

**Request for Proposal (RFP) for Empanelment of  
Skill Training Providers (STPs) for  
Skill Training Program under  
GIM in Raisen Division**

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**Green India Mission**

Raisen Forest Division

Government of MP,  
Raisen, Madhya Pradesh

PROPOSAL SUBMISSION DUE BY: [07/10/2024, 11.00 AM]

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## RFP Summary

RFP: <b>GIM</b>	Proposal Submission Due By: <b>07/10/2024, 11.00 am</b> <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a>
<p><b>Purpose of RFP:</b></p> <p>The purpose of this RFP is to seek participation of eligible organizations in the Employment through Livelihood Improvement Activities Component of Green India Mission (GIM) program of the Government of India, and to this end, empanel such organizations as Skill Training Providers (STPs) to organize skill training and placement program in villages falling within watershed of GIM as per the TOR given in this RFP document.</p>	
<p><b>Project Overview:</b></p> <p>The Employment through Livelihood Improvement Activities Component under GIM is designed to provide skills to the unskilled people living in the vicinity of forest as well as to upgrade their existing skills. The program will provide for skill training of the people living in the vicinity of forest to enable them setting up self-employment ventures and for salaried jobs in the private sector. The GIM Program intends to improve the livelihood opportunities for people living in the vicinity of forest, so that pressure on forest reduces and in turn results in improvement of green cover.</p>	
<p><b>Project Objectives:</b></p> <ul style="list-style-type: none"><li>• to improve the livelihood opportunities for people living in the vicinity of forest, so that pressure on forest reduces and in turn results in improvement of green cover</li><li>• To provide an asset to the people living in the vicinity of forest in the form of skills for sustainable livelihood.</li><li>• To increase the income of people living in the vicinity of forest through structured, market-oriented certified courses that can provide salaried employment and / or self-employment opportunities which will eventually lead to better living standards, alleviation of poverty on a sustainable basis and reduce dependence on forest.</li></ul>	
<p><b>Training Targets:</b></p> <ul style="list-style-type: none"><li>• Target- 450 individuals</li></ul>	
<p><b>Period of Empanelment:</b> 3 years</p>	

**Scope of Work:**

To train and place 450 eligible candidates from amongst the people living in the vicinity of forest in Raisen Forest Division of the state of Madhya Pradesh by the end of the financial year 2024-25.

### Current Roadblocks and Barriers to Success

- Candidate Mobilization
- Candidate Placement
- Candidate Post Placement Tracking

### Evaluation Criteria

- Since how long the organization has been registered
- How good the financial health of the organization is
- Since how long the organization has been in the skill training business
- What performance of the organization regarding candidate training and placement during the past 5 years has been
- Does the organization have SSC certified domain trainers already on board
- What the placement tie-up the organization have for the proposed skill train

### Submission Requirements

- Original copy of the Proposal (in English language only) complete in all respects, including the required fee, to be submitted online only at [www.mptenders.gov.in](http://www.mptenders.gov.in)
- Documentary proof for the Essential Eligibility Criteria as mentioned in Section 1. of the document
- Documentary proof for the Evaluation Criteria as mentioned in Section 7. Of the document
- An EMD (Earnest Money Deposit) of Rs 20000/-
- Declaration that a performance Bank Guarantee will be submitted by the RFP applicant at the time of signing of MoU amounting to Rs 20,000 in case his/her organization is selected for empanelment.

SPOC: Sudheer Kumar Patle, SDO  
Forest, Raisen Division, MP

Phone: 9424790651  
Landline: **07482-222027**

Source of the availability of RFP  
Document

[www.mptenders.gov.in](http://www.mptenders.gov.in)

Mode of Submission of RFP

Online (at [www.mptenders.gov.in](http://www.mptenders.gov.in) )

**EMD (Earnest Money Deposit):** Rs 20000/- (Rs twenty thousand only)

**Performance Guarantee Value:** Rs 20000/- (Rs twenty thousand only)

## Mode of Payment

All payments with regard to RFP submission have to be made online through [www.mptenders.gov.in](http://www.mptenders.gov.in) portal.

**Pre-Submission Queries** (Please email your queries latest by **11/09/2024** by 06.00 pm to [dfot.rsn@mp.gov.in](mailto:dfot.rsn@mp.gov.in))

SN	Name of Organization	Contact Mobile No.	email	Query	Section No.	Page No.
1.						
2.						
3.						
4.						

