

**Empanelment of SMART/ Skill India Portal Accredited Skill Training  
Providers for EST&P under DAY - NULM**

**Request for Proposal**

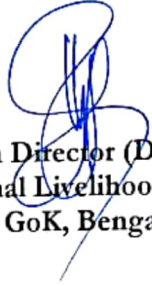
**Placement Linked Skill Training Programme**

No.MD 69 DAY-NULM 2022-23

05.11.2022

Request for Proposal is invited from SMART/Skill India Portal accredited agency/firm / organisation/ Institutions for the purpose of implementing placement linked Skill Development program under Deendayal Anthyodaya Yojana Scheme (DAY-NULM), National Urban Livelihood Mission implemented in the state of Karnataka by Department of Skill Development, Entrepreneurship and Livelihoods. Competent SIP/SMART Accredited agency/firm can submit the proposals.

National Skill Development Corporation-NSDC SMART/SIP Accredited agency/firm which can provide skill training and placement in their respective domain. RFP in the prescribed format should reach the Mission Director (DAY-NULM), Scheme before 4 pm on 04.12.2022. Interested agencies can also attend the pre-proposal conference on 16.11.2022 after prior intimation. For more details, see the RFP document available on [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in).

  
Mission Director (DAY-NULM)  
National Livelihoods Mission,  
GoK, Bengaluru

- 1) List of Urban Local Bodies – Annexure-1.
- 2) Cost of Norms of DAY-NULM - Annexure-2.
- 3) Processes and Deliverables of DAY-NULM –Annexure-3.
- 4) The LIST OF (QPS) COURSES is enclosed - Annexure-4.

## 1. Purpose of this RFP

- 1.1. Deendayal Anthyodhaya Yojana - National Urban Livelihoods Mission (DAY-NULM) is a centrally sponsored **scheme designed by Ministry of Housing and Urban Affairs (MoHUA)**, Government of India. Department of Skill Development, Entrepreneurship and Livelihoods-GoK is the nodal agency for implementation of the project in Karnataka. The project is being implemented in 277 Urban Local Bodies of the state (**List of cities in the State attached as Annexure-I**).
- 1.2. Employment through Skill Training and Placement (EST&P) is a major component under DAY-NULM Scheme. The project is approximately targeted to impart skill training to 20000 unemployed urban poor (target may increase or decrease) from **277 cities in the state by March 2022-23**. This project will be implemented through SIP/SMART Accredited agency.
- 1.3. Under this scheme, Skill development courses designed as per the **National Skill Qualification Framework (NSQF) only are to be conducted**. Therefore Modular employable skill **courses designed by National Council for Vocational Training and the courses as per the qualification packs developed by Sector Skill Councils** under National Skill Development Corporations **only can be proposed** under DAY-NULM.
- 1.4. It is planned to empanel more skill Training Providers under NULM, in-order to have more variety of skill training courses, more Sectors for employment and to cover more cities. This empanelment does not guarantee any income to those prequalified and/or any form of retainer fees.

## 2. Submission of applications

- 2.1. **The agencies should apply in the format prescribed for** along with a **DD worth Rs.2,000/-** in the name of the Mission Director (DAY-NULM) towards the **non-refundable application fee**.
- 2.2. Applications received after the submission deadline will not be considered for appraisal.
- 2.3. Application without application fee will not be considered.
- 2.4. Incomplete applications, applications submitted in the wrong formats, application without required credentials and the application with any other defects will be summarily rejected. Application fee submitted along with such applications will not be refunded.

