

**Directorate of Employment & Craftsmen Training, Labour Department,
Meghalaya, Shillong**

***Request for Expression of Interest (REoI) for empanelment of Training Partners (TPs) for
implementation of the Scheme "Pradhan Mantri Kaushal Vikas Yojana"- PMKVY 2.0 (2016-
2020)***

Notice No. No. DET. 8/2018/9554

Date: 13/03/2018

Introduction

The Directorate & Employment & Craftsmen Training (DECT) under the Administrative control of Labour Department is responsible for implementation and monitoring of Vocational Training in the State DECT is the Nodal Officer for monitoring of the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) under the Skill India Mission at the State Level and is responsible for the implementation of PMKVY 2.0 Scheme in Meghalaya. Empanelment of TPs is one of the significant aspects for the smooth and seamless implementation of the Scheme.

EOIs are hereby, invited from any eligible Government or Non-Government Institutions / Organizations / Agency / Clubs / Associations / Societies with minimum experience of 1 year into imparting Job-oriented Training in India and abroad willing to impart placement linked short-term skills development training in accordance with prescribed norms of PMKVY 2.0 guidelines to be empaneled as Training Partners (TP) under the Scheme.

Interested Parties can send their details in the form of area of interest, preparedness, infrastructure availability and their experience in this area and submit the same as specified in the Detailed REOI document along with the Demand Draft to the Directorate of Employment & Craftsmen Training, Grove Site, Keating Road, Shillong, Meghalaya.

Detailed REOI document can be downloaded from website: www.dectmeg.nic.in.

Eligibility Criteria: As prescribed in the **Detailed REOI Document**.

Application Fee: Rs.3000/- Non-refundable DD in favour of "PMKVY Directorate of Employment & Craftsmen Training", Meghalaya, Shillong.

Date of REoI Document available to Bidders	Date of Pre-Bid Meeting	Last Date / Time for submission of BID(s)	Date / Time for Opening of BID(s)
15/03/2018 to 18/04/2018 up to 15.00 hrs @www.dectmeg.nic.in	05/04/2018 at 14.30 hrs	19/04/2018 up to 15.00 hrs	19/04/2018 16.00 hrs

Sd/-
Director
Employment & Craftsman Training
Meghalaya, Shillong

DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING

**REQUEST FOR EXPRESSION OF INTEREST *FOR
EMPANELMENT OF TRAINING PARTNER UNDER
PRADHAN MANTRI KAUSHAL VIKAS YOGNA (PMKVY
2.0)***

Last date for submitting proposal: 19/04/2018

Time: 15.00 Hrs

Directorate of Employment & Craftsmen Training

Grove Site, Keating Road, Shillong-793001

Disclaimer

Directorate of Employment & Craftsmen Training herein after called "DECT" is inviting proposal for the scope of work mentioned herein through this Request for Expression of Interest (REol).

This REol is not an agreement and is neither an offer nor invitation by DECT to the prospective applicants or any other person. The purpose of this REol is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and Completeness of the assumptions, assessments and information contained in the REol.

"DECT" may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the Eol. The issue of this REol does not imply that the authority is bound to select an applicant or to empanel the selected Applicant.

"DECT" accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this Eol. Interested parties are expected to make their own inquiries and research for gathering the insights, knowledge and information that may be required for submitting a proposal.

"DECT" reserves the right not to proceed with the REol and bidding process or invite afresh with or without amendments at any stage without assigning any reasons thereof, or to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the proposal further with any party submitting a proposal in response to this REol. Information at this stage is merely indicative.

"DECT" reserves the right to accept / reject any or all applications without assigning any reasons thereof.

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1. Background:

A. DECT

The Directorate & Employment & Craftsmen Training (DECT) under the Administrative control of Labour Department is responsible for implementation and monitoring of Vocational Training in the State. DECT is the Nodal Officer for monitoring of the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) under the Skill India Mission at the State Level and is responsible for the implementation of PMKVY 2.0 Scheme in Meghalaya.

B. Pradhan Mantri Kaushal Vikas Yojana (PMKKVY 2.0)

The Union Cabinet had approved India largest Skill Certification Scheme, Pradhan Mantri Kaushal Vikas Yojana (PMKVY), which was launched on 15 July, 2015, on the occasion of World Youth Skills Day by Honorable Prime Minister, Shri Narendra Modi. PMKVY is implemented by National Skill Development Corporation (NSDC) under the guidance of the Ministry of Skill Development and Entrepreneurship (MSDE). With a vision of "Skilling India", MSDE aims to skill India on a large scale with speed and high standards and to this end PMKVY is the flagship scheme that is driving towards greater realization of the vision. Owing to its successful first year of implementation, the Union Cabinet has approved the Scheme for another four years (2016-2020) to impart skilling to 10 million youth of the country, for which Government of India has allocated a budget of Rs.12,000 crore with an objective to enable and mobilize a large number of youth (unemployed youth or, school/ college dropouts.) to increase productivity with existing workforce.