## Important Dates

SN	Milestone	Date	Day
1.	Issue of RFP	06/09/2024, 10.00 am	Friday
2.	Last date for the Submission of Queries	11/09/2024, 06.00 pm	Wednesday
3.	Pre submission meeting will be held (Online) on 13/09/2024 at 04.00 pm whose link can be enquired with the contact person provide in RFP	13/09/2024, 04.00 pm	Friday
4.	Proposal Submission starts on	23/09/2024, 11.00 am	Monday
5.	Last Date of Submission of RFP	07/10/2024, 11.00 am	Monday
6.	Publication of the List of Successful Applicants	16/10/2024	Wednesday
7.	Signing of MoU/ Issue of work-order	21/10/2024 onwards	Monday onwards
8.	Start of Work	28/10/2024	Monday
9.	Completion of work	31/03/2025	Monday

## List of Abbreviation

<b>1.</b>	CNN	Common Cost Norm
<b>2.</b>	CTC	Cost to Company
<b>3.</b>	GIM	Green India Mission
<b>4.</b>	FY	Financial Year
<b>5.</b>	GoMP	Government of Madhya Pradesh
<b>6.</b>	ITI	Industrial Training Institute
<b>7.</b>	MIS	Management Information System
<b>8.</b>	MoMSME	Ministry of Micro, Small and Medium Enterprises
<b>9.</b>	MoU/ MOU	Memorandum of Understanding
<b>10.</b>	MP	Madhya Pradesh
<b>11.</b>	NSDC	National Skill Development Corporation
<b>12.</b>	NSQF	National Skill Qualification Framework
<b>13.</b>	PMEGP	Prime Minister's Employment Generation Program
<b>14.</b>	PwD	People with Disability
<b>15.</b>	RFP	Request for Proposal
<b>16.</b>	SJSRY	Swarna Jayanti Shahari Rozgar Yojana
<b>17.</b>	SMART	Skill Management and Accreditation of Training
<b>18.</b>	SPOC	Single Point of Contact
<b>19.</b>	SSC	Sector Skill Council
<b>20.</b>	STP	Skill Training Provider
<b>21.</b>	TOR	Terms of Reference
<b>22.</b>	DFO	Divisional Forest Officer
<b>23.</b>	SDO	Sub-Divisional Officer

## Disclaimer

1. DFO reserves the right to change /modify/alter/amend any or all the provisions of this Request for Proposal (RFP).
2. DFO shall have no liability for non-receipt of any communication from the RFP applicant to DFO and vice-versa due to any technical delay or otherwise.
3. The issue of this RFP does not imply that the DFO is bound to select and shortlist the RFP applicant for Empanelment or award of work to the empaneled STPs, as the case may be, for the Program.
4. Selected organizations will be empaneled for 3 years; however, work-order and MoU will be issued/executed on yearly basis. Therefore, performance of the empaneled organizations will be a key factor in being able to remain empaneled till the end of the empanelment period. Any organization lacking in performance will be de-empaneled forthwith. Criteria of performance mentioned here will be target achievement and adherence to the project stipulations and quality standards as prescribed in the RFP document.
5. Empanelment of Skill Training Providers will be based purely on technical evaluation as per the criteria set in the RFP document and the information provided by the interested parties in their proposal.

**Divisional Forest Officer  
Raisen Forest Division  
Government of Madhya Pradesh, Raisen**

**Date:**

**Place:**



## Details of RFP

### 1. Eligible Organizations

For this RFP, following organizations are eligible to apply (**Essential Eligibility Criteria**)-

- 1.1 A government or quasi-government organization, department, or institute capable of conducting skill training such as Industrial Training Institutes (ITI), Polytechnic Colleges, technical university, or
- 1.2 A private sector training organization, registered as a company, or a society, or a trust, or a firm, or an LLP, **registered for minimum three years** and, the **average annual turnover** for the previous 3 financial years of which should not be less than **Rs 10 lakh**, and which has cumulatively trained & placed **at least 200 and 100 candidates** respectively during the last 5 financial years.
- 1.3 Both the government and the private sector organizations need to have demonstrable proof of placement tie-ups in the form of commitment letters from prospective employers on their letter-head for the skill sector/ trade they are proposing training program for.
- 1.4 Blacklisted organizations across the nation or those not meeting the above criteria will be ineligible to apply. To apply in Consortium is also not allowed.