- 2.5. As empanelment of agencies and implementation of skill training programme needs to be carried out in a mission mode, applications will be accepted on a first cum first serve basis. The appraisal process will be considered on a rolling basis and all applications submitted after the cut-off date/incomplete applications will be considered for the next round of appraisal.
- 2.6. Interested agencies are advised to study the RFP document carefully before submission. Submission of RFP shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

### 3. Communication regarding this RFP notification

- 3.1. From the time of publication of the RFP notification to the time of publishing the final list of empanelled Skill Training Providers from NSDC SMART/SIP Accredited agency/firm, the agencies should not contact any of the officials of DAY-NULM, any matter related to its proposal. Information relating to the evaluation of proposals and award recommendations shall not be disclosed to the agencies who have submitted the proposals or to any other party not officially concerned with the process, until the publication of the final list. However, the list of valid applications and the shortlisted application after the desk appraisal will be published on the website [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in) immediately on completing each process.
- 3.2. Any attempt by agencies or anyone on behalf of the agencies to influence MISSION DIRECTOR (DAY-NULM) improperly in the evaluation of the proposals or contract award decisions may result in the rejection of its proposal.
- 3.3. Notwithstanding the above provisions, if an agency need to contact MISSION DIRECTOR (DAY-NULM)-Karnataka on any matter related to the selection process, or require any clarification regarding preparation of the proposal, it should do it only in writing to the Mission Director (DAY-NULM) Karnataka or via e-mail to [daynulmkar@gmail.com](mailto:daynulmkar@gmail.com)
- 3.4. MISSION DIRECTOR (DAY-NULM)-Karnataka will conduct a **Pre-proposal conference to give clarification regarding proposal preparation and the training operational procedure of DAY-NULM.** Date and time of the conference is given in the time schedule of events of the selection process in this document. Attending any such pre-proposal conference is optional and shall be at the STPs/industry house/association's expense. **The agencies desiring to participate in the pre-proposal conference should send a mail to [daynulmkar@gmail.com](mailto:daynulmkar@gmail.com)** and should confirm the participation in advance. List of agencies participating in the pre-proposal conference will be published on the website of [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in). MISSION DIRECTOR (DAY-NULM) will timely provide (only through email), at no cost to the agencies, available inputs, relevant project data, and reports required for the preparation of the proposal.

#### 4. Eligibility Criteria

##### Eligibility Criteria for Organizations:

The objective in inviting these category of organizations to work as Skill Training Providers is to utilize the knowledge and expertise of the organization in the specific domain to skill the unemployed youth and to develop tailor made human resource as per industry requirements and industry standards. It is also aimed to utilize the experienced hands in the industry for teaching learning material development. Training of trainers and monitoring of training programmes to improve the quality training programme will be an inherent part of the scheme.

- 4.1 The agencies should be a registered as a Trust/company/corporate with minimum period of Two years as on 31.10.2022.
- 4.2 The agency should be **NSDC SMART/SIP accredited agency/firm for the purpose of Skill Training**, should be capable of in house placement or placement in similar organisations in this domain.
- 4.3 The agencies should be able to make certification arrangements with concerned SSC.

#### 5. Criteria for Technical Appraisal

- 5.1. NSDC/SMART/SIP accredited agency/ for the purpose of Skill Training.
- 5.2. Relevant skilling and placement experience (Domain experience and linkages for placement) in similar schemes.
- 5.3. Transparency and accountability
- 5.4. Readiness to implement the project.
- 5.5. The Mission Director (DAY-NULM) Shall reimburse/pay to Training Providers on the basis of Common Norms specified by the NSQF.
- 5.6. Training should be given only to the qualified 'Urban' youth. 'Rural' youth are not eligible to be trained under this scheme. Youth belonging to 'any Urban municipality' can be enrolled any 'Urban' training centres.
- 5.7. The training providers shall agree to Processes and Deliverables and Cost norms of DAY-NULM as per **Annexure-2 and 3** or as per recent common norms.

#### 6. Process of Empanelment

- 6.1. After the notification, MISSION DIRECTOR (DAY-NULM) will conduct a pre-proposal conference to give clarification regarding the mission requirements and to guide the interested agencies on proposal preparation and appraisal process.

