



Notice for Empanel of Service Provider
EOI No: PPDCM/7(1)/2022-23/TEXTILE dt. 18-01-2023



EOI for empanel of Service Provider (SP)

MSME-Technology Development Centre (PPDC), Meerut invites expression of interest (EOI) from reputed organisation for empanellment of Service Provider (SP) for providing service to conduct training programmes . The complete details of scope of work and terms & conditions is available on PPDC website www.ppdcm Meerut.com. Interested SP having relevant work experience may submit their EOI by 17.00 Hrs of 28.1.2023 to Principal Director MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut- 250002, Uttar Pradesh.

Document for Expression of Interest (EOI)

MSME-TECHNOLOGY DEVELOPMENT CENTRE, MEERUT
Process Cum Product Development Centre (PPDC), Meerut
An Autonomous Organisation
Under
Ministry of Micro Small and Medium Enterprises
Govt. of India

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

Invitation for Expression of Interest (EOI) FOR Empanelment of Service Providers for providing services for conducting Training Programmes at various locations in order to ensure imparting skills to the candidates under the supervision of MSME-Technology Development centre (PPDC), Meerut.

MSME - Technology Development Centre (PPDC), Meerut, Ministry of MSME, Government of India, invites EOI in sealed envelope from willing entities under **two bids system (Technical and financial) for empanelment of Service provider** for imparting and assisting the ensuing NSQF compliance Training Programmes at various locations given in **Annexure A**.

The Tender/EOI are displayed on website address; www.ppdcmeerut.com.

For any clarification kindly contact help desk no 0121-2404991.

DETAILS OF tender/EOI:

Sl. No	Particulars	Details
a.	Tender/EOI Reference	No: PPDCM/7(1)/2022-23/TEXTILE dt. 18-01-2023.
b.	Last date and Time for submitting of EOI	28 th January 2023 by 17:00hrs.
c.	Date and Time for Opening of technical offers	30 th January 2023 at 11:00hrs.
d.	Place of offer opening	MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut- 250002, Uttar Pradesh, in presence of intending Tenderers who wish to be present on the occasion on their own expenses.
e.	EMD	Rs. 100000/- (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).

SUBMISSION OF BIDS:

- a)** The last date of submission of Bids is date 28th January 2023 by 17:00 hrs.
- b)** EMD of Rs.100000/- (Rupees One lakh only) in form of account Payee Demand Draft/Bankers Cheque in favour of PPDC, Meerut, payable at Meerut, drawn on any public sector bank, preferably through online payment.

c) Date and time for opening the financial bids will be decided after finalization of Technical Bids.

d) The Financial Bid shall be considered only out of the bidder who qualify the bench mark setup in respect of Capacity Verification and Technical bid.

e) Offers received after last date & time of submission and without EMD, are liable to be rejected.

f) The SP are requested to submit the offer including the following format: _____

1. Name & Address of SP:

2. Lowest rates offered by SP for providing services for conducting NSQF compliant training programmes, will be submitted in the format enclosed as **Annexure A**:

g) The hourly rates for services cover the following cost components for different job roles at various locations:

- (i) Salary of Trainers along with ToT certification expenditure.
- (ii) Rent of training centre.
- (iii) Rent of Equipment (As detailed in **Annexure X**).
- (iv) Rent of infrastructure costs/utilities (As detailed in **Annexure X**).
- (v) Rent of Teaching aid (As detailed in **Annexure X**).
- (vi) Cost of raw material required for practical training.
- (vii) Co ordination charges for day to day activities related to training progs.
- (viii) To upload the requisite data on MIS Portal.
- (ix) Miscellaneous work related to training progs. like banners and branding, marketing etc.
- (x) Arrangement of 3rd party assessment activities
- (xi) Placement expenses.
- (xii) Post-placement tracking/monitoring expenses.

h) A third party assessment of the trainees will be conducted by the Assessment Agencies arranged by PPDC, Meerut. Cost for assessment and certification of trained candidates shall be payable to the empanelled assessment agency separately.

i) OBLIGATIONS OF THE SERVICE PROVIDER:

The Service Provider shall be responsible for the following:

- (i) Execution of the terms & conditions and responsibilities of this EOI document.
- (ii) Providing the training centers with requisite infrastructure and facilities for each job role as prescribed in the **Annexure X** enclosed at their own cost during the implementation of training programmes.