PMKVY 2.0 shall mainly focus on trainings on short term courses, recognition of prior learning, special projects, Kaushal & Rojgar Mela and placement assistance.

The PMKVY 2.0 scheme shall be implemented under two components:

- I. **Centrally Sponsored State Managed (CSSM):** 25% of the funds of PMKVY 2.0 shall be allocated to the State and total physical target allocated to Meghalaya for skilling is 33,642 youth from 2017-2020.
- II. **Centrally Sponsored Centrally Managed (CSCM):** 75% of the PMKVY 2.0 funds shall be available for MSDE for skilling through National Skill Development Corporation (NSDC)

C. Objective:

DECT has the mandate to implement the Pradhan Mantri Kaushal Vikas Yojana {PMKVY 2.0} State managed component through empaneled Training Partners.

DECT being a state level nodal agency for implementing state level component of PMKVY 2.0, is expected to monitor the key indicators and processes, to ensure achievement of overall PMKVY 2.0 goals and objectives. Empanelment Partners is one of the significant aspects for the smooth and seamless implementation of the scheme.

In view of the above, DECT by way of this REOI, invites application from interested applicants to be empaneled as Training Partners for the implementation of PMKVY 2.0 (State Managed) in the State of Meghalaya.

2. Schedule for Invitation of REoI

Date of REOI Document available to Bidders	Date of Pre-Bid Meeting	Last Date / Time for submission of BID(s)	Date / Time for Opening of BID(s)
15/03/2018 to 18/04/2018 @www.dectmeg.nic.in	05/04/2018 at 14.30 hrs	19/04/2018 up to 15.00 hrs	19/04/2018 16.00 hrs

3. Eligibility Criterion

Any Government or Non-Government Institutions / Organizations / Agency / Clubs / Associations / Societies with experience in imparting Job-oriented Training in India and abroad willing to impart placement linked short-term skills development training in accordance with prescribed norms of PMKVY 2.0 guidelines.

- a) Training Imparted should directly lead to employment – wage or self employment.
- b) A minimum of 70% Placement Guarantee should be provided.
- c) Must already have sufficient number of Classrooms, Faculty, Campus or agree to arrange the same within one month of their selection to the satisfaction of the Director, Employment & Craftsmen Training, Shillong.
- d) For Trainings outside the State, must also have a well maintained and comfortable Hostel (Separate for Boys & Girls) along with a healthy and hygienic Mess system / Cafeteria, Wardens, Med on call etc.
- e) Must have the latest technology and facilities for imparting the Training.

Note: Joint Ventures (JVs)/Special Purpose Vehicles (SPVs)/Consortiums are not permitted to respond to this EoI.

4. Obligations of the empaneled Training Partner (TP)

- a) TP shall follow PMKVY 2.0 guideline/ any circular issued by DECT pertaining to CSSM component (as amended from time to time) for Training delivery, Assessment & Certification, Placement, Tracking, and Payouts etc.
- b) TP shall undergo centre Accreditation and Affiliation process as defined in the Skill Ecosystem guidelines with 90 (Ninety) days from the date of empanelment, failing which the empanelment shall be cancelled.
- c) TP shall follow Accreditation, Affiliation & Continuous Monitoring of Training Centres for the skills Ecosystem, Branding and Communication Guidelines for program implementation as per the defined norms/criteria in PMKVY 2.0 Manual or its latest version & instructions given by Ministry of Skill Development & Entrepreneurship, Government of India.
- d) TP shall be responsible for training centres resources, setup, trainers, trainee mobilization, training, placement and post placement activities as per the prescribed guideline of PMKVY 2.0. Any amendments in the guideline or processing manual of PMKVY 2.0 shall be applicable and binding to the successful training partner.
- e) TPs shall conduct Kaushal and Rojgar Melas in the presence of Local MLA/MP/Dignitaries and State Government Officials every once a year with good press/media coverage; they are also required to participate actively in National Career service Melas and on ground activities.

