

Request for Proposal (RFP)
For
Skill Development & Employment
For BPL Scheduled Caste (SC) Youths

From Industries / Institutions

(No. MAPCET/RFP-3/2021-22/236)

Important Note:-

1. The RFP to be submitted online in separate document of “proposal of Technical Bid” (Form-1,2,3,4,5,6,7,8) with Annexure-A and B.
2. Tender Fee Rs. 5000/- and EMD of Rs. 5.00 Lakhs to be paid online e-procurement portal www.mptenders.gov.in

Madhya Pradesh Council of Employment & Training (MAPCET)

Rajiv Gandhi Bhawan, 35, Shyamla Hills, Bhopal (M.P) 462002

Phone:-0755-2661215,

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Notice
**Request for Proposal (RFP) for “Skill Development & Employment for
BPL Scheduled Caste (SC) Youths” by MAPCET.**

M.P. Council of Employment and Training, MAPCET (An Autonomous institution under Department of Tribal Affairs, Govt. of M.P.) has been established for implementation of various skill development programmes to enhance the employment opportunities of Scheduled Tribe (ST) and Scheduled Caste (SC) Youths of Madhya Pradesh.

MAPCET requests for proposal (RFP) from reputed **Industries & Institutions** for conducting training for skill development of BPL Scheduled Caste youths of M.P. as per National Skills Qualification Framework (NSQF) and to place them in suitable employment. The Training programs shall be implemented in accordance to the Common Norms prescribed by the Ministry of Skill Development and Entrepreneurship, Government of India.

Interested Industries & Institutions which will be opened and examined by the Committee for the selection. Interested Industries & Institutions may obtain the RFP document from the www.mptenders.gov.in.

The **Managing Director** MAPCET reserves the right to select/ reject any proposal without assigning reasons thereof.

**Managing Director,
MAPCET**

DISCLAIMER

All information contained in this **Request for Proposal (RFP)** is in good interest and faith, Though adequate care has been taken in the preparation of the RFP document, the interested agencies shall satisfy them that the document is complete in all respects. The information published in this document is not intended to be exhaustive.

Interested Industries & Institutions are required to make their own enquiries and assumptions wherever required.

MAPCET reserves the right to reject any or all of the proposals submitted in response to the RFP at any stage without assigning any reasons whatsoever. **MAPCET** also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their proposals in response to the RFP. **MAPCET** also reserves the right to change/ modify/ amend any or all of the provisions of the RFP document without assigning any reason.

Neither **MAPCET** nor their employees and associates will have any liability to any prospective respondent of the RFP or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expenses or damages which may raise from or be incurred or suffered in connection with anything contained in the RFP document, any matter deemed to form part of the RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of **MAPCET** or their employees and RFP respondent or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of RFP process is confidential to **MAPCET** and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

The issue of this RFP does not imply that the Authority is bound to select one or more Applicants or to appoint the selected Applicants, as the case may be, for the implementation of the program.

1. **Proposal Fact Sheet**

S.No	Particular	Details																				
1.	Name of Issuer	Madhya Pradesh Council of Employment & Training (MAPCET).																				
2.	Availability of the document	The Proposal Document is available on: e-procurement portal www.mptenders.gov.in . All Subsequent changes to the Proposal document shall be published on the above mentioned web portal.																				
3.	<u>Duration of RFP</u>	<u>180 days</u>																				
4.	Proposal Document Fee and EMD	Tender/Processing Fee Rs. 5000/-(Non Refundable) and EMD of Rs. 5.00 Lakhs(refundable) to be paid online e-procurement portal www.mptenders.gov.in. Note:- Govt. Institutions will be exempt from EMD.																				
5	Performance Bank Guarantee	10% of total sanctioned project cost in the form of Bank guarantee in favour of M.D. Mapcet at the time of signing of agreement with validity of 24 months.																				
5.	Important Dates	<table border="1"> <thead> <tr> <th><u>Details</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td><u>Tender Publishing Date</u></td> <td><u>17 SEP 21</u></td> </tr> <tr> <td><u>Document Download Start Date</u></td> <td><u>18 SEP 21</u></td> </tr> <tr> <td><u>Submission of Pre-bid queries</u></td> <td><u>24 SEP 21</u></td> </tr> <tr> <td><u>Virtual/Online Pre Bid Meeting</u></td> <td><u>27 SEP 21</u></td> </tr> <tr> <td><u>Issue of pre bid meeting clarifications and its circulations</u></td> <td><u>29 SEP 21</u></td> </tr> <tr> <td><u>Tender submission start date</u></td> <td><u>30 SEP 21</u></td> </tr> <tr> <td><u>Tender submission closing date</u></td> <td><u>14 OCT 21</u></td> </tr> <tr> <td><u>Tender opening date</u></td> <td><u>18 OCT 21</u></td> </tr> <tr> <td><u>Award of Contact</u></td> <td><u>28 OCT 21</u></td> </tr> </tbody> </table>	<u>Details</u>	<u>Date</u>	<u>Tender Publishing Date</u>	<u>17 SEP 21</u>	<u>Document Download Start Date</u>	<u>18 SEP 21</u>	<u>Submission of Pre-bid queries</u>	<u>24 SEP 21</u>	<u>Virtual/Online Pre Bid Meeting</u>	<u>27 SEP 21</u>	<u>Issue of pre bid meeting clarifications and its circulations</u>	<u>29 SEP 21</u>	<u>Tender submission start date</u>	<u>30 SEP 21</u>	<u>Tender submission closing date</u>	<u>14 OCT 21</u>	<u>Tender opening date</u>	<u>18 OCT 21</u>	<u>Award of Contact</u>	<u>28 OCT 21</u>
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8.	Email Address of MAPCET	email: mapcet@mp.gov.in																				
9.	Address for Communication	Managing Director M.P. Council of Employment & Training(MAPCET) Rajiv Gandhi Bhawan, 35, Shyamla Hills, Bhopal Ph-0755-2661215																				
10.	Contact Person	Managing Director/General Manager, MAPCET 0755-2661215/0755-4930026 Contact Person for Technical Support- Shri Akash Shrivastava Mob.- 9074203622																				
11.	Mechanism For Approval of the proposal	Selection of the Training Agency shall be carried out by the MAPCET based on the following criteria: <ol style="list-style-type: none"> 1. Evaluation of the proposals by the committee constituted by MAPCET. 2. Recommendation by selection committee. 3. Award of Contract by MD, MAPCET. 																				