### 2. Period of Empanelment

- 2.1 Selected organizations will be empaneled for 3 years. However, depending upon any exigencies, the next empanelment process can take place even before the 3 years' time from the current empanelment.
- 2.2 However, work-order and MoU will be issued/executed on yearly basis and non-performing/defaulting STPs will be de-empaneled at the earliest incidence of non-performance/ default.

### 3. Scope of Work and Deliverables

- 3.1 To train and place 450 eligible candidates from amongst the people living in the vicinity of forest and from villages under GIM watersheds by the end of the financial year 2024-25.
- 3.2 The work of an STP would include mobilizing and registering eligible candidates from amongst the people living in the vicinity of forest and from villages under GIM watersheds for Livelihood Improvement Activities Component of GIM, setting up/ running training centers in the allotted villages, organizing skill training program against the physical target of training as given in the work-order/ MoU post empanelment, organizing internal and third-party assessment and certification of the trainees by an NSQF-approved independent third-party agency, arranging

trainee placement in wage-based jobs or self-employment, ensuring trainee retention in the jobs placed, providing tracking and handholding support to the trainees trained and placed, continually monitoring and reviewing progress of the project, participating in the project review meetings, and reporting project progress and outcome to the DFO Raisen.

3.3 As it is not possible for a single or for a few STPs to achieve this target within the stipulated timeframe of even less than a year, **five top ranked STPs** will be empaneled to ensure that on one hand the target becomes achievable within the time limit and on the other, each STP has a sizeable number of candidates to train.

3.4 Training of fresh entrants can be residential or non-residential depending upon the field requirement and the operational capability of the STP. However, prior intimation to and permission of DFO Raisen will be necessary in this regard.

#### **4. Prospective Skill Training Sectors:**

Textile, Automotive, Electronics & Hardware, Rubber, Healthcare and food processing.

#### **5. Job Role/Course wise Allocation of Districts**

Any job role/course mentioned in NSDC Skill Gap Study, 2013 and ADB Madhya Pradesh Skill Development Project Report, 2018, such as sewing machine operator, automotive service technician, electrician, solar panel installation technician etc. could be taken up by STP with the approval of DFO depending on the local conditions and prior skill set of candidates, as long as it is good for placement or self-employment.

#### **6. Target achievement Schedule/ Timeframe**

6.1 The skill training by the STPs would be done in batches of minimum 20 and maximum 30 candidates. Duration and the number of hours of training would depend upon SSC guidelines for a particular trade of the training, which should not however be less than 200 hours. This will mean that skill training of no such trade can be organized in this project of which SSC prescribed number of hours of training is less than 200.

#### **7. Evaluation Criteria & Methodology**

##### **7.1 Criteria**

Evaluation of the proposals meeting eligibility criteria as mentioned in section 1 will be done by a selection committee based on the following criteria-

- a) Since how long the organization has been registered
- b) How good the financial health of the organization is
- c) Since how long the organization has been in the skill training business

- d) What performance of the organization regarding candidate training during the past 5 years has been
- e) What performance of the organization regarding candidate placement during the past 5 years has been
- f) Does the organization have SSC certified domain trainers already on board
- g) What the placement tie-up the organization has for the proposed skill training

## 7.2 Methodology

Scoring Methodology used for the evaluation of the proposals would be as follows-

SN	Evaluation Criteria	Obtainable Marks	Benchmarks	Documentary Proof
1.	Since how long the organization has been registered	15	a. Between 3-5 years- 10 b. Above 5 years- 15	Required
2.	How good the financial health of the organization is/ what the annual turnover is	15	a. 10 lakh to 20 lakh- 5 b. 20 lakh to 50 lakh- 10 c. Above 50 lakh- 15	Do
3.	Since how long the organization has been in the skill training business	15	a. Between 1-3 years- 5 b. Between 3-5 years- 10 c. Above 5 years- 15	Do
4.	Training Performance of the organization during the past 5 Years	15	a. Between 101-500- 5 b. Between 501-1000 – 10 c. Above 1000- 15	Do
5.	Placement performance of the organization during the past 5 years	15	a. Between 101-500- 5 b. Between 501-1000 - 10 c. Above 1000- 15	Do
6.	Does the organization have SSC certified domain trainers already on board	5	a. No-0 b. Yes-5	Do
7.	Placement tie-up for how many candidates organization has for the proposed skill training	10	a. Placement tie-up for candidates between 50 to 100- 5 b. Placement tie-up above 100- 10	Do

## 8. Cost and Payment Norms

8.1 The base cost for training will be as follows:

**Category 1-** Rs. 49.00/hour

**Category 2-** Rs. 42.00/hour

**Category 3-** Rs. 35.10/hour

Please refer to NULM/ CNN guidelines for the list of trades as per the above cost categories.