- (iv) Ensuring compliance on all terms & conditions and recommendations as stipulated in EOI document, and any other communication issued by the PPDC, Meerut from time to time.
- (v) Ensuring that the approved Training Center's Lab and Class Room are used only for conducting training under this EOI document.
- (vi) Ensuring correct use of MIS for overall recording of activities and facilitating the monitoring and providing the requisite data in the formats as provided by PPDC, Meerut.
- (vii) Furnishing all requisite information and reports including progress reports on implementation of the training programmes.
- (viii) Participating in all the meetings convened for the review of the services for training programme by PPDC, Meerut.
- (ix) Service Provider to mandatorily upload photo through Mobile App of live training for each of the batches of all the live training centers on daily basis.
- (x) Service provider to mandatorily install Aadhaar Enabled Biometric Attendance System (AEBAS) at own cost integrated with centralized MIS to ensure real time attendance of the trainers and the trainees.
- (xi) Ensuring training of candidates by certified Trainers having Training of Trainers (ToT) certification as per need of job role.
- (xii) Ensuring quality skill training and placement to the enrolled candidates to enable them setting up self employment ventures and for salaries jobs.
- (xiii) Obtaining Feedback form from the candidates on the prescribed format.
- (xiv) Ensuring capture photos of practical and theory classes on daily basis.
- (xv) Ensuring more than 80% attendance of the candidates of each batch. A minimum of 80% attendance is mandatory for a trainee to be eligible for assessment.
- (xvi) Ensuring provide raw material for practical training to the candidates as per need of curriculum of each job role.
- (xvii) Ensuring provide desired stationary, day wise plan and course material to the each candidate.
- (xviii) Co ordinating day to day activities of the training programmes.
- (xix) Maintaining day to day documentation related to each training programme.
- (xx) **Placement:**
 - (a) There shall be 70% placement of the successful trainees. For the courses in the organised sector, all 70% should be in wage employment. However, in case of traditional sector (Handloom, Handicraft, Silk & Jute), atleast 50% should be in wage employment with balance in self-employment, in-line with the Common Norms After the assessment, the Service provider shall ensure placement of successful candidates within 2 months of completion of training.
 - (b) In case of wage employment, candidates should be placed in jobs that provide wages atleast equal to the minimum wages prescribed and such candidates should continue to be in job for a minimum period of three months.
 - (c) In case of self-employment, candidates should be gainfully employed in livelihood enhancement occupations. This may be established through documentary evidence

e.g. trade license for setting up of an enterprise or becoming a member of producer group or loan documents for loan taken to set up own business or proof of additional earnings (through bank statement).

- (d) In case of self-employment, besides documentary evidence as per (d) above, a self-declaration by the candidate confirming his self-employment will be provided by the Service provider.

(xxi) **Post Placement Tracking:**

Each trainee will be tracked by the Service Provider for a period of one year from the date of certification of training. The Service provider will be required to provide data to PPDC, Meerut to upload the details of placement and tracking on MIS every month alongwith the supporting documentary proof. The parameters for tracking would be as under:

- (a) Remuneration.
 - (b) Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer).
 - (c) If there are periods of un-employment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.
- (xxii) Mandatorily CCTV recording of the entire training programme and assessment process and shared with PPDC, Meerut after completion of training of each job role.
- (xxiii) The quality team will be required to visit the training centres on monthly basis and submit a report thereof on the MIS the same day.
- (xxiv) Incorporating and implementing any suggestions/mid-course corrections adopted/suggested by PPDC, Meerut in the course of implementation to improve the efficiency of the training programme execution.
- (xxv) Service Provider shall render all assistance in any third party evaluation/validation carried out by the PPDC, Meerut / Sponsored organization at own cost.
- (xxvi) Service Provider shall solely be responsible to undertake the implementation, operation and management of the training programme and observe, fulfil, comply with and perform all its obligations set out in this EOI or instructions given by PPDC, Meerut time to time.
- (xxvii) Service Provider shall not be entitled to assign any of its rights, benefits or obligations under this EOI without prior consent of PPDC, Meerut.
- (xxviii) Any violation of the provisions of this EOI shall lead to cancellation of the empanelment of the Service Provider.
- (xxix) The Service Provider shall be required to commence service within 15 days for the date of work order failing which the work order will be liable to be cancelled.
- (xxx) The workers, employees, staff or agents engaged or employed by or on behalf of Service provider shall neither be nor deemed to be the worker, employee, staff or agents of PPDC, Meerut or Sponsored Organisation under any circumstances what so ever it may be and there is no such agreement for or regarding the workers between the Service Provider and PPDC, Meerut.

TERMS & CONDITIONS

- 1 The Service Provider (SP) should read the EOI document paper carefully. Submission of tender/EOI shall mean that the SP 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 SP 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. 100000/- shall be deposited by the SP 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 SP.
- 5 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.
- 6 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.
- 7 The offers quoted shall be in **Indian Rupees.**
- 8 All documents required by PPDC, Meerut to release payment against invoice have to be maintained by SP and same to be submit to PPDC, Meerut, as and when needed by PPDC, Meerut.
- 9 The SP should impart services for conducting 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 SP found to have misled PPDC, Meerut by submitting incorrect information of deliberately suppressing relevant information, PPDC may consider to blacklist the SP.
- 11 Mere participation in the tender/EOI and offering of lowest rates does not confer any right on any party for placing order on them.
- 12 **PPDC, Meerut will verify the desired infrastructure before opening the financial offer. A Committee formed by the Principal Director, PPDC, Meerut**

will visit (physically or virtual) the each training centre within one week after opening the technical bids to verify the desired infrastructure as per details in Annexure X. Technical offer of the bidders will be acceptable only on satisfactory report of the Committee that desired infrastructure found as per details given in Annexure X. Principal Director, PPDC, Meerut may, at his discretion, waive verification at any training centre.