- f) TPs shall be responsible for paying the medical insurance fee for every residential trainee in their respective batch.
- g) TPs shall have MoU/ Industry Alliance to provide internships, on the job training and placement facilitation for candidate and / or create adequate linkages with industry / market / training or research institutions for successful self-employment generation.
- h) TPs to ensure that Trainers should match education qualification, experience and undergo ToT training as mentioned in Model Curriculum of job role and/or as desired by SSC guideline. Assessment and certification of trainer with respective SSC is mandatory for imparting training under PMKVY 2.0
- i) TP shall provide an undertaking- cum indemnity bond available on PMKVY 2 .0 website.
- j) TP shall comply to NSDC processes of entering details in the required format Skill Development Management System (SDMS) for Skills Training under PMKVY 2.0 scheme.
- k) TP shall use the model curriculum and content for the respective QPs, developed / vetted by the SSCs for all categories of job roles apart from Category 3 job roles for which the TP has the responsibility to create the job roles and provide details to MIS for integration through DECT.
- l) Trainee Selection: TP shall ensure that Registration of students and batch information is done in consultation with DECT as per PMKVY 2 .0 guideline and shall abide all rules & regulations laid down by DECT.
- m) TP shall place 70% of the sponsored candidates within 1 month from the date of completion of the training programme.
- n) Along with placement reports, the TP will be required to furnish the copy of six months salary slip of the placed candidate duly countersigned by the Employer and the candidate.
- o) The Training Partner shall provide Post placement counselling and tracking for 12 months from the date of completion of training.

5. Payment Terms

Milestones

Tranch	% of Total Cost	Output Parameters
1	30%	On commencement of the Training Batch against validated candidates
2	50%	On successful certification of the trainees
3	20%	Outcomes based on Placement / Self-Employment activity

- a) Funding pattern will be as per PMKVY 2 .0 guidelines (as amended from time to time).
- b) There will be adjusted payments for the candidates who drop out post disbursement of the first tranche. The amount disbursed to TP against a dropped or failed candidates in the first tranche shall be adjusted in the subsequent tranches.
- c) Travel cost shall be paid as per Common Cost Norms
- d) Boarding and Lodging Costs shall be paid as per norms.
- e) Annual reconciliation of pay-outs disbursed against each candidate certified and placed by TP shall be undertaken before disbursement of the final payment.
- f) Any excessive payment shall be adjusted and released or recovered from the TP.

6. Evaluation

- a) Short listing will be done strictly based on the information provided by the applicant. The applicant has to provide supporting documents for credentials claimed, failing which the Application will be rejected and will not be evaluated.
- b) Incomplete Applications or Applicants that do not meet the Qualification Criteria will be rejected and will not be entered in the prescribed Score Sheet / Evaluation Format.
- c) Agency/applicant having three or above star rating centers, as per Centre Accreditation and Affiliation Process of NSDC on SMART portal, shall be preferred for award of project.
- d) The Centres already accredited and affiliated by SSC under SMART may be considered for number allocation on priority.
- e) NSDC partner companies which have been funded by NSDC or other training providers in which are already working under PMKVY 2 .0 CSCM component will be given preference in the selection process. However, they shall be awarded target only for those job roles other than approved job roles in which the training is being imparted by the respective training partner under CSCM component and for such awarded targets, the TP shall undergo the CAAF process.
- f) DECT may at its sole discretion and at any time during the evaluation of Eol, disqualify any applicants if:
 - i. The applicant submitted the Proposal documents after the response deadline.
 - ii. The applicant submitted Eol without required documentation;
 - iii. The applicant used modified formats for submission;
 - iv. The applicant has made misleading or false reorientations in the forms, statements and attachments submitted in proof of the eligibility requirements
 - v. The applicant has been declared ineligible by the Government of India and, or Government of Meghalaya for corrupt and fraudulent practices or blacklisted by State/UT/Central Government or any Public sector Undertaking under them.
 - vi. The applicant has been in litigation with any Government agencies/institutions in India;
 - vii. The applicant failed to submit the Processing fee in the form of demand draft of Rs. 3000/- with the proposal.
 - viii. The applicant failed to submit refundable Earnest Money Deposit (EMD) of 50,000/- of the total project cost
- g) DECT will award the contract to the applicant whose proposal has been determined to be substantially responsive as follows:-
 - i. 60% Weightage shall be given in respect of the Quality of Training and Placement of Candidates which will be evaluated on the basis of the Years of Experience, Infrastructure available, Candidates Trained, Placement Percentage and Company Tie-ups for Placements.
 - ii. 40% Weightage shall be given in respect of the Approach and Methodology proposed.
 - iii. The Scoring Pattern and Criterion for the Quality Parameters and Competitive Pricing is weighed as follows:

