



Mission Youth, J&K

**Civil secretariat, Srinagar / Jammu
Jammu & Kashmir**

**Expression of Interest for
Empanelment of Skill Development Training
Provider**

Mission Youth, Jammu & Kashmir

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Contents

| | |
|---|--|
| Disclaimer | |
| A. Background | |
| 1.1. Mission Youth | |
| 1.2. Customized Skill development training program for youth of J&K | |
| B. Objective: | |
| C. Training Partners (Tps) Data Sheet & Schedule for RFP | |
| D. General Terms & Conditions and Instructions for Bidders:- | |
| 1.3. Joint ventures (JV)/consortiums are not permitted to respond to this RFP. | |
| 1.4. Other instructions to applicants: | |
| E. Eligibility criteria for empanelment of Organizations/ Institutions | |
| 1.5. Important instructions | |
| 1.5.1. Age limit for trainee | |
| 1.5.2. Educational qualification required for the training program | |
| 1.5.3. Documents required by a trainee for the training program | |
| 1.5.4. Mobilization of candidates | |
| 1.5.5. Enrolment of Candidates..... | |
| 1.5.6. Training Center Readiness..... | |
| 1.5.7. Branding and Communication | |
| 1.5.8. NSQF curriculum..... | |
| 1.5.9. Training process..... | |
| 1.5.10. Assessment & certification | |
| 1.5.11. Re-assessment of failed candidates | |
| 1.5.12. Payout's milestones to training partners..... | |
| 1.5.13. Mission Youth Payout Schedule..... | |
| 1.5.14. Commencement of Training Program | |
| 1.5.15. Training Costs | |
| 1.5.16. Refund/Adjustments | |
| 1.5.17. Monitoring | |
| 1.5.18. NSQF level certification & assessment | |
| 1.5.19. Training Partner will bear the cost of assessment for the successful trainees. | |
| 1.5.20. Submission of placement records for 3rd trench | |
| 1.5.21. Monitoring & Tracking | |
| 1.5.22. Serviceability | |
| 1.5.23. Right to terminate the process | |
| 1.5.24. Tenure of empanelment | |
| Annexures | |

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- 1.6. Annexure 1: Applicant Details.....
- 1.7. Annexure 2: Turnover of the organization.....
- 1.8. Annexure 3: Past Training and Placement History
- 1.9. Annexure 4: Details of Existing Training centers
- 1.10. Annexure 5: PMU Team Details
- 1.11. Annexure 6: Covering Letter
- 1.12. Annexure 7: Power of Attorney.....
- 1.13. Annexure 8: Declaration for Non-Black Listing
- 1.14. Annexure 09: Job Roles applied for center wise.....
- 1.15. Annexure 10: Training and Placement Details.....
- 1.16. Annexure 11: Faculty Profile.....
- 1.17. Annexure 12: Placement strategy.....

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Disclaimer

The information contained in this request for proposal (“RFP”) document or subsequently provided to bidders, whether verbally or in documentary form by or on behalf of Mission Youth or any of its employees or advisors, is provided to bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP is being issued by the chief executive officer, of Mission Youth, J&K for empaneling training partners for providing training to the youth of Jammu and Kashmir.

This RFP document is not an agreement and is not an offer or invitation to any other party. The purpose of this RFP document is to provide the bidders with information to assist in the formulation of their proposal submission. This RFP document does not contain all the information each bidder may require. While the RFP has been prepared in good faith with due care and caution, Mission Youth, J&K does not accept any liability or responsibility for the accuracy, reasonableness, or completeness of the information, or for any errors, omissions, or miss-statements, negligent or otherwise, relating to any feasibility / detailed project report or any other reference document mentioned, implied, or referred herein or about the project.

This RFP document may not be appropriate for all persons, and it is impossible for Mission Youth, J&K, and their employees or advisors to consider each bidder's investment objectives, financial situation, and needs. Certain bidders may have a better knowledge of the proposed project than others. Each recipient must conduct its analysis of the information contained in this RFP or correct any inaccuracies therein that may appear in this RFP and is advised to carry out its investigation into the proposed project, the legislative and regulatory regimes which apply hereto, and by and all matters about the proposed project and to seek its professional advice on the legal, financial, regulatory and tax consequences of entering into any agreement or arrangement relating to the project.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon the interpretation of the law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Mission Youth, J&K accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on law expressed herein.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Mission Youth, its employees, and advisors make no representation or warranty and shall incur no liability under applicable law for any loss, expense, damage, accuracy, reliability, or completeness of the RFP document, which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the project, the information and any other information supplied by or on behalf of Mission Youth or their employees, consultants or otherwise arising in any way from the selection process for the project.

No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which this RFP may be based. Liability, therefore, if any, is hereby expressly disclaimed. Mission Youth, J&K may in their absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this RFP as per its requirements.

