

**Government of Union Territory of Jammu & Kashmir**  
**Directorate of Social Welfare Jammu**

Hajj House, Block A, 2<sup>nd</sup> Floor, Rail Head Complex, Bahu Plaza Jammu

**Tender Reference No. DSWJ/Plg//2022-23 dated**

**Subject: Empanelment of Agencies for imparting Skill Development Training to SC Candidates under SCA to SCSP**

Notice inviting tender (e-NIT) for empanelment of training partner/provider of National Skill Development Corporation (NSDC) for imparting skill development trainings to scheduled caste candidates in different trades in all Districts of Jammu Division (except Poonch) as per norms of Ministry of Skill Development & Entrepreneurship (MSDE) under SCA to SCSP.

**Expression of Interest**

1. The Directorate of Social Welfare Jammu invites online applications for empanelment of Training partners/ Providers of NSDC with proven track record of having a thorough understanding and good experience for implementing and providing District-wise Skill Dev. Trainings to SC candidates of all districts of Jammu Division (except Poonch) in various trades for income generation through wage/self-employment opportunities to at least 70% of the trained candidates as per norms of Ministry of Skill Development and Entrepreneurship (MSDE).
2. The training partners/providers should be SMART Accredited and have Affiliated Training Centers (TCs) or willing to get their training Centre accredited and affiliated through SMART Portal of NSDC for undertaking training aligned to NSQF.
3. Empanelment of entities shall be applicable for a period of two years subject to the performance and placements by the Agencies. The bidder shall be a single entity.
4. Tender documents may be downloaded from <https://iktenders.gov.in> as per the schedule as given in Critical Date Sheet as under:

**CRITICAL DATE SHEET**

Published Date	31/05/2022, 16:00 Hrs
Bid Document Download	31/05/2022, 16:00 Hrs
Online Clarification Start Date	02/06/2022, 11:00 Hrs
Online Clarification End Date	04/06/2022, 15:00 Hrs
Pre-bid meeting	06/06/2022, 11:30 Hrs
<u>Bid Submission Start Date</u>	09/06/2022, 11:30 Hrs
<u>Bid Submission End Date</u>	20/06/2022, 11:00 Hrs
<u>Bid Opening Date</u>	21/06/2022, 11:00 Hrs

## **Link for Pre Bid meeting shall be intimated through E-mail**

- **Bid Submission:**

- Bid shall be submitted online only at <https://jktenders.gov.in>
- The agencies are advised to follow instructions mentioned in the tender document for online Bid submission.
- The tender is single cover and there is no financial bid/ financial part.
- No hardcopies of the tender will be accepted. All the documents in support of eligibility criteria are to be scanned and uploaded along with the tender documents.
- Bidders are advised to participate online at <https://jktenders.gov.in>
- The competent authority in the Department of Social Welfare, UT of Jammu and Kashmir reserves the right to cancel the tender at any time or amend/ withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

- **Submission of Tender:**


- The cost of tender documents amounting to Rs 6000/- should be deposited in the J&K Government Treasury under Revenue Head 0235 Social Security and Welfare and upload and Treasury Challan with the bid. The cost of tender document can also be deposited to the account no. 1210010100000045 of Chief Accounts Officer, Directorate of Social Welfare Department, Jammu J&K Bank Rail Heads Complex IFSC Code JAKAOERAILH and upload the receipt as documentary evidence.
- The tender shall be submitted online in Single cover( technical Bid only)
- All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- Bid security amounting to Rs. Five Lac in the shape of FDR/CDR pledged to Chief Accounts Officer, Directorate of Social Welfare, Jammu to be paid by successful bidder after issuance of LOI.
- The successful bidder is to deposit the interest free performance guarantee of 3% of the contract value within 15 days of the award of the work.
- The performance guarantee in shape of bank guarantee from any nationalized./scheduled bank in the name of Chief Accounts Officer, Directorate of Social Welfare, Jammu.

