthly salary prescribed for the candidates placed under NULM is Rs. 8000/- and proposal with an offer below this amount will not be considered in normal conditions.
3. **Location of placement offered (In the trained job role only):** The placement should be in local to the extent possible and at the national level. Many of the prospective beneficiaries seek overseas employment as it is normally more remunerative than other options. The placement should be safe, remunerative and should bring dignity to the livelihood of the placed candidates.
4. **Reputation of the institutions agreed for On the Job Training:** On the job training (OJT) in reputed institutions will give the candidates exposure to good work culture and professional etiquettes.
5. **Support for internship with co-funding from industry:** Internship with stipend will make the hands on training more formal and systematic. In addition it will be a support for the poor candidates to sustain. Above all, it is an indicator for the efficiency and network of the agency and confidence of the industry on the training agency.



6. **Availability of (or their capability to arrange) the training infrastructure in the proposed location:** Availability of the training infrastructure in the proposed location will help to start the skill training in the planned timeframe itself. Therefore, preference will be given to the agencies having centers in the proposed location. In addition the STPs can even start training for a batch of any size as per the requirement of NULM, if the centre is already functioning and trainers and space is available.
7. **Availability of quality faculty and master trainers:** Quality trainer is an essential factor for the outcome of the skilling process. Salary and other emoluments provided by the organization is a factor to attract quality faculty to the STP.
8. **Certification arrangements:** Assessment of candidates under NULM shall be done either by SSC or by NCVT. Therefore the agencies must have affiliation to NCVT and respective SSCs and should have assessment arrangements particularly in the proposed centre.
9. **Quality of Syllabus, Teaching learning materials and teaching methodology:** The NOS and QPs are prescribed for each job role by National Skill Development Agency under National Skill Qualification Framework (NSQF). Based on the QP, STP will have to make ready the detailed syllabus, activity cum lesson plan, Teaching-learning materials and the teaching methodology. Therefore the Skill Training Providers should have a systematic plan before the commencement of the training. The input materials have to be enclosed with the proposal so as to enable appraisal of the input standards.
10. **Training and placement track record of the agency in the course for which RFP is issued:** The track record of the agency in the immediate past in placement of the particular trade will give ASULMS a confidence to entrust the assignment to the particular STP. Accepting the candidates by a reputed organization can be considered as an indicator for the quality of the skill training carried out by the STP.

Based on above, a double stage evaluation of the proposals will be done with the help of following parameters for scoring and evaluation of proposal as mentioned below:-

	<b>Criteria of evaluation of Technical Proposal</b>	<b>Maximum Marks</b>
1	<b>Past Experience and Expertise:</b> Experience & organizational details with documentary proof specifying the details of the training design and curriculum, trainings imparted previously, placement provided.	20
2	<b>Linkages:</b> Linkages with placement agencies and with industries for 'on the job training' and internship.	10
3	<b>Training Centre, Infrastructure availability:</b> Availability of adequate infrastructure and support system to carry out the training of particular course.	20
4	<b>Syllabus, Teaching Learning Materials, Teaching Methodology:</b> Course curriculum, Teaching Methodology of the particular course	10
5	<b>Key Professionals:</b> Qualification & experience of key personnel proposed in the team for the assignment.	10
6	<b>Placement Approach:</b> Details and summary of placement to be provided to the trainees. Per cent of Trainee to be placed, location of	30

	placement, initial salary to be offered, post placement tracking strategies.	
	<b>Total</b>	<b>100</b>

The STPs, whose proposal will secured above the minimum qualifying technical score of 70 Marks during the technical evaluation stage, will be eligible for financial evaluation by ASULMS. It is instructed to the STPs to furnish the required information as per the prescribed format as mentioned in the RFP. Any deviation to the above instruction, results in out rightly rejection of the proposal.

**2.4.2 Financial Evaluation:** The financial bid of the institute will be considered only after qualifying the technical Evaluation stage.

## 2.5 Selection and Engaging of STPs

The Proposals from the STPs ranking first on the basis of the above mentioned criteria will be accepted and targets will be assigned to the STP with time line. In the initial phase, proposals of NSDC empanelled agencies will only be evaluated. Depending on the need, the proposal of SSC affiliated agencies will be evaluated at a later date. The selected STPs shall execute an MoU with the State Urban Livelihoods Mission in the prescribed format which includes undertaking from the STP to comply with all conditions of the NULM Guidelines and orders thereon issued by the state mission. The STP should sign this MoU within 7 (seven) days from the date of receipt of the work order. The selected STP should start the training programme within 30 days from the date of intimation of selection.

## 2.6. Work Order

Assam State Urban Livelihoods Mission Society will initially issue work order to the selected NSDC empanelled STP with a direction to start the training programme not later than 30 days and to enter into a MoU with ASULMS within 7 (seven) days. Work order will be conditional and the STP shall commence the training only after getting due approval of the training centre. ASULMS officials will conduct an inspection before the issues approval to the training centre. If the centre is found suitable as per NULM standards, ASULMS will issue training commencement order to the STP. The empanelled STPs have to furnish a Performance Bank Guarantee (PBG) to ASULMS as intimated at the time of MOU.

## 2.7. 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, teaching learning materials etc, the STP should prepare a Readiness Assessment Sheet (RAS) in three copies in the prescribed format (**Annexure I**) and submit a copy to the concerned CMMU and another copy to the SMMU. 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 newly set up training centre within three days from the receipt of the RAS 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, ASULMS will give conditional sanction for starting the training. In such cases STP should give an assurance in writing. The STPs can arrange separate classroom as per standards for NULM in a regular training centre of the STP in the proposed location.

## **SECTION 3: TRAINING OPERATIONAL PROCEDURE FOR NULM**

### **3.1. Training Curriculum**

3.1.1. The National Occupational Standards (NOS) have been developed by various Sector Skill Councils under NSDC. The NOS specify the standard of performance an individual must achieve for carrying out a function in the work place. The NOS are laid down by the employers through the Sector Skill Councils under NSDA and NDSC. The NOS and identified Job Roles are in accordance to the standards prescribed under the National Skill Qualifications Framework (NSQF) as mentioned in the National Skill Policy. ASULMS will finalize the curriculum based on the NOS and NSQF requirements.

3.1.2. In addition, the Ministry of Labour & Employment has designed curriculum for a list of Modular Employable Skill (MES) courses under the Skill Development Initiative Scheme, which are also aligned in NSQF. The curriculum as provided by MoL&E as aligned under NSQF also will be followed for the skill training courses.

3.1.3. All Skill Development courses offered under the scheme framework must conform to the National Skill Qualification Framework (NSQF) notified on 27.12.2013 which provides for transition of all training/educational programmes/courses so as to be NSQF compliant.

3.1.4 Empanelled STPs may also consider for any new training which does not fall under any of the courses mentioned for consideration by ASULMS, provided the interested STP sends a request in writing to the department with the following details:

- Sector name
- Course name & proposed curriculum
- Training duration in hours
- Infrastructure requirements and tool kit
- Potential job profile of youth after training and placements
- Total Employment Potential of the candidates
- Estimated cost (inclusive of all taxes)

However, such courses must be aligned to NSQF in due course of time and STP should mention about the steps taken for aligning the courses with SSC.

3.1.5. In addition to the skill training on specific trade related skills, the training course modules should have the following modules integrated into the course curriculum –

- a. Soft Skills – Basic Communication skills (in English and local language), Basic computer operations (for courses other than computer training), Professional Etiquettes, etc.
- b. Financial Literacy – Orientation and awareness on savings, credit, subsidy, remittance, insurance and pensions.

- c. Other government schemes – the candidate should also be provided information regarding other government schemes (including other components of NULM) and entitlements for poverty alleviation. The ULB should facilitate access to such schemes and entitlements for the urban poor.

3.1.6 Illustrative Trade List: The training preferable be imparted to the urban poor in a variety of services, business and manufacturing activities as well as in local skills and local craft so that they can set-up self employment ventures or secured salaried employment. The trade list is classified as follows:

Sl. No	Sector	Trade/Courses
	Automotive Repairs	Driving, Basic Automotive Servicing – 2/3/4 wheeler, Excavator operator, Auto body painting technician, Auto body repair – denting & painting, Auto engine repair technician, Draughtsman, Lathe operator, Mechanic – Moto Cycle, Repair & Overhauling of Engine system (Petrol & Diesel), Tool Room Operator, Repair & Overhauling of chassis system, Automotive Service Electrician, CNC Operator, Welding Technician
	Electrical	Domestic Electrician, Industrial Electrician, Electrician Transmission Line
	Electronics	Repairing & Maintenance of Domestic Appliances, R & M of Power Supply/Inverter/UPS, R & M of AC/Freeze, CCTV Installation and Maintenance Technician, DTH Set Top Box Installer & Service Technician; Operation, Installation and Maintenance of Medical Instruments, Solar Panel Installation Technician
	Telecom	Broadband Technician, Optical Fiber Technician, Handset Repair Technician, Tower Technician
	Retail	Customer Relationship Management, Front Desk Management, Departmental Manager
	Tourism & Hospitality	Housekeeping, Chef, Front Office Management
	Aviation	Flight Attendant, Ground Staff at Airport
	Security	Personal Security, Industrial Security, Security Supervisor, Security Officer
	Health Care	General Duty Asst, Basic Health Assistant, Domestic Asst – Elderly care (Geriatric Asst), Lab Tech / Asstt., Anesthesia Technician, physiotherapy, Blood Bank Technician, Cardiac Care Technician, Dialysis Technician, Home Health Aide, Operating Theater Technician, Pharmacy Assistant, Radiology Technician, Speech & Audio Therapy Assistant, Optometrist, Dental Hygienist, Oncology Nursing.
	Beauty & Wellness	Assistant Beauty Therapist, Assistant Hair Stylist, Beauty Therapy & Hair Styling, Integrated course in Hair, Skin and Make Up, Spa Therapy, Beauty Advisor
	Construction	Masonry, Welding, Plumber, Machine Operation, Carpentry,

		Painter, Asst. Bar Bender & Steel Fixer, Foreman, Mason – Marble and Granite Stone, Mason Tiling, Assistant Shuttering Carpenter & Scaffolder
	Fabrication	Welding, Fitting, CNC Turning/Milling
	Fast Moving Consumer Goods	FMCG Sales Representative
	Transportation, Logistics & Warehousing	Operator, Office Asst, Consignment Booking Asstt., Consignment Tracking Executive, Delivery Executive, Sorter, Warehouse Binner, Warehouse claim coordinator, Warehouse packer, Warehouse supervisor
	Oil & Gas	Equipment Testing, Maintenance, Repairs
	Information Tech & IT enabled services	Data Entry, Voice/Non voice BPO, Customer Service, Hardware & Networking, Tally, Web Developer
	Media	Digital camera photography / videography (Asstt. Cameraman, Asstt. Video Editor), Lighting Asstt., Animator
	Textile & Handloom	Weaver – Shuttle-less Air Jet Loom / Gripper Projectile Looms , Designing, Fitter, Printing Machine Operator
	Handicraft	Designing, Bamboo Handicraft, Wood Work, Bamboo Furniture Making
	Apparel	Basic Tailor, Embroidery, Industrial Sewing Machine Operator, Embroidery Machine Operator, Advance pattern Maker, Advance Apparel Manufacturing, Fashion Designing, Boutique Manager, Fabric Cutter, Garment Cutter, Machine Maintenance Mechanic – Sewing Machine, Apparel Finisher and Checker
	Food Processing	Bakery & Confectionery, Fruit Processing, Sweet & Snacks
	Tea	Cultivation, Packaging
	Rubber	Rubber Growing, Equipment Maintenance, Machine Operator (Foaming Machine, Curing), Injection Moulding Operator
	Cement	Mining Technique, Mining Machine Operation (Dumper, Excavator, Drilling & Welder), Surveyor
	Coal	Mining Technique, Mining Machine Operation (Dumper, Excavator, Drilling & Welder), Compressor Operator
	Capital Goods & Manufacturing	Plastic Technology, Arc & Gas welder, CNC Operator, Fitter, Tool & Die Maker, Advance Turning, Advance Milling
	Printing	Printing Operator, Book Binder
	BFSI	Banking & Accounting, Accounts Executive, Insurance
	Gem & Jewellery	Engraving and Embossing Goldsmith, Retail Sale Associate.