8.2 The hourly rates shall be inclusive of cost components such as:

- 1) Mobilization of candidates
- 2) Post-placement tracking/monitoring
- 3) Curriculum
- 4) Placement expenses
- 5) Trainers' training
- 6) Equipment
- 7) Amortization of Infrastructure costs/ Utilities
- 8) Teaching Aid
- 9) Raw material
- 10) Salary of trainers

8.3 In case of residential training, board and lodging costs can be reimbursed to the STPs as per actual subject to a maximum per trainee per day costs as per the table given below:

<b><i>X category cities</i></b>	Rs.375
<b><i>Y category cities</i></b>	Rs.315
<b><i>Z category cities</i></b>	Rs.250
<b><i>Any area not notified as a municipal/town area</i></b>	Rs.220

Please refer to NULM/ CNN guidelines for the list of cities categorized as above.

8.4 ***Third Party Certification & Assessment Costs-*** To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an NSQF approved independent third-party agency for conducting assessments and certifications. This amount shall be over and above the Base Cost, and shall be Rs. 1000/- per candidate.

8.5 ***Transport/Conveyance costs-*** Transport/Conveyance cost for the candidates including, PwDs & Women, upon successful completion of non-residential skill training programs, and after certification, will be reimbursed the cost incurred in travelling to and from the training center at the following rates:

Training center within district of domicile	Rs. 1000/- per month
Training center outside the district of domicile	Rs. 1500/- per month

- 8.6 **Post placement support for wage employment:** In order to enable the newly skilled persons from special groups (except PwDs) to settle into their new jobs/vocations under wage employment, post placement support would be provided directly to the candidate at the rate of Rs 1500/- per month for the following durations:

<b>PPS @ Rs.1500 per month per person</b>	<b>Men</b>	<b>Women</b>
Placement within district of domicile	1 month	2 months
Placement outside the district of domicile	2 months	3 months

In case of PwDs, post placement support will be as follows:

<b>PPS @ Rs.3000 per month per person</b>	<b>Men/women</b>
Placement within district of domicile	2 months
Placement outside the district of domicile	3 months

All payments in this regard will be made only when the placement is made within three months of certification and when the placement of the candidate has been duly validated. This payment will be made to the candidate's account, not to the STP.

- 8.7 **Additional incentives to STPs:** In order to encourage the STPs who exceed the prescribed outcomes, the following additional incentives should be provided:

- a) For every candidate, where outcome achievement is above 70% and up to 85%, the STP should be paid an amount of Rs.3000/- per candidate.
- b) For every candidate where outcome achievement is above 85%, the Training provider should be paid an additional amount of Rs. 5000/- per candidate.

- 8.8 **Personal Assistive Aids:** Each PwD candidate shall be eligible for up to Rs. 5000/- for personal assistive aids. such as wheelchairs, calipers, hearing aids and software such as Jawa/otherspeech interpretation, other reading software etc.

- 8.9 **Schedule of Release of Payment:**

- a) The release of payment to STPs will be batch-wise and as per the table given below.

<b>Instalment and % of cost</b>	<b>Output parameter</b>
1st instalment: 30%	On commencement of training batch against validated Candidates
2nd Instalment: 50%	On successful certification of the trainees

3rd Instalment: 20%	<p>Based on the skill training outcome as described in training outcome in section 11.5 and as per details given below-</p> <ul style="list-style-type: none"> <li>• Training Provider shall be eligible for 100% payment if outcome achievement is 70% and above as per clause 11.5.a</li> <li>• Training Provider will be paid on pro-rata basis on achievement of 50-69% placement of those who have been certified</li> </ul>
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The above payment schedule is subject to the following:

- It is applicable only for fresh training.
- The second tranche of 50% will be calculated on the basis of total cumulative 80% payment candidates actually certified.
- The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of the dropouts will be adjusted in next tranche.