The evaluation will be as per the criteria and weightage below: (60 Marks)

Sector wise evaluation			
Criteria	Scoring (in points)	Maximum Score	Relevant Document
No. of years in existence	3-5 years = 3 5 years and above = 5	5	Certificate of incorporation
No. of training Centres	1 centre =1 2 centre = 3 More than 2 centres = 5	5	Copy of rent or lease agreement / Electricity bill / Trade License, etc
Infrastructure available plinth area*	Less than 2000 sq. ft=3 2000 sq. ft to 4000 sq. ft = 7 More than 4000 sq. ft = 10	10	Lease agreement or ownership document
Equipment Available (one batch) *	Less than 50% of required equipment available = 5 All available = 10	10	Statement list of available equipment
No. of person trained and certified during last three years	200 to 299 trainees = 2 300 to 499 trainees = 5 500 to 999 trainees = 7 more than 1000 trainees= 10	10	In case of Govt. related schemes, copy of relevant work order and work completion certificate should be furnished. If it is self-financed, the proof of documents for training with self- attestation should be submitted.
Placement Records of the trained candidate	Less than 25% placed = 1 25% to 50% = 3 Above 50% =5	10	List of placed students-tracker, copy of offer letters and salary slips.
Experience in implementation of Skill Development programme.	Other parts of India (1-2 years) = 3 Other parts of India (more than 2 years) = 5 North East (1-2 years) = 5 North East (more than 2 years) =10	10	Copy of relevant agreement/work order
Total		60	

* Subject to field verification only.

Approach and Methodology (40 Marks)

Criteria	Maximum Score
Mobilization Strategies	10
Measures adopted for quality assurance	10
Qualified Faculty as per sector proposed	10
Post Placement Support and Tracking Mechanism	10
Total	40

For the above purpose an evaluation committee shall be notified by the State Government. The decision taken by the Directorate of Employment & Craftsmen Training will be final and no further queries would be entertained.

7. General Terms & Condition

- a) DECT reserves the right to withdraw this REol without assigning any reasons for the same, if DECT determines that such action is in the best interest of the scheme.
- b) The Eol submitted by the applicant shall remain valid for a period of 120 days after the closing date for submission of Eol prescribed in this document. Eol validity expressed for less than 120 days shall be rejected.
- c) At any time prior to deadline for submission of Eol: DECT may modify the REol document. The amended document shall be notified through website and such amendments shall be binding on the bidders.

- d) The shortlisted applicants will have to deposit a Bank Guarantee (BG) of 50,000/- of the total project cost in favour of the “Director Employment & Craftsmen Training Shillong” within 15 days from the date of issue of the ‘Letter of Invitation’ as Performance Security which will be released on successful performance of the contract including satisfactory completion of the mandatory one year tracking of trainees. If the Shortlisted applicants do not submit the said BG within the stipulated time, it will be presumed that the said applicants are not interested to sign the Memorandum of Understanding (MoU) and will be deleted from the list. Also, no further communication will be entertained in this regard.
- e) The selected Training Partner will have to execute a Legal Agreement / MoU with the Director of Employment & Craftsmen Training Shillong. A copy of such the MoU will be given to the selected Training Partner on receipt of the BG.
- f) Signing of MoU does not guarantee allocation of physical targets to the TPs but an opportunity to undertake training in accordance with target allocation principles listed in the Operation Manual for States PMKVY 2016-2020 (as amended from time to time)
- g) This REoI shall be interpreted, enforced and otherwise governed by the Laws of India, without reference to its conflict of law principles and the Courts at Shillong, India, shall have the exclusive jurisdiction in respect of matters arising in relation to this Request for Bid
- h) The awarded TP/ applicant will not impart training under Franchisee model. TP shall have to select job roles mention in Scope of Work for which they will be awarded targets.
- i) If an empaneled TP does not conduct any training within a period of 3 (three) months post target allocation or within 6 (six) months of finishing the training of the last batch, the contract may be cancelled.