However, the above list is illustrative rather than exhaustive. The list may include the trades emerges from skill gap study conducted by NSDC. Apart from this, courses as deem fit in the local context from employability point of view and as per the demand of local ULBs will be taken up.

3.1.7. Soft skills (which would include computer literacy, language and workplace interpersonal skills relevant for the sector/trade) and also life skills would be an integral part of

RFP Document for empanelment of NSDC and SSC partnered Skill Training Provider for NULM, Assam the skills training process and must be suitably integrated into the course modules of all the above-mentioned categories in section.

3.1.8. On the Job Training (OJT) - Depending on the nature of the trade, the STP should arrange ‘On the Job Training’ for the batch in the reputed industries in the nearest locations. However the duration of OJT should not exceed one third of the total training hours.

3.1.9. Similarly the live distance learning with a trainer in a class room also should not exceed 30% of the total class room session.

3.1.10. Finishing and work readiness module: The STP should mandatorily have a finishing and work readiness module as a part of the curriculum. It should preferably be done in the finishing and work readiness centers established by the STP and located in places with high concentration of job opportunities. The time earmarked for this module should be minimum 24 hours.

3.1.11. In the module the STP should ensure the following:

- Arrange high quality trainers who are adept at providing inputs that ensure high success rates at placement interviews and post placement retention.
- Arrange at least two alumni meets – first at the beginning of the training and the second at the end of the training to motivate the trainees
- The last few days should be used to bring prospective employers to the centre for on campus recruitment.
- Provide support for finding alternate jobs in case the initial placement is not successful

3.1.12. A lesson plan will have to develop after getting the contract which should indicate that when the training as per this module will be conducted, one after another. A Format of Lesson Plan is given at **Annexure II**.

### **3.2 Location of the Training Programme**

The training will be mostly non-residential and will be conducted in the cities mentioned below. However, depending on the nature of training and infrastructural requirement, non residential training can be arranged with adequate justification. An Institute will be allowed to conduct training in a trade, taking participants from different ULBs. One Institute can apply for more than one city and for multiple courses. The empanelment of the training institute shall be done on City wise / Trade wise. The list of city wise ULB are submitted below:-

S. No	City Name	S. No	City Name	S. No	City Name
1	Guwahati Municipal Corporation	34	Sorbhog T.C.	67	Bihpuria M.B
2	Nalbari M.B.	35	Pathsala T.C.	68	Dhakuakhana T.C.
3	Barpeta M.B.	36	Patacharkuchi TC	69	Narayanpur T.C.

4	Mangaldai M.B.	37	Howli T.C.	70	Naharkatia T.C.
5	Dhubri M.B.	38	Kharupetia T.C	71	Chabua T.C.
6	Goalpara M.B.	39	Gauripur T.C.	72	Namrup T.C.
7	Bongaigaon M.B.	40	Bilasipara T.C.	73	Makum T.C.
8	Morigaon M.B	41	Chapar T.C.	74	Doom-Dooma T.C.
9	Nagaon M.B.	42	Sapatgram T.C.	75	Digboi T.C.
10	Hojai M.B.	43	Lakhipur T.C.	76	Margethia T.C.
11	Tezpur M.B.	44	Abhayapuri T.C.	77	Chapakhowa TC
12	Biswanath Chariali M.B	45	Dhing M.B	78	Lala T.C.
13	Golaghat M.B.	46	Lanka M.B.	79	Lakhipur M.B
14	Jorhat M.B.	47	Doboka T.C.	80	Sonai TC
15	Sivasagar M.B.	48	Lumding M.B.	81	Badarpur T.C.
16	Sonari M.B.	49	Kampur T.C.	82	Silapathar T.C.
17	N. Lakhimpur M.B.	50	Roha T.C	83	Gossaigaon TC
18	Dibrugarh M.B.	51	Dhekiajuli M.B.	84	Basugaon TC
19	Tinsukia M.B.	52	Rangapara T.C.	85	Bijni TC
20	Hailakandi M.B.	53	Gahpur T.C.	86	Tangla TC
21	Silchar M.B.	54	Dergaon M.B.	87	Umrangshu TC
22	Karimganj M.B.	55	Bokakhat T.C.	88	Mahur TC
23	Dhemaji T.C	56	Sarupathar T.C.	89	Maibong TC
24	Kokrajhar MB	57	Borpathar T.C.	90	Dokmoka TC
25	Kajalgaon TC	58	Mariani T.C.	91	Donkamokam TC
26	Udalguri TC	59	Titabor T.C	92	Howraghat TC
27	Haflong TC	60	Teok T.C	93	Bokajan TC
28	Diphu TC	61	Majuli TC	94	Bakalia TC
29	Hamren TC	62	Nazira M.B.	95	Rangia M.B.
30	North Guwahati T.C.	63	Simaluguri T.C.	96	Palasbari M. B.
31	Tihu T.C.	64	Moran T.C.	97	Goreswar TC
32	Barpeta Rd. M.B.	65	Amguri M.B		
33	Sarthebari T.C.	66	Demow TC		

### 3.3. Input Standards

3.2.1. While the STPs are to ensure that the outcomes are achieved as per NULM Norms, quality standards of the following inputs may also be considered so as to ensure that adequate training infrastructure and capacity exist:



- a) The overall training infrastructure specially the training aids and equipment being as per industry benchmarks and NSQF specifications.
- b) Trainers with suitable qualifications/experience being hired and each trainer has undergone Training of Trainers (ToT).
- c) Industry relevant content, appropriate to the learning groups, and conforming to the requirements of NSQF, being used.
- d) Bio metric attendance of the students linked to the MIS of NULM
- e) Training and Assessments being video recorded

### **3.4. Placement services**

3.4.1. The STP shall work towards providing job-placement or setting up self-enterprise for all the successful candidates. It is mandatory for the STP to provide placement / support for setting up of self-enterprise for minimum 70% of successfully trained candidates (50% of wage employment and 20% of self employment), inability to do so shall result in suitable penalty as provided in the terms & conditions of the contract with STPs. On successful completion of the training, the candidate shall be provided placement in suitable job by the STP within one month of completion of the training and certification. The prospective beneficiaries shall opt their choice during the orientation programme and counseling session done by the City Mission Management Units and STPs. Number of aspirants for self employment and salaried employment among the prospective beneficiaries is clearly mentioned in this document and the STP shall have to work towards achieving this goal. The batches should be prepared considering the ratio of job placement and self employment.

**3.4.2. Salaried Employment:** In case of courses provided for the wage employment, the STPs should ensure at least 70% placement for the successfully completed trainees for which payment is released to the STP from the Assam State Urban Livelihoods Mission Society (ASULM). The agencies should arrange placement on a salary not below the minimum monthly salary offered in their original proposal submitted for empanelment. However, in any case it should not be below Rs. 8000/- per month.

3.4.3. 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 6 months of completion of the skill development training.

**3.4.4. Self-employment:** Enterprise Promotion covers the following support:

- Employment to Individuals through Self-Employment Ventures/ Micro Enterprises,
- Employment through Group Micro Enterprises including existing Women SHGs

For candidates interested in setting up micro-enterprises, the STPs shall be responsible to assist in setting-up the microenterprise within 3 months of successful completion of the training. The STPs shall provide support for proposal writing, ensure credit from banks, and provide support for availing subsidy to candidates regarding any of the micro-enterprise development schemes such as SEP component under NULM, Prime Minister's Employment Generation Programme (PMEGP) under Ministry of Micro, Small and Medium Enterprises (Mo-MSME), Cluster Development Schemes under Mo-MSME or any other such scheme. The STPs should support

the individual/group for branding and marketing also. The livelihood enhancement occupations so developed should be 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 agreeable to ASULMS. The STP should track the candidates for a period of one year after the commencement of the enterprise and should submit the proof for their income to ASULMS.

**3.4.5 Additional incentive for STPs:** For outcome achievement of placement above 70% to 85%, the training provider shall be paid an additional amount of Rs. 3000/- per candidates. If the outcome achievement is above 85%, the training shall be paid an amount of Rs. 5000/- per each candidates.

### **3.5. Location of the Training Centre**

3.5.1. The STPs should conduct the skill training inside the mission cities itself in case of non residential training. In case of residential training, ASULMS will specify the location of the centre. The residential training will have to be justifiable by nature of training, immovability of the equipments/infrastructures used in the training etc. The remaining details regarding the location and accessibility is given at Para No 3.2. of the section Training Operational Procedure

### **3.6. Cost of the Training**

3.6.1. The cost of the training shown in the proposal by the STP should include all costs required to carry out the responsibilities of the STPs as per NULM norms. The actual cost of training is based on the course curriculum, infrastructure and materials needed for the course, course duration, etc. The training cost includes personnel cost, management cost, cost of candidate mobilization and orientation/counseling, curriculum design and printing, trainer's fees, raw materials required for training, tool kit, training infrastructure and maintenance, utility bills, power back up, internal assessment, placement linkage, MIS and post-placement tracking of the candidates and all taxes.

3.6.2. *Ministry of Housing and Urban Poverty alleviation has notified per hour rates for various levels of the training and the cost of the training should not exceed above this rates.*

### **3.7. Third Party Certification & Assessment Costs**

3.7.1. The cost of certification will be paid to the STPs, which will have to mention in the Financial Proposal. Certification and assessment should be done either by the Sector Skill Councils or by NCVT. The STP should have affiliation to the NCVT and respective SSCs for the training centers and the courses that they are undertaking at their own cost and effort well in advance before the completion of the training. STP should take the responsibilities of coordination with NCVT/SSC and Assessment Bodies for assessment of the candidates to be done by the assessing bodies and will constantly follow up till the time certification process is completed.

3.7.2. The STPs should submit the details of the batch to the certification agency in advance as per the norms of SSC/NCVT. STP shall inform the concerned Certification Agency with details of number of candidates to be assessed, trades to be assessed and location of the training centre. The Certification Agency should ensure assessment and declaration of results within 30 days of receipt of the request from the STP. If a candidate fails in the assessment, then she/he should be retrained for re-assessment and certification. The re-training and reassessment cost of such unsuccessful candidates shall be borne by the STPs. The SULM shall reimburse the training cost of only successful and certified candidates only to the STPs.

### 3.8. Fund Flow Mechanism

3.8.1. The payments to the Training Providers shall be based on the outcomes achieved, and shall be released in a manner as given in schedule for payment release given below.

#### 3.8.2. SCHEDULE for payment release

Sl. No	Installment	% of total cost of the batch/batches	Output parameter
1	1 <sup>st</sup> Installment	30% of the training cost	Commencement of the training and freezing of the batch. Calculation for payment will be done on the basis of the number of the students in the batch after freezing. (STP should submit the list of the candidates in the batch in the proscribed format to the ASULMS along with the request for release of payment with calculation)
2	2 <sup>nd</sup> Installment	30% of the training cost + cost of certification	Utilization of 1 <sup>st</sup> installment and on completion of training with at least 70% of the trainee and certification of successful candidates. (Calculation will be made on the basis of the number of successful candidates)
3	3 <sup>rd</sup> Installment	20% of the training cost	On producing evidence for at least 50% of the successfully completed candidates are placed and are working in a lucrative job for the last one month.
4	4 <sup>th</sup> Installment	20% of the training cost	Based on the outcome related to placement of the candidates on a salary offered as per the proposal as provided in Para 3.8.3 followed by completion of placement tracking and submission of 'Project Completion Report'.

3.8.3. Twenty per cent of the training cost (4<sup>th</sup> Installment) which is linked to the placement outcome will be released to the Training Provider as follows:

- a) The training provider shall be eligible for 100% payment if outcome achievement in placement is 70% and above and is in accordance with the offer given in the proposal
- b) Training Provider will be paid on pro-rata basis if outcome achievement is less than 70%. In case the achievement is 60% only 6/7 of the 4<sup>th</sup> installment will be paid.
- c) In case the achievement is less than 50% the Skill Training Provider will not be considered for further assignment under NULM in this particular trade. Assignment of

training in other trade also will be based on the analysis of the situation which led to the non- achievement of outcome.