- The bid security shall be refunded to successful bidder on depositing the performance guarantee.

(The entities registered with MSME are to submit the necessary certificate/form)

**Documents to be attached:**

- Doc-1:-** Profile of Organization.
- Doc-2:-** Certificate of average annual turnover of last three financial year i.e 2018-19, 2019-20,& 2020-21 from CA/ income not less than Rs Three Crore
- Doc:-3** Certificate of Net Worth (Positive) of last three years ( 2018-19, 2019-20 & 2020-21)
- Doc. 4.** Income tax returns for the last three years
- Doc-5. :-** Skill experience in the UT /State with Office address.
- Doc-6. :-** Skill experience of National Level.
- Doc-7. :-**Self Declaration on Rs 100/- Stamp Paper declaring therein that the Organization was never blacklisted by any Govt. Ministry or Deptt.
- Doc-8. :-** Proof of Organizations Existence of more than five years in Form of Registration of the Company/Training Partner/Trust/Society.
- Doc-9. :-** Declaration that the Training Provider will not engage in further Subletting/Subcontracting /Franchisee Agreement for implementation of this project leading to the blacklisting and legal & financial sanctions.
- Doc-10. :-** Tender Acceptance letter.
- Doc-11. :-** Tender Check List.
- Doc-12:-**Work Experience Certificate issued by the concerned Govt agency/ Department.
- Doc-13:-**Record as proof of placement for last 3 years along with bank statement self- attested by the candidates.
- Doc-14:-** Proposal regarding course/trade in which training shall be imparted.

  
**Director General**  
**Social Welfare Department**  
**Jammu**

This tender is for empanelment of agencies for imparting skill development to SC candidates under SCA to SCSP.

### **1. Scope of Work:**

To facilitate skill development training in broad conformance to the common norms for upgradation of technical and entrepreneurial skills through reputed and registered training partner / provider affiliated to NSDC so that eligible candidates of Target group i.e. SC candidates get assured self-employment or wage employment.

**Target Allocation:** Training is to be provided to the SC Category candidates as prescribed in the norms of Ministry of Skill Development and Entrepreneurship (MSDE), GOI regarding age and qualification in all Districts of Jammu Division (except Poonch) to the following No's of students:-

S.No.	District	No. of Candidates
1	Jammu	520
2	Kathua	222
3	Samba	138
4	Udhampur	201
5	Reasi	61
6	Rajouri	64
7	Doda	30
8	Kishtwar	9
9	Ramban	10
	<b>Total:-</b>	<b>1255</b>

**Duration of Training:** Duration of training is as per norms devised by Ministry of Skill Development & Entrepreneurship (MSDE) and depending upon the job roles and National Skill Qualification Framework (NSQF) level and rates as per MSDE.

**Course:** All Skill Development Courses i.e. Data Entry Operators, Plumbing Welding, Fabrication, Mobile Repairing, Beautician, Boutique etc. offered under the scheme and depending upon the local need requirement must broadly conform to the National Skill Qualification Framework (NSQF).

**Note:** The maximum training duration shall be restricted to 350 hours only.

**Eligibility:** The Skill Development Training will be provided through following categories of Training Partner/ Providers of NSDC adhering to the NSQF and complying to the common norm:-

- a) Training Partner/ Providers with NSDC under Ministry of Skill Developments having good past track record and registered with NSDC.

- b) Minimum average turnover of the organization/agency for the last three years should not be less than three crores.
- c) Agency should have not been blacklisted by any Govt. Department or Ministry.
- d) The award of training to above categories of training partner/ Provider will be made based on proposals received from them.
- e) Trainers should be TOT certified.