2. Abbreviations

D.D.	Demand Draft
DTA	Department of Tribal Affairs
E.M.D.	Earnest Money Deposit
PG	Performance Guarantee
GOI	Government of India
LoI	Letter of Intent
M.P.	Madhya Pradesh
MAPCET	M.P. Council of Employment & Training
MES	Modular Employable Scheme
MoSDE	Ministry of Skill Development and Entrepreneurship (Government of India)
MPSSDM	Madhya Pradesh State Skill Development Mission
NCVT	National Council of Vocational Training
NOS	National Occupation Standard
NSDC	National Skills Development Corporation
NSQF	National Skills Qualification Framework
QP	Qualification Packs
R.F.P.	Request for Proposal
SSC	Sector Skill Council
MoU	Memorandum of Understanding
FY	Financial Year
TSP	Training Service Provider

3. Definitions and Glossary

Terms	Description
Aadhar linked Biometric Attendance or OTP based attendance	Aadhaar linked Biometric attendance machine captures unique biological/physical feature such as finger(s) print cross verified with data fetched through the UIDAI portal for identity verification. All centre's must capture the biometric attendance of trainers and trainees or OTP based attendance system.
Agreement / Empanelment	Contact between MAPCET and TSPs selected for implementation of scheme signed in form of Memorandum of Understanding (MOU).
Batch Size	The total no. of candidates getting trained in a particular job role at a particular time in a single classroom or practical room. The approved batch size is of minimum 10 candidates to maximum 30 Candidates.
Centre affiliation fees	All TSPs are required to get their training centers affiliated from MAPCET. One-time affiliation fee @ INR 10,000.00 (Rupees Ten thousand only) per centre would-be charged by MAPCET. This fee would be non-refundable. Note:- For Govt. Institutions will be exempt from the centre affiliation fees.
Client / Authority	The Managing Director/ General Manager (MD/GM) of Madhya Pradesh Council of Employment & Training (MAPCET), who has invited proposals for empanelment with whom (or his designated represented) the empanelled Training Service Provider signs the Contract for the Services and to whom the empanelled Training Service Provider shall provide services as per the terms and conditions and Terms of Reference (ToR) of the contract.
Disqualification	The exclusion of the Applicant from the empanelment process or de-empanelment of the applicant due to any of the following reasons: <ul style="list-style-type: none"> • The Applicant has wrongly stated/manipulated the facts and figures in the proposal at any stage before/after the award of the Assignment. • The Applicant tries to influence the evaluation process by any means. <p>A. In case of disqualification, Earnest Money Deposit or Performance Guarantee, as applicable, shall be forfeited.</p>

Terms	Description
Earnest Money Deposit	EMD of Rs. 5.00 Lakhs(refundable) to be paid online e-procurement portal www.mptenders.gov.in.
Performance Guarantee	10% of total sanctioned project cost in the form of Bank guarantee in favor of M.D. Mapcet at the time of signing of agreement with validity of 24 months.
Mobilization	Conveying the correct message to the target audience, thereby motivating them to participate/register for schemes. Under the scheme, the mobilization of beneficiaries would be done from PMAGY (Pradhan Mantri Adarsh Gram Yojna) Villages on priority basis by the Institutions field representative and registration through a web-portal. The web-portal for registration is on http://mapcet.mp.gov.in .
National Occupational Standards (Nos)	National Occupational Standards (Nos) specify the standard of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Essentially Nos are benchmark of good practices. Each Nos defines one key function in a job role. Nos describe functions, standards of performance and knowledge / understanding. The Nos are laid down by employers (through their SSCs). A set of Nos, aligned to a job role, called Qualification Pack (QP), would be available for every job role in each industry sector. These drive both the creation of curriculum and assessments.
National Skill Development Corporation (NSDC)	NSDC aims to promote skill development by catalyzing creation of large, quality, for-profit vocational institutions. It provides funding to build scalable, for-profit vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships.
Placement	Placement under schemes is defined if a candidate fulfills the following criteria:- <ul style="list-style-type: none"> • He/ she continue in job for 3 months or run his/her own set-up for 3 months, post completion of training programme. • Salary received as per the minimum wages as per the norms of state of Madhya Pradesh. • He/she should receive the salary in his/her dedicated bank account or should have earned the income in his/her dedicated bank account The mandatory documentary proof of every candidate placed should be uploaded on the MAPCET portal.
Placement Rate	The number of students placed as a proportion number of students completed training (certification) of the batch size.

Qualifications Pack (QP)	QP comprises the set of Occupational Standards, together with the educational, training and other criteria required to perform a job role.
Post Placement Tracking	Tracking of candidates for a period of 6 months (at least once every month) post completion of training. Candidate wise records are to be maintained regarding mode of tracking, date of tracking, person by whom tracking was done, latest status of the candidate (working/not working, satisfied/unsatisfied with job, wants new job etc.)and remedial measures to be taken(if required).A three-tier mechanism would be followed to track the candidates after placement:- <ol style="list-style-type: none"> 1. Desk verification. 2. SMS and Telephonic Verification. 3. Physical Verification.
Sector Skill Councils (SSCs)	SSCs are national partnership organizations that bring to gather all the stakeholders – industry, labor and the academia, for the common purpose of work force development in particular industry sectors. They operate as autonomous bodies. These councils are registered as a Section25 Co., or Society. Funding is initially done by NSDC & Industry. The objectives of SSCs are Conducting Research and Building Quality Assurance, Providing training curriculum, Assessment & certification, setting up sectoral Centre of Excellences (CoE) and Training of Trainers.
Training Service Provider (TSP)	Any entity which is has been empanelled by MAPCET through this RFP and may provide Services to the Client under the Contract.
Terms of Reference (ToR)	ToR means the document included in the RFP, which explains the objectives, scope of work, activities and tasks to be performed, respective responsibilities of the Client and the Training Service Provider, and expected results and deliverables of the Assignment/job.
Sponsoring Agency	For the purpose of this RFP, the sponsoring agency is defined as any State Government /Central Government / Ministry / Department / Government Agency / any Public Sector Undertaking (PSU) conducting CSR activities or any accreditation body as defined in the respective eligibility criteria which has empanelled the Training Service Provider to conduct training programs and funded the training project of the Training Service Provider.
SC Populated District	These are the SC Populated District where the Training will be conducted by TSP in Madhya Pradesh. List is annexed in Annexure-D of this document.
Validity of the proposal	The proposal shall remain valid for a period of 180 days from the last date of submission specified in the tender document. However, it may be extended by MAPCET. In such a case, consent from the applicant TSPs would be sought in advance. If the applicant is not willing to provide its consent for extension, then its proposal with EMD would be returned.