3.8.4. In special circumstances the Assam State Urban Livelihoods Mission Society (ASULMS) will consider to release the cost of certification directly to the certification agency on the request of the Skill Training Provider. Payment will be released when the candidates in a batch are ready for assessment. This amount will be deducted from the second installment to the Skill Training Provider. All the installment of payment to the STP will be released by ASULMS on receiving a formal request from the STP with evidence for completion of each mile stone against the payment. For release of assessment and certification fee directly to the certification body, the STP shall request to the ASULMS with all details of the assessment body including their bank account details. The STP should intimate the schedule of assessment also with this request.

### **3.9. Ensuring attendance in the batch**

3.8.1. The Skill training providers should adopt innovative methods in training to ensure the attendance in the initial phase of the training programme and to sustain the interest of the candidates in the skilling programme. The STPs shall also undertake trainer development programme to capacitate the trainers to meet with the emerging teaching learning needs. The payment from 2<sup>nd</sup> installment onwards is linked to attendance of at least 70% of the trainee.

### **3.10. Placement and Tracking**

3.10.1 'Placement' means positioning a candidate in a lucrative job in the trade in which he/she is trained and supporting them to work in that job role at least for a period of six months. The STPs shall arrange placement for the successful candidates not later than one month from the date of receiving of certificates. However, the STPs shall try to provide employment to the successful candidates immediately after the completion of the training without waiting for the publication of the result of the assessment. For this purpose the STPs will issue a course completion certificate to all the candidates who have attained 75% attendance in the training sessions. However this can't be considered as a substitute for the SSC/NCVT assessment and certification. In case of candidates who failed in the assessment, the STPs shall give them required training and coaching to appear for assessment again.

3.10.2. The STP shall be required to track the successful candidates for a period of 12 months from the date of placement. In case of the candidates provided with wage employment in any industry, information like appointment letter, pay package / remuneration, etc. shall be maintained and submitted to the ASULMS in the prescribed format every month on completion and certification of the candidates and shall be uploaded on NULM MIS. In case of candidates opted for self employment information like trade license, business volume details etc should be reported to ASULMS. Post training/placement tracking of the candidates and reporting should be done for the monitoring/achieving the following.

- Placement of the successful candidates (as per the percentage and salary agreed in the proposal) is done within 1 months of completion of certification.
- Once placed, remuneration/incremental remuneration per month
- Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer)
- 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.

### **3.11. Quality of Inputs**

3.11.1. The quality of training is highly influenced by the quality of infrastructure at the training centers, trainers, training content, training method, finishing and work readiness inputs etc. Therefore the Skill Training providers should take serious and systematic steps to ensure the quality of the training imparted and thereby provide better livelihood option for the candidates. Functional efficiency of the quality control mechanism put in place shall be reported to CMMU/SMMU in the manner prescribed by NULM and the STPs shall meaningfully cooperate with the inspections carried out by the mission.

### **3.12. Training Infrastructure**

#### **3.12.1. Building**

3.12.1.1 Building shall be either owned by the STP, or shall have a valid rent agreement/lease agreement with the owner. In case of rented/leased premises the agreement should be valid at least up to the proposed date of completion of the batch/batches sanctioned.

3.12.1.2. The building shall be a permanent structure with internal and external walls plastered and painted.

3.12.1.3 Height of the ceiling of the training centre should be minimum nine feet. If false ceiling is provided height can be reduced by another one feet in special circumstances. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. If only a part of the room is used for instruction then the area used for instruction should be 9 feet or above.

3.12.1.4. Roofing with tin/asbestos sheets shall be avoided

3.12.1.5. An office room and a counseling area should be available in the training centre either for the entire training centre in common or to deal the NULM batches separately.

3.12.1.6. There should not be visible marks of leakages from the walls and ceilings

3.12.1.7. All areas like stairs, balconies and other locations should be protected with railings or walls in a height of 3 feet or above.

3.12.1.8. Flooring should be provided with cement/tiles/polished stones.

3.12.1.9. There should be adequate toilets, urinals and wash basin in the training centre. Toilets for males and females should be segregated with appropriate partition. Toilets must be equipped at all times with the following – soap, clean hand towels, basic mop or swab, western style commode with functioning cistern, regular water supply, and sufficient ventilation. The facility must be cleaned thoroughly at least twice during every eight hour usage cycle or more frequently if required

3.12.1.10. The building should be structurally sound on visual inspection

3.12.1.11. Separate wash basins also must be provided for male and female in adequate number.

3.12.1.12. There should be an Over Head Tank for supply of water to all location of the training centre. Water connection to all taps and toilet should be made from this Over Head Tank. Water should be available uninterruptedly in the training centre during the working hours. Water source must be thoroughly disinfected once in every 30 days and the water supplied in all points at the training centre should be clean.

3.12.1.13. The training centre should be in a location which is well connected with different transport location like bus station, railway station and auto stands. The training centre should be in safe and easily accessible areas.

3.12.1.14. It is suggested that the training centre to have at least 100 sq. ft. open space to gather and interact for the trainees. (Not mandatory and will be considered along with many other parameters for rating of the STP for entrusting future assignment either add on or through new RFP)

3.12.1.15. The centre should have adequate two wheeler parking slots

3.12.1.16. All wiring should be properly secured and taped. Switch boards and panel boards should be fully covered

3.12.1.17 The building should have a valid building number obtained from the Local Body.

### **3.12.2. Office of the Training Centre**

3.12.2.1. The Office of the training centre should be equipped with following office equipments.

- a) Computer with high speed internet connectivity to easily access and upload the data into NULM- MIS
- b) Printer cum scanner or printer and scanner separately
- c) Digital Camera
- d) Electrical power back up for office room. All electrical item relating to monitoring of the centre activities such as CCTV monitor, CC cameras, bio metric device, office computers, at least two ceiling fan or wall mount fans and one florescent light (2400 Lumens) per every 150 Sq. Ft.

### **3.12.3. Academic Rooms**

3.12.3.1. Area per student in all academic rooms should be 10 sq. ft. Combining of theory and practical class room is permissible and area per student in such cases should be 15 Sq. Ft..

The shape of the class room should enable:

- a) Unobstructed view of the trainer to each student
- b) Unobstructed view of the writing board and the projector to each student
- c) In addition it is recommended that each student should have unobstructed view of every other student in the class

3.12.3.2. In case of IT-ITeS sector courses, the theory class room and IT lab can combined. In such case also 15 Sq.Ft. area per student should be available.

3.12.3.3. Adequate ventilation not less than 12% of the area of the class room should be provided. Provision for air conditioning in the absence of required ventilation is permitted. However the following conditions should be met for air conditioning.

3.12.3.4. The air conditioning should be such that it should be possible to maintain the temperature in the room at 26°C or less at any point of time when the room is in use. The temperature should be recorded with a thermometer which should be fixed 6 ft. away from the AC. As there will be less natural light in such cases, one tube light of 40 watts (2800 lumens) should be provided for each 125 sq.ft.

3.12.3.5. Sound level at all the academic rooms should not be above 75 decibels. In special circumstances the ASULMS may give relaxation for another 5 decibels considering other conveniences available for this training centre like connectivity with the public conveyance system, available space and common areas etc. If the sound level is above 75 decibels sound proofing with air conditioning should be done. Otherwise the centre cannot be used as a training centre.

### **3.12.4. CCTV Cameras**

3.12.4.1. CCTV Cameras with audio facility should be provided in all academic rooms to ensure that the training is imparted as per standards and NULM norms

3.12.4.2. Recording: The central monitor should be easily accessible to centre in charge. The training centre should have proper and secluded place to store the recorded data of CCTV. The recorded material should be under exclusive charge of the centre in-charge till they are erased or transferred to head quarter. The CCTV console should be visible to centre in charge from the place where he sits. Only centre in charge should have ready access to the CCTV system.

3.12.4.3. Coverage: It should be ensured that the cameras are well connected and are configured for maximum and optimal coverage.

3.12.4.4. Specifications: No technical specifications are prescribed for the time being for CCTVs to be procured for the training centers. However, on replay visual images and sounds should have clarity and should be identifiable easily.

3.12.4.5. Location and recording: The systems should be located in such a location so as to ensure that all the important areas of training centre related to academic instruction, assessment and marking of attendance are recorded.

3.12.4.6. Review: CCTV footage should be reviewed, inter alia, for the following particulars:

- Training deliverables (As per activity cum lesson planner)
- Trainer's skills via domain experts
- Live distance learning
- Trainers' attendance
- Candidates attendance
- Identify any malpractice during assessment

3.12.4.7. Storage: 1. Nomenclature of Footage – Training batch number (ASULMS will assign a unique number for the batch), date and time. 2. Video footage should be stored either till training completion + three months or settlement of accounts.

3.12.4.8. CCTV footage will be reviewed by the inspection team of City Mission Management Units and State Mission Management Units on a random basis. Footage viewed on sample basis will be saved on an external storage.

### **3.12.5. Chair and Tables**

3.12.5.1. There should be one chair for one candidate. It should have enough space for sitting along with arm for writing and space. In case table – bench arrangement at least 2 ft. Space of bench should be available for each student

3.12.5.2. There should be one trainer chair and trainer table of adequate size in the academic rooms.

### **3.12.6. IT lab**

3.12.6.1. There should be one LAN enabled computer per student in the IT lab. However if the STP plans for a split batch and is approved by the SULM as per the agreed proposal, then the number of computers can be reduced to the number of candidates in the batch.

3.12.6.2. Internet connection: The centre should have at least two internet connections. If it is networked, the primary connection should have 2 mbps for 10 computers on the LAN. If it is non networked, then each computer should have 2 mbps connection. Secondary connection also should be 2 mbps per computer.

3.12.6.3. All computers should be installed with typing tutor software.



3.12.6.4. All students should be given Internet and email access

3.12.6.5. Lights: 1 fluorescent light (2400 lumens) for each 150 sq.ft. or part thereof per room.

3.12.6.6. Fans: 1 ceiling fan for each 150 sq. ft. or part thereof per room

3.12.6.7. Electrical power backup for lab. All computers in the IT lab, equipments for doing practical, and fans and lights should be connected with the power back up system. However in case of equipment that can't be operated on backup power, the mission director will give relaxation. Relaxation may be sought in the original proposal itself by the STP.

3.12.6.7. LCD displays: one LCD screen of 5" per class room with a dedicated computer.

### **3.13. Domain related Equipments**

3.13.1. Domain related equipments as per the specification given by the certifying agency should be installed in the training centre. In case of NCVT designed courses, all the courses should have a list of equipments required for training as per NCVT specifications. In case of SSC, if SSC has not specified the minimum equipment, the STP should follow the NCVT specification till SSC specifies the equipments. If the equipment specifications are not prescribed by SSC/NCVT the STP should obtain a certificate from the industry expert. The STP has to submit the list of equipments with specification and number in their proposal to ASULMS. However the equipments as prescribed by NCVT/SSC should be available in the centre for the conduct of the skill training.

3.13.2. The STP should ensure that all the equipments, tools, computers, net connection, power backup system required for the skill training programme are perfectly functional throughout the course of the training.

3.13.3. In case any equipment in the centre becomes dysfunctional, the STP should mail the equipment failure report to ASULMS and respective CMMU without delay. Non-reporting of failure of equipments will invite imposing appropriate penalty as decided by the mission director.

### **3.14. Bio metric attendance**

3.14.1. Bio-metric attendance of the students should be reported to SULM through the designated MIS of NULM. The bio metric device should be regularly maintained and time taken to replace a non-working device should not be more than 24 hours. Failure to report the attendance due to non-availability of bio metric device should not be more than 1 day. For any additional days of non- reporting of attendance, the training duration will get extended by equivalent period. In case any technical issue on the National Level MIS for uploading the bio metric attendance, the STP should inform the same to the ASULMS and ASULMS will make alternate arrangement to record and report the attendance either online or offline.

### **3.15. First aid and Drinking water**

3.15.1. Clean and purified drinking water should be available for the candidates in the training centers throughout the working hours. The STPs should also keep first aid box in all the training centers.