- 13 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.
- 14 All the services for conducting training programmes will be as per PPDC, Meerut obligations /terms & conditions and amendments in future if any.
- 15 All the training programmes are to be completed as per per schedule, will be provided by PPDC, Meerut with the work order.
- 16 The actual number of trainees for training may be decrease of increase due to any reasons or any other administrative reasons. Payment for service provided by SP will be made on actual pass out trainees.
- 17 Payment will be made after receiving payment from the sponsored Organisation and in same ratio after submitting desired documents like Feedback Forms, Bills, theory and practical photographs etc. (as and when required as per checklists enclosed) to PPDC, Meerut subject to satisfactory performance and adherence of terms & conditions of the EOI document. Any amount (except TDS) deducted by the sponsored Organisation same will be deducted from SP.
- 18 Stationary and Study material have to be given within 3 days of commencement of each batch to all participants.
- 19 A rent agreement has to be signed with the PPDC, Meerut and owner of the premises of the each training centre. Rent for the same has to be paid by SP.
- 20 **Receipt of study material etc. have to obtain from the each participant and same will have to submit to PPDC, Meerut.**
- 21 Failure and Termination:

Any deviation from the prescribed terms and condition would constitute a breach of order , on the discretion of the PPDC.
- 22 The empanelment of SP will be valid for providing services for this work order but may be extended further after assessing the performance and adherence of terms & conditions in the EOI document.
- 23 SP shall not charge any fee/amount from the trainees.
- 24 SP shall be responsible for managing teaching aids, qualified faculty, infrastructure, internet, CCTV camera etc. at venue. No addition amount will be paid.
- 25 All the disputes arising out of the contract shall be subject to Meerut, (U.P. India) jurisdiction only.

- 26 SP should have office in Delhi NCR.
- 27 The training centres and job roles may be increased or decreased in future, but requisite infrastructure and facilities have to be arranged by SP on the same rate. A capacity verification will be done by the PPDC, Meerut.
- 28 The interested SP needs to be fulfill all the given requirements in order to associate with PPDC, Meerut:
- (i) Must be proprietorship firm/ NGO/registered company/partnership firm with PAN/GST which must be in operations for 2 years or more as on 18th January, 2023.
 - (ii) Must have turnover of Rs 20.00 Lakhs in skill development activities in last 2 years or more as on 18th January, 2023.
 - (iii) Must have ToT certified Trainers.
 - (iv) CA Audited Financial Report of last 2 years with Annual turnover (in lakhs).
 - (v) Must provide the list of training centres along with full address where training progs. mentioned in **Annexure A** are to be conducted.

Signature of the SP with stamp Designation-----

Place-----

Date-----

MSME-Technology Development Centre (PPDC), Meerut

Check list of documents/ instruction

S. No.	Particulars
Documents Required for release the 1st installment	
I.	A rent agreement has to be signed with the PPDC, Meerut and owner of the premises of each training centre. Rent has to be paid by SP.
II.	Bio data of the faculty with desired TOT certificate, qualification and experience as per the need of job role.
III.	List of Trainees (on prescribed Format)
IV.	Admission form duly signed by candidate with complete information along with Passport size color photograph, self-attested Photocopy of Qualification Proof, Aadhar Card, Valid Category/Caste Certificate, Income Certificate, Bank Passbook of the candidate.
V.	Day wise plan according the Training curriculum/Q.P. file of the concern Job role in hard copy and soft copy.
VI.	Study Material and stationery receiving from each candidate.
VII.	80% Attendance ('In' and 'Out' timings) of each trainee and attendance of trainer with Signature ('In' and 'Out' timings). Attendance is to be submitted upto date of invoice for 1 st installment.
VIII.	High resolution Photographs with banner of training start day (group photo), theory, practical and Soft Skill classes.
IX.	Inspection Report and Photographs of the Visitors, if Any.
X.	Any Undertaking, document and information, if required by sponsored department.

Note:

1. Any officer from the sponsored department/Ministry or PPDC, Meerut may visit suddenly to any centre on any working day during training. Any surprise telephonic and video calls may also be made to the coordinator of any training program on any working day during training to ensure the quality of training.

MSME-Technology Development Centre (PPDC), Meerut

Check list of documents/instructions

S. No.	Particulars
Documents Required for release the 2nd and 3rd installment	
I.	List of Successful Trainees with complete details of each trainee with consolidated report of attendance.
II.	High resolution Photographs during the training programmes (with banner), theory, practical and soft skills classes with banner. training end day (group photo) and other Motivational, Theory Class, Practical Group photos. Photos & videos of Health Check of the candidates of each training programme .
III.	Final (Min 80%) Attendance ('In' and 'Out' timings) of each trainee and attendance of trainer with Signature ('In' and 'Out' timings). Candidates attendance and photo graphs at the time of assessment and certificate distribution ceremony of each training programmes.
IV.	Feedback Form filled by each trainee with signature.
V.	Registration on Sampark portal of each candidate, if required.
VI.	Placement details with Offer letters of the employers of the total Wage Employed trainees.
VII.	70% or more Self / wage employment of the trained candidates and related details should be submitted (in prescribed Format) completely filled in all respect with detail of wage /self-employment along with details of their wages per month and contact details with address of employer/Self-employment where they are placed/ Self-employment.
VIII.	Self-Declaration of Candidates with all related information and Photographs and Videos for Self-Employed candidates.
IX.	Success Story of the Pass out Candidates.
X.	Any Undertaking, document and information, if required by sponsored department.
XI.	Inspection Report and Photographs of the Visitors, if Any.