8. Application Process

- a) All EOIs are to be submitted in the prescribed format at Annexure 1 - 6 to The Directorate of Employment & Craftsmen Training, Grove Site, Keating Road, Shillong, Meghalaya – 793004 on or before 19th April, 2018 up to 15:00 Hours.
- b) The applicant must also submit documented proofs in support of the information provided. Application without documented proofs shall be liable to be rejected.
- c) All documents to be submitted duly and sealed (with official seal) as follows:
 - i. Hard Copy of proposal duly signed and serial numbered along with all supporting documents in two separate cloth bound covers one original and one duplicate with duly numbered pages. Both covers to be written on top ORIGINAL and DUPLICATE respectively. Original documents to be kept in ORIGINAL marked cover and photocopied documents to be kept in DUPLICATE marked cover.
 - ii. 1 (One) Soft / scanned copies of Proposal along with all supporting documents in Adobe pdf format without password protection on Pen Drive (non-returnable) to be enclosed along with the Original Copy.
 - iii. Annex index of files along with the cover letter for easy reference.
 - iv. Demand Draft of INR.3000/- (Rupees Three Thousand only) in favor of " PMKVY Directorate of Employment & Craftsmen Training" payable at Shillong as non-refundable processing charges.
 - v. Refundable Earnest Money Deposit (EMD) of INR.50,000/- in the form of a Demand Draft Payable to "PMKVY Directorate of Employment & Craftsmen Training" payable at Shillong, drawn on any nationalized bank and must accompany with covering letter in a separate cover other than the proposal cover. Proposals that are not accompanied by the above Earnest Money Deposit (EMD) Demand draft in a separate cover shall not be

considered.

- vi. General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at Annexure-2
- d) The EMD of the unsuccessful agency would be returned (without interest) after the finalization of short listing.
- e) The EMD will be forfeited on account of one or more of the following reasons:
 - i. In case, applicant withdraws from the Eol process during the period of validity of Eol (Eol shall be valid for 90 days of submission of proposal)
 - ii. In case, applicant does not participate in the subsequent process of Eol (presentation before the committee, Signing of MoU) after having been shortlisted.
- f) Applicant is expected to examine all instructions, forms, terms and specification in the REol documents. Failure to furnish all information required by the documents and submission of proposal not substantially responsive to the REol documents in every respect may result in the rejection of the application.
- g) Contact Person:
 - i. Name: Shri B. Hajong, MCS, Director, Employment & Craftsmen Training.
email: dectmeg@gmail.com Tel: 9436113592
 - ii. Shri H.R. Massar, Inspector of Training. Tel: 9402196244

***Note**

- Late submission will not be entertained.
- State and Central government organizations are exempted from paying processing charges, EMD and Performance Security.
- The envelope containing the proposal should be clearly titled as "Proposal for the empanelment Training Partners to undertake the project under CSSM Component under PMKVY 2.0. (DO NOT OPEN EXCEPT IN THE PRESENCE OF THE OPENING/EVALUATION COMMITTEE)".

9. Scope of Assignment

The eligible TPs shall be engaged by DECT. The Selected TPs shall carry out assessment, counseling, training, certification and placement of the unemployed youth from the State. Duration of the project will be one year from the date of signing the MoU, which can be further extended if needed.

The DECT has identified the following preferred sector/courses

Sector	Job Role	Allocation of candidates to be trained in the following categories			
		Cat – I	Cat– II	Cat - III	Cat - IV
Agriculture	Banana Farmer	180			
	Turmeric Farmer		120		
	Ginger farmer		360		
	Beekeeper	180			
	Mushroom Grower (Small Entrepreneur)	450			
	Bamboo Grower	180			
	Pineapple Grower		360		
	Cashew nut Grower		180		

	Vermicompost Producer	270			
	Medicinal Plants Grower	180			
	Flower Handler— Packaging & Palletising	180			
	Dairy Farming/Entrepreneur				360
	Small Poultry Farmer				360
	Piggery Farming		450		
Automotive	Automotive Body Painting Technician Level 3	270			
	Automotive Electrician Level 4	270			
	Repair Painter - Auto body L 3	180			
	Repair Painter - Auto body L 4	180			
	Welding Technician Level 3	180			
	Welding Technician Level 4	180			
	Showroom Hostess / Host	180			
	Customer Relationship Executive	270			
	Finance, Insurance and Registration Coordinator	180			
	Sales consultant (Retail)	270			
	Chauffeur L4	180			
	Chauffeur L5	180			
	Apparel	Machine Maintenance Mechanic (Sewing Machine)	180		
Assistant Fashion Designer		360			
Fabric Cutter - Apparel, Made Ups & Home Furnishing		180			
Self Employed Tailoring					900
Hand Embroiderer (Addawala)		450			
Sampling Tailor		180			
Fashion Designer		360			
Sampling Coordinator		180			
Pattern Master		180			
Line Supervisor Stitching		180			
Specialized Sewing Machine Operator	300				
Beauty & Wellness	Assistant Beauty/Wellness Consultant	1200			
	Bridal Fashion and Photographic Makeup Artist	600			
	Senior Stylist	270			
	Assistant Hair Stylist				1500
	Pedicurist & Manicurist				600
	Senior Colorist	360			
Construction	Mason Marble, Granite and Stone	600			
	Rural Mason	900			
	Construction Electrician - LV	900			
	Chargehand - False Ceiling & Drywall Installer	360			
	Chargehand – Painting and Decorating	300			
Electronics &	CCTV Installation Technician				180