### **3.16. Starting the Training Centre**

3.16.1. The Skill Training Providers can either arrange separate training centre for NULM or may arrange separate academic rooms in the existing training centre as per NULM norms. The size of the academic rooms may vary depending on the targets assigned to the STP. The size of the batch assigned to each STP will be as per the requirement of the mission. After setting the required infrastructure and equipments in the centre the STP should report the same to the ASULMS in the prescribed format for getting the order for training commencement.

### **3.17. Display of Information**

3.17.1. Training summary and achievement board regarding the NULM batch, daily attendance etc. should be displayed separately at the centre.

3.17.2. Contact details of the NULM authorities in the state should be displayed in the training centre.

3.17.3. Code of conduct for the student enrolled under NUM shall be circulated (in vernacular language) to the student and shall be displayed at the training centre.

### **3.18. Commencement of the Training**

3.18.1. The Skill Training Provider after setting up the training centre should submit the readiness assessment form in the prescribed format (Annexure I) within 20 days from receipt of work order. The officials from the ASULMS or designated by ASULMS will visit the centre for verification. In case the centre is equipped as per the NULM training operational procedure, ASULMS will give training commencement order to the skill training provider. ASULMS shall carry out the verification within three days from the date of receiving the duly filled readiness assessment form from the STP. On getting the training commencement order from ASULMS, the Skill Training Provider should inform the selected candidates and should give 5 days' time to join the training batch.

### **3.19. Training Time and Working Days**

3.19.1. The timing of the training should be during regular hours between 08.00 am and 5 pm. For courses above 400 hrs 6-7 hours training should be given daily in addition to one hour break. In case of courses of short duration, ASULMS will give permission to reduce the daily timing by 1-2 Hrs on case by case examination. However the timing of any training should be in regular hours as mentioned above. The training centre should be functional on all working days of Government of Assam. Public holidays also should be applicable for the

RFP Document for empanelment of NSDC and SSC partnered Skill Training Provider for NULM, Assam centers. However in special circumstance, the STPs can arrange additional training days with the consent of ASULMS.

### **3.20. Quality of Trainers**

3.20.1. The STPs should recruit and deploy master trainers and trainers with adequate qualification and experience. The master trainers should have adequate industry exposure and training experience. The faculty members should be given faculty training by the master trainers before deployment in a training centre as a faculty.

### **3.21. STP Team**

3.21.1. The STP should designate specific roles and responsibilities to each staff members to carry out the assignment as per standards prescribed in the NULM guidelines. Recruitment of all the staff members is the discretion of the STP. However, ASULMS based on the feedback from the students or from the experts appointed for monitoring the training process, may demand replacement of the trainers or master trainers on poor performance. The team of STP should work in close coordination with the State level and city level team of NULM. The STPs should at least appoint following staff members in the training centre before commencement of the training.

- 1. Centre head:** There should be a full time centre head appointed in the training centre and the post should be filled before submitting the readiness assessment format. The post of the centre head should not be kept vacant in any situation. In case a centre head want to relieve, the STP should make alternate arrangement before he/she leaves the office. The terms and conditions of employment of the centre head should be drafted accordingly to avoid the abrupt relieve of the position. Centre head will be responsible for smooth conduct of the training as per the quality standards prescribed under NULM Operational Procedure. The centre head should be a full time staff and should be available at the centre during all the working days. He will be liable to report to the state and city mission offices of NULM and to answer to the queries from these offices.
- 2. MIS officer:** There should one dedicated staff for the STP to make the required entries in the online MIS of NULM without delay. The STP should appoint a person with required qualification and competency for the purpose or should designate one competent staff of the centre as MIS officer.
- 3. Placement officer:** The STP should appoint a placement officer to arrange placement for the trained candidates and to track them for a period of twelve months. The STP should make sure that the candidates are placed in reputed industries and are assigned with domain related job only as stated in the proposal.
- 4. Trainers:** The STPs should appoint qualified trainers in domain, IT and soft skills. The qualifications of the trainers shall be as prescribed by the certifying agency.

3.21.2. The STP should intimate the details of the staff appointed in the centre before commencement of the training. STP should also inform ASULMS in case any change in the

RFP Document for empanelment of NSDC and SSC partnered Skill Training Provider for NULM, Assam existing manpower. In case of replacement of human resource, replacement may be done with person with same or higher qualification and experience.

3.22.3. **Master Trainers:** The STP should have master trainers for each domain, in which they are undertaking training in addition to IT and Soft skills. The STP should arrange Training of Trainers (ToT) through these master trainers before commencement of the training. STP should also arrange refresher trainings for the faculty members as and when required.

### **3.22. Relaxation**

3.22.1. In special circumstances, if relaxation is required in the specified standards, the concerned CMMU shall forward their request to the State Mission Director. Request for relaxation from the concerned CMMU will be considered by ASULMS only for the interest of the mission. This clause doesn't give any right to the STPs to get relaxed from the standard specification or norms of NULM.

### **3.23. Mobilization of prospective beneficiaries**

3.23.1. The City Mission Management Units will conduct massive IEC programmes for mobilization of prospective beneficiaries for Employment through Skill Training and Placement component of NULM. The CMMUs will seek the support of the CBOs, NGOs and other public/ private institutions including the STPs for dissemination of information on the programme. The Urban Local Body (ULB) through the City Mission Management Unit will examine the application thus received from the beneficiaries and will prepare a list of the eligible candidates for skill training as per NULM norms.

### **3.24. Orientation and Demand Generation**

3.24.1. All the eligible applicants shall be invited for an orientation programme so as to give them a fair idea about the skilling component of the mission and information on the available skilling and livelihood option for them. In addition they will be given basic inputs for selection of a sector of skilling. The eligible candidates will be given an opportunity for interaction with the mission functionaries to clear their doubts in the orientation session. Generally the batch size for an orientation session shall be 25-30 so as to ensure conducive environment for adequate interaction between the mission functionaries and the prospective beneficiaries. After the orientation and the interaction, the candidates who sustain interest in the programme will be registered through the MIS of the mission. Thus the registered candidates will get the registration number through an SMS. For registration under the scheme a candidate has to choose a sector in which he/she desires to get trained and placed. However the candidates will have the freedom to change their sector any time before they enroll for a specific training programme.

### **3.25. Screening, Counseling and Selection of beneficiaries**

3.25.1. Post training placement and retention rate in the batch are depended on the quality of work done by the STP in this phase. The eligible candidates provisionally selected by the City

Mission Management Units will be forwarded to the STPs. The STPs in consultation with the designated CMMU manager shall invite the applicants for an interview and aptitude test (Psychometric and Others). All the candidates may not have required aptitude for the designated training. Then the STP will select the suitable candidates for the proposed course through the aptitude test and interview. Those who didn't get selection for a skill training course should be given opportunity to attend the selection process for other skilling options suitable for his/her aptitude. Thus the list of candidates selected and rejected after the aptitude test and interview shall be intimated to the SMMU in the prescribed format along with reason for rejection and marks assigned. The CMMUs will follow up the rejected candidates to provide skill training suitable for their aptitude and will ensure that all those desirous of being skilled and placed are properly considered.

3.25.2. Those applicants who pass through this interview and aptitude test shall be given proper counseling by the trained counselors of the STP for facilitating the candidates for selection of a better livelihood options. The STP should provide the details regarding the placement opportunities, salary level, location of placement, job titles, timings and shift practices prevailing in the industry in each location and the occupational hazards if any etc for the trade they have opted for the skill training under NULM. Counselors should facilitate to have an informed choice regarding the livelihoods option and to avoid drop out during the training and after placement.

### **3.26. Enrolment and batch size**

3.26.1. The selected candidates will be enrolled in a batch and the details of the candidates in the batch shall be entered in the MIS. The candidate who discontinues the training in the initial 7 days will be delisted and the STP can enroll the candidates from the waiting list against these seats.

3.26.2. The STP should freeze the batch within 7 working days from the date of starting of the training. New candidates should not be admitted to the batch after the freezing date. Strength of the batch will be maximum 35 or as indicated in the Training Commencement Order - issued by ASULMS. STPs on special circumstances can delist the candidates who do not adhere to the Code of Conduct of the training centre or is found not genuinely interested in the training programme. All candidates who discontinue training within seven working days from the date of starting of the batch will be considered as delisted and the STPs can enroll new candidate in place from the waiting list. All candidates who discontinue the training programme after batch freezing date will be considered as drop outs.

### **3.27. Attendance of the candidates**

1. A minimum of 75 % attendance is compulsory to conclude that a candidate has attended the training programme.
2. Normal attendance: Marking of attendance 15 minutes late at the start of session and 15 minutes early at close of session will be condoned and considered as full attendance for the shift.

3. Late attendance/Early departure within permitted time will be as per the details given below.
  - Up to 1 hour in a day from batch start time/ before batch end time (Up to 2 occasions in every 15 calendar days) - treated as full day attendance
  - More than 1 hour in a day from batch start time/ before batch end time OR If number of occasions exceeds the permitted number - Treated as half day attendance
  - More than 4 hours in a day from batch start time/ before batch end time - treated as absent

### **3.28. Delisting of candidates and related issues**

1. The provision for delisting of candidates is intended to ensure that the candidates develop a better understanding of the training course before they commit to it. The provision also enables a STP to understand and assess a candidate's strengths and weaknesses with reference to the trade and to counsel him/her on the suitability of the course.
2. A student may also be delisted from a training programme either on his/her own request or on the basis of the STP's assessment of the candidate's aptitude and commitment.
3. To enable delisting of candidates a STP is permitted to enroll 5 candidates beyond the maximum permissible batch strength till the batch freeze date. STPs shall make seating arrangements for such additional candidates. In case of delisting of candidates beyond the additionally admitted number, such vacancy may be filled by enrolling new candidates from the waiting list.
4. The STP shall record the date from which a candidate is treated as delisted.
5. STPs should ensure that after the batch freeze date, the batch strength does not exceed the maximum permissible number for the batch. Admitting additional candidates to a batch should be done only if the STP forecast that such drop out may happen from the batch. In case the STP adopts meticulous selection process and do not expect dropouts, in such case admitting of additional number in a batch should be avoided.
6. Course attendance will be recorded/calculated from the batch start date. All the candidates who join after the batch start date but before the batch freeze date have to be informed of this condition.

### **3.29. Drop out of candidates and related issues**

1. STPs should take all precautions during the selection of candidates so that the number of dropped out candidates in a batch is minimized.
2. Some of the reasons for candidates dropping out or being dropped from a course are:
  - Not meeting the minimum attendance requirement
  - Not following the code of conduct
  - Not keeping up to the expected academic standards
3. STPs shall record the date from which a candidate is treated as dropped out.
4. Deemed drop out: If a candidate is absent for more than 25% of classes in a course then she/he is deemed to have dropped out. The STP should drop the particular candidate from the attendance roll.

3.29.1. In normal circumstances, the reasons for delisting/dropping out of candidates should be clearly recorded. A candidate will have a maximum of three chances to get delisted. After the third delisting the candidate will not be able to join a training course as part of the NULM programme. Every time a candidate drops out/is dropped he/she would also have exhausted a delisting chance.

### **3.30. Training Plan**

3.30.1. The STPs should prepare an activity cum lesson plan, once contract is assigned as per Annexure II. The concurrent monitoring plan of ASULMS shall be crafted on the basis of this document. The STP shall strictly adhere to this training plan. In case the STP agrees to the changes suggested by ASULMS in the Activity cum Lesson Plan during negotiation meeting, the STP should submit the revised proposal and should strictly adhere to the revised plan.

### **3.31. Administering MIS**

3.31.1. As mentioned in earlier section, the cost the training includes the cost involved for timely entry of data in the MIS of NULM. The STPs should enter the data and upload the required documents in time as described in the MIS manual of NULM. Non compliance of MIS entry will lead to imposing suitable penalty as decided by the State Mission Director. The STP shall deploy a competent person for this purpose.

3.31.2. The empanelled skill training providers will be given user credentials by ASULMS so as to login into the MIS via the website [www.nulmassam.in](http://www.nulmassam.in). The STPs in turn can allot user credentials to their training centers, once their proposal is accepted by the ASULMS and the work order is issued.

