

Expression of Interest (EOI) for Empanelment of National Training Provider

MEME-TECHNOLOGY DEVELOPMENT CENTRE, MEERUT

(Process Cum Product Development Centre), Meerut

An Autonomous Organization

Under

Ministry of Micro, Small & Medium Enterprises, Govt. of India

(To be returned in original after signing and stamped appropriately)

Invitation for Expression of Interest (EOI) TO Empanelment of National Training Provider (NTP) for providing training services for conducting various job-oriented Programs for the target group of Unemployed -Jobless Youths, skill development:

MSME - Technology Development Centre (PPDC), Meerut, Ministry of MSME, Government of India, invites expression of Interest (EOI) in sealed envelope from reputed institute for empanelment of National Training Provider (NTP) for providing training services for conducting various Skill Development Training Programmes at various locations.

The EOI document is available on www.ppdcmeerut.com. May contact help desk no 0121-2511779 for any queries.

DETAILS OF tender/EOI:

Sl. No	Particulars	Details
a.	Tender/EOI Reference	No: dt.08 -03-2022.
b.	Last date and Time for submitting of tender	23 rd March 2022 by 11:00hrs.
c.	Date and Time for Opening of tender	23 rd March 2022 by 12:00hrs.
d.	Place of Tender opening	MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut- 250002, Uttar Pradesh, in presence of intending bidders who wish to be present on the occasion.
e.	EMD	Rs.10000/- (account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or Bank Guarantee from any of the commercial Banks or payment online in an acceptable form, in favor of PPDC, Meerut, payable at Meerut, shall be submitted in this office before last date and time of submission)

Details of work:

1. **Various Skill Development Training Programmes are to be conducted at various locations specially for the Unemployed/Jobless candidates. All the training services will be done as per MSME-TDC, Meerut's Terms & conditions and guidelines (enclosed herewith) and applicable time to time.**

The list of training programmes proposed to be conducted at various centres, is as follows:

(1) IT & Computer Technology

S N	Program Name	Eligibility	Duration
1	Certificate in Information Technology	12 th	3 Months
2	Certificate in Computer Fundamentals	10 th	3 Months
3	Diploma in Computer Hardware & Networking	10 th	1 Year
4	Certificate in Web Designing	12 th	6 Months
5	Diploma in Web Designing	12 th	1 Year

Other Courses

6	Certificate in Mobile Repairing	10 th	3 Months
7	Certificate in Digital Marketing	10 th	3 Months
8	Advance Diploma in Digital Marketing	12 th	6 Months

(2) Fire & Safety

S N	Program Name	Eligibility	Duration
1	Diploma Fire Service & Operations	10 th Passed	1 Year
2	Diploma Fire Technology & Safety Management	12 th /ITI/Diploma Engineering	1 Year
3	Diploma Industrial Safety	12 th Science/ITI/Diploma Engineering	1 Year
4	Certificate in Sub Fire Officer Course	12 th Passed	1 Year
5	PG Diploma Industrial Safety	Graduation	1 Year
6	PG Diploma Fire Safety Management	Graduation	1 Year
7	PG Diploma in Health, Safety & Environment	Graduation	1 Year
8	Post Diploma Industrial Safety	Diploma Engineering	1 Year
9	Post Diploma Fire Safety Management	Diploma Engineering	1 Year
10	Advanced Diploma in Industrial Safety	Graduation/Diploma Engineering	1 Year
11	Certificate in Fireman	10 th	6 Months
12	Certificate in Security & Fire Protection Services	10 th	6 Months
13	Diploma in Sanitary Health	12 th	1 Year

(3) Hospitality

S N	Program	Eligibility	Duration
1	Diploma in Tourism Management	12 th	1 Year
2	Diploma in Hotel Management	12 th	1 Year
3	Certificate Hotel Management & Catering Technology	10 th	6 Months

(4) Beauty Care

S N	Program	Eligibility	Duration
1	Diploma in Hair Designing	10 th	5 Months
2	Diploma in Beauty Culture	10 th	4 Months
3	Diploma in Professional Makeup	10 th	3 Months
4	Assistant Beautician	8 th	3 Months

(5) Electronics &Electrical

S N	Program	Eligibility	Duration
1	Assistant Electrician	10 th	6 Months
2	Field Technician (AC, Refrigerator, Washing Machine)	10 th	6 Months
3	Electrical Fitter	10 th	6 Months
4	Certificate in Domestic Electrician & Motor Winding	10 th	6 Months
4	Mobile Repairing	10 th	6 Months
5	CCTV Technician	12 th PCM	6 Months

Note: Name, qualification, duration and number of training programmes may be changed, increased or decreased.