Mission Youth, J&K further reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. The Mission Youth accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this RFP, the bidder shall bear all its costs associated with or relating to the preparation and submission of its bid/ proposal. No reimbursement of the cost of any type will be paid to persons, or entities, submitting a bid/proposal. Mission Youth, J&K reserves the right to reject all or any of the proposals submitted in response to this RFP at any stage without assigning any reasons whatsoever. The RFP issue does not imply that Mission Youth, J&K is bound to select a bidder. Mission Youth, J&K shall not be liable for any costs or damages arising from the same. Mission Youth J&K is also not bound to take any subsequent actions.

The Mission, J&K reserves the right not to proceed with this RFP or change the application process or procedure. It also reserves the right to decline to discuss the process further with any party submitting a proposal. No reimbursement of the cost of any type shall be paid to persons, or entities, submitting a proposal.

This RFP and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other

RFP- Request for proposal for Empanelment of Skill Development Training Provider

than in confidence to the recipient's professional advisor). If the recipient does not continue to the involvement in the project, in accordance with RFP, the information contained in the RFP shall not be divulged to any other party. The information contained in the RFP must be kept confidential. Mere submission of a responsive bid does not ensure the selection of the bidder.

Chief Executive Officer,
Mission Youth, J&K.

A. Background

1.1. Mission Youth

Mission Youth, J&K, a registered society under the society's registration act, 1860 vide registration no. 49-CSA of 2021 dated 03.03.2021, is an ambitious program conceived and launched by the Government of Jammu and Kashmir to positively engage the youth of J&K through a multi-pronged strategy involving all necessary systematic interventions. The organization envisions inducing a sieve of demand-driven interventions for the inclusive development of youth, including the provision of livelihood generation, skill development, education, counseling & rehabilitation, sports and recreation etc.

1.2. Customized Skill development training program for youth of J&K

Mission Youth, J&K is a specially conceived initiative of the Government aimed to facilitate the engagement and empowerment of youth through systematic strategic interventions. Among others, Mission Youth is mandated to enhance the employability & marketability of youth in emerging Job Markets of the country through targeted Market-driven skilling programs. The program, **Endeavour to Empower**, is the targeted approach towards this direction for holistic and pragmatic youth engagement and empowerment in J&K on sustainable lines. Mission Youth envisions Imparting specially tailored skill development courses for youth in all 20 districts of Jammu and Kashmir.

B. Objective:

The design of the project has been formulated to accomplish the following objectives:

- a. To encourage & glamorize skill development training among the youth of Jammu and Kashmir.
- b. To create sustainable & scalable livelihood opportunities for the youth of Jammu and Kashmir.
- c. To create a pool of skilled workforce to cater to our local industry.
- d. To encourage training in job roles with high potential for employment & entrepreneurship development based on the special geography of Jammu & Kashmir.
- e. To promote arts/crafts and culture of Jammu & Kashmir through skill development.
- f. The objective of the scheme aims to sponsor Market-Driven skill development training for the youth of J&K to facilitate:
 - i. Enhancement of Employability & Marketability of Youth in high potential/ emerging Job Markets.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- ii. Establishment of independent livelihood avenues for youth in various economic sectors
- iii. Development of a resource pool of skilled youth that can be used for the positive economic transformation of J&K.
- iv. Promotion of the concept 'Be Vocal for Local.

Given the above-mentioned objectives, Mission Youth by way of this RFP, invites applications from interested applicants, for engaging an independent Training Partner herein referred to as, "**the applicant**" for the implementation of the skill development training program for youth of J&K.

C. Training Partners (Tps) Data Sheet & Schedule for RFP

| S. No | Particulars | Details |
|-------|--|---|
| 1 | E-tender no | |
| 2 | Name of work | Empaneling Training Partners for Imparting Skill Development Training Programmes |
| 3 | Details of the website where e-tender paper is available | www.jktenders.gov.in |
| 4 | E-tender publishing date | 13.07.2023 |
| 5 | Start date for downloading the tender document | 13.07.2023 |
| 6 | Last date for submission of bid queries | 17.07.2023 |
| 7 | Bid submission start date | 17.07.2023 |
| 8 | Last date of Submission of bids & EMD | 02.08.2023 |
| 9 | Date of technical bid opening | 03.08.2023 |
| 10 | Date of financial bid opening | 07.08.2023 |
| 11 | Contact details | Office of the Chief Executive Officer, Mission Youth, J&K Room No.512, 5th floor, Civil Secretariat, Srinagar Phone: 0194-2506450 E-mail: missionyouth-jk@jk.gov.in ; missionyouthjk@gmail.com |

Note: Applicant agencies are requested to download the RFP document from the website www.jktenders.gov.in and submit the same along with a non-refundable demand draft of Rs.5000/- (five thousand only) payable to the Chief Executive Officer, Mission Youth J&K, payable at Jammu/Srinagar, drawn on any scheduled Nationalized/Commercial Bank and must accompany with a covering letter.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

D. General Terms & Conditions and Instructions for Bidders:-

Interested parties may submit their RFP as mentioned in the above schedule along with a demand draft of Rs. 5,000/- (rupees Five thousand only) non-refundable as a processing fee payable to the Chief Executive Officer, Mission Youth J&K.