Hardware	DAS Set Top Box Installation & Service Technician	180			
	Solar & LED Technician	300			
Food Processing	Fruits and Vegetables Drying/ Dehydration Technician	300			
	Processed Food Entrepreneur	300			
	Traditional Snack and Savoury Maker	300			
	Spice Processing Technician	300			
Healthcare	Assistant Physiotherapist	360			
	Operating Theatre Technician	450			
	Dialysis Technician	300			
	General Duty Assistant				1500
	Pharmacist Assistant				360
Handicrafts & Carpets	Bamboo Artwork Maker	180			
	Crochet Lace Maker- Apparel	180			
	Tassel(Muga& Silk dress)				360
	Khiewranei (Clay Pottery)				180
	Tliang (Traditional Bamboo Mat)				180
	Traditional Musical Instrument (Wangala)				180
IT-ITES	Domestic Data entry Operator				402
Infrastructure & Building	Crusher Operator	180			
	Batching Plant Operator	180			
Iron & Steel	Dumper Operator	180			
	Excavator Operator	180			
Media and Entertainment	Sound Designer	180			
	VFX Editor	180			
	Sound Engineer	180			
Sport	Fitness Trainer				270
Security	Security Guard(General)		900		
Textile & Handloom	Power Loom Operator	180			
	Automatic Shuttle Loom Operator	180			
Tourism & Hospitality	Meet & Greet officer	1200			
	Guest House Caretaker	600			
	Tour Vehicle Driver	180			
	Bartender	1200			
	Multi Cook Cuisine				810
	Food & Beverage Steward				1500
	Front Office Associate				1500
Total		20130	2370	900	10242

- Proposals in other sectors/ courses not mentioned above but having good employment potential are also welcome.
- For Cat I - SSC Guidelines to be followed.
- For Cat II - TP to work closely with DECT and SSCs for development of QPs, curriculum and model content. MES courses not mapped to SSC QP-NoS may also be taken up. MSDE shall ensure that SSCs develop the QPs for the innovative job roles identified in a time bound manner.
- Cat III - TP to work closely with DECT and SSCs for development of QPs, curriculum and model

content. MSDE shall ensure that SSCs develop the QPs for the innovative job roles identified in a time bound manner.

e) Cat IV - SSC Guidelines to be followed

Table-1: Central / State Govt. Funded Training Programs (excluding PMKVY)

Sl. No.	Name of the project	Funding Ministry/ Deptt	Key Description of the project	Project duration (start & end date)	Total candidates trained	Total candidates certified	Total candidates placed	Placement %	Remarks

Table-2: PMKVY Scheme

Sl. No.	Project duration (start & end date)	Total candidates trained	Total candidates certified	Total candidates placed	Placement %	Remarks

Details of Existing Training Centres:

If training centre is non-operational mentioned the date from which it is non-operational in remarks column.

Table -3: Details of Existing Training Centre

- Attach plan lay out of the existing centre

Sl. No.	Training Centre name	Complete address	CAAF Details			Owned or rented (If rented provide copy of rent agreement certificate)	Area in sqm (show office & training areas separately)	Status (Operational / Non Operational)	Training/Batch capacity job role wise	Residential or non-residential	Details of current projects/trainings (if any)
			Approved (Y/N)	Centre ID	Star Rating						

* **Table -4: Details of Trainers Proposed for the Project (Job Role Wise)**

Sl. No.	Trainer Name	Educational qualification	Experience of the	Contact details of	Certified by which	Certified for which	Certified since	Certificate no./ID

		of the trainer	trainer	trainer along with telephone & email	SSC	job role	when	

Table - 5 Sector Proposed as per Para 3

Sl. No.	Name of proposed job role training	Training/Batch capacity job role wise	Job role wise No. of batches	Training Centre name	Complete address	State

Table - 6 Sector Proposed other than Para 3

Sl. No.	Name of proposed job role training	Training/Batch capacity job role wise	Job role wise No. of batches	Training Centre name	Complete address	State

Table-7: The detail of the team that is proposed to be deployed for the project profile of each member to be submitted separately as per annexure 5

Sl. No.	Name of staff	Designation	Years of Experience	Area of Experience	Proposed in Management	Trainings Attended

Note: Following Details pertaining to centres may be annexed with proposal

- i. Photographs of food production facility for residential centres.
- ii. Photographs of accommodation facility for residential centres.
- iii. Photographs of Placement and Entrepreneurship cell, counseling, lab, classrooms, centre area etc.