- 6.2. After the deadline for submission of the proposals, the mission will conduct an initial screening of the applications scrutinize the application and will publish the list of eligible applications under this RFP in website [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in).
- 6.3. Organisations shortlisted after the initial screening will be invited for a presentation before the Screening committee constituted for empanelment of the training agencies under NULM. Mere submission of an application will not entitle the agency to get invitation for presentation before the committee. MISSION DIRECTOR (DAY-NULM) will prepare a short list of the agencies from among the applicants based on their application status and eligibility as per set criteria.
- 6.4. Credentials of the organisations for their basic eligibility will be verified before the presentation by the agencies.
- 6.5. A list of agencies shortlisted will be prepared on the basis of the proposal, presentation and verification of submitted documents.
- 6.6. On the basis of desk appraisal and field appraisal final list of empanelled Skill Training Providers will be published.
- 6.7. Considering the merit of the proposal, MISSION DIRECTOR (DAY-NULM) will enter into agreement with Skill Training Providers for conduct of the training programmes as per requirement in specific cities in specific job roles. Empanelment of an agency is not a selection for entrusting training programmes. The mission will examine the offer of the empanelled agencies for training and placement case by case as per requirement and will entrust the training for specific job roles in specific locations.

## **7. Period of Validity of the empanelment**

The empanelment will be valid for one year, based on the performance it may be extended another one year. In special circumstances, the MISSION DIRECTOR (DAY-NULM) can also empanel an agency even for a lesser period. As per requirement and based on the performance of the agency, industry/association, MISSION DIRECTOR (DAY-NULM) can extend/ break off the empanelment period of one or more agencies based on their performance.

## **8. Placement and Post Placement Support**

The STPs should provide job-placement for 70% of the successful candidates within completion of 3 months of training, on an initial salary prescribed under DAY-NULM. Inability to do so shall result into suitable penalty and restricting further assignment to the Skill Training provider. The skill training provider has to track the candidates for a period of 12 months after the placement. Mere issuance of placement offer will not be considered as placement, instead the candidate should continue in job for at least three months.

### 9. Teaching Learning material

The Skill Training Providers should have all the equipment labs and tools as defined by the NSDC as per QPS.

### 10. Schedule of Important event during empanelment of Skill Training Providers.

Sl. No.	Activity	Date
1	Request for Proposal	05.11.2022
2	Pre-proposal conference	16.11.2022
3	Last date for submission of Proposal	<b>04.12.2022</b>
4	Publishing the list of agencies cleared in Initial Screening	08.12.2022
5	Presentation by the skill training providers	09.12.2022
6	Publication of list of Short listed Skill Training Providers	09.12.2022

Please refer the document RFP Document and Training operational procedure of DAY-NULM on the above mentioned website for more details regarding payment terms and conditions, input standards for training, certification arrangements, placement support details etc.

## **Format for Submission of Application**

[Proposals must be direct, concise, and complete. Please don't submit any loose documents. The RFP and the copy of all documents should be bid as a single document in A4 size. Make an effort to submit the proposals in handy size. Don't change the serial number given in the format]

- 1. General Information of the Organization/Institute as per** : **Form - 1**
- 2. Financial turnover of the Organization/Institute** : **Form - 2**
- 3. Details of SMART Accredited centres and Job roles.** : **Form - 3**
- 4. Presentation Material** : **Form - 4**

**FORM -1**

1. Name of the Organisation / Institute:
2. Nature of the Organisation / Institute:
3. Incorporated as \_\_\_\_\_ in year \_\_\_\_\_ at \_\_\_\_\_ (State Sole Proprietor, Partnership, Private Limited or Limited firm, Registered Society etc.)  
(Furnish the copy of the Certificate of Registration/Incorporation)
4. Registered Office Address:
5. Branch Office Address within the State (if any):
6. Name of the Head of the Institute / Organisation:
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)
13. Name of the dept/institute where the consultancy services have already been rendered:
14. Trade licence Number & Validity:

Authorized Signature (In full and initials) : \_\_\_\_\_

Name of Firm:

Address:

\_\_\_\_\_

(Company / Organization Seal)



**FORM- 2**

**Financial Turnover of the Organisation / Institute**

Sl. No.	YEAR	TURN OVER IN INR	Net worth (should not be negative)
1	2019-20		
2	2020-21		
3	2021-22		
4	Average annual turnover for the last 3 years(INR)		

Chartered Accountant :

Name :

Signature :

Registration Number :

Contact No :

Seal :

Date :

FORM – 3

**Details of SMART Accredited centres and Job roles.**

Sl. No.	SMART/SIP TC ID	Name of Accredited training centre with address	Name of district and ULBs	Accredited course name/job role	Sector name	NSQF Level/Category	No of Star given	Intake Capacity

Note-

- 1) The skill training provider should have Accreditation certificate in SMART/Skill India Portal job role wise in each training centre
- 2) If valid SMART accreditation certificates is not attached /provided such proposals not considered.
- 3) Accreditation certificate should have validity at the time of submission of proposals.