The responsibilities of NTP:

- a. To furnish the list of Authorised training centres (ATC)/Franchise training centres for conducting regular technical training courses at various locations. If no permanent centres of own, then capability to organize infrastructure to conduct trainings should be indicated before applying for it's ATC approval.
- b. To identify and appoint training centers at various locations with prior approval from MSME-TDC, Meeurt
- c. Mobilization of the candidates/ Advertisement in news-papers for publicity of the training programmes to fetch the admission, if needed.
- d. Post Placement tracking/monitoring.
- e. To conduct above programs at various location by providing adequate infrastructure and training resources.
- f. To ensure quality Skill Training & Placement to provide skills to unskilled candidates to enable them setting up self-employment ventures and for salaried jobs.
- g. To arrange the Infrastructure/ Utilities with maintaining COVID-19 protocol as per Govt. guidelines for conducting programs at each venue, as may be required.
- h. To provide Teaching Aid for the programme.
- i. To obtain Feedback form from the trainees on the prescribed format.
- j. To provide Raw Material to the trainees for training.
- k. To provide stationery and course material to the trainees.
- l. To Coordinate day to day training activities for conducting the programme.
- m. To maintain day to day documentation related to programmes.
- n. To ensure quality of training.

- o. To arrange Independent and unbiased assessment of trained candidates.
- p. To conduct Job Fair/Placement tie up.
- q. Placement / self-employment of the pass out trainees.
- r. Any other work related to training programmes as per PPDC, Meerut requirement.

Technical Capability of the National Training Provider

The Training Organizations are required to submit the documents which establish their credentials and competency as per the required Scope of Work.

- 1) Details of organization profile & Strength:
 - (i) Company/Firm/Organization background, history and why the proposer is qualified to provide training on particular courses / group courses
 - (ii) A description of the firm's / Agency's/ Institution's structure, including CVs of key personnel / trainers.
- 2) Other Training capabilities – e-Learning, Virtual Classroom, Instructor led training and other formats. Experience in each training format (e-Learning, Virtual Classroom) should be indicated in terms of
 - (i) No. of trainings conducted
 - (ii) No. of years training has been provided in each of the above formats
- 3) Capabilities to design and deliver custom content courses for e-learning.

SCOPE OF WORK (SOW) TO BE PROVIDED BY THE EMPANELLED NATIONAL TRAINING PROVIDER

The purpose of the present EOI is to empanel competent and experienced Training Organizations for technical training to Jobless youths.

- (i) The Training Organizations can apply for empanelment even if all training course categories listed in this document are not available with them.
- (ii) The empanelled National Training Provider will be asked to give their financial offers periodically for holding training courses as per requirement. Course details, timelines of deliverables, payment terms, penalty clauses, and other relevant details will be shared at that time.
- (iii) The scope of work detailed in this section is with respect to the training services to be provided once work is allocated to an empanelled Training Organization.
- (iv) Empanelled National Training Provider may also be asked to implement a Learning Management System amid a pandemic- crises so that the training may be carried out virtually.

COURSES

Classification of Courses: The classification of courses is on the basis of type of content and the level of knowledge imparted through the course. The courses scheduled have been classified into the following four categories.

- a) **Basic Level Courses:** The participants appearing in this Category of courses will have to be taught the basics of the specific course.
- b) **Intermediate Level Courses:** The participants appearing in this category of courses will have the basic knowledge of the specific course as well as the experience of having worked in the specific technology area.
- c) **Advanced Level Courses:** The participants appearing in this category courses will have the intermediate knowledge of the particular course as well as the experience of having extensively worked in the specific technology area.
- d) **Specialized Level Courses:** These courses will be conducted for the advanced topics for experienced technical professionals in thrust areas as per MSME-TDC, Meerut organizational directives.

INSTRUCTORS/TRAINERS

- (a) The instructor should be either on the rolls of the National Training Provider itself or should be from an authorized partner/ATC/sub-contractor of the Training Organization. However, responsibility for quality of the instructor will be with the National Training Provider.
- (b) The National Training Provider is required to provide one instructor for each course for imparting training. The instructor should have experience in the relevant field of training / teaching and for the specific course.
- (c) He or she should be deputed for the entire duration of the course, and should be changed only if required as given in Para d below. Other instructors may assist him / her or impart specialized content if required.
- (d) The instructors deputed by the National Training Provider may be required to give a demo on the specific course in front of the Training Monitoring Team of MSME-TDC, Meerut at least one week prior to the commencement of course.
- (e) If the Training Monitoring Team of MSME-TDC, Meerut finds an instructor to be inadequately competent at the time of execution of the course, the instructor is to be changed immediately (within one working day) without affecting the flow of the course.
- (f) The instructor who has been cleared by the Training Monitoring Team for a particular course and has had positive feedback from participants would not be required to give a demo on the same subject for future courses.