### **3.32. Internal Assessment**

The STP should conduct internal assessment in regular intervals either fortnightly or at the end of each module. The STP should conduct final internal assessment on completion of the course and before forwarding them to the approved assessment bodies under NCVT/SSC for certification. The periodic internal assessment also should be indicated in the activity cum lesson plan and the STP should not deviate from this agreed plan.

### **3.33. Assessment and Certification**

The STP should intimate the details of the batch to the certifying agency on batch freezing date itself with anticipated date of assessment. There should not be any delay for assessment and certification after completion of the training. Entire certification process should be recorded through the CCTV cameras. After getting the confirmation regarding the date of assessment from certifying agency, the date of assessment with the list of candidates forwarded for assessment shall be intimated to ASULMS in time.

### **3.34. Inspection by SMMU and CMMU**

3.34.1. Officials designated by the Assam State Urban Livelihoods Mission Society from the State Mission Management Units and City Mission Management Units will conduct visits to the training centre with or without prior intimation. These officials will have the right to observe the training process at any time, inspect the CCTV footage and to inspect all the records related to NULM as per the NULM norms. In case of prior intimation visits, all reports as intimated to the STP via mail should be ready at the time of inspection. However, the inspection by any team shall be arranged in such a manner that the normal process of the skill training is not interrupted or the duration of interruption is minimum.

### **3.35. Placement and Post placement tracking**

3.35.1. The designated STP shall arrange placement for at least 70% of the successful candidates in a batch. Placement should be arranged in the same trade and sector in which the candidates are trained. The STP shall establish meaningful network with the industry for arranging better placement for the trained candidates and should track them for a period of 6 months. The STPs should clearly indicate the monthly salary that can be arranged to the first 50% of the candidates in a batch and the remaining 20% separately. During the selection process itself the STPs should give clarity to the candidates regarding the Location of placement, salary range, type of industry in which placement can be arranged, job role, Shift timings, the real nature of work they have to do, details of daily/monthly targets if any, occupational hazards if any etc. Providing such information in advance will help to reduce the issues and confusions during placement.

3.35.2. After successful completion of the training of particular batch/batches as per the RFP, the STP shall place the candidates in the jobs as assured in the proposal. The placement officers of the STPs shall track the placed candidates to ensure that the candidates are getting the salary and other benefits as offered in their proposal. In addition, if any of the candidates placed in the industry face any difficulty to continue in the job, the STP shall provide counseling and other support for them. The STP shall ensure that the candidates are assigned the jobs related to the trade in which they are trained. In case a candidates shows shortfall in his/her performance in the industry, the STP will take all efforts to improve their skill and provide other support to keep on in the same job or find out another suitable employment.

### **3.36 MIS and Reporting:**

The STP shall have the responsibility of regular reporting on progress of training, placement and micro-enterprise establishment to the ULB and SULMS on a regular basis. The formats and periodicity of reporting shall be provided to the empanelled STPs. In addition to this, the STP shall have the responsibility to update the information of candidates as specified by the Ministry into the NULM MIS. The STP shall also develop and maintain online Management Information System (MIS) for recording the information of all the candidates including their contact details, candidate's bank account details, status of assessment and certification, status of the placement or setting up of an Enterprise, etc. on their website. The SULM and ULB shall



RFP Document for empanelment of NSDC and SSC partnered Skill Training Provider for NULM, Assam  
be provided access to all the information regarding the candidate and the training programs of the STPs.

### **3.37 Training and Placement completion and Submission of Completion report**

3.37.1. When 50-70% candidate from the batch/batches as per RFP are placed and tracked for twelve months, the STP will submit the 'Project Completion Report' to ASULMS in the prescribed format to be given later. After cross checking the information, ASULMS will issue 'Project Completion Certificate' and fourth installment of payment.

### **3.38. Grading of STPs and add on agreement**

3.38.1. Assam State Urban Livelihoods Mission Society will grade the performance of the agency with regard to training input and outcome. Grading will be done on the same parameters set for the appraisal of the proposal or separate grading criteria will be developed for critical input and outcome parameters (1) Training Infrastructure (2) Training quality (Trainer/Training methodology /materials) (3) Placement. The decision regarding add-on agreement for assigning new batches will be taken considering the quality of inputs and the outcome of the batches so far completed by the agency.

3.38.2. ASULMS can enter into add on agreement with the STPs on their sole discretion for conducting the anticipated additional number of candidates notified in the RFP or for training more number of candidates. ASULMS can also consider to issue fresh RFP as per requirement.

## **SECTION 4. INSTRUCTIONS TO THE SKILL TRAINING PROVIDERS**

### **4.1 General Provisions**

4.1.1. The Skill Training Providers should familiarize themselves with the local conditions and take them into account in preparing their proposals. They may attend pre-proposal conference/workshop/discussion if organized by ASULMS. However, it is not mandatory on the part of the ASULMS to conduct a pre-proposal conference. Attending any such pre-proposal conference is optional and shall be at the STPs expense. NULM will timely provide, at no cost to the STPs, available inputs, relevant project data, and reports required for the preparation of the proposal.

### **4.2 Conflict of Interest**

4.2.1. The STP is required to provide objective and impartial services with highest degree of professional integrity at all times holding the interests of NULM as paramount. The STPs shall strictly avoid conflicts with other assignments or its own corporate interests. The STPs should disclose to the mission any situation of actual or potential conflict that impacts its capacity to serve the best interest of NULM. Failure to disclose such situations may lead to the disqualification of the Training Service Provider or the termination of its contract and/or sanctions by the mission.

4.2.2. Without limitation on the generality of the foregoing, and unless stated otherwise in this RFP, the Skill Training Provider shall not be hired under the circumstances set forth below:

- a. Relationship with NULM staff: A Skill Training Provider (including its share holders and consultants) is a close relative of NULM official who is directly or indirectly involved in any part of (i) the preparation of the RFP document or MoU for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the mission throughout the selection process and the execution of the Contract.
- b. Any other types of conflicting relationships as indicated in the RFP

4.2.3. Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if they (i) are on leave of absence without pay; (ii) are not being hired by the agency they were working for immediately before going on leave; and (iii) their employment would not create a conflict of interest.

4.3. In preparing the Proposal, the Skill Training Provider is expected to examine the RFP document in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the proposal. Selection committee may seek clarification from STPs if required.

4.4. The Skill Training Provider shall bear all costs associated with the preparation and submission of its proposal, and NULM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. NULM is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the STPs

4.5. The proposal, as well as all correspondence and documents relating to the proposal exchanged between the STPs and NULM shall be written in English only so as to give ready access of the documents to the National level Mission Management Unit. All documents produced as annexure in any Language, other than English, should be accompanied by certified translated copy in English.

4.6. Proposal should be submitted to the State Mission Director, Assam State Urban Livelihoods Mission Society, C/O Directorate of Municipal Administration, Dispur, Guwahati, Pin 781 006 on last date given in the front page.

4.7. The proposal shall comprise the documents and forms listed in this RFP. The proposal submitted by the Skill Training Providers must remain valid for 90 days after the proposal submission deadline. During this period, the Skill Training Provider shall be liable to provide the service offered as per the original proposal without any change, including the service of the subject matter expert, at the proposed rates and the total price. However the State Mission Director, ASULMS can extend the validity period on mutual consent in case the service is required after ninety days.

4.8. If any of the Trainer/Master trainer/key staff become unavailable during the validity period, the STP shall provide adequate justification writing to State Mission Director, ASULMS along with the substitution request. In such case, a replacement of trainer/staff shall have equal or better qualifications and experience than those of the originally proposed trainer/staff. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert/Master Trainer.

4.9. The Training service providers shall not subcontract or outsource the whole or a part of the Services unless otherwise agreed by NULM, failing which the mission can terminate the contract or impose suitable penalty or delist from empanelment on the decision of the State Mission Director.

4.10. In order to avoid the delay in project implementation due to the withdrawal of STPs after accepting their proposal and issue of work order, a security deposit equal to 3% of the total cost of the assignment or Rs 20,000/- (Whichever is higher) is fixed as security deposit for submission of proposals by the empanelled agencies. This amount may be submitted by way of a demand draft payable at SBI, Dispur in the name of Assam State Urban Livelihoods Mission Society.

4.11. The administering of security deposit will be done as follows

1. Security deposit of unaccepted proposals will be returned promptly to the bank account of the STP. The STPs should give their bank account details in the proposal.
2. The security deposit of the accepted proposal will be discharged along with first installment of training fee due to the STP.
3. No interest will be paid for the security deposit.

**4.12. The security deposit will be forfeited, if a proposer**

1. Misrepresents facts or submit fabricated / forged/ tampered/ altered / manipulated documents during verification of proposal.
2. Withdraws its proposal during the process of evaluation of the proposal
3. A successful proposer, fails to sign the MoU after issuance of the work order
4. If an STP fails to set up the training centre in the proposed city as per NULM norms in the prescribed time frame or fails to start the training due to their fault after issue of Training Commencement order by the SULM.

4.13. Confidentiality: from the deadline for submission of the proposals to the time of the contract is awarded, the STPs should not contact any of the officials of ASULMS on any matter related to its proposal. Information relating to the evaluation of proposals and award recommendations shall not be disclosed to the Skill Training Provider who submitted the proposals or to any other party not officially concerned with the process, until the publication of the contract award information.

4.14. Any attempt by empanelled STPs or anyone on behalf of the STPs to influence ASULMS improperly in the evaluation of the proposals or contract award decisions may result in the rejection of its proposal, and may be subject to the application of prevailing Government sanctions procedures.

4.15. Notwithstanding the above provisions, from the time of deadline for submission of the proposal to the time of contract award publication, if a STP need to contact NULM on any matter related to the selection process, it should do it only in writing to the State Mission Director ASULMS or via e mail to [rfpasulms@gmail.com](mailto:rfpasulms@gmail.com)

4.16. Skill Training Providers shall submit the proposal along with all the necessary documents before the last date & time notified for submission of proposals. Proposal received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.

4.17. Eligibility Criteria: As mentioned in 2.2 of this RFP document

4.18 Requisite Documents to be submitted along with the Proposal: The interested STPs have to furnish the attested copies of requisite documents and other statutory instruments along with their proposal. A declaration will have to be given as per following Format:

Sl No	Documents Submitted	Page No
1	Letter of willingness /Covering letter	
2	Cost towards RFP Document and Earnest Money Deposit (EMD) as applicable.	
3	Copy of Certificate of Registration, PAN Card, Service Tax Registration Certificate Balance sheet, Income & Expenditure and Profit & Loss A/C of last 3 years as per Audit Report	
4	Affiliation paper with NSDC	
5	Affiliation paper with SSC	
6	Company Profile as per the prescribed format (Section 6)	
7	Profile of the STP mentioning about (i) Major Programme handled (ii) No of Training completed (iii) No of Trainee trained (iv) Major partnership for placement and On the Job Training (v) Training Infrastructures availability (vi) Availability of Trainer (Vii) Major Placement done – place, industry, per cent figure of placement (vii) Award/ Recognition (viii) Major affiliation etc. (preferably not exceeding four pages for the convenience of appraisal)	
8	Documentary evidence regarding engagement letter or letters from the clients served in similar assignments (Assignments with supportive documents only will be considered)	
9	Detail of course curriculum, syllabus approved by certifying agency /QP alignment.	
10	Copy of Teaching learning materials for the course proposed (Including participant guide and trainer guide)	
11	Assessment guide	
12	Practical/OJT/Internship Guide	
13	Training Centers, infrastructures availability – description with photographs.	
14	Affiliation certificate of Training centre with SSC and NCVT for which proposal is submitted	
15	Trainer details – Summary of Bio Data of each Trainer	
16	Details on previous Training, Placement information with documentary proof	
17	Tie up with various agencies for placement with documentary proof	
18	Strategy and Action Plan on Post Placement Tracking up-to 1 year	
19	Authorization Letter in favour of the person signing the proposal documents on behalf of the STP / consortium. All the pages of the proposals should be duly signed and sealed by the authorized person on	

	behalf of the STP.	
20	Other credentials to prove your eligibility to work as a Skill Training Provider under NULM in Assam	

4.19. In case of the selected proposal, all the offers made in the proposal will be made part of the agreement, and the STP shall be bound to deliver the service accordingly. Therefore the proposal with unwanted statements and conditions will not be accepted. The STPs should take care to ensure that all the statement and conditions lay down in the proposal do not contradict with the prevailing NULM guidelines and operational procedure. If the proposal found to be ambiguous or contradictory to the NULM norms, such proposal shall be summarily rejected. NULM have no liability to intimate the matter to the STP. However in special cases ASULMS can negotiate with the STP to remove such statements for the purpose of accepting the proposal. If the STPs have any demand for alteration of the NULM operational procedure or want to request for any relaxation in special circumstances, it should be submitted through a separate letter addressed to the State Mission Director and such statements should not be made an integral part of the proposal. In case of genuine request which do not harm the interest of NULM, State Mission Director will issue separate order along with the work order.

