

**NATIONAL MINORITIES DEVELOPMENT AND FINANCE CORPORATION**

**Implementation of “Kaushal se Kushalta Scheme of NMDFC ”**

**Request for Proposals (RFP) For Empanelment of Project Implementing Agencies (PIAs) for undertaking non-residential training programme under “Kaushal se Kushalta Scheme for Skill Development”**

**(Dated: 28.01.2022)**

<b>Proposal Submission Start Date</b>	<b>31.01.2022</b>
<b>Proposal Submission Last Date</b>	<b>14.02.2022</b>

## **1. Introduction**

The National Minorities Development & Finance Corporation (NMDFC) was incorporated on 30th September 1994, as a company not for profit, under Section 25 of the Companies Act 1956 (now Section-8 of Companies Act,2013). It is a National Level Apex Body for the benefit of Minorities as defined under the National Commission for Minorities Act 1992.

The prime mandate of NMDFC is to provide concessional finance to the Minorities for self employment/ income generation activities. As per the National Commission for Minorities Act, 1992, the notified Minorities are Muslims, Christians, Sikhs, Buddhists & Parsis. Subsequently, Jain community was also added into the list of notified Minority Communities in January 2014. Under NMDFC programe, preference is given to Artisans & Women.

The Kaushal Se Kushalta Scheme of NMDFC aims at imparting skills to the targeted individual beneficiaries leading to self/wage employment. The scheme is implemented through the State Channelising Agencies, project implementing agencies which organize need based skill development training in their States with the help of agencies empanelled by NSDC/ related Sector Skill Council/ State Skill Mission/ Directorate of Technical Education. Preferably be accredited through NSDC SMART portal.

National Minorities Development & Finance Corporation invite, Expression of Interest (EOI)/proposals for empanelment for imparting skill development/ vocational training for imparting training programmes under its “Kaushal se Kushalta Scheme” from Central/State Govt./UTs organizations, company registered under companies Act, registered societies, registered non Govt. organizations . The preference will be given to the organizations registered/empanelled with National Skill Development Corporation (NSDC), State Skill Mission/skill development department of respective State Govt/UTs/ Niti Aayog.

## **2. Objective and features of Skill Development Training**

The basic objective of this RFP/EOI for selection of reputed organisations/industry pioneers as “Training Partner” for NMDFC is to set up Short term skill training for imparting skills to minority youths.

### **Target Group:**

The objective of this Scheme is to encourage and promote Skill Development for the youth belonging to minority communities throughout the country. The Scheme aims to:

- a. Enable and mobilize a large number of Minority youths to take up industry designed quality skill training, become employable and earn respectable livelihood.
- b. To provide skill training for generating better livelihood for marginalized minorities and align them in the mainstream, with preference given to the women and persons engaged in traditional occupations.
- c. Ensure at least 70% placements of trained candidates including wage employment and self-employment.

**3. Curriculum:**

The Curriculum of the training programmes will be as per NSQF norms/guidelines.

**4. Period of Training:**

The duration of the training programmes will be maximum upto six months or 600 hours.

**5. Training Cost:**

The training cost will be as per Common Cost Norms (CCN) for NSQF job roles as notified by the Ministry of Skill Development and Entrepreneurship Govt. of India on time to time.

**6. Other Expenses:**

- i. The trainees will be paid stipend @ Rs.1000/- per month for maximum duration upto six months.
- ii. The assessment fees would be regulated and payable as per the guidelines issued by the Ministry of Skill Development from time to time.
- iii. No other expenses will be admissible.

**7. Outcome/Placement:**

The SCAs/PIA have to ensure placement of at least 70% trainees in wage employment / self-employment. Placement should be made within 3 months of completion of training with at least 50% of the trainees passing out being placed in wage employment. The SCA should encourage and give preference to trainees by extending loan for starting self-employment venture.

**8. Eligibility norms for Agencies/Training Institutes:**

The scheme will be implemented through the following Project Implementing Agencies (PIAs):

- i. Central/State Govt./UTs organizations, company registered under companies Act, registered societies, registered non Govt. organizations and registered/empanelled with National Skill Development Corporation (NSDC), State Skill Mission/skill development department of respective State Govt/UTs.
- ii. Institutions/organizations should be registered on the portal of NITI Aayog NGO Darpan Portal.
- iii. Preference would be given to those organizations having atleast 3 years work experience in skill training have been assessed and verified by any body under Ministry of Skill Development and entrepreneurship with respect to capacity, infrastructure etc. The organizations who have executed work of any skill training under the Central/ State or UT Government, including Public Sector Undertakings/Enterprises, autonomous / subordinate organizations under the Central/ State or UT Government will be given due weightage.

