

Government of Tripura  
Directorate of Skill Development  
Department of Industries and Commerce  
ITI Road, Indranagar, Agartala-799 006  
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NO. F.5 (58)/TSDM/ 2016/ 14,190

Date: 05<sup>th</sup> January, 2021

## Request for Proposal (RFP)

Directorate of Skill Development, Government of Tripura invites 'Request for Proposal (RFP)' from the interested National Skill Development Corporation (NSDC), SMART Portal / Skill India Portal registered Training Providers and all who are currently imparting any training programme under Directorate of Skill Development, Government of Tripura for conducting Short Term **Skill Development Training** under Border Area Development Programme (BADP) scheme in West District. The eligible interested agencies may submit proposals in sealed envelopes only as per prescribed format by 20<sup>th</sup> January 2021, 5:00P.M.

The complete RFP document may be downloaded from the State Government portal [www. tripura. gov .in](http://www.tripura.gov.in).

Sd/-  
The Director  
Skill Development  
Government of Tripura



**Government of Tripura**  
**Directorate of Skill Department**  
**Department of Industries and Commerce**  
**Indranagar, Agartala-799006**  
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The objective of this RFP is to organize skill development training for the **"Unemployed Youths"** residing across the **BADP Blocks under West Tripura District** through Government/Private Training Providers (TPs) of the state. The skill development trainings shall be imparted on /State vetted course curriculum and in compliance with the Standard Operating Procedure issued by Directorate of Skill Development, Govt. of Tripura. Interested Training Provider may submit the sealed proposal to the office of the undersigned, super scribed with **"Project Application for conducting Skill Development Training for the Unemployed Youths under Border Area Development Programme (BADP) scheme in West Tripura District"**.

The location wise details of the skill development training which needs to be undertaken are mentioned below:

Sl No	Name of the Block	Job role Sector	Job role	Duration in Hrs	Common Norms category	Total Trainees
1	Dukli	Agriculture	Organic Grower	200	II	72
		Agriculture	Mushroom Grower	200	II	70
2	Old Agartala	Automotive	Light Motor Vehicle Driver	200	I	40
		Rubber	Grader (RSS Trading)	240	II	40
3	Bamutia	Construction	Assistant Electrician	200	I	65
		Agriculture	Mushroom Grower	200	II	70
4	Mohanpur	IT&ITES	Digital literacy & Soft Skill	240	II	58
		Agriculture	Gardener	300	II	55
5	Hezamara	Agriculture	Piggery Farmer	240	II	65
		Construction	Assistant Electrician	200	I	60
					<b>Total Trainees</b>	<b>595</b>

The Training providers have to submit only hard copy of the project proposal in the prescribed Project Application Form (PAF) enclosed in **Annexure-I**. Proposals submitted without index and page numbers and any format other than PAF shall be rejected. All the pages and documents in the proposal have to be duly signed and stamped by authorise signatory otherwise it shall be rejected. Any irrelevant document submitted along with the proposal shall be liable to rejection. The maximum page limit along with filled up PAF and all relevant documents shall be **70**. **The TPs can only apply for maximum two job roles in the proposal. To be eligible to receive target allocation under any particular job role, the participating Training Provider have to score minimum 60% as per the score sheet.**

The project proposals will be evaluated and presented in front of Project Approval Committee (PAC). The PAC reserves all the rights to reject any proposal /allocate any number of targets to any participating Agency or to reduce or increase target under any particular job role.

The RFP is open to all entities that fulfil the eligibility criteria as prescribed in **Annexure-II**. Training centre requirements for specified job roles are mentioned in **Annexure-III**. The last date of submission of proposal is **20<sup>th</sup> January, 2021 by 5.00PM**. **All proposals are to be submitted in hard copies only.**

Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of target for the said project.

Directorate of Skill Development reserves all the rights to cancel the application/ penalize the Project Implementing Agency (PIA), if any information is found to be incorrect/ false during and after project execution, at its sole discretion and without assigning any reason. DSD also reserves right to cancel the RFP at any point of time without providing any explanation.

If Training Provider submits any false/edited document, shall be out rightly rejected and the Training Provider shall be blacklisted for next 6 months for conducting any training under Directorate of Skill Development.