1. “Proposals” means proposals submitted by **Industries & Institutions** in response to the RFP issued by **MAPCET** for “Skill Development & Employment of BPL **Scheduled Caste (SC) Youths**”.
2. “Competent Authority” means the **MD, MAPCET , M.P**
3. “**Committee**” means **Scrutiny Committee & Selection Committee**.
4. “Day” means working day as per MP Government calendar.
5. “Effective date” means the date on which the contract comes into force and effect.
6. “GCC” means General Conditions of Contract, specified in RFP.
7. “Government” means Madhya Pradesh State Government.
8. “**MAPCET**” means **M.P. Council of Employment & Training (Registered under societies registration Act 1973)** under Department of Tribal Affairs Government of M.P, Rajiv Gandhi Bhawan, 35, Shyamla Hills, Bhopal (M.P.).
9. “Services” means the work to be performed by the selected applicant Industries & Institutions for “Skill Development & Employment of BPL Scheduled Caste (SC) Youths” of M.P.
10. **Training Agency:** Any entity which has submitted its proposal and may provide Services to the Client (MAPCET) under the Contract i.e. any one of Industries & Institutions.
11. Training Agency means any applicant Industries & Institutions.
12. **Placement:** Placement under schemes is defined if a candidate fulfills the following criteria:-
 - He/ she continue in wage employment for minimum period of three months, from of date of placement in the same or a higher level with the same or any other employer in accordance to the common norms with amendments (Notifications No. H-22011/2014-SDE Dated 11 November 2020) by Ministry of Skill Developments and Entrepreneurship, Government of India.
 - Salary received as per the minimum wage employment of the certified trainees in the state of Madhya Pradesh or earned income as per the minimum wages in the state of Madhya Pradesh.
 - He/she should receive the salary in his/her dedicated bank account or should have earned the income in his/her dedicated bank account.

4. Introduction to MAPCET

M.P. Council of Employment and Training (MAPCET), Rajiv Gandhi Bhawan 35 Shyamla Hills Bhopal is an institution registered under society's registration act 1973 & fully owned by the Department of Tribal Affairs Govt. of Madhya Pradesh. The main aim of MAPCET is to organize various skill development training programs for scheduled tribe and scheduled caste community of the M.P. to enhance their employment/self-employment opportunities.

4.1. Objective of MAPCET

The main aim of MAPCET is to organize various skill development training programs for scheduled tribe and scheduled caste community of the M.P. State so as to enhance their employment opportunities and working for following objectives:-

1. Training of Unskilled and Semi-skilled workers.
2. Arrangement of technical education at all levels in accordance to the scheme in which, skilled workers, technicians etc. should also be included.
3. Entrepreneurship training for trained and un-trained candidates so that they can adopt other employment.
4. Organize programs for large scale technical skill development and necessary arrangement for its implementation.
5. Training to the officers and staff working in govt. departments and undertakings.
6. Provide facilities for all the above objectives viz. stipend, prize, award etc.
7. Purchase, sale and handover of movable and immovable properties for fulfilling the above objectives.
8. Do all other things as may be necessary, desirable or helpful for technical skill development in tribal and scheduled areas.
9. Prepare schemes of vocational training and manage wherever it is necessary.
10. Do such work for various institutions working in tribal areas for vocational, technical & managerial training i.e.
:
 - i) Affiliate itself, and fix their training level or time to time inspection for the same.
 - ii) In accordance with the requirements affiliate them with such recognized institutions conducting related examinations.
11. Arrangement of technical training in the local institutions.
12. Do all such work which is found necessary by the "General Body" in favor of scheduled caste and scheduled tribes or OBC for their upliftment.

5. Term of Reference

5.1 Objective: - The objective of this Request for proposal (RFP) is to organize skill development training programs for BPL Scheduled Caste (SC) Unemployed Youths through the reputed Industries & Institutions. The Skill Development shall be carried out through the Training Centre and necessary infrastructure arranged by the selected Training Agency.

The Skill Development trainings will be implemented in conformation with National Skills Qualifications Framework (NSQF) & in accordance to the Common Norms prescribed by the Ministry of Skill Development & Entrepreneurship (MoSDE) Government of India. After training the skill level of trainee should be certified by the concerned by as per the norms of MoSDE and followed with assured wage employment to minimum 70% (continues employment of three months Desk & Verified placement as per the standard norms) would be mandatory for Training Agency.

- a. Placing the trained candidate in industries through placement tie-ups.
- b. Bank linkages for candidates who opt for self-employment.

MAPCET aims at providing the 'Skill Set' which is sufficient to allow an individual to be gainfully employed. The Skill Development and Employment Scheme has been launched with an overall target of approx 7500 BPL SC candidates during the current year and shall be carried forward in the next financial year.

5.2 Scope of work for Training Agency :-

- (a) Admission to eligible candidates through Aadhar enabled registration on MAPCET Portal.
- (b) To provide services of qualified expert manpower/ trainers etc as per the requirements of skill development module/program or any other training program assigned by MAPCET.
- (c) Facilitation and Development of Network for Skill development Centers, outlets, clinics, workshops, industries, service centers etc as per the requirement of the training programme.
- (d) Selection of Skill Development Training Programs for **BPL SC candidates** with prospects of their Employment/Self Employment in M.P.
- (e) Development of training kits, learning materials as per the requirements of training module of NSQF.
- (f) Publicity of **Training & Employment programs** for mobilization of eligible BPL SC candidates.
- (g) Employment offers to the trained candidates with various alternatives for sustainable employment.
- (i) Availability of Training infrastructure in conformation to National Skills Qualification Framework (NSQF).
- (j) Arrangement for on the job training and hands on practice.
- (k) Circulating publicity materials such as pamphlets, brochures etc. in order to create awareness about the courses, facilities, etc.
- (l) Shall run courses offered under the scheme framework must confirm to the National Skill Qualification Framework (NSQF) notified on 27-12-2013 and as amended.
- (m) Providing for boarding and lodging for outstation candidates if applicable, at the cost approved by MAPCET under the boarding and lodging guidelines and the rates when changed should be applicable accordingly.
- (n) Distributing the certificate issued by concerning agencies and universities after due assessment of trainees within the time limit as prescribed in guidelines.

6. Deliverables

Phase I:

1. Presentation of self employment modules with policies, procedures, guidelines and standard templates etc.
2. Conduct Trainings in accordance to NSQF with relevant training material.
3. Share progress report on the Skill Development every fortnight.
4. Plan of the activities and share with the stakeholders.
5. Interactive training for applied skill development of BPL SC youths.
6. To take affidavits from trainees/students/their guardians about their serious intent to complete the course to avoid dropouts.

Phase II:

1. Skill assessment as per the norms of MoSDE.
2. Offers for wage employment.
4. Monitoring of wage employment.
6. Tracking of employment.
8. Presentation of successful trainees includes their success stories.
9. Training Agency shall ensure that on successful completion of course, employment will be provided to at least 70% (continues employment of three months Desk & Verified placement as per the standard norms) .
- 6.1 (a) Any Entrepreneurial Ventures started by trainee will be considered as self employment.
(b) If any trainee/ student refuse to take the job being offered to them then alternative offers for employment in other organization.