Important: The empanelled National Training Provider has to submit the minimum criteria of **the instructor's qualifications/certifications for delivering the listed training programs.**

CONTENT AND COURSEWARE

- (a) The Detailed Course Content and sample Courseware will be provided by the firm for perusal of MSME-TDC, Meerut at least before minimum 3 weeks in advance of the course. Courseware is to be designed by the expert committee or board of study of the National Training Provider as per the syllabus for a course.
- (b) The courseware should broadly consist of following:- Suitable handouts with details of steps, tips, best practices and precautions in soft and hard copies. The soft copies will be in Adobe Acrobat format to provide easy navigation between chapters.
 - (i) Lab exercises with ideal answers both soft and hard copies.
 - (ii) Suggested textbooks.
 - (iii) Assignments to trainees with ideal answers in both soft and hard copies.

TRAINING LOCATION

Trainings can be held at Various locations by the Training Centres of National Training Provider.

At the time of asking for financial bid from the empanelled bidders, the Training location will be clearly specified.

TRAINING DURATION

Training shall be conducted for 5 days a week, 08 teaching hours a day, excluding one hour for tea and lunch. The training shall preferably be conducted from Monday to Friday. However, in special circumstances, it may be conducted on Saturday / Sunday. In some special circumstances, courses may be conducted for half-days only, which will be indicated at the time of empaneled bidders for future work allocation as per specifications / requirements.

TRAINING BATCH SIZE

The empanelled National Training Provider has to design the intake capacity of the training batch and should submit the same with the course syllabus.

The NTP are requested to submit the proposal including the following format:

1. Name & Address of NTP:
2. Rates offered by NTP for providing training services for conducting various training programmes will be submitted in the following format:

S. No.	Name of the Prog.	Offered Amount (in Rs.) by NTP/Course (inclusive GST etc.)	Remarks
1.			
2.			
3.			

Note: ** Advertisement will be published through PPDC, Meerut on DAVP rates but amount for the same will be borne by the Training Provider offered amount.

1. Rates shall be inclusive of cost component such as:
 - a. Post Placement tracking/monitoring.
 - b. Curriculum.
 - c. Training & Placement.
 - d. Trainer's Training.
 - e. Teaching Aid will be arranged by those are not available with PPDC, Meerut.
 - f. Raw Material.
 - g. Documentation of programme.
 - h. Stationery and course/study material.
 - i. Salary of trainers and other staff.
 - j. Co-ordination charges.
 - k. To maintain day to day document related to programmes.
 - l. To arrange Third Party Certification & Assessment of the trainees. Assessment charges will be provided by NTP.
 - m. Placement/self-employment of pass out trainees.
 - n. Any other work related to training programmes as per Terms & conditions which are enclosed herewith

TERMS & CONDITIONS

- 1 The National Training Provider (NTP) should read the EOI document paper carefully. Submission of tender/EOI shall mean that the NTP has read and understood all the terms & conditions of the tender/EOI and agrees and binds himself to the same. **All pages of the tender/EOI document should be signed and stamped by the NTP and submitted with the offer.**
- 2 The sealed tenders/EOI super-scribing tender/EOI number, name of the work and last date of submission of tender/EOI on the left side of the envelope and should be addressed to the Principal Director, MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut -250 002. (U.P.).
- 3 Tender/EOI received after last date & time of submission and without submission of EMD, are liable to be rejected.

- 4 A security deposit of Rs. 50000/- should be deposited by the NTP through account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or Bank Guarantee from any of the commercial Banks or payment online in an acceptable form, in favor of PPDC, Meerut, payable at Meerut, within 7 days of receipt of acceptance of the order. The security deposit is refundable without interest after 15 days of completion of all contractual obligations by the NTP.
- 5 Training Organizations that meet the required Qualification Criteria and have the capability to deliver the given Scope of Work will be considered for empanelment.
- 6 PPDC, Meerut reserves the right to alter, cancel, accept, modify, split, vary the quantities, any terms, conditions etc., or reject or postpone the order either fully or partly without assigning any reason there off.
- 7 Where counter terms and conditions of service have been offered, O/o MSME- Technology Development Centre (PPDC), Meerut shall not be deemed to be governed by these and bound by them unless specific written acceptance thereof has been given by PPDC, Meerut.
- 8 The offers quoted shall be in **Indian Rupees**.
- 9 The NTP should impart all training keeping in mind of the Govt. guidelines for prevention of COVID-19. PPDC, Meerut will stand indemnified against any suits/case etc. on imparting on training in violation of guidelines and /or of others claims by beneficiaries about negligence in pursuance of the guidelines during the training.
- 10 The PPDC, Meerut reserves the right to withhold the payment and wherever deemed appropriate and demand refund of payment with bank interest, if the NTP found to have misled PPDC, Meerut by submitting incorrect information of deliberately suppressing relevant information, PPDC may consider to blacklist the NTP.
- 11 Mere participation in the tender and offering of lowest rates does not confer any right on any party for placing order on them.
- 12 In all the matters concerned to and not covered in the terms & conditions, the decision of the Principal Director, MSME-TDC (PPDC), Meerut shall be final and binding on the parties.
- 13 All the training programmes will be conducted as per the approval curriculum/syllabus and amendments in future if any.
- 14 All the training programmes are to completed as per schedule desired MSME-TDC.
- 15 The actual number of trainees for training may be decrease due to lack of nomination or any other administrative reasons.
- 16 Quality of services have to be insured.
- 17 Quoted rates should be inclusive of GST etc.
- 18 Study material have to be given within 15 days of commencement of course to all participants.