Empaneled training partner shall follow accreditation, affiliation & continuous monitoring of training centers for the skills ecosystem, branding, and communication guidelines for program implementation as per the defined norms/criteria in the latest version and instructions given by the ministry of skill development & entrepreneurship, Gol or as per Mission Youth guidelines. All costs of training per trainee shall be given to the training provider as per the common norm's costs gazette of MSDE also called common norms for skill development schemes Fifth Amendment, 2021, published on 5th January 2021.

1.3. Joint ventures (JV)/consortiums are not permitted to respond to this RFP and other conditions thereof.

- a. Training partner (TP) shall be responsible for training centers resources, setup, trainers, trainees' mobilization, training, placement, and post-placement activities as per the prescribed guidelines in the latest version and instructions given by the ministry of skill development & entrepreneurship, Gol and binding to the successful training partner apart from any other mandatory requirements kept by Mission Youth, J&K.
- b. TPs shall have to show their presence & representation in the programs of Mission Youth with good press/media coverage. They are also required to participate actively in national career service Melas and on-ground activities.
- c. Registration of students and batch formation is to be done on the skill India portal (SIP) or as per instructions given by the Ministry of skill development & entrepreneurship, Gol or as per the instructions given by Mission Youth post target allocation.
- d. Trainers should match education qualification and experience criteria as mentioned in the model curriculum of the job role and/or as desired by SSC guidelines.
- e. The CEO Mission Youth, J&K reserves the right to withdraw the RFP without assigning any reasons for the same if the CEO, Mission Youth, J&K determines that such action is in the best interest of the project.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- f. The RFP submitted by the applicant shall remain valid for 45 days after the closing date for submission of the RFP prescribed in this document.
- g. The envelope containing the proposal should be titled "proposal for the empanelment of training partners to undertake the project under Mission Youth, J&K".
- h. The agency/organization shall maintain Management Information System (MIS) with full details of Name, Qualification, Gender, Address, Telephone Number, Aadhaar Number, Photograph, e-mail id. (if available), etc. of the candidates enrolled for any training program and furnish the same to Mission Youth, J&K as & when demanded.
- i. A separate account will be maintained by each empaneled agency/ organization for the funds released by Mission Youth, J&K and the same shall be made available as and when requisitioned for inspection/ audit.
- j. The agency/organization shall utilize the funds for the specified purpose only. The grantee institute shall give an undertaking that in the event of acting in contravention of this condition, it will refund the full amount received with 10% penal interest and any other action, as deemed proper by the Government shall be taken. Any such amount will be recovered as arrears from the concerned agency/organization through the District Collector concerned. Also, the performance Guarantee instrument submitted by the training agency will be forfeited by the Mission Youth in case the agency is unable to perform its duties.
- k. Performance Guarantee will be returned to the agencies on the completion of the training.
- l. The agency/ organization shall submit a certificate accepting the terms and conditions laid down by the Mission Youth, J&K and furnish a bond in the name of the competent authority responsible for the actual implementation of the scheme and responsible for the furnishing of accounts of the grant sanctioned.
- m. The selected institute should be willing to mobilize its resources for the smooth conduct of the approved programs. It must be ensured that no delay occurs in the conduct of any training program on account of the late release of funds by Mission Youth (under exceptional circumstances).

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- n. In case of any clarification required/ difficulty faced in the implementation of the scheme, suitable clarifications will be issued by the Office of the Chief Executive Officer, Mission Youth J&K.
- o. CEO Mission Youth shall also be competent to amend or alter any provisions of the scheme from time to time including the procedure for implementation of the scheme and matter incidental thereto.

1.4. Other instructions to applicants:

- I. All documents to be submitted duly signed and sealed (with official seal).
- II. The applicant is expected to examine all instructions, forms, terms, and specifications in RFP documents. Failure to furnish all information required by the documents or submits an RFP not substantially responsive to the bidding documents in every respect may result in the rejection of the application.
- III. The shortlisted agency, which has/had the experience of conducting skill development training programs, should furnish a **Performance Security Deposit (PSD)** of 5% of the total project value, from the date of allocation of target OR signing of MoU whichever is earlier.
- IV. General power of attorney/ Board of Directors resolutions/ deed of authority contract and all correspondences/ documents thereof shall be submitted as per the format prescribed. The format for General Power of Attorney is given in Annexure-attached in this RFP
- V. There will be adjusted payments for the trainee who drop out post-disbursal of the first installments. The amount disbursed to the TP against dropped or failed trainees in the first installment shall be adjusted in the subsequent installments.
- VI. Annual reconciliation of pay-outs disbursed against each trainee certified and placed by the TP shall be undertaken before disbursal of the final installment.
- VII. Any excessive payment shall be adjusted and released or recovered from the TP.
- VIII. Training Target shall be decided by Mission Youth, J&K.