## 9. Proposal Submission Requirements

The proposal will require the following at the time of its submission in soft copy-

- 9.1 Original copy of the Proposal (in English language only) complete in all respects, including the required fee, to be submitted online only at [www.mptenders.gov.in](http://www.mptenders.gov.in)
- 9.2 Documentary proof for the Essential Eligibility Criteria as mentioned in Section 1 of the document
- 9.3 Documentary proof for the Evaluation Criteria as mentioned in Section 7 Of the document
- 9.4 An EMD (Earnest Money Deposit) of Rs 20000/- (Rs twenty thousand only)
- 9.5 Declaration that a performance Bank Guarantee will be submitted by the RFP applicant at the time of signing of MoU amounting to Rs 20000/- (Rs twenty thousand only), in case his/her organization is selected for empanelment.

## 10. Pre-Submission Queries and Clarification

- 10.1 Prospective applicants requiring any technical clarification related to the RFP documents may contact division office for their queries & clarifications before submission of RFP.
- 10.2 The queries may be emailed to the division in advance in the following format latest by **11/09/2024 by 06.00 pm.**

SN	Name of Organization	Contact Mobile No.	Email	Query	Section No.	Page No.

## 11. Terms of Reference (TOR)

The scope of work as mentioned in section 3 of this RFP would be governed by the following terms and conditions and/or by NULM/CNN/NCVET/NSDC/NSQF/SSC guidelines.

### 11.1 Training Methodology

- a. Training for fresh entrants will be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute or as specifically approved by the Ministry. However, for any course beyond 200 hours of duration, exact number of training duration hours will be as per SSC guidelines.
- b. The maximum and minimum number of hours of training permissible per day is 8 hours and 4 hours respectively. In case of residential training, however, a minimum of 8 hours training per day is mandatory.
- c. In case of reskilling or skill up-gradation of persons already engaged in an occupation, trainings will be of a minimum duration of 16 hours including practical and/or on the-job training, depending on the number of NOSs being covered.
- d. Soft skills (which would include computer literacy, language, and workplace inter-personal skills relevant for the sector/trade) are integral part of the Qualification Packs under NSQF.
- e. Additionally, inputs should also be given on financial literacy (savings, credit, subsidy, remittance, insurance, and pension) and entitlements of poor under other Central/State schemes for social benefits and poverty alleviation.
- f. All training centers to have training staff, and training and IT infrastructure as per SSC guidelines for a specific course or as per the norms of NSDC SMART Accredited & affiliated Training center.
- g. All training centers to take Aadhar based Bio-metric attendance of the trainees and the training staff twice on daily basis.
- h. The STP shall at all times maintain proper documentation at the training center of all processes associated with the training and placement program such as inception report, placements report, post placements report, staff & trainees' attendance report, visitors register, etc. and make the same available for inspection and verification by the client.

- i. The forest department functionaries will be inspecting training centers during the batch period and the information will be collected in a prescribed proforma containing various parameters such as quality of training, infrastructure, faculty, attendance, environment etc. A log of such inspections shall be maintained for each training course by the STP and the client both.

## 11.2 Course Curriculum

All Skill Development courses offered must conform to the National Skills Qualification Framework (NSQF)/SSC. All STPs would need to comply with this requirement of the NSQF, failure to do which would lead to their de-listing by the empaneling/approving authority.

## 11.3 Candidate Eligibility and Selection

The candidates selected for training under EST&P component of NULM should be from the villages falling under GIM watersheds only. Candidate should not have undergone skill development training under the SJSRY /NULM/GIM in any other trade during the last 3 years. However, such candidates can be provided advanced training on the skills acquired in any previous training.

## 11.4 Candidate Assessment & Certification

- a. SSC will conduct assessment of all the trained candidates with a minimum attendance of 70% at the end of the training period. The STP shall comply with all the certification norms and should work in coordination with certifying agency during assessment.
- b. The STP should approach SSC and follow the procedure established by them to conduct candidate assessment and obtain NSQF compliant certificates for candidates successfully trained under GIM.
- c. Each candidate undertaking training under GIM should be awarded a certificate issued by NSQF approved independent third-party agency, which in this case is SSC.
- d. STPs will be responsible for re-training and re-assessing if any candidate fails in assessment and the cost of retraining/ re-assessing the unsuccessful candidates shall be borne by the STP.