Sd/-

**The Director,**

**Skill Development**

**ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)**

**Tel: (+91) 381-235-166; E-mail: [skilltripura@gmail.com](mailto:skilltripura@gmail.com)**

**Project Application Form (PAF)****I. APPLICANT PROFILE**

Provide a brief profile of the Applicant in the format mentioned below:

1.1 Name of the organization	
1.2 Type of the organization (Government Institute / Company/ Firm/ Society/ Trust/ Proprietorship)	
1.3 Name and contact details of the Authorised Signatory of the Organization	
1.3.1 Relevant years of experience in skill development training domain in the state.	
1.4 Address of head office	
1.5 Name of the SPOC for proposed training centres	
1.6 Contact details of SPOC	Contact no.: Email ID:
1.7 Office address of SPOC	
1.8 NSDC registration certificate to be enclosed	

**II. EXPERIENCE IN SKILL DEVELOPMENT PROGRAMS**

Provide a brief description of organization's past experience in conducting skill development programs in last three (3) financial years.

Financial Year	Govt. Funded scheme (STT)			Corporate Responsibility(CSR) scheme		Social Self-Paid scheme (STT)	
	Scheme	Trained	Certified	Trained	Certified	Trained	Certified
2017-18							
2018-19							
2019-20							

Only work orders received during FY 2017-20 to be attached with the proposal. Work Orders received from various organizations from Tripura State only to be attached. Work Order received from other States and beyond FY 2017-20 if attached will be rejected.

**III. PROPOSED TARGET GROUPS & JOB ROLE:** (A maximum of two job roles may only be applied)

Sl. no.	Target group (Specify)	Sector	Job Role	Duration in hours	Proposed Target	Course curriculum attached or not	Session plan attached or not
1							
2							

**IV. DETAILS OF PROPOSED TRAINING CENTRE:**

Sl. no.	TC name	Complete Training centre address	Proposed job role	Original Rent Agreement document/ Lease Document/ Ownership document shall be attached with the proposal (which may be returned within 15 days of selection of Training Provider.		
				Ownership	Trainer	Equipment's
1	2	3	4	5	6	7

Shortlisted TP has to set up training centre (within 15 days) by fulfilling requirements of training centre in the specified locations enclosed in **Annexure-III**.

**V. PROPOSED PLACEMENT/ENTREPRENEURSHIP PLAN:** Specify the strategy to be followed for each job role separately along with Entrepreneurship classes plan along with placement tie up letters. For entrepreneurship, the TPs have to provide a detailed plan along with the process of supporting the SHGs/Candidates for setting up enterprises. TPs also have to submit the OJT plan/Exposure plan for the candidates for each job roles.

Sl No	Proposed job role	Entrepreneurship classes session plan	OJT/Exposure shall be conducted with which organization shall be mentioned along with OJT letter on proper letterhead	No of placement tie up letters submitted along with copy of the letters
1				
2				
3				

## VI. CERTIFICATES TO BE PRODUCED:

- a. Certified that provisions of the RFP have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development.
- b. Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development.

**VII. CHECK LIST DOCUMENT:** Self-attested photocopies of the following documents to be attached with the proposal.

Sl. No	Particulars	Enclosed (Yes/ No)	Remarks if any
1.	Organization Registration Certificate		
2.	Experience Document related (Work Order) to skill development in last three years.		
3.	Ownership document such as Registered Rent/ Lease Agreement copy/ Electricity bill etc of the proposed TC.		
4.	Trainer details including detailed CV with trainers for proposed job role (if Certified submit relevant ToT certificate) along with experience certificate duly signed is mandatory.		
4.	Certified Trainer details for conducting Entrepreneurship classes (NIESBUD/IIE) along with domain trainer have to be submitted. All the CVs should have photograph and signature of the trainers and all relevant certificates have to be self attested and attested by the TP. Any violation to these guidelines shall be liable to rejection.*		
5.	Certificates as per Sl.No.VI		

\* DSD reserves the right to cancel/not consider any application at its own discretion.

### Note:

- a) All the pages should be numbered and properly indexed mentioning the name of the submitting agency. If any of the RFP proposal is found to be without proper signature, name of the submitting agency, scheme name on the submitted envelop for which the proposal is being submitted, it will be liable for rejection.