4.20. Contract Negotiation: The State Mission Director, ASULMS will be the authority to conduct any negotiation with the STPs. ASULMS will have the sole discretion to conduct negotiation with any one or all of the STPs submitted the proposal. ASULMS can also award contract to an STP directly accepting the proposal without any negotiation if the proposal found to be tailor made for the purpose of the mission. The aim of the negotiation is to reach an agreement on all points with the proposer. Negotiation commence with a discussion of training agency's proposal, the proposed activity cum lesson planning, staffing and any suggestions made to improve the outcome of the assignment. Once these matters have been agreed negotiations will be initiated with a discussion on proposed rates per student.

4.21. The present demand shown in the RFP is the number of applicants in the city having qualification required as per the Qualification Packs of SSCs or NCVT and have opted the specific trade in the orientation programme. Anticipated demand is only a projection derived from the critical data of the applicants who have not gone through the orientation programme and therefore not selected any course. Therefore ASULMS can't assure the additional number or add on contract. However the, State Mission Director can decide to award an add-on contract for the additional requirement when it arises based on the performance of the STP in the original contract.

4.22. Amendment of RFP Document: At any time prior to the deadline for submission of RFP, ASULMS may modify the RFP document for any reason. The amendment document shall be notified through website and such amendments shall be binding on all the empanelled STPs. In case of amendments issued, the STPs have option to withdraw from the process without losing their security deposit.

4.23. Disqualification: ASULMS at its sole discretion and at any time during the evaluation of RFP, may disqualify any applicant, if the applicant;

1. Made misleading or false representations in the proposal, statements and attachments submitted
2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding 3 years;
3. Submitted a RFP that is not accompanied by required documentation or is non-responsive
4. Failed to provide clarification related thereto, when sought;
5. Was declared ineligible/blacklisted by State/UT/Central Government;
6. Tried to influence the evaluation process either directly or indirectly

4.24 All communication related to this RFP from the Assam State Urban Livelihood Mission to the empanelled agencies will sent to the registered mail id of the STPs given in the application for empanelment. Any queries to the ASULMS may be sent to [rfpasulms@gmail.com](mailto:rfpasulms@gmail.com)

4.25. Information relating to the examination, clarification, comparison and evaluation of the RFP submitted shall not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is complete.

4.26. Disclaimer

1. The information submitted in response to this RFP may be subjected to the public release (as per RTI norms). Applicants responding to this invitation assume the risk of public disclosure.
2. This RFP does not entail any commitment on the part of ASULMS, either financial or otherwise.
3. ASULMS reserves the right to accept or reject any or all the RFP without incurring any obligation to inform the effected applicant/s of the reasons.

## **Section 5: MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (“MoU”) is made on this <DATE> between Assam State Urban Livelihoods Mission Society (ASULMS) registered under Societies Registration Act XXI of 1860 functioning as the State Urban Livelihoods Mission (SULM) under National Urban Livelihoods Mission (NULM), having its registered office at the O/O the Directorate of Municipal Administration, Dispur, Guwahati – 6 represented by its Director, Municipal Administration also acting as the State Mission Director of Assam State Urban Livelihoods Mission Society of National Urban Livelihoods Mission (hereinafter referred to as “mission” which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors and permitted assigns) on the First part, *and*

<Name of STP> a Skill Training Provider (STP) having its registered office at <address of STP> (hereinafter referred to as STP) which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors and permitted assigns) on the second part.

Both the parties mentioned above shall be jointly referred to as “Parties” under this MoU.

### **1. Back Ground**

- 1.1. The first party is designated as the Assam State Urban Livelihoods Mission Society by the Ministry of Housing and Urban Poverty Alleviation, Government of India under the National Urban Livelihoods Mission and has entrusted to impart placement linked skill training to the unemployed/underemployed urban poor in the selected cities of the state among other mission activities. The mission through its established procedures has empanelled <name of the STP> as Skill Training Providers (STPs) who will be the second party.
- 1.2. The first party has issued a Request for Proposal (enclosed as annexure 1) to the empanelled Skill Training Providers for procuring service for imparting placement linked skill training under the mission. Among others, the second party also has submitted a proposal to the mission. The mission found the offer in proposal submitted by the second party as fitting to its requirements and goals of the project and accepted their proposal on a belief that the second party will deliver the service in specified input quality and outcome as promised in the proposal.
- 1.3. The first party has issued a work order (**Annexure 2**) to the second party and the second party has accepted the condition in the RFP and work order and has entered into this agreement for imparting the placement linked skill training to the unemployed urban poor under the terms and conditions of this agreement. Thus, both the parties desirous to engage with each other for Skill Training, Assessment & Certification of the Candidates (“Project”).

### **2. Purpose of this MoU**

- 2.1. This MoU is agreed between the parties for the purpose of establishing a frame work for procuring the service from the skill training providers for identifying, mobilizing,



imparting skill training and arranging placement for the unemployed urban poor as per the guidelines issued by Ministry of Housing and Urban Poverty Alleviation (MoHUPA) and amended from time to time and also as per the training operational procedures issues by state Urban Livelihoods Mission.

2.2. The Ministry of Housing and Urban Poverty Alleviation (MoHUPA) has issued guidelines and office memorandums and will amend, modify and add further features to these guidelines/office memorandums/ Circular from time to time for the effective implementation of the component which shall be binding upon all the parties of this MoU. However, the MoHUPA has given freedom to the states for setting up appropriate operational procedures for conducting the placement linked skill training. Therefore, if any practice or procedure or norms is specifically mentioned in the Training Operational procedure and Instruction to the STPs issued by SULM along with the request for proposal to the second party, then it will be applicable even though the guideline of the MoHUPA directs otherwise.

2.3. Both parties hereby affirm that they shall work towards the delivery of better outcome of the project with highest degree of professional integrity.

### **3. Responsibilities of the first party**

3.1 ASULMS in the capacity of the State Urban Livelihoods Mission Society (SULMS) has primary role in managing and monitoring the projects under NULM in the State. ASULMS shall ensure inter-alia, the following:

- a. Inspect the training centre without delay on receiving the intimation from the STP regarding the readiness assessment and issue training commencement order if the centre found befitting as per NULM norms.
- b. Timely release of payment to the STP as per schedule. First Party will transfer an amount of Rs..... per candidate @ Rs...../hr towards base cost for the purpose of “Project” in agreed installments as per Clause 6.1. First Party will further release payment for certification for an amount of Rs..... per candidate to the Second Party.
- c. Regular Monitoring of Performance in terms of quality of inputs and outcomes in comparison with the project goal and offer by the STP in the agreed proposal.
- d. Conduct regular visits, quality assurance checks and inspections at the training centers.
- e. Timely feedback on the shortfalls in the quality of inputs of the training to the STP and direct correctional measures and issue notices in case of non compliance.
- f. Ensure that the progress of activities is reported by the second party in time and is entered in the MIS properly and impose penalty on noncompliance.
- g. Tracking of outcomes including placement and salary level as per the proposal and NULM norms and take appropriate actions on noncompliance

### **4. Responsibilities of the Second Party**

4.1 The STP under this MoU agrees to the following:

- a. Set up the training centre as per NULM standards and specification within 20 days from the date of issue of the work order by the mission and appoint qualified trainers within the prescribed time frame and intimate the mission in the given format.
- b. Counseling of the applicant trainee and finalizing batches as per suitable trades. Inform the date of commencement of the training to all the selected candidates on getting the Training Commencement Order from the mission.
- c. Start the training within the time frame as per NULM norms and ensure that all the selected candidates are present in the batch on the day of commencement day itself.
- d. Conduct the training without any deviation from the training proposal submitted by the STP and the operational procedure and guideline laid down by NULM
- e. The second party will be fully and directly responsible for achieving the outcomes of the training programmes in full compliance with NULM norms. It includes but not limited to all responsibilities related to quality of the training, assessment & certification, placement trained candidates on a salary offered in the proposal and track them and support for a period 12 months.
- f. The second party shall comply with all terms and conditions of NULM Guidelines and any revisions if any thereto.
- g. The second party shall promptly inform all the parties of any changes or any modifications that affects its legal nature and the objectives under this MoU. Such information shall be communicated to the first party within 7 days of such modification.
- h. The second party shall inform the first party if any problem arises in conduct of the training batch and in any case should not hide such issues or any deviation from the plan.
- i. The Training service providers shall not subcontract or outsource the whole or a part of the Services unless otherwise agreed by NULM, failing which the mission can terminate the contract or impose suitable penalty or delist from empanelment on the decision of the State Mission Director.
- j. The second party shall adhere to all the terms and conditions contained in the RFP and Training Operational Procedure and will be liable for all the consequences therein including the liquidated damages.

## 5 Cost of the assignment

Cost of the assignment is fixed as Rs .... per candidate @ Rs. ... per hour successfully completing the training programme. There will be deductions from this amount in case of non compliance of inputs and outcomes as prescribed in the Training Operational Procedure.

## 6. Release of Payments

### 6.1 Schedule of payment to the STPs.

Sl. No	Installment	% of total cost of the batch/batches	Output parameter
1	1 <sup>st</sup> Installment	30% of the cost	Commencement of the training and freezing of the batch. Calculation for payment will be done on the basis of the number of the students in the batch after freezing. (STP should submit the list

			of the candidates in the batch in the proscribed format to the ASULMS along with the request for release of payment with calculation)
2	2 <sup>nd</sup> Installment	30% of the training cost + Cost of Certification	On completion of training and certification of successful candidates. (Calculation will be made on the basis of the number of successful candidates)
3	3 <sup>rd</sup> Installment	20% of the training cost	On producing evidence for at least 50% of the successfully completed candidates are placed and are working in a lucrative job for the last one month.
4	4 <sup>th</sup> Installment	20% of the training cost	Based on the outcome related to placement of the candidates on a salary offered as per the proposal as provided in Para 3.8.3 followed by completion of placement tracking and submission of Project Completion Report.

6.2 Twenty per cent of the training cost (4<sup>th</sup> Installment) which is linked to the placement outcome will be released to the Training Provider on satisfying the specific conditions as follows:

- a. The training provider shall be eligible for 100% payment if outcome achievement in placement is 70% and above and is in accordance with the offer given in the proposal.
- b. Training Provider will be paid on pro-rata basis if outcome achievement is less than 70%. In case the achievement is 60% only 6/7 of the 4<sup>th</sup> installment will be paid.
- c. In case the achievement is less than 50% the Skill Training Provider will be delisted from empanelment in that particular trade. Assignment of training in other trade also will be based the analysis of the situation which led to the non achievement of outcome.

6.3 The STP shall not be entitled to any additional funding for any extension in the tenure of the training. In general the training programme shall be completed within the approved project tenure failing which the second party will be liable to pay the penalty as per NULM norms.

6.4 The first party may suspend all the payments or part to the Second Party if the Second party fails to perform any or all of its obligations under this MoU. However, the first party shall take this action only after giving a due notice to the STP specifying the nature of non-performance and providing due opportunity to remedy such failure within a reasonable period as maybe specified in the notice.