Furnish the following details

- A. Please give detail pertaining to the proposed mobilization strategies and best practices that the applicant will adopt for mobilization of candidate for PMKVY.
- B. Please give detail on measures adopted to ensure quality assurance
- C. Furnish detail regarding methodology to be adopted for placement of the successful trainees and their post placement support & tracking mechanism

(Strictly on applicant Letter head)

Date:

To,

The Director
Employment & Craftsmen Training
Address: Grove Site, Keating Road, Shillong 793001

Sub: REol published by DECT for empanelment to undertake the project under Centrally Sponsored and State Managed Component under Pradhan Mantri KaushalVikasYojana (PMKVY2.0) in Meghalaya.

Please find enclosed Proposal in respect of the empanelment to undertake the project under Centrally Sponsored and State Managed Component under Pradhan Mantri Kaushal Vikas Yojana (PMKVY 2.0) in Meghalaya, in response to the Request for Expression of Interest (Eol) Document issued by **Directorate of Employment & Craftsmen Training (DECT)**

We hereby confirm that:

1. The proposal is being submitted by (name of agency who is the applicant, in accordance with the conditions stipulated in the Eol).
2. We have examined in detail and have understood the terms and conditions stipulated in the Eol Document issues by DECT and in any subsequent communication sent by DECT. We agree and undertake to abide by all these term and conditions. Our Proposal is consistent with all the requirements of submission as stated in the Eol or any of the subsequent communication from DECT.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in Eol, and is correct to the best of our knowledge and understanding.
4. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that DECT will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for aforesaid programmed, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
5. We acknowledge the right of DECT to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We satisfy the legal requirements and meet all the eligibility criteria as laid down in the Eol.
7. This proposal is unconditional and we hereby undertake to abide by the terms and conditions of the Eol.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt

Practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

9. We have enclosed the processing fee and EMD in the form of demand draft as stipulated in Eol in separate cover. The details are as under:

Item	Amount in INR	Demand Draft No.	Date	Drawee Bank
Processing charges	₹3000			
EMD	50000			

In witness thereof, we submit our proposal for the Eol published by DECT.

For and on behalf of:

Signature

Name:

Designation

(Company Name)

(Authorised Signatory)

Annexure 2: Format for power of Attorney

(Required only if the Signatory to the Bid is not directly authorized by the Company Board, or Partners, Otherwise the Board Resolution Partners Resolution would suffice)

Date:

To,
The Director,
Employment & Craftsmen Training
Address: Grove Site, Keating Road, Shillong 793001

Dear Sir,

Sub: Eol published by DECT for empanelment of undertake the project under centrally Sponsored and State Managed Component under Pradhan Mantri Kaushal Vikas Yojana (PMKVY 2.0) in Meghalaya.

<Proposer's name> hereby authorizes <Designation Representative's name> to act as a representative of <Proposer's name> for the following activities wide its Board Resolution (and Power of attorney if applicable) ¹ attached herewith.

To attend all meetings conducted by DECT and shall discuss, negotiate, finalize and sign any proposal or agreement and contract with AMC related to Eol.

Yours faithfully,

<Signature and Name of appropriate authority of the Proposer >

<Signature and name of the Designation Representative of the Proposer for acceptance of this Power of Attorney>

For

<Name of Proposer >

Encl: Board resolution for Authorized Signatory

¹In case the signatory to the bid is not directly authorized through a Board/Partners Resolution of the firm, then the Power of Attorney Vesting relevant power to the signatory should be attached. The purpose is to trace the authorization to a Board/Partner's Resolution.