E. Absolute Eligibility criteria for empanelment of Organizations/ Institutions

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- a. The Organization/ Institution should be registered body or run by any organization registered under the Societies Registration Act, 1860 / Companies Act, 2013 or any other relevant act of Government of J&K/ Government of India, having registered Head office located in J&K only.
- I. The Organization/ Institution should have been fully functional for a minimum period of three (03) years at the time of applying under this scheme and have imparted training to a minimum of 100 youth in the relevant courses/ sectors each year for the last three (03) years, immediately before the year in which applied for empanelment (Organization must submit proof of ITR for the period of 3 years as proof of functionality)
- II. The Organization/ Institution should have the required number of qualified faculty members either on its payroll or on a part-time basis.
- III. The Organization/ Institution should have the necessary infrastructure for the purpose.
- IV. The Organization/ Institution should have a minimum placement/ conversion rate of 70% in aggregate for last three years.
- V. The institution/organization should not have been declared bankrupt at any point in time.
- VI. The institutions/organizations should have not been blacklisted by any department or body of the government at any point in time. (Self-declaration)
- VII. The organizations not meeting minimum threshold of average turnover of 30.00 lacs will not be eligible for the empanelment.

Empanelment Procedure and Quota Allocation

- All Government Institutions/ Organizations shall be deemed to have been empaneled for the program.
- Mission Youth, J&K through this RFP will invite proposals from interested private sector Institutes/Organizations.
- All proposals will be screened by the **Designated Committee** of Mission Youth in accordance with scheme guidelines and other relevant provisions as laid down by the government from time to time.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- Only those private sector organizations/institutions shall be considered for empanelment that Scores a minimum of **40 Points** based on the following criteria:

| Training Partner Short Listing Criteria (TP Must Score > 40%) | | | | | |
|---|---|--|--------------------|---------------|----------------|
| S. No. | Qualification on Criteria | Parameter | Score Differential | Maximum Score | Score Obtained |
| 1 | Presence in States/UT's of India. (Existing rent agreement/revenue documents to be attached as proof as on date of Publication of tender with total intake capacity) | 1 Marks will be allocated for the presence in 3 UTS/ States i.e., Presence in 1-3 States: 1 marks and 4-6 States: 2 Marks. | | 10 Marks | |
| | Presence in Districts of UT of J&K. (Existing rent agreement/revenue documents to be attached as proof as on date of Publication of tender with total intake capacity) | 0.5 Marks will be allocated for the presence in each District. | | 10 Marks | |
| 2 | Training Experience of Training Partner (No. of Candidates Trained) Target allocation letter/result sheet of last 3 years to be attached as proof, only relevant government/SSC allotments/self-certifications on letter head to be attached) | 100 -500 | 02 Marks | 10 Marks | |
| | | 501-1000 candidates | 04 Marks | | |
| | | 1001-1500 | 06 Marks | | |
| | | 1501-2000 | 08 Marks | | |
| | | 2001 and above | 10 Marks | | |
| 3 | Previous placement Record of Training Partner (No. of Candidates Placed) (Self-Declaration on letter head to be provided by TP, %age will be considered in accordance with the candidates trained during the last 3 years) | >71% - 75% | 10 Marks | 40 Marks | |
| | | > 75% - 80% | 20 Marks | | |
| | | > 80-90% | 30 Marks | | |
| | | ➤ Above 90% | 40 Marks | | |
| 4 | No. of qualified faculty members against 100 candidates on rolls of the Training Partner. (Staff details to be provided on letter head) | 1-5 | 03 Marks | 10 Marks | |
| | | 6-10 | 06 Marks | | |
| | | Over 10 | 10 Marks | | |

RFP- Request for proposal for Empanelment of Skill Development Training Provider

| | | | | | |
|--------------------|---|--------------|----------|------------|--|
| 5 | Average Turnover of the organization of the last 3 years through skilling initiatives 2020-21 2021-22 2022-2023 Certificate from CA to be attached. | 30-50 Lacs | 05 Marks | 20 Marks | |
| | | 51-70 Lacs | 10 Marks | | |
| | | 71-90 Lacs | 15 Marks | | |
| | | 90 and above | 20 Marks | | |
| Total Score | | | | 100 | |

- The eligible private sector Organizations/ Institutes which qualify for Minimum Criteria for Empanelment shall be empaneled for one year (01) year extendable to one more year based on performance or till the period of continuance of the scheme, whichever is earlier.
- Designated committee of the Mission Youth will ensure that the allocation of target to the PIA will not exceed the minimum threshold of turn over required, as per the manual of procurement of consultancy and other services issued by government of India.