7. Training Cost:

Training Agency shall submit their claim for reimbursement of training cost and boarding and lodging to the MAPCET for eligible trainees as per the norms of MoSDE.

Training cost shall be paid on as per hour basis as per the Training Cost guidelines issued by MoSDE based on the recommendations of the Common Cost Norms Committee. The training cost will be applicable on the Qualification Packs based on the category in which the course falls. Category wise training cost for different Sectors will be as follows:

Category/Module (as per Schedule-II) of Gazette of India 5 January 2021 and revised as latest for MoSDE	Per hour Rate (w.e.f 1 Jan 2021)
For trades/sectors listed in Category I	49.00
For trades/sectors listed in Category II	42.00
For trades/sectors listed in Category III	35.10

The rates decided by the Common Cost Norms Committee of Government of India would be final. The Circulars / guidelines / instructions issued by this Committee regarding norms for training cost would be followed in true word and spirit. All applicable taxes would be borne by the Training Agency.

8. Payment Terms

Training cost payments would be based on the prevalent Government norms.

9. Signing of Agreement

After the notification of selection to successful applicants, the Training Agency shall be required to sign the agreement with MAPCET after which Work Order will be issued.

The selected Training Agency is expected to commence the work within 15 days of work order of MAPCET. This would include:

a) Mobilization of candidates (priority basis from PMAGY) with Aadhar registration and setting up training centers.

b) Submission of work plan for the places for which the Training Agency is selected.

10. a. Penalty shall be levied on Training Agency against short falls as per the following norms:

If the Training Agency fails to open even one centre out of the allotted places or allotted target within six months of the signing of agreement, the entire EMD amount will be forfeited.

10.b The Penalty levied on training service providers will be as per the following norms:-If a training service provider is not able to complete the target in terms of candidates trained and placed, following matrix would be used by MAPCET for considering percentage of amount of forfeited of PG submitted by TSP. The Matrix below shows the different penalty rates for a training service provider:-

Training Target Achievement		Placement (Percentage of Trained Candidates)				
		Less than 20%	20%-40%	40%-55%	55%-70%	More than 70%
Deductions	Less than 20%	100%	80%	60%	50%	40%
	20%-40%	70%	60%	50%	40%	30%
	40%-60%	60%	50%	40%	30%	20%
	60%-80%	50%	40%	30%	20%	10%
	More than 80%	40%	30%	20%	10%	Nil

11. Process Guidelines:

The Training Agency will need to follow the Guidelines and the Standard Operating Procedures (SOP) issued by MAPCET from time to time for conduct any of the activities. The changes made to the guidelines will be done as addendum and will be binding on all the applicants for any/all future activities with respect to the program without any additional payment.

12. Placement of candidates:

A minimum placement of 70% (continues employment of three months Desk & Verified placement as per the standard norms). The Training agency will make sure of the following:

(a) Placing the trained candidates in industries through placement tie-ups

(b) Bank linkages for candidates who opt for self-employment

13. Post placement tracking

Tracking of candidates for a period of 6 months (at least once every month) post completion of training. Candidate wise records are to be maintained regarding mode of tracking, date of tracking, person by whom tracking was done, latest status of the candidate (working/not working, satisfied/unsatisfied with job, wants new job etc.)and remedial measures to be taken(if required).A three-tier mechanism would be followed to track the candidates after placement:-

- i. Desk verification.
- ii. SMS and Telephonic Verification.
- iii. Physical Verification..

14. MAPCET Deliverables:

- (1) Shall make payment to the Training Agency (Industries & Institutions) after the verification of the cost claims and documents submitted.
- (2) Shall provide/approve the software (portal) for registration of the candidates and monitoring of the training center.

15.1 Eligibility Criteria: Eligibility Related Documents for Industries

Sl. No.	Criteria	Mandatory Documents
1	Details of Industry	<ul style="list-style-type: none"> • Certificate of Incorporation under Company Act. • Copy of PAN card • GST Registration Number • ESIC Registration Number
2	Details of achievement in the FY 2017-18,2018-19 & 2019-20.	Proof with Audited annual report of FY 2017-18,2018-19 & 2019-20.
3	Employment assurance in proposed sector of training.	MoU signed with associated established Employer's/ Letter of Intent (LOI) received from reputed employers for the year 2021-22.
4	Training Experience in the FY 2017-18,2018-19,2019-20	Copy of previous work order/MOU/ Sanction order with completion/closer certificate for skill development from Govt. Organization/ from Industries (including CSR).
5	Financial Capability:- Consolidated Annual Turnover of 2017-18, 2018-19, 2019-20 should not be less than Rs. 30.00 Crores.	Audited financial statement along with all schedules & complete audit report for FY 2017-18,2018-19 & 2019-20.
6	Training Capability:- Should have trained minimum 2000 persons on consolidated basis in FY 2017-18, 2018-19 & 2019-20 including skill up gradation training programmes.	Self certified details by the Industry as desired in the form 8.
7	Placement Capability:- Should have Employed 1400 persons on consolidated basis in the year 2017-18, 2018-19, 2019-20.	Self certified details by the Industry as desired in the form 8.
8	Declaration of not being blacklisted on the non-judicial stamp paper of Rs 1000/- duly notarized	In the Form 5
9	Training facility	Self certified brief description of training facilities in 200 words duly supported by photographs.

15.2 Eligibility Criteria: Eligibility Related Documents for Institutions

Sl. No.	Criteria	Mandatory Documents
1	Details of Institutions	<ul style="list-style-type: none"> • Certificate of Incorporation under Societies Registration Act. / Relevant law. • Copy of PAN card • GST Registration Number • ESIC Registration Number
2	Details of achievement in FY 2017-18, 2018-19 & 2019-20.	Proof with Audited annual report of FY 2017-18, 2018-19 & 2019-20.
3	Employment assurance in proposed sector of training.	MoU signed with established Employer's /Letter of Intent (LOI) received from reputed employers for the year 2021-22.
4	Training Experience in <u>FY 2017-18,2018-19,2019-20</u>	Copy of previous work order/MOU/ Sanction order with completion/closer certificate for skill development from Govt. Organization/ from Industries (including CSR).
5	Financial Capability :- Consolidated Turnover for the financial year 2017-18, 2018-19, 2019-20. not below Rs. 10.00 crores.	Audited financial statement along with all schedules & complete audit report for FY 2017-18,2018-19 & 2019-20.
6	Training Capability: - Should have trained minimum 3000 candidates on consolidated basis in the year 2017-18, 2018-19,2019-20 .	Self certified details by the Institutions as desired in the form 8.
7	Placement Capability :- Should have placed 2100 candidates in employment on a consolidated basis in 2017-18, 2018-19, 2019-20.	Self certified details by the Industry as desired in the form 8.
8	Declaration of not being blacklisted on the non-judicial stamp paper of Rs 1000/- duly notarized	In the Form 5
9	Training facility	Self certified brief description of training facilities in 200 words