## **2. Payment Mechanism (Amount of Grant-in-Aid payable to the Trainers):**

Department of Social Welfare Department, Jammu shall bear 100% of the total training cost or course fee in a phased manner for the training programme to the Training providers in the following way:

<b>Installment</b>	<b>% of Installment</b>	<b>Milestone</b>
Ist	30% of the project cost	On <ul style="list-style-type: none"> <li>a. Signing of MOU and,</li> <li>b. Submission of 30 days attendance of candidates.</li> </ul>
2nd	40% of the project cost	On <ul style="list-style-type: none"> <li>a. Utilization of 90% of fund disbursed as 1<sup>st</sup> installment supported by an audited utilization certificate and continuation of training of 70% of initial trainees.</li> <li>b. Successful achievement of assessments of by sector skill council under NSDC only for passed candidates minus amount equivalent to 1<sup>st</sup> installment pertaining to the failed candidates.</li> </ul>
3rd	30% of the project cost	On <ul style="list-style-type: none"> <li>a. Utilization of 90% of fund disbursed as 1<sup>st</sup> and 2<sup>nd</sup> installment supported by an audited utilization certificate.</li> <li>b. Achieving 70% of placement. The placement records such as bank statement/ offer letters shall be duly countersigned by the candidates.</li> </ul>

### **3. Criteria for Eligibility, Evaluation and Selection:**

<b>Criteria</b>	<b>Minimum requirement</b>	<b>Marks</b>	<b>Documentary Proof</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Incorporation Date/Period of Organization</b>	0-5 Years	5 Marks	Registration of Trust/Society/ Private Ltd. Company Proof.
	More than 5 Years	10 Marks	
<b>NSDC approved training providers</b>	Yes	7 Marks	Valid NSDC Training Providers Registration
<b>Average Annual Turnover for last three years</b>	Upto 3 Crores	3 Marks	Audited Financial Statements for the last three years.
	3- 5 Crores	5 Marks	
	5 Crores and above	10 Marks	
<b>Net worth</b>	Upto 1 Cr	5 Marks	CA Certificate for Net worth
	1 Cr and above	10 Marks	
<b>No. of the candidates trained by the organization</b>	0-500	0 Marks	Work Order by concerned government agency.
	501-1000	3 Marks	
	1001-3000	5 Marks	
	30001 and above	10 Marks	
<b>Presence in each district</b>	2 points for each District	Maximum 18 Marks (for 9 Districts)	Training Centre ID of NSDC

**Note: Minimum Qualifying marks is 30.**

**The following will be mandatory requirements:**

1. The above implementing agencies should have their own/leased/rented establishments in a particular state. They will not be allowed to sublet the training programme to some other agency. An undertaking to this effect shall be furnished. The training centre should be under the banner of the Implementing agencies itself.

2. The Agencies should be approved by or have partnership relation with NSDC and their Training centers should be affiliated and accredited through SMART Portal of Ministry of Skill Development and Entrepreneurship.
3. All Courses run by it for the scheme should be NSQF Compliant.
4. Bank Guarantee may be provided by the agency as decided by Ministry of Social Justice & Empowerment.

#### 4. Tender Checklist Format

##### A. Organizational Profile

Sl. No.	Particulars	Detailed Information
1.	Name of the Training partner/provider	
2.	Physical/official Address of the Organization	
3.	Details of Training partner/provider	Name of the Contact Person: Position: Phone No.: Mobile No. Email ID:
4.	Date of Establishment	
5.	Registration Number, Date of Registration and relevant registration Authority	Provide details and <b><u>name of the uploaded file &amp; page no.in which relevant documentary proof included</u></b>
6.	PAN Registration Number and Date	Provide details and <b><u>name of the uploaded file &amp; page no.in which relevant documentary proof included</u></b>
7.	Total work experience of working on social sector projects (number of completed or ongoing projects)	
8.	Number of projects implemented for Government of India/ State Government with MoU and work order	



Sl. No.	Particulars	Detailed Information
9	Number of months of experience working on projects for Government of India / State Government / Govt agencies	