1.5. Important instructions

The applicant should fill in the details as desired and attach all the supporting documents after understanding the below-mentioned project requirements and the desired outcome.

1.5.1. Age limit for trainee

Any candidate of Jammu & Kashmir, who is of 18 years of age and above on the date of enrolment & subject to the limits defined in the respective qualification packs and based on the justification of the SSC and eligibility for placement.

1.5.2. Educational qualification required for the training program

As defined in the respective qualification packs and based on the justification of the SSC and eligibility for placement.

1.5.3. Documents required by a trainee for the training program

- Aadhaar card (verifiable alternate ID cards, such as pan or voter id).
- Qualification Certificate/ School leaving certificate.
- Bank passbook copy.
- 5-6 passport-size photographs.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

1.5.4. Mobilization of candidates

- The training partner will be responsible for the mobilization of trainees.
- The training partner will be responsible to educate trainees about the objectives of the Mission Youth & proposed skill development training.
- The training partner will be responsible for an entry gate test to ascertain the job role interests/inclination of the trainee.
- Preference shall be given to candidates from home district.
- 40% of the seats should be earmarked for female candidates. In case, sufficient numbers of female candidates are not available, the remaining slots shall be filled by male candidates.
- The intake of candidates for a particular training programme shall be decided by the screening committee of Mission youth, J&K.
- Training partner should seek additional local support, mobilizers/mobilizing agency if required to attract only deserving and interested students for this programme.
- It will be compulsory for training partner to conduct career counseling and orientation programme before the enrollment of candidate for any job role.

1.5.5. Enrolment of Candidates.

- The training partner will be responsible for entering the details of the candidates into the skill India portal (SIP) or as mandated by Mission Youth, J&K.
- It is mandatory to have a valid Aadhar ID for all the candidates enrolled in this project.
- Candidates who have already taken training under any government scheme shall not be eligible.

1.5.6. Training Center Readiness

- The training partner will be responsible for designing centers as per the needs of the job role chosen and as specified by the respective sector skills council to deliver with dedicated human resources.
- The training partner will be responsible for the arrangement of necessary infrastructure and required laboratory/equipment, as defined by respective SSC for the identified job roles.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- The training partner can use the residual space of the center to deliver other government-sponsored programs with clearance from respective authorities provided the residual training capacity is available.
- The training capacity of the center per job role will be decided by the respective SSC based on the necessary laboratory and the required equipment for the job role.

1.5.7. Branding and Communication

- The training partner will be responsible for marketing and advocacy of the Mission Youth skill development project at all instances, such as during induction and orientation of candidates, the commencement of training, assessments, and publicity through social media.
- The training partner will be responsible for the arrangement of necessary collaterals for branding and communication.
- The training partners must strictly abide by Mission Youths' branding and communication guidelines. Any deviation from the norms may result in the cancellation of the project or any other action decided by the management.
- All the latest communication and branding collateral designs will be made available by Mission Youth.

1.5.8. NSQF curriculum

- The training partner needs to follow the curriculum prescribed by the respective SSC for the specific job role selected for training.
- The training partner will be responsible to check the validity of the job role before submitting it in its proposal.

1.5.9. Training process

- The training partner will be responsible to coordinate with SSC to provide training to candidates in accordance with the relevant qualification pack or the approved job role.
- The training partner will be responsible for the training of trainers within one month from the allocation of the target.
- Each training should be of a minimum number of hours, as defined for the job roles by the respective SSC.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- Soft skills, digital literacy, financial literacy, and entrepreneurship module are mandatorily part of all training.

1.5.10. Assessment & certification

- The assessments will be conducted by the assessment agencies identified by the respective SSC/NCVET/Mission youth; assessment criteria will be as per the job roles.

1.5.11. Re-assessment of failed candidates

- A failed or dropped candidate may undergo re-assessments. TP shall pay the assessment fees upfront to the respective SSC for the re-assessing of a candidate.

1.5.12. Payout's milestones to training partners

- 100% of the total training cost or course fee of the training program will be provided by Mission Youth, J&K.
- Assessment and Certification costs to be disbursed as per the guidelines on MSDE.