16.1 Evaluation Criteria for Industries:

Sl. No.	Criteria	Mandatory Documents	Max Marks
1	<p>Financial Capability :- Should have consolidated turnover for the FY 2017-18,2018-19 & 2019-20 is 30 Cr. The marks are as follows:</p> <p>a. < 30 cr = 0 mark b. 30 Cr <= 35 Cr = 10 marks c. 35 Cr <= 40 Cr = 20 marks d. above 40 Cr. = 25 marks</p>	Audited financial statement along with all schedules & complete audit report for FY 2017-18,2018-19 & 2019-20.	25
2	<p>Training Capability:- Should have trained a minimum of 2000 candidates Consolidated in the year 2017-18, 2018-19, 2019-20. Marks as follows for Training:-</p> <p>A. < 2000 Trainees =0 marks b. 2000 <= 2500 Trainees = 10 marks c. 2500 <= 3000 Trainees = 15 marks d. 3000 <= 3500 Trainees = 20 marks e. above 3500 Trainees =25 marks</p>	Self certified details by the Industry as desired in the Form No. 8.	25
3	<p>Placement Capability:- Should have placed minimum 1400 candidates in employment on a consolidated basis in 2017-18, 2018-19, 2019-20. Marks as follows for Placement:-</p> <p>a. < 1400 Trainees =0 marks b. 1400 <= 1800 Trainees= 10 marks c. 1800 <= 2200 Trainees= 15 marks d. 2200 <= 2600 Trainees= 20 marks e. above 2600 Trainees =25 marks</p>	Self certified details by the Industries as desired in the Form 8.	25
4	<p>Should have industry Tie-up, MoUs /LoI from the prospective employer and Associated Industries/placement partners for FY 2021-22 for 500 candidates Marks as follows for LOI(No. of candidates):-</p> <p>a. < 500 Trainees = 0 marks b. 500 <= 800 Trainees = 10 marks c. 800 <= 1000 Trainees = 15 marks d. 1000 <= 1200 Trainees = 20 marks e. above 1200 Trainees = 25 marks</p>	MoU signed with Employers/ Letter of Intent (LOI) from employers for minimum 500 candidates is mandatory.	25
	Total		100

Note:- If the industry is not qualified in any above mention criteria, then it is treated as disqualified.

16.2 Evaluation Criteria for Institutions (Including training providers):

Sl. No.	Criteria	Mandatory Documents	Max Marks
1	<p>Financial Capability :- Should have consolidated turnover for the FY 2017-18, 2018-19 & 2019-20 is 30 Cr. The marks are as follows:</p> <p>a. < 10 Cr = 0 mark b. 10 Cr <= 15 Cr =10 marks c. 15 Cr <= 20 Cr = 20 marks d. above 20 Cr. = 25 marks</p>	Audited financial statement along with all schedules & complete audit report for FY 2017-18, 2018-19 & 2019-20.	25
2	<p>Training Capability:- Should have trained a minimum of 3000 candidates Consolidated in the year 2017-18, 2018-19, 2019-20. Marks as follows for Training:-</p> <p>a. < 3000 Trainees =0 marks b. 3000 <= 3500 Trainees = 10 marks c. 3500 <= 4000 Trainees= 15 marks d. 4000 <= 4500 Trainees= 20 marks e. above 4500 Trainees =25 marks</p>	Self certified details by the Institutions as desired in the Form No. 8.	25
3	<p>Placement Capability:- Should have placed minimum 2100 candidates in employment on a consolidated basis in 2017-18, 2018-19, 2019-20. Marks as follows for Placement:-</p> <p>a. < 2100 Trainees =0 marks b. 2100 <= 2500 Trainees= 10 marks c. 2500 <= 2900 Trainees= 15 marks d. 2900 <= 3300 Trainees= 20 marks e. above 3300 Trainees =25 marks</p>	Self certified details by the Industries as desired in the Form 8.	25
4	<p>Should have industry Tie-up, MoUs/ LoI from the prospective employer and Associated Industries/placement partners for FY 2021-22 for 500 candidates Marks as follows for LOI(No. of candidates):-</p> <p>a. < 500 Trainees = 0 marks b. 500 <= 800 Trainees = 10 marks c. 800 <= 1000 Trainees = 15 marks d. 1000 <= 1200 Trainees =20 marks e. above 1200 Trainees =25 marks</p>	MoU signed with Employers/ Letter of Intent (LOI) from employers for minimum 500 candidates are mandatory.	25
	Total		100

Note:- If the institute is not qualified in any above mention criteria, then it is treated as disqualified.

17. Methodology and Criteria for evaluation of Proposals

Proposal from eligible Industries & Institutions will be considered for evaluation.

- (1) The guiding principle for selection of training partner will be capacity for placement.
- (2) The training may be distributed to more than one Training Agency. Merely because the turnover or placement record is high will not entitle an agency to seek entire target work order.
- (3) Notwithstanding, anything mention above, MD, MAPCET may select or allot trainings to Government/ Semi-Government/ Government promoted Institutions who are engaged in training and placement, without participating in this RFP.
- (4) In case of any dispute or interpretation of any clause the adjudication by MD, MAPCET will be final.

18. Completion of work

The work will be considered as completed once the trained candidate gets the relevant skill certification and employment with time to time tracking for at least 6 months of Wage Employment.

19. Instruction to the Institutions

19.1 Tender/ Processing Fee: Industries & Institutions are required to pay non-refundable tender/ processing fee Rs. 5000/- (Rs. Five Thousand only). To be paid online **e-procurement portal** www.mptenders.gov.in. Proposals that are not accompanied with the proposal processing fee shall be rejected by MAPCET.

19.2 Earnest Money Deposit(EMD)

- ❖ The Industries & Institutions are required to submit refundable Earnest Money Deposit(EMD) of Rs. 5,00,000/- (Rs. Five Lakh) refundable to be paid online e-procurement portal www.mptenders.gov.in. Proposals that are not accompanied by the above Earnest Money Deposit (EMD) shall not be considered. The EMD of the unsuccessful applicant would be return within 30 days of decision of rejection.
- ❖ The RFP security shall be forfeited: If an Industries & Institutions withdraws its proposal during the period of RFP validity specified by the MAPCET i.e. 180 days from the submission date of RFP.

19.3 Performance Bank Guarantee (PBG)

- ❖ 10% of total sanctioned project cost in the form of Bank guarantee in favor of M.D. M.P.Council of Employment & Training at the time of signing of agreement with validity of 24 months. It will be returned after successful completion of project.