- 19 **Receiving of study material etc. have to obtain from the each participant and same will have to submit to PPDC, Meerut.**
- 20 All the documents related to the programmes have to maintain by the NTP and same may have to submit to PPDC, Meerut.
- 21 Candidate's registration to be done on before the date of registration given by MSME-TDC, Meerut
- 22 Failure and Termination: On acceptance of tender/EOI, if the NTP whose tender/EOI is accepted fails to complete the work within the period fixed in the contract or as extended period by the Principal Director. Principal Director PPDC, Meerut has rights to cancel the full contract or a portion and has rights to forfeit the security amount in full or part.
- 23 The empanelment will be valid for conducting programmes only mentioned in this tender/EOI document, and may be extended after assessing the performance and adherence of terms & conditions in the tender document.
- 24 **Training fees will be charged from the trainees by the training provider and due share will be given to PPDC Meerut.**
- 25 Statement of expenditure (Format enclosed) certified by CA have to submit before payment.
- 26 All the expenses of all programmes including faculty charges, certificate preparation and printing, study material, audio-visual aids, charges for assessment of the trainees, course material, raw material etc. for conducting programmes and miscellaneous etc. will be borne by NTP.
- 27 NTP will be responsible for managing teaching aids, qualified faculty, infrastructure, internet, CCTV camera etc. at venue.
- 28 Quality of the training programme have to be maintained by NTP. Performance may be reviewed any time. In case any degradation in quality of any training programme or any violence of agreement, the same will be liable to cancel the work order.
- 29 All the disputes arising out of the contract shall be subject to Meerut, (U.P. India) jurisdiction only.
- 30 NTP should have office in Delhi NCR.
- 31 The interested NTP needs to be fulfill all the given requirements in order to associate with PPDC, Meerut:
 - (i) Must be proprietorship firm/ NGO/registered company with PAN/GST which must be in operations for 2 years or more as on 31st December 2021.
 - (ii) Must have turnover of Rs 20.00 Lakhs in skill development activities in last 2 years or more as on 31st December 2021.
 - (iii) Must have experienced faculty.
 - (iv) Audited Report of last 2 years with Annual turnover (in lakhs).

Signature of the NTP with stamp Designation-----

Place-----
Date-----

Letter Head of NTP

PROFORMA FOR STATEMENT OF AUDITED EXPENDITURE
(To be submitted for each programe separately)

Short Terms and Up Skill Training

Name of the Training Programme : (list enclosed)

Scheme Sponsored Dept. :
Duration : (list enclosed)

VENUE : (list enclosed)

NAME OF THE NTP :

ADDRESS :

MSME-TDC (PPDC), MEERUT WORK ORDER No. :

DATE OF ISSUE :

Expenses Details:

Sr. No.	Particulars	Expenditure incurred (Rs.)
1	2	3
1	Training Expenses	
2	Charges for technical inputs/expertise	
3	Travel & Factory visits	
4	Miscellaneous & Contingencies	
5	Expenses of Coordination work for conducting the programme.	
6.	Stationary and study material	
8.	Miscellaneous & Contingencies	
9.	Administrative Expenses	
Total		

Total Rs. -----

Rupees in words: (-----)

Certified that we have satisfied ourselves that the conditions on which the amount was released are being fulfilled and that we have exercised the following checks to see that the money was actually utilized for the purpose for which it was released.

Kind of checked exercised:

1. Verification of payment vouchers.
2. Verification of payment release advises (PRA) register/ledger.
3. Verification of Bank passbook/bank certificates.

Signature
Head of NTP
(With rubber Stamp)

Auditor(CA)

Signature
(With Rubber stamp)
Registration No.-----