Annexure 3: Format for Bank Guarantee for Performance Security

Date

To,

The Director

Employment & Craftsmen Training

Address: Grove Site, Keating Road, Shillong 793001

Sub: Submission of Bank guarantee

- g. This Deed of Guarantee made this day of2018 between Bank of (Hereinafter after called the "Bank") on the one part, and (Hereinafter called the "Authority") of the other part.
- ii. WHEREAS authority has awarded the Contract for (providing training), (Hereinafter called the Contract): to (Name of Service Provider) (Hereinafter called the "service provider")
- iii. AND WHEREAS the service provider is bound by the said contract to submit to the authority a Performance Security for a total amount of ₹..... (Amount in figure & words)
- iv. NOW, WE UNDERSIGNED(Name of Bank)..... do hereby unconditionally and irrevocably undertake to pay to the Authority an amount not exceeding ₹.....(Rupeesonly) without demur merely on a demand in writing from Authority stating that amount claimed as due and payable by the Service Provider. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We, the Bank, further undertake to pay to the Authority (AMC) any money so demanded notwithstanding any dispute raised by the Service Provider in any manner whatsoever and our liability under these presents is absolute, unconditional, unequivocal and irrevocable.
- v. We, the Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreements.
- vi. This Guarantee is valid for a period of 365 days from the date of signing. (The initial period for which this Guarantee will be valid must be for at least days/months longer than the anticipated expiry date of the Warranty period or Annual Maintenance Contract (as the case may be) as stated in the 'General Conditions of Contract'. We undertake not to revoke this guarantee during its currency without the written consent of the Authority.
- vii. At any time during the period in which this Guarantee is still valid, if the Authority agrees to grant a time extension to the Service Provider or if the Service Provider fails, to complete the works within the time of completion as stated in the Contract, or fails, to discharge itself of the liability or damages or debts as stated under Para 5, above, it is understood that the bank will extend this Guarantee under the same conditions for the required time on demand by Authority and at cost of the service Provider.
- viii. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank of the Service Provider.
- ix. The neglect or forbearance of the Authority in enforcement of payment of any moneys and the payment whereof is intended to be hereby secured and the giving of time by the Authority for the payment hereof shall in no way relieve the Bank of their liability under

this deed.

- x. We, the Bank, undertake not to revoke this Guarantee except with the previous consent of the Authority in writing. This Guarantee shall be valid up to and we undertake to renew/extend this Guarantee from time to time till the completion of performance by the Service Provider of its obligations under the Contract and /or as demanded by the Authority.
- xi. The expression "the Authority the Bank" and "the Service Provider" hereinbefore used shall include their respective successors and assignees.

In witness whereof I/We of theBank have signed and sealed this guarantee on the....day of **2018** being herewith duly authorized.

For and behalf of the___Bank

Signature of authorized Bank official Name:

Designation:

Stamp/Seal of the bank: Signed, sealed and delivered

For and on behalf of the bank by the above named.....

In the presence of:

Witness 1

Signature & Name

Address

Witness 2 Signature Name Address

Annexure 4: Format for Self - Declaration

Format for Self - Declaration certifying that the Entity/Promoter/Director/s of Entity are not blacklisted (On a stamp Paper of relevant Value- To be notarized)

Anti-blacklisting Declaration

I/We.....(Name of the Proposer), (the names and addresses of the registered office) hereby certify and confirm, that we or any of our promoter/ director(s) are not barred by State of Meghalaya / any other entity of state of Meghalaya or blacklisted by any state government or central government / department/ Local Government /Municipal Body/ Public Agency in India or from abroad from participating in providing Consulting/ Advisory Services of any kind, wither individually or as member of a Consortium on the__(Proposal submission Date).

We further confirm that we are aware that our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of the Bidding Process or thereafter during the agreement period. Dated this Day of.....2018

Name of the Proposer

Signature of the Authorized Person Name of the Authorized Person

Annexure 5: Profile of proposed Trainers

Photo	Name			
	Designation			
	Proposed Role			
	Date of Birth			
	Education			
Employment Record	From	To	Company	Position Held
Brief profile				
Detail of work experience		Nature of work handled From date: To date:		
Languages	Name of languages	Read	Write	Speak
Date I clarify that to the best of knowledge and belief, above details is true. I understand that any willful misstatement described herein may lead to disqualification or rejection of my application Name & signature along with seal				

Annexure 6: Details of only trained, certified and placed candidates

Sl. No.	Name of project	Name of Trade/Course/Job role	Duration of Trade/Course/Job role	Name of Candidate	Contact details of Candidate	Placement details of Candidate

Document Checklist

- 1) Certificate of incorporation
- 2) Rent Agreement / Lease Agreement / Electricity bill /
Trade License
- 3) List of Equipment
- 4) Work Order
- 5) Offer Letter / Salary Slip