**9. Availability of requisite infrastructure:**

The organization should have infrastructure as per the guidelines of the National Skill Development Corporation/ Ministry of Skill Development, Govt. of India for conducting skill development training including presence of qualified trainers. The detailed information pertaining to the Applicant and its existing training infrastructure facilities may be submitted as per **Annexure-II**.

Physical verification of all infrastructure and facilities will be under taken by NMDFC and the experts (which may include state govt.) co-opted by it prior to any release of funds.

**Submission of EOI:**

The applicants interested in carrying out the training under “Kaushal Se Kushalta Scheme” should submit the application by post in the prescribed format with all supporting documents to the:

**“Assistant General Manager (Skill Development)  
Scope Minar, Core-1, 1<sup>st</sup> Floor  
Laxmi Nagar, Delhi-110092”**

It may be noted that Proposal should be duly signed by President/ Secretary/ CEO/ Head of Institution/organization or authorized person by the organization. Incomplete proposals will be rejected without any notice. Each PIA must submit a single proposal.

**10. Evaluation of Proposals:**

1. The EOI received from applicants will be firstly scrutinized for the fulfillment of the eligibility criteria and completeness of all the relevant prescribed documents by the screening committee constituted by the competent authority. NMDFC will not return any proposal or any information provided along therewith. NMDFC reserves the right to verify all statements, information and documents submitted by the PIA's in response to the EOI. Failure of NMDFC to undertake such verification shall not relieve the PIA's of its obligations or liabilities hereunder nor will it affect any rights of NMDFC there under.
2. Qualified applicants will thereafter be called to office of the concerned Corporation or be interacted with through video conferencing on the various aspects of their application & if required have to give PowerPoint presentation..
3. The Letter of Award for empanelment will be thereafter issued to the selected applicants after due evaluation of the proposal, clearly detailing the Terms and Conditions for unconditional acceptance by the applicants.
4. The decision of the CMD, NMDFC will be final and binding on the applicants, in this regard.

**11. Important Instructions:**

- a. National Minorities Development & Finance Corporation invites proposals in the prescribed format from the eligible organizations/ institutions for empanelment to undertake training programme under “Kaushal Se Kushalta Scheme”.
- b. Detailed guidelines, eligibility criteria and proposal format are available on [www.nmdfc.org](http://www.nmdfc.org) under link “Proposals for Kaushal Se Kushalta Scheme”. In addition, the following stipulations are required to be fulfilled:-
  - i. The PIAs will be required to furnish a bank guarantee (amounting to 5% of the 1st instalment) before release of the 1st installment.
  - ii. The stipend will be paid to the trainees by the NMDFC through DBT.
  - iii. The PIAs will be required to maintain Biometric Attendance system of the

- trainees and submit the same to the NMDFC on monthly basis.
- iv. No duplication of trainees among the PIAs will be ensured. PIAs will be required to submit undertaking in this regard.
  - v. PIAs will be required to complete the training within prescribed timelines. PIAs will have to submit Completion Report for release of 3rd installment within 03 months of the end date of course failing which recovery of 50% of released funds will be initiated along with other actions as deemed fit.
  - vi. The 1st installment (i.e. 30% of the project cost) will be released after
    - a. The approval of the project and commencement of training,
    - b. Inspection report of NMDFC nominated officials/authorized person/authorized agency has been received by the NMDFC
    - c. Submission of Bank Guarantees by PIA.
    - d. Entering into a Memorandum of Understanding (MOU) between PIA & NMDFC.
    - e. Submission of duly notarized Bond on a non-judicial stamp paper of Rs.20/-.
  - vii. Empanelment will not entitle the PIA to receive allocation of target/trainees which will be done after physical verification of facilities and certification of same by NMDFC or any authorized person/body nominated by it.
- c. Proposals should be submitted offline to the NMDFC, at its registered office. The last date of submission of proposal is **14.02.2022 by 5:00 p.m.**
  - d. NMDFC reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons thereof.
  - e. The selection of the PIAs will be made on the basis of information/documents submitted by the them. If the information/documents submitted by any PIA is/are found to be false at any stage, the empanelment of such PIA will be cancelled immediately and coercive action will be taken against such PIA.
  - f. NMDFC can terminate the empanelment of PIA's earlier than the expiry of One (1) year period in the event of failure of PIA's to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the PIA's. NMDFC may consider making a payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the NMDFC. In case of deviation of the norms on part of the training provider, NMDFC will have the authority to enforce any recovery for the payment already made. The validity of the empanelment of the PIAs can be extended for further 1 year as per the decision of the Competent Authority of NMDFC.
  - g. PIA shall make sure that all the infrastructure setup must exist "physically". Under no circumstances, purchase order, invoice or delivery receipt etc. shall be considered in lieu of the item itself. In case of expensive equipment's / infrastructure TP may show evidence / agreement of tie-up with industry to fulfill this requirement.
  - h. Initial inspection shall be essentially on pre-agreed date and time. However for subsequent inspections the NMDFC reserves the right to carryout surprise inspection of any facility any time during the course of affiliation period. Any