Note:

1. Any officer from the sponsored department/Ministry or PPDC, Meerut may visit suddenly to any centre on any working day during training. Any surprise telephonic and video calls may also be made to the monitor of any training program on any working day during training to ensure the quality of training.

Annexure A**MSME-Technology Development Centre (PPDC), Meerut****Details of Job role/ Training programme and location**

S. No.	Location of Training	State	District	Sector	Name of the Programme/ Job role	Programme Code	Prog. Duration in hrs.	Quoted rate (Rs.) per candidate per hr. Inclusive other liability by the SP
1.	MSME-TDC (PPDC, Sports Goods Complex, Delhi Road, Meerut-250002, Uttar Pradesh	UTTAR PRADESH	MEERUT	Garment	CAD Operator	TC GMT 05	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
				Garment	Over-lock And Flat Lock Machine Operator	TC GMT 10	300 hrs.	
				Handicrafts & Carpet	Quality Control	TC MET 06	300 hrs.	
2.	Gandhi Nagar	RAJASTHAN	CHITTORGARH	Handicrafts & Carpet	Traditional Hand Embroiderer	HCS/Q7301	310 hrs.	
3.	Nimbahera	RAJASTHAN	CHITTORGARH	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
4.	Sector 14, Udaipur	RAJASTHAN	UDAIPUR	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
5.	New Shanti Nagar, Udaipur	RAJASTHAN	UDAIPUR	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	

6.	Bhilwara	RAJASTHAN	BHILWARA	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
7.	Sikar Road, Jaipur	RAJASTHAN	JAIPUR	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
8.	Govindpura	RAJASTHAN	JAIPUR	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
9.	Bhilwara	RAJASTHAN	BHILWARA	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
10.	Chomu	RAJASTHAN	JAIPUR	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
11.	Tilak Nagar, Bhilwara	RAJASTHAN	BHILWARA	Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
12.	Sikar	RAJASTHAN	SIKAR	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
13.	Hanuman Garh	RAJASTHAN	HANUMANGAR H	Garment	Embroidery Machine Operator	TC GMT 01	300 hrs.	
				Garment	Sewing Machine Operator	TC GMT 06	300 hrs.	
14.	Binauli, Baghpat	UTTAR PRADESH	BAGHPAT	Handicrafts & Carpet	Traditional Hand Embroiderer	HCS/Q7301	310 hrs.	

Annexure-X

Details of Trainer's Educational & Experience Eligibility Criteria, General Criteria/ equipment and infrastructure required for training.

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Sr. No	Sub-Sector	Job Role/ Training programme	Course Code	NSQF Level	Page No.
1.	Garment	Embroidery Machine Operator	TC GMT 01	2	4-6
2.		CAD Operator	TC GMT 05	3	7-9
3.		Sewing Machine Operator	TC GMT 06	2	10-12
4.		Overlock & Flatlock Machine Operator	TC GMT 10	2	13-15
5.	Handicrafts & Carpet	Quality Control	TC MET 06	2	16-18
6.		Traditional Hand Embroiderer	HCS/Q7301	4	19-21

Annexure-I

Trainer's Education & Experience Eligibility Criteria

For Level 1 and 2 courses
<ul style="list-style-type: none">• 10th pass with 8 years of experience• 12th pass with 7 years of experience• ITI with 5 years of experience• Diploma in Engineering/Graduate in Science with 3 years of experience• Graduate in Engineering with 1 year of experience
For Level 3 and 4 courses
<ul style="list-style-type: none">• ITI with 10 years of experience• Diploma in Engineering/Graduate in Science with 5 years of experience• Graduate in Engineering with 2 years of experience
For Level 5 and above courses
<ul style="list-style-type: none">• Diploma in Engineering/Graduate in Science with 7 years of experience• Graduate in Engineering with 3 years of experience

Note: Trainers having above Education & Experience Eligibility Criteria and Training of Trainers (ToT) certification will be engaged for providing training to the candidates.