20. Amendment of RFP Documents

At any time prior to the deadline for submission of RFPs, MAPCET may, for any reason, whether on its own initiative or in response to the clarification request by a prospective Industries & Institutions the RFP documents may be modified.

20.1 Language

The Proposal prepared by the Industries & Institutions as well as all Correspondence and documents relating to the RFP shall be exchanged with MAPCET in English/Hindi language.

20.2 Right to Accept Proposal

MAPCET reserves the right to accept or reject any proposal, and to cancel the proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Industries & Institutions of the grounds for such decision.

20.3 Disqualification

MAPCET may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Industries & Institutions, if the Industries & Institutions has :

- ❖ Submitted the Proposal documents after the response deadline and The Proposal is not submitted as per RFP document.
- ❖ Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- ❖ Exhibited a record of poor performance such as doing as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding years.
- ❖ Submitted a proposal that is not accompanied by required documentation or is Non responsive.
- ❖ Failed to provide clarifications related thereto, when sought.
- ❖ Declared ineligible by the Government of India/ Govt. of M.P. / Govt. undertaking for corrupt and fraudulent practices or Blacklisted.
- ❖ Information submitted in the RFP is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the RFP for Skill Development & Employment of BPL Scheduled Caste Youths” Programs for MAPCET. Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any;
- ❖ In case any one party submits multiple proposals or if common interests are found in two or More Institution & Industry are likely to be disqualified.
- ❖ The successful Industries & Institutions fails to deposit the Performance Bank Guarantee or fails to enter into a Contract within 30 days from the date of issuance of Letter of Intent (LOI).

20.4 Preparation of Proposal

- ❖ The Proposal and all associated correspondence shall be written in English/ Hindi and shall confirm to prescribe formats. Any erasures or over writings shall be valid only if they are initiated and counter signed by the authorized person signing the proposal.
- ❖ The Proposal shall be typed and shall be signed on all pages by authorized representative of the Industries & Institutions to the contract. The authorization shall be indicated by Board Resolution/ Power of Attorney and shall accompany in the proposal.
- ❖ The information submitted must be definitive and specific. Vague terms, incomplete Information, counter offers, and 'uncalled for' correspondence shall not be entertained.

- ❖ Alteration / Rewording / Deletion / Correction of any part in the RFP Document are not permitted. If found in any RFP proposal such Proposal may be liable to be rejected without prior intimation to the concerned Industries & Institutions.
- ❖ The Industries/Institutions are required to submit the complete proposal along with required forms and documents etc. The proposal shall be exactly according to the prescribed formats given in the RFP documents. All columns of the prescribed formats should be filled, and all questions in the RFP document must be answered. Any additional information may be enclosed separately and referred to in the relevant column in the proposal formats. Modifications / rewording of formats shall not be acceptable.
- ❖ The Industries & Institutions are expected to examine carefully all instructions, forms, terms and specifications of this RFP document. Failure to furnish all information required in the RFP Document or submission of a proposal not substantially responsive to the RFP Document in every respect will be at the Industries & Institutions risk and shall result in rejection of the proposal.

20.5 Submission, Receipt and Opening of Proposals

- ❖ MAPCET will open all RFPs in the presence of Industries & Institutions authorized representative.
- ❖ The Industries & Institutions representative who is present shall sign an attendance register as evidencing of their attendance. In the event of the specified date of RFP opening being declared holiday for the MAPCET, the RFP shall be opened at the appointed time and location on the next working day.
- ❖ RFPs that are not opened and read out at RFP opening date shall not be considered for further evaluation, irrespective of the circumstances. Withdrawal RFPs will be returned unopened to the Industries & Institutions.

20.6 Preliminary Examination

- ❖ MAPCET will examine the Proposals to determine whether they are complete, whether any Computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the Proposals are generally in order.
- ❖ Prior to the detailed evaluation, MAPCET will determine the substantial responsiveness of each proposal with RFP documents. For purposes of these Clauses, a substantially responsive proposal is one, which confirms to all the terms and conditions of the RFP documents without deviation. Deviations from or objections or reservations to critical provisions. MAPCET determination of a RFP's responsiveness is to be based on the contents of the RFP itself without recourse to extrinsic evidence.
- ❖ If a Proposal is not substantially responsive, it will be rejected by MAPCET and may not subsequently be made responsive by the Industries & Institutions by correction of the non-conformity.
- ❖ Conditional Proposals are liable to be rejected.

20.7 Award of Contract

- ❖ No Industries & Institutions shall contact MAPCET on any matter relating to its Proposal, from the time of the RFP opening to the time of contract is awarded. If he wishes to bring additional information to the notice of MAPCET, he should do so in writing on email id(mention). MAPCET reserves its right as to whether such additional information should be considered or otherwise.
- ❖ Any effort by a Industries & Institutions to influence MAPCET in its decision on Proposal evaluation, Proposal comparison or contract award may result in disqualification of the Training Agency and also forfeiture of security amount (EMD). On acceptance of Proposal for awarding the contract, the MAPCET will notify the successful Industries & Institutions in writing that their proposal has been accepted and Agreement will be signed for “Skill Development & Employment of BPL Scheduled Caste(SC) Youths”. After signing of the Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties.

20.8 Fraud and Corruption

MAPCET requires that the Institution/Industry selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this RFP of MAPCET.

- ❖ Will declare the Institution/Industry ineligible, and black listed either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the Training Agency has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the contract. The same shall be conveyed to Dept of Tribal Affairs/MAPCET.

20.9 Confidentiality

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any Industries & Institutions or any other persons not officially concerned with such process until the selection process is over. The undue use by any Industries & Institutions of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of the other party, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

21. General Conditions of Contract (GCC)

21.1 Application

These general conditions shall apply to the extent that provisions in other parts Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of the MAPCET shall be final and binding on the institution/ industry.

21.2 Payment Terms

- ❖ Payment Terms as per the latest guidelines and norms of MoSDE and per work order of MAPCET.
- ❖ The payment to the institution will be made by MAPCET as per rule after approving and accepting the progress and deliverables.

21.3 Sub-let or Joint Venture

Sub-let or joint venture is not allowed.

21.4 Institution/Industry Services

The institution/ industries shall employ and provide such qualified and experienced personnel and training infrastructure as may be required to perform the services under the specified project as assigned by MAPCET and in accordance to the curriculum prescribed in NSQF.

21.4 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

21.5 Governing Language

The Contract/Work order etc. shall be written in English/Hindi Language. English/Hindi version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the work, which is exchanged between the parties, shall be written in the English/Hindi.

21.6 Performance Assessment

This RFP is for “Skill Development & Employment of BPL Scheduled Caste(SC) Youths”. The performance of the (Industries & Institutions) would be considered on the basis of employment percentage of successful trainees.