miss-linkages during such inspections with call for cancellation or penalty or blacklisting from empanelment of NMDFC.

- i. Sub-contracting, sub-letting, franchisee arrangement of any kind for the conduct of training under NMDFC is NOT permitted.
- j. The NMDFC may seek any additional information as per the requirement of the scheme Kaushal se Kushalta scheme.
- k. For any information in this regard, the organizations may contact on the phone no 011 22441453 between 10.30: am to 5:00 pm on working days (Monday to Friday).
- l. Those who are facing any difficulties/issues for submission of application may please send query/any technical assistance on support on email [rajan.nmdfc@gmail.com](mailto:rajan.nmdfc@gmail.com).
- m. Guideline of “Kaushal Se Kushalta” scheme of NMDFC will be applicable & binding on PIAs.

**(P S Pawnikar)**  
**Assistant General Manager(Skill Development)**  
**NMDFC, Delhi-110092**

**Proposal Format-(Annexure-I)**

**National Minorities Development & Finance Corporation**

**Expression Of Interest/Proposal for Empanelment of Project Implementing Agencies  
for implementation of “Kaushal se Kushalta Scheme ” during financial year 2021-22**

**1. Details of Project Implementing Agencies (hereinafter Organization):**

<b>S. No.</b>	<b>Particulars</b>	<b>Information to be filled by project Implementing Agencies</b>
1	Name of PIA	(As per registration certificate)
2	Legal Status (Registered Society/ Govt./Semi-Govt./Public Sector/NGO/ Autonomous Body etc.	(Attach Incorporation/ Registration Certificate of the Agency)
3	Registration No. & Date of Registration of PIA. Whether the PIA is registered/affiliated with National Skill Development corporation? Please provide the details and documentary proof.	Date of Registration with valid Registration Number (Please enclose a legible copy of valid Registration Certificate. If it is in other language, it should be translated in Hindi or English and attested by notary
4	PAN Card Number of PIA	(Submit copy of PAN Card)
5	Unique ID Registration Number of PIA provided by NGO DARPAN Portal of NITI Aayog (Mandatory)	
6	Registered/Head Office Address of the PIA with landline/mobile no.	
7	Name(s) of President / CEO/ Director(s)/ Chairman/ Head of Organization	
8	Website Address of the PIA	
9	Name and designation of the Nodal officer with Telephone/Mobile/email id	
10	Official Email id of the organization	

**2. Details of Skill Development Projects funded by Central Ministries /Departments implemented by the PIA during last three years. Attach copy of sanction orders:**

S. No	FY	Name of the funding Ministry /Department	Location of the project (District & State). If in minority concentration block/town, please also indicate MCD/ MCB/MCT	Number of Trainees Trained			Number of Minority Trainees out of the total trained	Total Project Cost	Name of trade in which the training has been imparted	Name of assessing/ certifying agency	Page No. of supporting documents
				Boys	Girls	Total					



**3. Details of Skill Development Projects for skill development programmed exclusively funded by State Government/ UT Administration and implemented by the PIA during last three years. Attach copy of sanction orders:**

S. No.	FY	Name of the funding StateGovt./ Department	Location of the project (District & State). If in minority concentration block/town, please also indicate MCD/ MCB/MCT	Number of trainees			No. of Minority Trainees out of the total trained	Total Project Cost	Name of trades in which the training has been imparted	Name of Certifying agency	Page No. of supporting documents
				Boys	Girls	Total					