## 7. Special Conditions

7.1 National Urban Livelihoods mission is a Centrally Sponsored Scheme planned and controlled by Ministry of Housing and Urban Poverty Alleviation (MoHUPA) and the Guidelines/ office memorandums / Circulars/ Orders issued by MoHUPA, Government of

India will be applicable for implementation of the project. However, Government of India has given freedom to the SULM to set appropriate strategies and implementation models in the state. Therefore in case any of the process, procedure or the norms in the documents issued by MoHUPA is conflicting or mismatching with the operation procedures or instruction to the STPs already issued by the SULM along with the RFP, the later (those issued by SULM) shall be followed.

7.2 The amendment to the Guidelines, new office memorandums and circular issued by MoHUPA, Government of India shall be applicable for both the parties. However, the first party will have the right to bring into operation or to set apart the new orders and amendments as and when required.

## **8. Communication**

7.1 All notices and communication under this MoU shall be served to the representatives of the parties in the addresses detailed below

- a. First Party - The State Mission Director, ASULMS, C/O Directorate of Municipal Administration, Dispur, Guwahati, Pin – 781 006 e-mail: [nulmassam@gmail.com](mailto:nulmassam@gmail.com)
- b. Second party- < Insert name, designation, address, email of STP >

7.2 Formal communications shall include communication by email as well.

## **9. Confidentiality**

9.1 All parties acknowledge the confidentiality of information that may be exchanged among the parties from time to time under this MoU. All parties agree not to disclose the same to a third party, unless such information is:

- a. When the government makes it part of public domain as per policy of the government with regard to transparency.
- b. Require to be disclosed in accordance with the applicable laws of the country.

## **10. Arbitration and Applicable Laws**

10.1 The parties hereby agree that in case of any dispute arising in connection with this MoU, the parties will first attempt to resolve it amicably through discussion. If such attempt fails, it shall be referred to the Secretary Local Self Government (Urban) Department, Government of Assam whose decision shall be final and binding on all parties.

10.2 All disputes shall be resolved as per the Government of India policies and applicable Indian Laws.

10.3 In case, an aggrieved party seeks judicial remedy, where the ASULMS is a Deponent the case shall be filed in the competent court in Guwahati.

## **11. Force Majeure-**

11.1 No failure or omission by any of the parties to perform any of the terms and conditions under this MoU shall give rise to any claim against such party or be deemed breach of this MoU if such failure or omission arises from an act of nature, war or military operations, national or local emergency, natural disasters (fire, lightening, flood or such similar disasters), or any other reason which lies outside the control of the Parties.

## **12. Validity of the MoU**

12.1 This MoU shall come into force on the date of execution of the MoU and shall be valid for the project period. Project period means the time period of <months> which is specified in the accepted proposal for conducting the training programme and 12 months for tracking the candidates after completing the placement.

## **13. Debarment of the STP**

13.1 The first party may debar the second party from submitting a fresh proposal for a specific period or will remove the agency from the list of empanelled agencies if the STP does not remedy a failure in performance under this MoU within the period specified in the notice.

13.2 However, the first party shall take action for debarment only after giving a due notice to the second party specifying the nature of non –performance of the second party with an opportunity to remedy such failure within a reasonable period as maybe specified in the notice ,and after giving the second party an opportunity to be heard.

## **14. Termination**

14.1

- a. If the second party seeks termination of the MoU, it shall give a 30 days written notice to the first party, and only when the first party accepts the termination request, the MoU may be terminated.
- b. If the second party withdraw from the MoU as provided in 13.1.(i), the second party will be liable for compensating all the damages caused to the first party. The damaged will be calculated by the first party in consultation with the second party and will include time cost, cost of completion of the training of the existing batch, expenditure for arranging placement etc.

14.2 The first party may terminate the MoU by giving 30 days notice showing the reason to the second party in case, the second party:

- a. Becomes insolvent or bankrupt or is convicted under any criminal or civil charges under the applicable laws in the country.
- b. Does not take remedial measures for a failure in performance as pointed out by the first party within a specified period of notice issued.

- c. If the second party is found to be involved in any misrepresentation / falsification of records / data / details concerning the project, or found to be involved in fraudulent practice or malpractice in the project.

14.3 In the event of termination, the STP shall be liable to refund the whole or a part amount of the funds released by the first party, along with penal interest at Central/State Government notified rates.

#### **15. Recovery of dues under the MoU**

15.1 In case of any failure by the second party to refund money where a recovery of dues has been ordered by the first party, the same shall attract action through the State Government under Public Money Recovery Act of the State Government or any other legal provision of the State Government. This does not preclude State Urban Livelihoods Mission to take any other penal action as applicable under extant laws of the country.

#### **16. Effect of invalidity of any clause of MoU on validity of MoU.**

16.1 The invalidity of any provision of this MoU shall not invalidate other provisions or the MoU. Any such gap should be duly modified through amendments to the MoU in writing, with mutual consultation among all the parties.

#### **17. Conflict of interest**

17.1 The STP is required to provide objective and impartial services with highest degree of professional integrity at all times holding the interests of NULM as paramount. The STP shall strictly avoid conflicts with other assignments or its own corporate interests. The STPs should disclose to the mission any situation of actual or potential conflict that impacts its capacity to serve the best interest of NULM. Failure to disclose such situations may lead to the disqualification of the Training Service Provider or the termination of its Contract and/or sanctions by the mission.

#### **18. Modification of MoU**

18.1 Any provision of this MoU may be amended or modified at any time by mutual consent among the parties.

18.2 All amendment/modification in the MoU shall have to be in writing, duly signed with seal by all parties concerned, as an Addendum to the MoU.

In witness where off all parties hereto have causes this agreement and indicate their consent to this MoU and a duplicate thereof on their respective behalf by their dully authorized officials on the date and place herein above mentioned

Signed, sealed and delivered within Assam State Urban Livelihoods Mission Society (ASULMS), C/O Directorate of Municipal Administration, Dispur, Guwahati, Pin – 781 006

By the hands of duly authorized representatives

**1. For first party (ASULMS)**

<Signature>

**2. For Second Party (STP)**

<Signature>

**Director, Municipal  
Administration &  
State Mission Director,  
ASULMS**

**<Name and Designation of  
the  
Authorized Signatory of  
STP**

Witness 1

Witness 2.

**Enclosure:**

1. Annexure 1. Request for Proposal
2. Annexure 2. Work order issued by the first party

## **SECTION 6 :: FORMAT FOR SUBMISSION OF PROPOSAL**

### **Proposal Submission Form (On the letterhead of the organization/ Firm)**

[Location, Date]

From:

[Name of STP with Complete Address of Communication]

To:

The Mission Director  
Assam State Urban Livelihoods Mission Society (ASULMS)  
Assam, Guwahati, Dispur-6.

Subject: PROPOSAL FOR EMPANELMENT OF TRAINING INSTITUTE FOR  
PLACEMENT LINKED SKILL TRAINING PROGRAM UNDER EST & P of  
NULM- TECHNICAL PROPOSAL

Dear Sir,

I/We the undersigned, offer to provide the services in respect to your Request for Proposal. I/We are hereby submitting our Proposal which includes this Proposal sealed under a separate envelope. Our proposal is valid for acceptance for 90 Days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification from the selection process.

I/We hereby declare that our company is an NSDC/SSC empanelled/partner Agency. Our Agency has not been debarred / black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company authorized me to make this declaration and signatory authority on behalf of the organization.

I remain,

Yours sincerely,

Authorized Signatory [Signature with Date and Seal]:

Name and Title of the Signatory: .....

Name of the organization with complete address:.....



**ASSAM STATE URBAN LIVELIHOOD MISSION SOCIETY (ASULMS)**

**Employment through Placement and Training**

**Proposal**

[Proposals must be direct, concise, and complete. SULM will evaluate the proposal based on its clarity and the directness of its response to the requirements of the project as outlined in the RFP. The STPs should read and understand all sections of the RFP document clearly before preparing the proposal]

<b>RFP Ref. No</b>	
<b>Name of Course</b>	
<b>Curriculum Approved by</b>	
<b>Sector</b>	
<b>QP/Course Ref. No.</b>	

**1. Basic Details of the Organization**

- 1.1 Name of Organization :
- 1.2 Registration Type :
- 1.3 Registration No and Date (Furnish copy) :
- 1.4 Income Tax Reg. No. (PAN): (Furnish copy):
- 1.5 Service Tax Reg. Number: (Furnish Copy)
- 1.6 Address of Registered Office :
- 1.7 Email ID :
- 1.8 Address of office in Assam :
  
- 1.9 Name of contact person in/for Assam :
- 1.10 Mobile Number :
- 1.11 Email ID :
- 1.12 Operational area (States) :
  
- 1.13 NSDC Empanelment details (Enclose details):

1.14 SSC Empanelment details (Enclose details):

1.15 Bank Account details :

1	Name of Bank in full	
2	Branch	
3	Account Name	
4	Account number	
5	IFS Code	

1.16 Financial Turn over of the organization for last 3 years as per Audit Report (Furnish Copy)

Sl. No	Financial Year	Turn over (Rs. in Lakh)
1	2013-14	
2	2014-15	
3	2015-16	

**2. Districts/Cities Preferred for conducting training programme under NULM:**

District	City	Name of the Course	Type of Training (Res / Non-res)	Training Centre Availability (Yes/No)	Trainer Availability <sup>1</sup> (Yes/No)	Time required to complete the Training (in months)	Time required to complete the Certification (in months)	Time required to complete the Placement (in months)

1: Enclose Summary of Bio-Data

**3. Course Details**

3.1. Name of training available courses for which EoI is submitted :

Sl No	Name of the Course <sup>2</sup>	Category	Sector	Certifying Agency	QP/ Course Ref. No	Dur. ( Hrs)

2: Enclose details of curriculum, syllabus and Teaching Learning Materials

**3.2. Duration of Training of the proposed courses in Hrs**

Name of the Course	Domain				Soft skill	IT	English	Total
	Theory	Practical	OJT if any	Internship if any				

**4. Training Centre Details for the courses where EoI is submitted:**

**4.1. District wise – Course wise Training Centre Status**

Name of the District	Name of the course	Training Centre Proposed/ Existing	If proposed, present stage <sup>3</sup>	No of days required	If existing, location and address	Name of centre in charge and



1	Class room 1				
2	Class room 2				
3	Domain lab 1				
4	Domain lab 2				
5	Computer lab 1				
<b>C</b>	<b>Training Centre :</b> _____ <b>District:</b> _____ <b>Course:</b> _____				
1	Class room 1				
2	Class room 2				
3	Domain lab 1				
4	Domain lab 2				
5	Computer lab 1				

4.3. Details of Training Equipments for the courses EoI is submitted:

No	Name of the Course	Name of Equipment	Numbers	Specification	Specified by	At a time how many students can work

**5. Trainer Details for the courses EoI is submitted (PI submit summary of Bio-Data)**

5.1. Available Master trainers (with regard to the course offered only)

No	Name	Domain	Position assigned	Full time/ Part time	Qualification	Experience	Monthly remuneration


5.2. Faculty profile for the Offered Courses (Domain)

No	Name	Subject	Qualification	Experience	Existing/ Proposed

5.3. Faculty profile for the Offered Courses (Soft skill and IT)

No	Name	Subject	Qualification	Experience	Existing/ Proposed

5.4. ToT arrangement

5.5. OJT plan for courses EoI is submitted ( Specify the name of organization in your plan)

5.6. Internship Plan for courses EoI is submitted (if any proposed)

5.7. Internal assessment plan (Specify timeframe, units covered and mode of assessment)

5.8. External assessment<sup>4</sup> and certification arrangements (Specify whether the proposed centre have approval for certification of the offered course. If yes specify the certifying authority - SSC or NVCT).