21.7 Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

21.8 Amicable Settlement

In the case dispute arising between the MAPCET and the Training Agency, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to Arbitral Tribunal as prescribed by Ministry of Law, Government of India. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification thereof, shall apply to these arbitration proceedings.

21.9 Arbitration

Arbitration proceedings will be held at Bhopal, Madhya Pradesh and the language of the Arbitration proceeding and that of all documents and communications between the parties shall be in English/Hindi. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. However, the expenses incurred by each party in connection with the preparation, shall be borne by the party itself.

21.10 Taxes and Duties

The institution shall fully familiarize themselves about the applicable Taxes. On amount payable by MAPCET under the contract. The Training Agency, sub Training Agency and personnel shall pay such domestic tax, duties, fees and other impositions (Wherever applicable) levied under the applicable law.

21.11 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Bhopal, M.P only.

21.12 Resources to be deployed:

The resources to be deployed for this assignment must be on payroll of Training Agency and should have good experience in the field of skill development and employment. The Training Agency is expected to initiate the above services within 1 month of issuing of work order.

21.13 Validity of Contract

The validity contract would be initially for period of twelve months and it may be two years based on the requirement. The timeline may be adjusted as per MAPCET schedule of activities/priorities.

21.14 The entire Training Program will be conducted through the training portal of Mapcet.

21.15 MD MAPCET could get clarification from the bidder in respect of any of the documents submitted by him.

21.16 Only one proposal submitted by an agency.

22. Proposal Forms

The following are the response formats to be used by Industries & Institutions for Proposals related to selection of Training Agency.

S.No.	Description	Reference
1.	Covering Letter	Form 1
2.	General Information	Form 2
3.	Profile of Institution/ Industry.	Form 3
4.	Proposal Format of Skill Development and Training	Form 4
5.	Declaration of not being blacklisted on the Letterhead of Institutions.	Form 5
6.	Qualifying Documents/ Eligibility Related Documents	Form 6
7.	Format for Power of Attorney for signing of Application.	Form 7
8.	Training and Placement Details	Form 8
9	Placement Details of Trainees by the Training Agency for the FY 2017-18, 2018-19 & 2019-20	Annexure A
10	Summary Sheet of LoI's (Minimum 500) As per Point No. 16.1.4	Annexure B

Form - 1
Covering Letter

(To be submitted on the Institutions/Industries Letter head)

Date:

To,
MD, MAPCET
M.P.Council of Employment & Training (MAPCET),
Rajiv Gandhi Bhawan, 35, Shyamla Hills, Bhopal (M.P.)

Ref: RFP Notification no _____ dated _____
Sub: Submission of proposal in response to the RFP for "Skill Development & Employment for BPL Scheduled Caste(SC) youths of M.P."

Dear Sir/Madam,

1. We, the undersigned, herewith submit our proposal in response to your RFP Notification no _____ dated _____ for "Skill Development & Employment for BPL Scheduled Caste (SC) youths of M.P." in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to the RFP by this Proposal, consisting of this letter, the Qualification Criteria forms and the Proposal form, the duly notarized Board Resolution/ Power of Attorney, and all attachments, for a period of 180 days from the date of opening, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. We hereby declare that all the information and statements in this proposal are true and accept that any mis interpretation contained in it may lead to our disqualification.
5. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
6. We acknowledge the right of MAPCET to reject our Proposal without assigning any reason or otherwise, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

For and on behalf of:

Signature:
Name:
Designation:
(Seal)

Form - 2
General Information of Applicant Training Agency (Industries & Institutions)

S.No.	Particulars	Details to be furnished
1.	Name of the Applicant Training Agency	
2.	Address of Training Agency	
3	Status of Training Agency(legal Constitution of the applicant Firm)	
4.	Name of Registering Authority	
5.	Date & Place of Registration	
6.	PAN No.	
7.	GST Registration no.	
8.	<u>ESIC Registration no.</u>	
9.	Annual Turnover of Year : 2017-18	
	Annual Turnover of Year : 2018-19	
	Annual Turnover of Year : 2019-20	
10	Primary Point of Contact (For all communication purpose)	
11	Email id	
	Contact Number	
	Mobile Number	
12	Landline Number	
13	Secondary Point of Contact (Mobile + Landline)	
14	Bank Account No.	
15.	Bank Name:	
16.	IFSC Code:	

For and on behalf of:

Signature:

Name:

Designation:

(Authority Signatory)
(Training Agency's Seal)

Date:

Form - 3
Profile of Institution/Industries.

[Separate form should be submitted for each position of key professional organization]

1. Name of institution/organization:
2. Date of Incorporation:
3. Annual turnovers: (2017-18,2018-19,2019-20)

SN	Financial Year	Annual Turn Over in Crores
1	2017-18	
2	2018-19	
3	2019-20	

4. Number of Employees working:
5. Address:.....
.....
6. Email id:
7. Contact Person:
8. Mobile Number:
9. Details of Activities:
-
10. Number of industrial plants/centers in India:
11. Major Activities and achievements:
-
12. Potential for supporting employment to trainees:
13. Details of wages to employees:
14. EPF Account Number:.....
15. Future prospects:
-

Form - 4

Proposal Format of skill development and training

Format for Skill Development Training (Industries & Institutions).

1. Name of Training Agency:
2. Type of Training Agency:
3. Proposal of Skill Development:

S. No	Name of Sector	Name of Course/ Trade as per NSQF	Min Qualification of Trainee for the Course/ Trade	QP Code	NSQF Level	Duration of Course / Trade in Hours	Duration of proposed Course/ Trade (in months) on the basis of minimum 4 hours per day and six days in a week with hands on practice.	Base Training Fee as prescribed in MoSDE Common Norms)	Proposed Sector Wise Annual Target (No. of Trainees)	Remark/ Job Role
1	2	3	4	5	6	7	8	9	10	11

Seal & Signature

of Authorized Representative

Name

Designation

Mob no. & Address

Form - 5

Declaration of not being blacklisted on the non-judicial stamp paper of Rs 1000/- duly notarized

TO WHOMSOEVER THIS MAY CONCERN

This is to certify that we _____ (Name of the Training Agency) registered under _____ (Name of the Act) vide registration no. _____ do hereby declare and confirm that we have neither been black-listed nor bankrupt by any Ministry/ Department/ Board/Corporation / Any other entity of the Central or State Government or by any quasi-government or any Public Sector Undertaking or any bank or any Other Entity till date.