1.5.13. Mission Youth Payout Schedule

| | | |
|------------|------------|--|
| 1st trench | 30 percent | For all validated candidates registered, after the start of training and submission of 21 days of attendance. |
| 2nd trench | 50 percent | For all successful candidates after the conduct of assessments and certification by respective sector skill / neat, minus 30 percent advance taken for the failed candidates. The TP will have to also produce Utilization certificate of the first installment, audited statement of accounts and attendance cum performance assessment details of the enrolled candidate. |
| 3rd trench | 20 percent | For all successfully placed trainees, which shall not be less than 20% percent of the trainees of the total of successfully certified trainees as per the submission of placement records and offer letters duly signed by candidates and Impact Evaluation of the programme conducted by Directorate of Economics & Statistics or any other agency decided by Mission Youth, J&K from time to time. |

RFP- Request for proposal for Empanelment of Skill Development Training Provider

1.5.14. Commencement of Training Program

- Selected training partners will sign an MoU/offer letter with the department with a target allocation of respected districts.
- All selected training partners will submit a performance security deposit as prescribed in this RFP in the form of a demand draft.
- Draft/bank guarantee within 7 days of the signing of the MoU which shall be valid for the project duration or one year whichever is higher.
- If any selected training partner gets disqualified or quits the project mid-way performance security deposit will be forfeited.
- The selected training partners will be responsible for making center ready within 15 days from the day of empanelment and shall be responsible for starting training within 30 days after the allocation of the work order.
- Work orders & targets will be issued to centers duly accredited and affiliated by NSDC/SSC/DGT/AICTE/NCVT/Directorate of School education as per their capacity. Before the start of the batch, all candidates should be registered on the skill India portal of the ministry of skill development or as mandated by Mission Youth.
- Any training partners who could not start the training on or after the 25 days after allocation, review if found not satisfactory the targets will be withdrawn and will be given to other eligible training partners who were allocated targets in other districts and are performing well

1.5.15. Training Costs

- Skill development training costs under the scheme will be paid at the rates as per the common norms costs gazette of MSDE also called Common Norms for Skill Development Schemes Fifth Amendment, 2021.

1.5.16. Refund/ Adjustments

- In the case of no. of trainees completing the training is lesser than the no. of trainees for which sanction was accorded and funds released, then the amount proportionate in respect of such a lesser number would be adjusted in the release of the final installment.
- Mission Youth reserves the right to withhold the payment of the balance amount and wherever deemed appropriate and demand a refund of the first installment with bank

RFP- Request for proposal for Empanelment of Skill Development Training Provider

interest if the training partners are found to have misled by submitting incorrect information or deliberately suppressing relevant information. The department may consider blacklisting such training providers and inform the funding agencies of the central govt. / state govt/NSDC.

1.5.17. Monitoring

- Representatives of Mission Youth and its appointees shall have the right to access the records of trainees and interact with the trainees as well as with the trainer and officials of the training institute.

1.5.18. NSQF level certification & assessment

- Assessments and certification should be done through SSC/NCVT/assessment agencies whichever is applicable.
- To ensure independent and unbiased assessment and certification of trained candidates, the training institute will be required to arrange for assessment and certification as per govt. guidelines through SSC or any other if specified later by the govt. accordingly, the department funds will be released for the successful trainees only.

1.5.19. Training Partner will bear the cost of assessment for the successful trainees.

The re-assessment fee if & wherever required will be paid by the training partner upfront to the concerned SSC.

1.5.20. Submission of placement records for 3rd trench

- Placement, wage/self-employment of a minimum of 20 percent trainees is compulsory as for this the scheme was designed so training partners must submit placement records of min 20 percent of candidates of the total target allocated otherwise their PSD will not be refunded.
- TP must submit the records in the form of an offer letter/joining letter of candidates with candidate consent on it to the department mentioning the job profile and salary of the candidates, in case of self-employment TP must provide self-declaration of the candidate.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

- Committee constituted by the Mission Youth shall evaluate the documents, cross check and verify the details and submit the report to CEO within 1 month of the submission of documents by TP.

1.5.21. Monitoring & Tracking

- Mission Youth shall have access to open, common, and extensive data of training partners to ensure proper monitoring monthly progress report of the training target should be submitted to the department with photographs of each training program of the candidates (in groups) and in working posture.
- The training institutes will track the trainees as per govt. Guidelines from the date of completion/certification of training concerning their career progression, retention, and other parameters.
- The program shall also be monitored by the DLTF concerned at the District Level and by the Integrated Resource Division of Mission Youth at the central level. Mid-Term Appraisal/ Programme Evaluation of the scheme may be conducted by Mission Youth through the Directorate of Economics & Statistics, J&K, or any other agency as deemed appropriate by the Chief Executive Officer, of Mission Youth for the purpose.

1.5.22. Serviceability

- The corrigendum (if any) & clarifications to the queries from all bidders will be uploaded on the jk tender's website: <https://www.jktenders.gov.in/> and through emails mentioned in the fact sheet. Any such corrigendum shall be deemed to be incorporated into this RFP to provide prospective bidders reasonable time for taking the corrigendum into account, the organization may, at its discretion, extend the last date for the receipt of proposals.