Authorized signatory of the Organization  
With seal Name/Designation/Address

Date:

Place:

Eligibility criteria for applying the Request for Proposal for conducting Short Term training under **Border Area Development Programme (BADP) scheme in West Tripura District** during the FY 2020-21.

- a) Applicant should be any Institute (Government/Private)/organizations/ Company/Firm/ Society/Trust/ Proprietorship registered under National Skill Development Corporation (NSDC), SMART Portal / Skill India Portal and all who are currently imparting any training programme under Directorate of Skill Development, Government of Tripura.
- b) Should have training centre of Specifications as per **Annexure-III**, in terms of infrastructure, logistics, equipment's, trainers and other manpower.
- c) Should have experience in conducting skill development training in the state under Directorate of Skill Development, Government of Tripura.
- d) Feedback based on the monitoring visits conducted shall be considered. DSD reserves the right to cancel the TP at its own discretion.
- e) Training Provider should maintain all the relevant parameters mentioned in the Scoring Sheet **Annexure-IV** during submission of **RFP**.



**Training centre requirements:**

Shortlisted TP has to set up training centre (within 15 days) by fulfilling following criteria:

- i. A Reception cum placement cell and Washroom (separate male and female)
- ii. Training centre should be well equipped with all necessary precautionary measures for preventing **CoVID-19** disease (if any) & shall maintain the Guidelines circulated by MHA; GoI.
- iii. Training centre must have job role wise separate Classroom and Laboratory (minimum 10 sq.ft per candidate)/ as per SSC Specifications.
- iv. Training centre must have equipment as per the list Job role wise mandatory equipment list is mentioned as per NSQF/ DSD shared list.
- v. Availability of Safe Drinking Water
- vi. Availability of First Aid Kit & fire Extinguisher.
- vii. Dustbin in each Classroom and Laboratory and Washroom
- viii. TC has to do branding as per the guideline provide by DSD.
- ix. Minimum Centre Staff Requirement:
  1. Job role wise trainer
  2. Centre In-charge cum MIS Coordinator
  3. Housekeeping Staff

**Scoring sheet for Evaluation of Proposals**

Sl. No.	Parameters	Maximum Marks
1	Complete and duly filled up PAF in the prescribed format only. No hand written response would be accepted	10 Marks
2	Content of the curriculum with hourly wise session plan for each job is attached (max 3 pages)	10 marks
3	Complete CV of Trainers along with photograph and with photocopy of certificates (highest qualification mark sheet, experience document, if any, Relevant certificate from prominent institute on specific field for which trainer is proposed). All the CVs and experience certificates has to be duly signed by candidate (For each job role shall be attached)	10 Marks
4	ToT trained Trainer (it is mandatory to engage the same trainer for the programme, else target would be forfeited)	5 Marks
5	NEISBUD/ other EDP training certificate (it is mandatory to engage the same trainer for the programme, else target would be forfeited)	5 Marks
6	Previous experience/work orders in conducting the same job role (for which applied) in Tripura only to be submitted	10 Marks
7	Submission of valid OJT document and Placement tie up letter (2019-20) along with satisfactory Entrepreneurship support methodology (shall be verified by DSD)	20 marks
8	Success story of previously trained candidate in audio visual format only. Minimum 1 minute and maximum 2 minutes video is mandatory to score under this category ( candidate may tell about his/her education background, training undergone, experience gain, benefit received from the training, training provider and centre details, scheme under which trained, current occupation and earning). Video must showcase the organization he/she has been setup/ employer premise where he/she is currently placed.	10 Marks
8	Original Notarized Premise ownership document (it shall be verified by DSD)	10 marks
9	Monitoring feedback/ response of Training Provider in previously conducted programme under DSD	10 Marks
	<b>Total</b>	<b>100 Marks</b>

**To be eligible to receive target allocation under any particular job role, the participating Training Provider have to score minimum 60% as per the score sheet.**

**TP has to score full marks in point no. 1, 2, 5, to be eligible for target allocation.**

**The marks mentioned in last column of the above table are the highest score which can be obtained by any participating organization. PAC is the final authority to decide the maximum point to be allocated to any participating organization based on the documents.**