Job Role: Embroidery Machine Operator

Course Code: TC GMT 01

A) General Criteria for conducting training (Batch Size-max 30):

1.	A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 10 Sq.ft. per trainee.
2.	A separate practical area (having requisite machinery for training) with not less than 10 Sq.ft. per trainee or sufficiently earmarked area designated for practical training in the industry not less than 10 Sq.ft. per trainee.
3.	The class room shall be equipped with
	a. Study chairs for accommodating all trainees
	b. Dias for the Training Assistant (Desirable)
	c. White board/ Black Board with duster and markers
	d. LCD projector with screen
	e. Computer/laptop connected to LCD projector with speakers
4.	Two Computer systems for use by Training Assistants and trainees (Desirable).
5.	Working Adhaar Enabled Biometric Attendance System with power backup.
6.	Internet facility
7.	CCTV camera with adequate resolution to clearly cover the whole area of classroom.
8.	CCTV recordings to be preserved for the period of one year.
9.	A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable)
10.	Office room or reception area of around 100 Sq ft. for counseling with facility for safe storage of stationary and other items (Desirable)
11.	Separate washroom facility for male and female
12.	Ramps, Lifts and Toilets for differently-abled people, wherever required.
13.	Availability of firefighting equipments
14.	Availability of first aid facility
15.	Availability of minimum of 2 numbers of dustbins.
16.	Clean Drinking Water Facility

17.	A Training Kit comprising of official Course booklet of RSA, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch.
18.	Signage Board required
	a) On Institute building prominently displaying institute name and scheme name (Samarth).
	b) Signage Board inside classroom:- course details, duration of course, NSQF level of course, benefits of the scheme, placement tie up details, name & contact details of coordinator for the center and name of internal quality audit team.
	c) Signage Board inside classroom for soft skill like no smoking, no spitting etc.
19.	Trainee shall be required to provide feedback about the quality of the training and same should be available with the center.
20	Documentation on internal quality audit team (to audit the functioning of training center) and its report to be preserved.

B) Machine/Tool/Equipments Requirements:

Embroidery Machines: Machine to Trainee ratio 1:2

C) Accessories/ Ancillaries Required:

1. Tool box
2. Frame to hold fabric
3. Fabric (Woven/Knitted)
4. Needles
5. Threads
6. Fusing material (optional)
7. Thread trimmer
8. Seam ripper
9. Measuring tape
10. Tracing table

D) Space Requirement for Machines/Tool/Equipments:

Sufficient space to work safely on the Embroidery Machines along with all the accessories as mentioned.

E) Human Resource Requirements:

(i) Trainer (ratio Trainer to trainee 1:30)

- Trainer education & experience criteria as per Annexure-I above
- Knowledge of garment ornamentation
- Conversant with use of computer
- Trained by Sponsored Agency (should get trained within 3 months of starting work as Trainer)
- Ability to communicate in local language
- Good communication skill

(ii) Training Assistant (ratio Training Assistant to trainee 1:15)

- Minimum 10th Passed.
- Minimum 5 years of experience as an embroidery machine operator
- Conversant with basic operation / maintenance of the embroidery machine
- Experience of training the apprentices is desirable
- Good communication skill
- Ability to communicate in local language
- Conversant with use of safety gadgets

Job Role: CAD Operator

Course Code: TC GMT 05

A) General Criteria for conducting training (Batch Size-max 30):

1.	A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 10 Sq.ft. per trainee.
2.	A separate practical area (having requisite machinery for training) with not less than 10 Sq.ft. per trainee or sufficiently earmarked area designated for practical training in the industry not less than 10 Sq.ft. per trainee.
3.	The class room shall be equipped with
	a. Study chairs for accommodating all trainees
	b. Dias for the Training Assistant (Desirable)
	c. White board/ Black Board with duster and markers
	d. LCD projector with screen
	e. Computer/laptop connected to LCD projector with speakers
4.	Two Computer systems for use by Training Assistants and trainees (Desirable).
5.	Working Adhaar Enabled Biometric Attendance System with power backup.
6.	Internet facility
7.	CCTV camera with adequate resolution to clearly cover the whole area of classroom.
8.	CCTV recordings to be preserved for the period of one year.
9.	A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable)
10.	Office room or reception area of around 100 Sq ft. for counseling with facility for safe storage of stationary and other items (Desirable)
11.	Separate washroom facility for male and female
12.	Ramps, Lifts and Toilets for differently-abled people, wherever required.
13.	Availability of firefighting equipments
14.	Availability of first aid facility
15.	Availability of minimum of 2 numbers of dustbins.
16.	Clean Drinking Water Facility

17.	A Training Kit comprising of official Course booklet of RSA, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch.
18.	Signage Board required
	a) On Institute building prominently displaying institute name and scheme name (Samarth).
	b) Signage Board inside classroom:- course details, duration of course, NSQF level of course, benefits of the scheme, placement tie up details, name & contact details of coordinator for the center and name of internal quality audit team.
	c) Signage Board inside classroom for soft skill like no smoking, no spitting etc.
19.	Trainee shall be required to provide feedback about the quality of the training and same should be available with the center.
20	Documentation on internal quality audit team (to audit the functioning of training center) and its report to be preserved.