1.5.23. Right to terminate the process

- Mission Youth may terminate the RFP process at any time and without assigning any reason. Mission Youth makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute an offer by Mission Youth. The bidder's participation in this process may result in the organization selecting the bidder to engage in the execution of the contract.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

1.5.24. Tenure of empanelment

- The service-providing agency shall be engaged initially for 01 year, extendable to a further 01 year based on the performance of the agency and review report of the designated committee of Mission Youth.

1.5.25. Focus sectors

- Training Target will be primarily in the Focus Sectors Given as Below

| Sector | Sub Sector |
|---|--|
| Aerospace and Aviation | Airline |
| Agriculture | Agriculture Industries |
| Apparel | Apparel |
| Automotive | Automotive Vehicle Sales (Dealer) |
| Automotive | Automotive Vehicle Service |
| Automotive | Road Transportation |
| BFSI | Lending |
| Beauty & Wellness | Beauty and Salons |
| Construction | Real Estate and Infrastructure construction |
| Electronics | Consumer Electronics & IT Hardware |
| Food Processing | Fruits and Vegetables |
| Food Processing | Bread and Bakery |
| Handicrafts and Carpet | Hand Crafted Textiles |
| Handicrafts and Carpet | Papier Mache |
| Strategic Manufacturing | Cricket Bat Making Technician |
| Healthcare | Allied Health & Paramedics |
| Life Sciences | Pharmaceutical, Bio Pharmaceutical, Contract Research |
| Management | Office Management & Professional Skills |
| Management | Training and Assessment |
| Media & Entertainment | Animation, Gaming |
| Media & Entertainment | Digital |
| Media & Entertainment | Film, Television, Animation, Advertising |
| Management & Entrepreneurship | Office Management & Professional Skills |
| Plumbing | Industrial / Non-Industrial Plumbing |
| Sports | Sports Coaching and Fitness |
| IT-ITeS | IT Services |
| IT-ITeS | Future Skills |
| IT-ITeS | Software Product Development |
| Telecom | Handset |
| Telecom | Service Provider |
| Tourism & Hospitality | Hotels |
| Tourism & Hospitality | Hotels/Restaurant |
| Tourism & Hospitality | Tours and Travels |
| Tourism & Hospitality, | Adventure Tourism |
| Rubber, Chemical & Petrochemical Skill Dev. Council | Assistant Operator - Printing and Packaging Plastic Waste Segregator Jr. Designer - Die and Mould for Plastics |

Annexures

Annexures-

1.6. Annexure 1: Applicant Details

1.7. Annexure 2: Turnover of the organization

1.8. Annexure 3: Past Training and Placement History

1.9. Annexure 4: Details of Existing Training centers

1.10. Annexure 5: PMU Team Details

1.11. Annexure 6: Covering Letter

1.12. Annexure 7: Power of Attorney

1.13. Annexure 8: Declaration for Non-Black Listing

1.14. Annexure 09: Job Roles applied for center wise

1.15. Annexure 10: Training and Placement Details

1.16. Annexure 11: Faculty Profile

1.17. Annexure 12: Placement strategy

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Annexure 1: Applicant details:

| S. No. | Description | Supporting document/s | Details |
|--------|-------------------------------|-----------------------|---------|
| 1 | Organization Name | | |
| 2 | Type of organization | | |
| 3 | Registration certificate | | |
| 4 | Date of registration | | |
| 5 | Pan card | | |
| 6 | Registered address | | |
| 7 | Corporate head-office address | | |
| 8 | Phone | | |
| 9 | Fax | | |
| 10 | Mobile | | |
| 11 | Email | | |
| 12 | Website | | |
| 13 | Organization SPOC | | |
| 14 | SPOC mobile no. | | |
| 15 | SPOC email id | | |

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Annexure 2: Turnover of the organization:

The applicant should give a declaration by the charter accountant on their letterhead duly signed and sealed in the following format.

To whomsoever, it may Concern

Based on audited financial statements, we hereby certify that (name of agency) having registered office at (office address) has an average annual turnover of rupees lakhs (Rs.....) in the past three consecutive years (2020-21, 2021-22, 2022-2023).

The details of annual turnover are mentioned below:

Note: Declaration by CA to be attached only in the format given.