**B. Description of Annual Financial turnover /Financial Receipts and Net Worth for the last three years.**

S. No.	Financial Year	Annual Turnover in INR	Net Worth
1.	FY 2020-21	( Audited as available)	
2.	FY 2019-20		
3.	FY 2018-19		
	Average Annual Turnover of last 3 years		
	Provide details and <u>name of the uploaded file &amp; page no.in which relevant documentary proof included</u>		

**C. Details of Projects with field activities**

S. No.	Year of Initiation	Name of the Project	Nature of the work	Number of people in the field	Project Duration	Geography served (districts)	Project cost (in Rs.)
	Provide details and <u>name of the uploaded file &amp; page no.in which relevant documentary proof included</u>						

TENDER ACCEPTANCE LETTER  
(To be given on Letter Head)

Date:

To,

\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and if the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## **5. Selection Process:**

**Technical Evaluation:** Training Providers fulfilling the above Criteria will be selected on following **Terms and Conditions:**

- (a) Preference shall be given to TP having presence in all/maximum districts.
- (b) Preference shall be given to NSDC Training Partner/Provider having experience in training and good placement record
- (c) Preference shall be given to Training Provider from J&K with Head Office in UT/State.
- (d) The agencies shall submit sanction orders as valid proof of training SC/ ST/ Minority candidates belonging to J&K.

## **6. Submission of Placement records for 3<sup>rd</sup> Trench:-**

1. Placement of minimum 70% trainees is compulsory. Training Providers have to submit placement records of minimum 70% candidates of total target allocated otherwise their BG will not be refunded.
2. TP has to submit the records in form of offer letter/joining letter of candidates with candidate consent on it to the department clearly mentioning job profile and salary of the candidates.
3. Proof of placement of minimum 70% of the candidates in wage/self employment along with details of their wages per month and contact details with address of companies where they are placed and be uploaded on the website of the training institute.

## **7. Commencement & Assessment of Training Programme:-**

1. Shortlisted Training Providers will have to sign a Memorandum of Understanding (MoU)/Offer Letter with the Deptt with target allocations of respective Districts before commencement of Training Programmes.
2. Training Providers will have to submit a Performance Bank Guarantee worth **3% of the contract value** against the MoU within 7 days of the submission of proposal which shall remain with the Deptt. up to one year or till the training period is over whichever is later. The Performance Guarantee shall be kept with held incase training Partner would not comply with the guidelines and conditions of the Deptt. and Ministry of Skill Development Entrepreneurship (MSDE).
3. The Training Providers will initially submit list of eligible mobilized candidates for proposed Skill Training Programmes along with original Minutes of Meeting (MoMs) of selection Committee for Training Providers and mode of publicity for approval.

## **4. Base Costs:**

Skill Development Training Cost under the Scheme will be paid at the rates as given in Schedule 1 of common norms devised & issued by MSDE in respect of each Trainee who successfully complete the Course and is assessed and certified by Sector Skill Councils (SSCs) under NSDC or any other if specified by Govt. in due Course of time with approval from the Social Welfare Deptt. The same shall be inclusive of cost components such as:

- Mobilization of candidates
- Post placement Tracking/Monitoring

- Curriculum and Kits to trainees.

### **5. Refund and Adjustment:**

1. In Case No. of Trainees successfully completing the training is lesser than the sanctioned No. of Trainees for which funds were released. Then the amount proportionate in respect of such lesser number of Candidates would be adjusted during the release of final installment.

2. The Social Welfare Department reserves the right to withhold the balance amount due to the Training Providers whenever and wherever considered appropriate and claim even refund of the first/previous installment with interest and start legal proceedings against the training providers in case they are found to have misled the Department by submitting false and incorrect information or by intentionally suppressing or concealing the relevant information and facts and may strive to blacklist such training providers by taking up the matter with funding agencies of Central Govt./State Govt./NSDE/NSDC as the case may be.

### **6. NSQF Level Certification & Assessment through concerned SSC:**

Assessments and certification should be done through SSC concerned under NSDC to ensure independent and unbiased assessment and certification of trained candidates. The training provider/partner will be required to arrange for assessment and certification as per Govt. guidelines through SSC under NSDC or any other if specified later on by the Govt. Accordingly the funds shall be released by the department for the successful trainees only.