B) Machine/Tool/Equipments Requirements: (Machine to Trainee ratio)

1. Computer set with CAD software – 1:15
2. Digitizing board – 1:30
3. Printers / plotters – 1:30

C) Accessories/ Ancillaries Required:

1. Plotter paper
2. Air conditioning system (optional)

D) Space Requirement for Machines/Tool/Equipments:

Sufficient space to operate safely Computer set with CAD software, Digitizing board and Printers / plotters alongwith all the accessories as mentioned.

E) Human Resource Requirements:

(i) Trainer (ratio Trainer to trainee 1:30)

- Trainer education & experience criteria as per Annexure-I above
- Experience of handling CAD
- Conversant with use of computer
- Trained by Sponsored Agency (should get trained within 3 months of starting work as Trainer)
- Ability to communicate in local language
- Good communication skill

(ii) Training Assistant (ratio Training Assistant to trainee 1:30)

- Minimum 12th Passed.
- Certificate course in CAD.
- Minimum 5 years of experience as a CAD designer
- Conversant with basic CAD software and its applications in garment manufacture
- Experience of training the apprentices is desirable
- Good communication skill
- Ability to communicate in local language
- Conversant with use of safety gadgets

Job Role: Sewing Machine Operator

Course Code: TC GMT 06

A) General Criteria for conducting training (Batch Size-max 30):

1.	A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 10 Sq.ft. per trainee.
2.	A separate practical area (having requisite machinery for training) with not less than 10 Sq.ft. per trainee or sufficiently earmarked area designated for practical training in the industry not less than 10 Sq.ft. per trainee.
3.	The class room shall be equipped with
	a. Study chairs for accommodating all trainees
	b. Dias for the Training Assistant (Desirable)
	c. White board/ Black Board with duster and markers
	d. LCD projector with screen
	e. Computer/laptop connected to LCD projector with speakers
4.	Two Computer systems for use by Training Assistants and trainees (Desirable).
5.	Working Adhaar Enabled Biometric Attendance System with power backup.
6.	Internet facility
7.	CCTV camera with adequate resolution to clearly cover the whole area of classroom.
8.	CCTV recordings to be preserved for the period of one year.
9.	A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable)
10.	Office room or reception area of around 100 Sq ft. for counseling with facility for safe storage of stationary and other items (Desirable)
11.	Separate washroom facility for male and female
12.	Ramps, Lifts and Toilets for differently-abled people, wherever required.
13.	Availability of firefighting equipments
14.	Availability of first aid facility
15.	Availability of minimum of 2 numbers of dustbins.
16.	Clean Drinking Water Facility

17.	A Training Kit comprising of official Course booklet of RSA, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch.
18.	Signage Board required
	a) On Institute building prominently displaying institute name and scheme name (Samarth).
	b) Signage Board inside classroom:- course details, duration of course, NSQF level of course, benefits of the scheme, placement tie up details, name & contact details of coordinator for the center and name of internal quality audit team.
	c) Signage Board inside classroom for soft skill like no smoking, no spitting etc.
19.	Trainee shall be required to provide feedback about the quality of the training and same should be available with the center.
20	Documentation on internal quality audit team (to audit the functioning of training center) and its report to be preserved.

B) Machine/Tool/Equipments Requirements: (Machine to Trainee ratio)

1. Industrial Sewing Machines: 1:2
2. Buttonhole and buttoning machines for demo purpose: 1:15

C) Accessories/ Ancillaries Required:

1. Tool box
2. Threads
3. Buttons
4. Fabric cut components (Woven/Knitted)
5. Measuring tapes
6. Scissors
7. Trimmers
8. Stitching accessories like labels and thread.
9. Appropriate Personal Protective Equipment for each trainee

D) Space Requirement for Machines/Tool/Equipments:

Sufficient space for safe operation of Sewing machines, buttonhole and buttoning machines and to utilize all the accessories as mentioned above.

E) Human Resource Requirements:

(i) Trainer (ratio Trainer to trainee 1:30)

- Trainer education & experience criteria as per Annexure-I above
- Knowledge of process of garment manufacture
- Conversant with use of computer
- Trained by Sponsored Agency (should get trained within 3 months of starting work as Trainer)
- Ability to communicate in local language
- Good communication skill

(ii) Training Assistant (ratio Training Assistant to trainee 1:15)

- Minimum 10th Passed.
- Minimum 5 years of experience as a sewing machine operator
- Conversant with basic operation / maintenance of the sewing machines of different types
- Experience of training the apprentices is desirable
- Good communication skill
- Ability to communicate in local language
- Conversant with use of safety gadgets

Job Role: Overlock & Flatlock Machine Operator

Course Code: TC GMT 10

A) General Criteria for conducting training (Batch Size-max 30):