For and on behalf of : (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Sign.)

## FORM – 4

### Presentation Material

Sl. No	Description	Action Required
1	<b>Is there an Organisational Structure in place, dedicatedly addressing all the following –</b>	Objective is to check whether the PIA organisation is professionally structured to deliver on various aspects of the program. It is not important to have a separate role holder for each functional vertical as defined herein, however all operations mentioned herein should be well defined and be the responsibility of some individual, senior and important enough as per the size of the organisation.
2	a) <b>MIS &amp; Planning</b>	Is there a team in place for collecting and collating information/data in the organisation and presenting it with analysis, to the management in a manner that they can take effective decisions.
3	b) <b>IEC</b>	Is there a team in place for developing marketing/publicity collaterals and content for communicating with different stakeholders.
4	c) <b>Content Development</b>	Is there a team in place which regularly reviews and revises the training content based on industry/stakeholder feedback and/or contemporary trends or governments statutes.
5	d) <b>Operations</b>	Is there a team in place to coordinate day to day operations for various training centres with adequate supervisory/managerial personnel for each state/region.
6	e) <b>Placement</b>	Is there a team in place focussed on placement of students. Does the team have enough capacity in terms of number of team members as well as capacity and required knowledge for ensuring placement of all batches in jobs relevant to the skills being imparted.
7	f) <b>Call Centre for Tracking/Validation</b>	Is there a call centre or team members dedicated for making and receiving calls for tracking placed candidates and validating data regarding placements. Do they regularly keep contact with the placed candidates.
8	g) <b>ERP &amp; IT Support</b>	Is there a team in place for providing IT support for the ERP system in the organisation and for conducting ERP training for employees who have to handle ERP at training centres and ROs.
9	h) <b>Quality Assurance</b>	Is there a dedicated QA team to ensure quality in various aspects of the program. Is the team headed by a fairly senior person reporting directly to the Head of the organisation (not the Head of Operations)
	i. <b>Infra &amp; documentation</b>	Is there a team to focus on the infrastructure and documentation related aspects of the project as required under the SOP
	ii. <b>Faculty training</b>	Is somebody in the team responsible for monitoring the quality of faculty at all the training centres.
	iii. <b>CCTV monitoring</b>	Is somebody in the team responsible for going through the CCTV footage of every centre to ensure adherence to standards and training program. Is copy of clear and audible CCTV footage available for each centre at the HO ?
10	i) <b>HRM</b>	Is there a department or qualified personnel deputed to manage Human resources in the organisation. Are there structured processes in place to hire, pay and develop HR and also conform to relevant statutes.
11	j) <b>Finance &amp; Accounts</b>	Is there a department or qualified personnel deputed to handle the financial budgeting and transactions for the organisation as required under the DDU GKY program. Are there regular audits and other compliances ensured ?

12	Have adequate market surveys been carried out to decide the trades in which training is to be imparted so that placement of trained candidates is assured ?	Has a proper employer survey and market analysis been carried out for deciding the trades in which to skill before applying for the project. Has a demand collation been done to decide on the numbers to be trained/skilled in each area ?
13	Does the PIA have the following physical components	
	a) Training centre	Check evidence as to whether the training centres are wholly owned or leased/rented. Also check whether the proposed training centres meet the planned target
	b) Trainers	Check evidence by validating against relevant NCVT/SSC norms for at least five randomly selected trainers.
	c) Infrastructure	Is adequate infrastructure as per the project guidelines available at the training centre.