(Chartered accountant):
Signature and stamp
Name
Registration No.
Phone no:

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Annexure-3 Past Training & Placement Record

| S. N O | NAME OF PROJECT | FUNDING MINISTRY/DEPT | KEY DESCRIPTION OF THE PROJECT | PROJECT DURATION | TOTAL CANDIDATES TRAINED | TOTAL CERTIFIED | TOTAL PLACED | PLACEMENT PERCENTAGE | REMARKS |
|--------|-----------------|-----------------------|--------------------------------|------------------|--------------------------|-----------------|--------------|----------------------|---------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Annexure-4: Details of Existing Training Centers.

| S. NO | TRAINING CENTER NAME | COMPLETE ADDRESS | STATE | OWNED OR RENTED (LATEST ELECTRICITY BILL / VALID RENT AGREEMENT) | AREA IN SQFT |
|-------|----------------------|------------------|-------|--|--------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Annexure-5: Project Management Unit (PMU) Team details That Is proposed to be deployed for the Project as Per the Table Below

| S. No | Name of staff | Designation | Years of experience | Area of experience | Proposed role in the management |
|-------|---------------|-------------|---------------------|--------------------|---------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

RFP- Request for proposal for Empanelment of Skill Development Training Provider

Annexure-6: Cover letter

{Strictly on applicant's letterhead}

Date:

To,
Chief Executive Officer,
Mission Youth J&K,
Civil secretariat – Srinagar/ Jammu
Jammu & Kashmir

Sub: RFP published by the Chief Executive Officer, Mission Youth J&K, for empanelment to undertake the skill development project under Mission Youth in Jammu and Kashmir.

Dear sir,

Please find enclosed the proposal in respect of the empanelment to undertake the project or empanelment to undertake the skill development project under Mission Youth in Jammu and Kashmir

We hereby confirm that:

The proposal is being submitted by (name of the agency that is the applicant, in accordance with the conditions stipulated in the RFP.

We have examined in detail and have understood the terms and conditions stipulated in the RFP document issued by Mission Youth. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the RFP or any of the subsequent communications from Mission Youth.

The information submitted in our proposal is complete, strictly as per the requirements stipulated in the RFP, and is correct to the best of Our knowledge and understanding.

We would be solely responsible for any errors or omissions in Our proposal. We acknowledge that Mission Youth will be relying on the information provided in the proposal and the documents accompanying such proposal for the empanelment of the applicant for the aforesaid program, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.

We acknowledge the right of Mission Youth to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

We satisfy the legal requirements and meet all the eligibility criteria as laid down in the RFP.

This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.

We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.

RFP- Request for proposal for Empanelment of Skill Development Training Provider

We have enclosed the processing fee in the form of a demand draft as stipulated in RFP in a separate cover. The details are as under.

| Item | Amount in INR | Demand draft no. | Date | Drawee bank |
|--------------------|---------------|------------------|------|-------------|
| Processing charges | Rs. 5,000/- | | | |

In witness thereof, we submit our proposal for the RFP published by Mission Youth, J&K.

For and on behalf of signature:

Name: designation (company seal)

(Authorized signatory)

Annexure-7: Format for the Power of Attorney

Date:

To,

Chief executive officer,
Mission Youth J&K,
Civil secretariat – Srinagar/ Jammu
Jammu & Kashmir

Sub: RFP published by the chief executive officer, Mission Youth J&K, for empanelment to undertake the skill development project under Mission Youth in Jammu and Kashmir.

Dear sir,

(Proposer's name) hereby authorizes (designated representative's name) to act as a representative of (proposer's name) for the following activities vide its board resolution (and power of attorney if applicable) attached herewith.

Attend all meetings conducted by the mission director, Mission Youth (pia) and shall discuss, negotiate, finalize, and sign any proposal or agreement and contract with AMC related to RFP.

Yours faithfully,

(Signature and name of the appropriate authority of the proposer)

(Signature and name of the designated representative of the proposer for acceptance of this power of attorney)

For

(Name of proposer)

Encl.: board resolution for authorized signatory

Annexure-8: Format for Self-Declaration/ Non-Blacklisting Declaration

I m/s. (Name of the proposer),(the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred by the government of Jammu and Kashmir / any other entity of J&K govt. or blacklisted by any state government or central government/department / local government / municipal body/ public agency in India or from abroad from participating in providing consulting / advisory services of any kind, either individually or as a member of a consortium as on the (proposal submission date).

We further confirm that we are aware that our application for the captioned project would be liable for rejection in case any material misrepresentation is made or discovered about the requirements of this EOI at any stage of the bidding process or thereafter during the agreement period.

Dated this Day of _____, 2023

Name of the proposer

Signature of the authorized person

Name of the authorized person

Annexure-09: Job Roles Applied for (Center Wise)

Declaration to be submitted under the signature of authorized representative/signatory of the applicant agency on official letterhead and official seal

| Job Role/ Course | Intake Capacity | Course Duration (In Hours) | Course Duration (In Days) |
|---------------------|--------------------|----------------------------------|---------------------------------|
| | | | |
| | | | |
| | | | |

For and on behalf of:

Signature:

Name:

Designation:

(Company seal)

(Authorized representative and signatory)

Date:

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Annexure-12: Placement strategy

Note ■ **Training partners are requested to strictly upload documents that are asked for in this RFP and should not upload unnecessary and extra documents.**

END OF THE DOCUMENT