1.	A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 10 Sq.ft. per trainee.
2.	A separate practical area (having requisite machinery for training) with not less than 10 Sq.ft. per trainee or sufficiently earmarked area designated for practical training in the industry not less than 10 Sq.ft. per trainee.
3.	The class room shall be equipped with
	a. Study chairs for accommodating all trainees
	b. Dias for the Training Assistant (Desirable)
	c. White board/ Black Board with duster and markers
	d. LCD projector with screen
	e. Computer/laptop connected to LCD projector with speakers
4.	Two Computer systems for use by Training Assistants and trainees (Desirable).
5.	Working Adhaar Enabled Biometric Attendance System with power backup.
6.	Internet facility
7.	CCTV camera with adequate resolution to clearly cover the whole area of classroom.
8.	CCTV recordings to be preserved for the period of one year.
9.	A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable)
10.	Office room or reception area of around 100 Sq ft. for counseling with facility for safe storage of stationary and other items (Desirable)
11.	Separate washroom facility for male and female
12.	Ramps, Lifts and Toilets for differently-abled people, wherever required.
13.	Availability of firefighting equipments
14.	Availability of first aid facility
15.	Availability of minimum of 2 numbers of dustbins.
16.	Clean Drinking Water Facility

17	A Training Kit comprising of official Course booklet of RSA, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch.
18	Signage Board required
	a) On Institute building prominently displaying institute name and scheme name (Samarth).
	b) Signage Board inside classroom:- course details, duration of course, NSQF level of course, benefits of the scheme, placement tie up details, name & contact details of coordinator for the center and name of internal quality audit team.
	c) Signage Board inside classroom for soft skill like no smoking, no spitting etc.
19.	Trainee shall be required to provide feedback about the quality of the training and same should be available with the center.
20	Documentation on internal quality audit team (to audit the functioning of training center) and its report to be preserved.

B) Machine/Tool/Equipments Requirements: (Machine to Trainee ratio 1:4)

1. Overlock Stitching machines with accessories
2. Flatlock Stitching machines with accessories

C) Accessories/ Ancillaries Required:

1. Fabric cut components (Woven/Knitted)
2. Stitching accessories like labels, tags, threads etc.
3. Measuring tapes
4. Scissors
5. Trimmers
6. Needles
7. Needle guard
8. Thread
9. Appropriate Personal Protective Equipment for each trainee

D) Space Requirement for Machines/Tool/Equipments:

Sufficient space to operate safely on the Overlock and Flatlock stitching machines along with all the accessories as mentioned.

E) Human Resource Requirements:

(i) Trainer (ratio Trainer to trainee 1:30)

- Trainer education & experience criteria as per Annexure-I above
- Knowledge of process of garment manufacture
- Conversant with use of computer
- Trained by Sponsored Agency (should get trained within 3 months of starting work as Trainer)
- Ability to communicate in local language
- Good communication skill

(ii) Training Assistant (ratio Training Assistant to trainee 1:15)

- Minimum 10th Passed.
- Minimum 5 years of experience as a tailor in overlock / flat lock section
- Conversant with basic operation / maintenance of the overlock and flat lockstitching machines
- Experience of training the apprentices is desirable
- Good communication skill
- Ability to communicate in local language
- Conversant with use of safety gadgets

Job Role: Quality Control

Course Code: TC MET 06

A) General Criteria for conducting training (Batch Size-max 30):

1.	A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 10 Sq.ft. per trainee.
2.	A separate practical area (having requisite machinery for training) with not less than 10 Sq.ft. per trainee or sufficiently earmarked area designated for practical training in the industry not less than 10 Sq.ft. per trainee.
3.	The class room shall be equipped with
	a. Study chairs for accommodating all trainees
	b. Dias for the Training Assistant (Desirable)
	c. White board/ Black Board with duster and markers
	d. LCD projector with screen
	e. Computer/laptop connected to LCD projector with speakers
4.	Two Computer systems for use by Training Assistants and trainees (Desirable).
5.	Working Adhaar Enabled Biometric Attendance System with power backup.
6.	Internet facility
7.	CCTV camera with adequate resolution to clearly cover the whole area of classroom.
8.	CCTV recordings to be preserved for the period of one year.
9.	A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable)
10.	Office room or reception area of around 100 Sq ft. for counseling with facility for safe storage of stationary and other items (Desirable)
11.	Separate washroom facility for male and female
12.	Ramps, Lifts and Toilets for differently-abled people, wherever required.
13.	Availability of firefighting equipments
14.	Availability of first aid facility
15.	Availability of minimum of 2 numbers of dustbins.
16.	Clean Drinking Water Facility

17.	A Training Kit comprising of official Course booklet of RSA, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch.
18.	Signage Board required
	a) On Institute building prominently displaying institute name and scheme name (Samarth).
	b) Signage Board inside classroom:- course details, duration of course, NSQF level of course, benefits of the scheme, placement tie up details, name & contact details of coordinator for the center and name of internal quality audit team.
	c) Signage Board inside classroom for soft skill like no smoking, no spitting etc.
19.	Trainee shall be required to provide feedback about the quality of the training and same should be available with the center.
20	Documentation on internal quality audit team (to audit the functioning of training center) and its report to be preserved.

B) Machine/Tool/Equipments Requirements: (Machine to trainee ratio 1:30)

Facility of testing lab which comprises testing equipments like Toxic Metal testing, drop tester, moisture meter and corrosion Resistance testing, Salt Spray unit, etc.