Sl No	Name of the District	Training Centre	Name of the course	Affiliation Status <sup>5</sup>	Remark

4: Furnish Assessment Guide, 5: Furnish affiliation certificate of Training Centre with SSC/NVCT

## 6. Placement Details

6.1. Details of Training and placement done in Assam

No	Name of Course	No of Persons trained <sup>6</sup>	No of Persons Placed <sup>7</sup>	Major placement partners

6: Enclose documentary proof 7: Enclose proof

6.2. Experience as Skill Training Provider for Government agencies/Department for last 3 year (Please submit documentary proof)

No	Name of Agency/Department	No of persons trained	No of person undergoing training	No of Persons placed

6.3 Details of Employer tie-ups of the Skill Training Provider (Please submit documents as proof)

No	Name of Course	Major placement partners of the STP	Year in which the tie up started	Total Candidates Placed	Month and year of last placement

6.3. Percentage of candidates in the batch offered placement:

6.4. Job opportunities (In which settings the candidates can be placed e.g. Hospital, restaurant, hotels, Bakeries, super markets, shopping malls etc. Please do not give generic statements. However you can give multiple options)



6.5. Job Description (What are the real job/work the candidate have to do in these titles.)

No	Course	Job title	Job Description

6.6. Placement Opportunities offered by the STP for at least 70% of candidates in the batch

No	Name of the Course	Name of Employer and address	Location	Job title	Monthly Salary and Other benefit		
					Take home salary (Rs)	Other benefits (specify item and quantify in Rs)	
						Item	Amount

6.7. Details of post training support services that the STP will provide for setting up of self employment ventures. (if the placement service demanded is SEP)

7. Strategy and Action Plan on Post Placement Tracking up-to 1 year (enclose separate sheet and mention in detail)

8. Enclosures (attested copies)

- Letter of willingness /Covering letter
- Cost towards RFP Document and Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Registration, PAN Card, Service Tax Registration Certificate
- Balance sheet, Income & Expenditure and Profit & Loss A/C of last 3 years as per Audit Report
- Affiliation paper with NSDC
- Affiliation paper with SSC
- Company Profile as per the prescribed format (Section 6)
- Profile of the STP mentioning about (i) Major Programme handled (ii) No of Training completed (iii) No of Trainee trained (iv) Major partnership for placement and On the Job Training (v) Training Infrastructures availability (vi) Availability of Trainer (Vii) Major Placement done – place, industry, per cent figure of placement (vii) Award/ Recognition (viii) Major affiliation etc. (preferably not exceeding four pages for the convenience of appraisal)Documentary evidence regarding engagement letter or letters from the clients served in similar assignments.
- Documentary evidence regarding engagement letter or letters from the clients served in similar assignments (Assignments with supportive documents only will be considered)
- Detail of course curriculum, Syllabus approved by certifying agency /QP alignment
- Copy of Teaching learning materials for the course proposed (Including participant guide and trainer guide)
- Assessment guide
- Practical/OJT/internship guide
- Training Centers, infrastructures availability - – description with photographs.
- Affiliation certificate of Training centre for which proposal is submitted
- Trainer details – Summary of Bio Data of each Trainer
- Details on previous Training, Placement information with documentary proof.
- Tie up with various agencies for placement
- Strategy and Action Plan on Post Placement Tracking up-to 1 year
- Authorization Letter in favour of the person signing the proposal documents on behalf of the STP / consortium. All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the STP.
- The credentials to prove your eligibility to work as a Skill Training Provider under NULM in Assam

Signature of the CEO

Place :  
Date :

**FINANCIAL BID  
FORMAT FOR FINANCIAL BID**

Mission Director,  
Assam Urban Livelihoods Mission Society,  
Assam, Guwahati, Dispur-6.  
Tel. No. :- 0361-2235165  
E-mail :- rfpasulms@gmail.com

Date:-  
Place:-

**Sub:- Empanelment for Training Partners for Placement Linked Programme under EST & P of NULM in Assam.**

1. We have gone through the EOI Documents and annexure thereto and I/We agree to abide by all the terms and condition mentioned therein.
2. We, the undersigned offer to provide the Training Services for the above mentioned assignment in accordance with the terms and conditions contained in the EOI Document supplied to us and quote our Course-wise Training Fee for courses in below:-

S.No	Cost Head	Training Fee- Base Cost (in Rs/hour)	Training Fee per candidate (for a batch of 30 trainee)	Cost of Certification
<b>Course 1 ::</b>				
1	Mobilization of Candidates			
2	Curriculum Development and Printing			
3	Trainer's Training			
4	Salary of Trainers			
5	Equipment			
6	Amortization of Infrastructure Cost/Utilities			
7	Teaching Aid			
8	Raw Materials			
9	Placement Expenses			
10	Post Placement Tracking			
11	Others 1			
12	Others 2			
13	Others 3			
<b>Total Cost</b>				
<b>Course 2 ::</b>				
1	Mobilization of Candidates			
2	Curriculum Development and Printing			
3	Trainer's Training			
4	Salary of Trainers			
5	Equipment			
6	Amortization of Infrastructure Cost/Utilities			
7	Teaching Aid			
8	Raw Materials			

9	Placement Expenses			
10	Post Placement Tracking			
11	Others 1			
12	Others 2			
13	Others 3			
<b>Total Cost</b>				
<b>Course 3 ::</b>				
1	Mobilization of Candidates			
2	Curriculum Development and Printing			
3	Trainer's Training			
4	Salary of Trainers			
5	Equipment			
6	Amortization of Infrastructure Cost/Utilities			
7	Teaching Aid			
8	Raw Materials			
9	Placement Expenses			
10	Post Placement Tracking			
11	Others 1			
12	Others 2			
13	Others 3			
<b>Total Cost</b>				

3. The training fee quoted by us for above course, including uniform cost ( if applicable for the course), Candidate mobilization cost, Training equipment, training material, toolkit, Trainer cost, placement cost, all the training centre costs including but not limited to rent, electricity, water, maintenance etc. This amount is inclusive of all applicable taxes and duties and other contingency expenses concerning the training and placement programme.
4. This proposal and all other details furnished by us shall constitute a part of offer. We understand that you are not bound to accept the lowest or any bid you receive and final selection of STPs for Empanelment for a particular Sector & Course. We understand and agree that ASULMS is not bound to select a STP and reserves the right to reject all or any of the Bids without assigning any reason whatsoever. We shall be willing to negotiate the above quotes if required by ASULMS.
5. We agree that our offer shall remain valid for a period of empanelment from the last date prescribed for submission of proposal.
6. We agree to bind by this offer if we are the selected STP.

For and on behalf of:

Signature  
Name  
Designation with Seal  
(Authorized Representative and Signatory of the STP)

\* Note:- Financial BID Form shall be submitted in a separate envelope favouring Mission Director, ASULMS. The Financial bid shall be opened only in case of firms who qualify in technical bid.

**Annexure I : Readiness Assessment Sheet**

Sl. No	Activities	Status (Yes/No)
<b>A</b>	<b>Readiness of Batch</b>	
1	Counseling done for the trainee and screening conducted – Yes/No	
2	Final batch ready – Yes/No	
3	Training Plan as per Annexure II ready – Yes/No	
<b>B</b>	<b>Training Curriculum</b>	
1	Training Curriculum and Study Materials as per Qualification Pack ready – Yes/No	
2	<b>Training Infrastructures</b>	
3	Training Hall – own/rented ready (with proof) – Yes/No	
4	Location central well connected with transportation means – Yes/No	
5	Wall, Roof, Ceiling and Floor – Good – Yes/No	
6	Building No from ULB – Yes/No	
7	Office room in Training Hall – Yes/No	
8	Toilets/Urinals/Wash Basin with male/female separate provision Yes/No	
9	Accessories in Toilets – Soap/Towel/functioning cistern in commode	
10	Water supply with Overhead Tank – Yes/No	
11	Clean Drinking Water Facility – Yes/No	
12	Ventilation Facility adequate – Yes/No	
13	Open space for gathering of Trainee – Yes/No	
14	Parking Facility specially for 2 wheeler – Yes/No	
15	Electrical Wiring, Switch Board/Panel Board – Yes/No	
16	First Aid facilities – Yes/No	
<b>C</b>	<b>Training Centre</b>	
1	Computer with Printer, Scanner – Yes/No	
2	Digital Camera – Yes/No	
3	Electrical Power Back up – Generator – Yes/No	
4	Bio Metric Device – Yes/No	
5	Attendance Register	
6	CCTV Camera – Yes/No	
7	Academic Room @ 10 sq ft per trainee. For combined courses of Theory and Practical @ 15 sq ft per trainee – Yes/No	
8	Adequacy of Lighting system – Yes/No	
9	AC/Fan – Yes/No	
10	Chair/Table for Trainee and Trainer @ one chair per trainee – Yes/No	
11	Display Board with contact details of STP, Training Centre and NULM, code of conduct to be followed by trainee, working hours and training time	
12	Writing Board – Yes/No	
13	Projector – Yes/No	
14	LCD Display in Class Room	
<b>D</b>	<b>IT Laboratory</b>	
1	Computer – 1 no /trainee with software, internet, e mail – Yes/No	
2	Light, Fan – Yes/No	
3	Power Back up – Yes/No	
4	Training Equipments	
5	Equipment for the specific trade ready – Yes/No (List of equipment	

	required should be available at the Training Centre. List of equipment should be as per SSC/NCVT or industry prescription)	
<b>E</b>	<b>Trainer</b>	
1	Centre Head – Yes/No	
2	Domain Expert – Yes/No	
3	IT Expert – Yes/No	
4	Soft Skill Expert – Yes/No	



**Annexure III****Work Completion Report**

I, (Name of the authorized signatory) on behalf of the (Name of the STP) declare that the Training on (Name of the Course) conducted at (Name of the Place) under (Name of the ULB) has been completed successfully on (Date). Following Statement is furnished as a claim towards completion of the Skill Training.

Sl. No	Proposed Activity (as per RFP and Proposal)	Execution Status
<b>A</b>	<b>Training</b>	
1	No of Trainee enrolled _____	No of Trainee completed Training _____
2	No of hours to be covered _____	No of hours actually covered _____
3	No of proposed days	No of proposed days required _____
4	No of Trainer to be deployed: Centre Head _____, Domain____, IT____, Soft Skill _____	No of Trainer actually deployed: Centre Head _____, Domain____, IT____, Soft Skill _____
5	Attendance to be maintained _____	Average attendance of Trainee _____
6	Teaching Learning Material Proposed _____	Material provided- Yes/No
7	Biometric devices proposed- Yes/No	Biometric devices provided – Yes/No
8	Power Back up (Generator) proposed - Yes/No	Power Back up (Generator) provided - Yes/No
9	No of Computer proposed _____	No of Computer provided _____
10	Training Equipment proposed 1. _____no 2. _____no 3. _____no 4. _____no	Training Equipment provided 1. _____no 2. _____no 3. _____no 4. _____no
11	Training Hall Dimension proposed (Sq ft) 1. Classroom _____ sq ft 2. Domain room _____ sq ft 3. IT Lab _____ sq ft	Dimension of Training Hall actually provided (Sq ft) 1. Classroom _____ sq ft 2. Domain room _____ sq ft 3. IT Lab _____ sq ft
12	Proposed no of Chairs _____ and Tables _____	No of Chairs _____ and Tables _____ actually provided
<b>B</b>	<b>Certification</b>	
1	Proposed Agency through which certification was proposed 1. Course 1: _____ 2. Course 2: _____ 3. Course 3: _____	Agency through which certification has completed 1. Course 1: _____ 2. Course 2: _____ 3. Course 3: _____
2	Time proposed to complete the certification after training _____	Time required to complete the certification after training _____
<b>C</b>	<b>Placement</b>	
1	Time proposed to complete placement _____	Actual time required to complete placement _____
2	No of trainee proposed for placement _____	<sup>1</sup> No of trainee actually placed _____
3	Average salary proposed _____	<sup>2</sup> Average salary offered _____



4	Proposed Job Role _____	Actual Job Role offered _____
5	Place of job as per proposal _____	Actual place where placement offered _____
6	Industry where placement was proposed _____	Industry where actual placement offered _____
<b>D</b>	<b>Post Placement Tracking</b>	
1	Time Period proposed for tracking after placement _____	Actual tracking period _____
2		No of Candidates retained in the same job _____ (% of total _____)
3		<sup>3</sup> No of candidates got promoted to higher job role _____ (% of total _____)
4		<sup>4</sup> No of candidates came back home _____ (% of total _____)

1: Furnish appointment letter, 2: Furnish Salary slip 3: Furnish documents 4: Furnish candidate wise reason for leaving job.

I, hereby declare that the above stated information are true to the best of my knowledge. Any wrong information will lead to penalty to my organization.

Date:  
Place:

(Signature of authorized signatory)  
Name & Address of STP