(Authorized signatory)

Stamped and signed

Note –

1. This affidavit should be duly notarized

Form 6

6.1 Eligibility Criteria: Eligibility Related Documents for Industries

Sl. No.	Criteria	Mandatory Documents	Page No.
1	Details of Industry	<ul style="list-style-type: none"> • Certificate of Incorporation under Company Act. • Copy of PAN card • GST Registration Number • <u>ESIC Registration Number</u> 	
2	Details of achievement in the FY 2017-18,2018-19 & 2019-20.	Proof with <u>Audited</u> annual report of FY 2017-18,2018-19 & 2019-20.	
3	Employment assurance in proposed sector of training.	MoU signed with associated established Employer's/ Letter of Intent (LOI) received from reputed employers for the year 2021-22.	
4	Training Experience in theFY 2017-18,2018-19,2019-20	Copy of previous work order/MOU/ Sanction order with completion/closer certificate for skill development from Govt. Organization/ from Industries (including CSR).	
5	Financial Capability:- Consolidated Annual Turnover of 2017-18, 2018-19, 2019-20 should not be less than Rs. 30.00 Crores.	Audited financial statement along with all schedules & complete audit report for FY 2017-18, 2018-19 & 2019-20.	
6	Training Capability:- Should have trained minimum 2000 persons on consolidated basis in FY 2017-18, 2018-19 & 2019-20 including skill up gradation training programmes.	Self-certified details by the Industry as desired in the form 8.	
7	Placement Capability:- Should have Employed 1400 persons on consolidated basis in the year 2017-18, 2018-19, 2019-20.	Self-certified details by the Industry as desired in the form 8.	
8	Declaration of not being blacklisted on the non-judicial stamp paper of Rs 1000/- duly notarized	In the Form 5	
9	Training facility	Self-certified brief description of training facilities in 200 words duly supported by photographs.	

6.2 Eligibility Criteria: Eligibility Related Documents for Institutions (Including training providers)

Sl. No.	Criteria	Mandatory Documents	Page No.
1	Details of Institutions	<ul style="list-style-type: none"> • Certificate of Incorporation under Societies Registration Act. / Relevant law. • Copy of PAN card • GST Registration Number • ESIC Registration Number 	
2	Details of achievement in FY 2017-18, 2018-19 & 2019-20.	Proof with Audited annual report of FY 2017-18, 2018-19 & 2019-20.	
3	Employment assurance in proposed sector of training.	MoU signed with established Employer's /Letter of Intent (LOI) received from reputed employers for the year 2021-22.	
4	Training Experience <u>in the FY 2017-18,2018-19,20219-20</u>	Copy of previous work order/MOU/ Sanction order with completion/closer certificate for skill development from Govt. Organization/ from Industries (including CSR).	
5	Financial Capability :- Consolidated Turnover for the financial year 2017-18, 2018-19, 2019-20. not below Rs. 10.00 crores.	Audited financial statement along with all schedules & complete audit report for FY 2017-18, 2018-19 & 2019-20.	
6	Training Capability: - Should have trained minimum 3000 candidates on consolidated basis in the year 2017-18, 2018-19,2019-20 .	Self-certified details by the Institutions as desired in the form 8.	
7	Placement Capability :- Should have placed 2100 candidates in employment on a consolidated basis in 2017-18, 2018-19, 2019-20.	Self-certified details by the Industry as desired in the form 8.	
8	Declaration of not being blacklisted on the non-judicial stamp paper of Rs 1000/- duly notarized	In the Form 5	
9	Training facility	Self-certified brief description of training facilities in 200 words	

Form 7

Format for Power of Attorney for Signing of Application

(To be submitted along with Covering Letter)

Know all men by these present that We..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name) son/daughter/wife of and presently residing at..... who is presently employed with us and holding the position ofas our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the “Skill Development & Employment of BPL SC youths of MAPCET”. The attorney is fully authorized for providing information/ responses to the MAPCET, representing us in all matters before the MAPCET including negotiations with the MAPCET, signing and execution of all agreements and undertakings consequent to acceptance of our proposal, and generally dealing with the MAPCET in all matters in connection with or relating to or arising out of our proposal for the said selection as Training Agency.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,.....(Name of Organization) THE ABOVE NAMED PRINCIPAL (Name & Designation of Executants) HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF IN.....;

(Signature, name, designation and address)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. _____ 2. _____

Notes:

1. To be executed on Rs 1000/= non-judicial stamp paper
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required, the same should be under common seal affixed. The relevant documentary evidence of executants exercising the authorization need to be attached with the Power of Attorney.

Form 8

Training and Placement Details of Training Agency (For the FY 2017-18,2018-19,2019-20)

<< Declaration by Training Agency on
Letterhead with dated Sign and Seal and Necessary Details>>

Financial Year	Name of Project	Name of Client	Name of the training program	Start Date End Date/Ongoing	Name of Sector	Name of Job Role	Total No. of Trained Trainees	Total No. of Placed Trainee	Approx Project Value in lakhs
2017-18									
2018-19									
2019-20									

For and on behalf of:

Signature:

Name:

Designation:

(Training Agency's Seal)

(Authorized Signatory)

Date:

Notes:

Please provide Supporting proof as given below:

A. For Training Conducted:- To be submitted the project completion certificate issued by the sponsoring organization and copy of work order/contract/ agreement/ any other relevant documents.

B. For Placements conducted - List of placed trainees in the prescribed Annexure-A duly signed by Authorized signatory.

ANNEXURE-A
PLACEMENT DETAILS
OF TRAINEES BY THE TRAINING AGENCY FOR THE
FY 2017-18, 2018-19 &2019-20

No	Name of Scheme/Dept.	Name of candidates	Mobile No.	Sector	Course/Trade	Employer Name	Name of Post	Salary details	Place of Placement
1									
2									
3									
4									
5									
6									
7									
8									

Summary Sheet of LoI's (Minimum 500) As per Point No. 16.1.4/16.2.4

No.	Name & Address of Employer	Core Working Area of Employer and Total No. of Employee	Sector/ Job Role offered	Places of offered Employment	Total	Job Role Offered	Salary Per Month

Seal & Signature

of Authorized Representative

Name

Designation

Mob no. & Address

Prebid Qurey

Name of the Prospective Agency:				
Contact Person:				
Designation:				
Address:				
Mobile N0.				
Email:-				
SNo.	Reference Page No. in the RFP	Clause No.	Observation/Clarification sought	Suggestion by the prospective Agency
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Note:- Pre-Bide queries from prospective agency will be excepted in this format only.				

List of SC populated Districts - Annexure D

No.	Name of Districts
1	Agar Malwa
2	Ashoknagar
3	Bhind
4	Chhatarpur
5	Damoh
6	Dewas
7	Datia
8	Guna
9	Harda
10	Katni
11	Mandsaur
12	Morena
13	Narsinghpur
14	Neemuch
15	Panna
16	Raisen
17	Rajgarh
18	Rewa
19	Satna
20	Sehore
21	Shajapur
22	Shivpuri
23	Tikamgarh
24	Ujjain
25	Vidisha