C) Accessories/ Ancillaries Required:

1. Appropriate Personnel Portative Equipments for each trainee
2. Caliper
3. Pin gauge
4. Thread gauge
5. height gauge,
6. Quality control tools guide
7. Testing methods and standards.
8. IS/ISO standard latest version copies
9. Inspection Procedures/ Protocols, AQL, etc
10. Measuring tapes/Scales
11. Measuring Tables
12. Metal Substances
13. Chemicals and solvents
14. PH meter

15. Electronic Balance
16. Stereoscopic illuminated bench magnifier.
17. Water analyzer kit

D) Space Requirement for Machines/Tool/Equipments:

Sufficient space for safe operation of basic test lab and to utilize above mentioned accessories.

E) Human Resource Requirements:

(i) Trainer (ratio Trainer to trainee 1:30)

- Trainer education & experience criteria as per Annexure-I above
- Knowledge of Quality control techniques, testing methods, etc.
- Conversant with use of computer
- Trained by Sponsored Agency (should get trained within 3 months of starting work as Trainer)
- Ability to communicate in local language
- Good communication skill

(ii) Training Assistant (ratio Training Assistant to trainee 1:30)

- Minimum 10th Passed.
- Minimum 5 years of experience as a Quality control Supervisor.
- Conversant with Quality control techniques, testing methods, etc
- Experience of training the apprentices is desirable
- Good communication skill
- Ability to communicate in local language
- Conversant with use of safety gadgets

Job Role: Traditional Hand Embroiderer

Course Code: HCS/Q7301

A) General Criteria for conducting training (Batch Size-max 30):

1.	A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 10 Sq.ft. per trainee.
2.	A separate practical area (having requisite machinery/tools for training) with not less than 10 Sq.ft. per trainee or sufficiently earmarked area designated for practical training in the industry not less than 10 Sq.ft. per trainee.
3.	The class room shall be equipped with;
	a. Study chairs for accommodating all trainees.
	b. Dias for the Training Assistant (Desirable).
	c. White board/ Black Board with duster and markers.
	d. LCD projector with screen
	e. Computer/laptop connected to LCD projector with speakers.
4.	Two Computer systems for use by Training Assistants and trainees (Desirable).
5.	Working Adhaar Enabled Biometric Attendance System with power backup.
6.	Internet facility.
7.	CCTV camera with adequate resolution to clearly cover the whole area of classroom.
8.	CCTV recordings to be preserved for the period of one year.
9.	A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable).
10.	Office room or reception area of around 100 Sq ft. for counseling with facility for safe storage of stationary and other items (Desirable).
11.	Separate washroom facility for male and female.
12.	Ramps, Lifts and Toilets for differently-abled people, wherever required.
13.	Availability of firefighting equipments.
14.	Availability of first aid facility.
15.	Availability of minimum of 2 numbers of dustbins.

16.	Clean drinking water facility.
17.	A Training Kit comprising of official Course booklet of RSA, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch.
18.	Signage Board required;
	a) On Institute building prominently displaying institute name and scheme name (Samarth).
	b) Signage Board inside classroom:- course details, duration of course, NSQF level of course, benefits of the scheme, placement tie up details, name & contact details of coordinator for the center and name of internal quality audit team.
	c) Signage Board inside classroom for soft skill like no smoking, no spitting, etc.
19.	Trainee shall be required to provide feedback about the quality of the training and same should be available with the center.
20.	Documentation on internal quality audit team (to audit the functioning of training center) and its report to be preserved.

B) Machine/Tool/Equipment Requirements:

1. Embroidery Frame/Hoops (round and square) (Machine to Trainee ratio 1:1)

C) Accessories/ Ancillaries Required:

- Tracing paper
- Tables (for machine Min. 5), Trolleys, Racks
- Fabric Mannequins
- Heavy duty Iron with ironing board
- Marker, pencils, chalk
- Tracing wheel
- Thread Needle
- Scissors – Rotary cutter, pinking shears, heavy duty shears, appliqué scissors
- Clipper
- Colored Threads, Metallic threads
- Fabric/Cloth
- Cloth Holder
- Sequins, Beads (Moti, Cutdan, etc.)

- Protective gears like goggles, mask, gloves, etc.

D) Space Requirement for Machines/Tools/Equipments:

Sufficient space for safe working of Embroidery work and to utilize all the accessories as mentioned above.

E) Human Resource Requirements:

(i) Trainer (ratio Trainer to trainee 1:30)

- Trainer education & experience criteria as per Annexure-I above
- Conversant with use of computer
- Knowledge of different motifs and designs
- Knowledge of different stitches
- Trained by Sponsored Agency (should get trained within 3 months of starting work as Trainer)
- Ability to communicate in local language
- Good communication skill

(ii) Training Assistant (ratio Training Assistant to trainee 1:15)

- Minimum 10th Passed.
- Minimum 2 years of job role related experience.
- Conversant with basic operations
- Experience of training the apprentices is desirable
- Good communication skill
- Ability to communicate in local language
- Conversant with use of safety gadgets