The TP shall bear the cost of assessment charges of the training conducted @ Rs. 1500/- per trainees

The above will be applicable only for one time assessment.

The cost of stipend to the trainees will be borne by the Department of Social Welfare.

The assessment charges will be released on submission of the following documents:

1. Performa invoice bill from SSC under NSDC on their letter head.
2. Amount will be reimbursed to the training providers after submission of proof of transfer of assessment charges in the account of assessment agency.

### **7. MONITORING & TRACKING**

1. The department shall have access to an open, common and extensive data of training providers to ensure proper monitoring. Monthly progress report of the training target should be submitted to the department along with photographs of each training programme of the candidates (in group) and in working posture.

2. The training providers will track the trainees as per govt. guidelines from the date of completion/certification of training with respect to their career progression, retention and other parameters.

- **Right of Inspection:** Social Welfare Department J&K, Jammu shall have the right to inspect the Account Books, Records of Trainees, direct interaction with the trainees as well as with the trainer and officials of the Training Institute and may penalize the Training Provider in case any violation of the norms devised by MSDE and flaws detected by this Department.

**Following Forms are also mandatory:**

**FORM -1 (Empanelment)**

General Information of the Organization / Institute

(On the letterhead of the Organization/ Firm)

1. Name of the Organization / Institute:
  2. Nature of the Organization / Institute:
  3. Incorporated as \_\_\_\_\_ in year \_\_\_\_\_ at \_\_\_\_\_ (State Sole Proprietor, Partnership, Private Limited or Limited firm, Registered Society) *(furnish the copy of the Certificate of Registration/Incorporation)*
  4. Registered Office Address:
  5. Branch Office Address within the State of J&K (if any):
  6. Name of the Head of the Institute / Organization:
  7. Designation:
  8. Telephone /Mobile Number:
  9. Address of Communication:
  10. FAX and E-Mail:
  11. Income Tax Registration No. (PAN): (Furnish copy of the same)
  12. Service Tax Registration Number: (Furnish Copy of the same)
- Authorized Signatory [*In full and initials*]: \_\_\_\_\_
- Name and Title of Signatory: \_\_\_\_\_
- Name of Firm: \_\_\_\_\_
- Address: \_\_\_\_\_
- (Company / Organization Seal)

**FORM -2**

Detail Profile of the Organization

(On the letterhead of the Organization/ Firm)

*[Please provide the brief profile of the Organization / Institution]*

Authorized Signatory *[In full and initials]*: \_\_\_\_\_

With Seal

## FORM -3

### Details of Organization / Institution's Past Experience in Imparting Similar Placement Linked Training Programs

Table -1

Similar Assignment Details for the last three years:

Name of the training programme along with trades/ sectors in which training was imparted	Name of the Central /State Govt. organization for whom Training was conducted	Year and duration of the training program	No of trainees Trained	No of trainees Placed



**FORM -4**  
**SUMMARY OF CVS OF PROPOSED KEY PROFESSIONAL AND SUPPORT STAFF FOR THE ASSIGNMENT**

S N o	Name of Key Professional	Area of Expertise	Position Assigned	Employment Status with the Institution (Full Time / Part Time)	Highest Educational Qualification	No of Years of experience	No of years of experience in similar assignment
<b>Trainers/ Master Trainers</b>							
1							
2							
3							
4							
5							
<b>Support Staff</b>							
1							
2							
3							
4							
5							
6							

Authorized Signatory [*In full initials and Seal*]: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

**FORM -5**  
**Financial Turnover of the Organization / Institute**

S.No	Year	Turn Over in INR
1	2018-19	
2	2019-20	
3	2020-21	
	<b>Average Annual Turnover for the last 3 Years</b>	

Authorized Signatory [*In full initials and Seal*]: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_