**4. List of Branches / Centres of the PIA –**

<b>S. No.</b>	<b>Complete CentreAddress</b>	<b>Name of thecenter Head</b>	<b>ContactDetails (Mobile/ Phone No.)</b>	<b>Training Infrastructure available for (name of courses/ trades)</b>	<b>Name of Trainer(s)</b>

**5. Whether Audited Accounts (with Auditor's Report) for Last three years attached along with CA Certificate : Yes/No**

**6. Attach copy of Memorandum of Association/ Article of Association/ Rules & Regulation of the organization:**

**7. Whether organization has its own website: Yes/No**

If yes, please give address of the website and attach a copy of the Home page.

**8. Whether organization registered with SMART portal of NSDC: Yes/No**

**9. Financial Details: (See Annexure-A)**

**10. Undertaking for Non-Blacklisting; (See Annexure-B).**

## 5. Proposal:

**Tentative Trades proposed by the PIA for Skill development training and names of State, District and Block of the Centre.**

S. No.	Proposed trades	Proposed No. of Trainees	Training Duration	Proposed State(s) of the Centre	Proposed District(s) of the Centre	Proposed Block(s) of the Centre	A write up on the Course curriculum/ Session plan/ CourseContent for proposed skill trades (Attach a separate sheet for each of the above)	Page No. of supporting documents

## 6. **Infrastructure Facilities:**

Information to be provided as per **Annexure-II**

## 7. **Professional Information & Past Performance**

1.	Details of affiliation of the organization.	Submit current and valid proof of affiliation
2.	Methodology of mobilization of the candidates.	
3.	Methodology of Selection of candidates	
4.	Previous Performance in skill trainings:(Brief note may be attached)	

## 8. **Placement Arrangements:**

1.	Whether the organization is having tie-up with any placement agency	
2.	Whether the organization is having tie-up with any industry partner for absorbing trained persons. If so:	
2.1	Industry Connect: (a) Give names of Industry Placement Partners and their contact persons	

## 9. **Tracking of trainees**

1.	Do you have any arrangements for tracking of trainees? Kindly provide the details	
2.	For how long you can track them after providing placement	

## 10. **MIS Facility**

1.	Details of the MIS available with the organization	
2.	Whether the organization is registered with SMART portal of NSDC?	

**Financial Details of the PIA**

(On the Letter head of Chartered Accountant with date, Signature, Registration No. & Seal)

It is certified that the (\_\_\_\_Name of PIA\_\_\_\_\_) having its registered office at (\_\_\_\_Address\_\_\_\_\_) has an average turnover of ₹\_\_\_\_\_Lakh in last three consecutive years (2017–18, 2018–19, 2019–20, 2020–21). The annual turnovers of the agency are as under –

S. No.	Financial Year	Annual Turnover (INR)
1	2018–19	
2	2019–20	
3	2020–21	

(Audited Financial Statement of the agency for last three consecutive years are enclosed)

For and on behalf of: \_\_\_\_\_

Chartered Accountant Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(On Rs.100/- Non-Judicial Stamp Paper)

**UNDERTAKING**

It is hereby certified that M/s\_\_\_\_\_ is not blacklisted/debarred by Govt. of India or its undertakings /any State/ UT Govt. or its undertaking or any other Govt. of India & State Govt. funding agencies / regulatory authorities as on date.

M/s\_\_\_\_\_ would immediately inform NMDFC in case of any change in the situation any time hereinafter.

Date:\_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

(Signature of Authorized Signatory)

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Seal: \_\_\_\_\_

**Detail of Available Infrastructure Facilities**

<b>Sl.No.</b>	<b>Infrastructure Facilities:</b>	
A	Course wise intake capacity (2020-21)	
B	Total Owned Training Centers at Pan India and their locations	
C	Whether owned or rental	
D	Center-wise details of:	
1.	Total space,	
2.	Class Rooms,	
3.	Labs for Practical,	
4.	Library and its capacity	
5.	No. of available Skill Training Equipment and Material required for training/practical	
6.	IT facilities	
7.	Mode of attendance (Manual/Biometric system)	
8.	Sanitation Facility	
9.	Number of qualified and ToT certified Trainers.	
10.	Whether the Institute is having any industry partner to provide training lectures/practical classes/training equipment etc. If yes, the details thereof.	
11.	Details of placement officials/agency with the PIA has the MoU/Agreement for the placement.	