## 11.5 Training Outcome

It is important that the skill training programs by STPs result into tangible outcomes as envisaged. Outcomes of skill training of fresh candidates must include the following:

- a. Employment (both wage employment and self-employment) on an annual basis of at least



70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment and 20% in self-employment.

- b. In case of wage employment, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, with not more than a 10-day break, from the date of placement in the same or a higher level with the same or any other employer.
- c. For the purpose of wage employment, enrolment of candidates for apprenticeship and Work permit (work visa) for overseas employment would also be treated as proof of employment. In case the employer pays minimum wages in terms of Cost to Company (CTC), at least 80% of CTC should comprise cash in hand, of the candidate.

In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or securing a relevant enterprise development loan or any other suitable and verifiable document, showing an income of Rs 15,000/- over the period of six months or any verifiable proof of self-employment.

#### 11.6 Post Training Support & Handholding

- a. **Micro-enterprise:** For candidates interested in setting up micro-enterprises, the STPs shall be responsible to assist in setting-up the micro enterprise within 3 months of successful completion of the training. The STPs shall provide support for proposal writing, ensure credit from banks, provide support for availing subsidy to candidates regarding any of the micro-enterprise development schemes such as SEP component under NULM, Prime Minister's Employment Generation Programme (PMEGP) under Ministry of Micro, Small and Medium Enterprises (MoMSME), Cluster Development Schemes under MoMSME or any other such scheme.
- b. **Financial Inclusion:** The STP shall also facilitate the opening of Basic Saving Bank Deposit account for all the candidates who do not have a bank account.

#### 11.7 Post Training Tracking

- a. All trainees (applicable for candidates placed both in wage employment and self-employment) are to be tracked (once every month) for a period of 12 months in case of fresh entrants from the date of completion/certification of training with respect to their career progression, retention, and other parameters. Persons who have been certified for their acquired skills through informal, non-formal or experiential learning, will also be tracked.
- b. The parameters to be tracked during this period are:

- i. Placement should be within 3 months of completion of training.
- ii. Once placed, remuneration/ incremental remuneration per month.
- iii. Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer).
- iv. If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.

## 11.8 Reporting

The STP shall have the responsibility of regular reporting on progress of training, placement, and micro-enterprise establishment to the DFO on a regular basis as per in the format provided by DFO from time to time.

## 11.9 Role and Responsibilities of STPs

- a. Undertaking market scanning to assess employment potential and tying-up for Placements in reputed Industries prior to starting the batches to be trained. It should only start the course, when forward linkages for placement up to 70 % of batch strength are ensured.
- b. Imparting domain and soft skill training in the identified employment sector as per the agreement.
- c. Ensuring the quality in the training as per the NSQF level standards and specifications with minimum quantifiable guaranteed skills as per the course delivered.
- d. Undertaking regular candidate assessment during training and updating the same to the DFO.
- e. Coordinating with potential employers and industrial networks for candidate placement.
- f. Providing placements to all the trained candidates.
- g. Facilitating opening of saving bank account and Aadhaar card of the candidates not already having them.
- h. Maintaining candidate placement records such as appointment letter, salary-slip, bank statement detail, etc. and submit to DFO.
- i. Post placement counselling and retention for at least 12 months.
- j. Organizing extracurricular activities for wholesome personality development of trainees after the daily training hours.
- k. To carry out any other task as assigned by DFO from time to time.

#### 11.10 Role and Responsibilities of the Forest Department

- a. To identify and counsel suitable unemployed youths based on their qualification, aspirations, mobility, skill gap etc. and provide the list of suitable candidates to STPs. Candidate Mobilization is STP work.
- b. To release payments on completion of training.
- c. To appoint a nodal officer to supervise the training and other project activities on day to day basis.
- d. To monitor and assess quality of training.

#### 11.11 Penalty/Termination Clause:

##### **General:**

- a) In case of non-performance, non-compliance, deficiency in quality of services, subletting/training-in-franchise mode, or any deliberate breach of contract by the STP at any point of association, the DFO will have the right to cancel the empanelment, or the contract, or both forthwith and if necessary, the DFO may also take punitive action against the STP as per law of contract.
- b) In normal condition during the implementation period, other than breach of contract and where no liabilities remain due, both parties can terminate the contract in case they do not wish to continue association by giving three months' prior notice in writing. In this case the contract may also be ended earlier than 3 months if both the parties agree to do so.

##### **Earnest Money Deposit:**

- a) If the RFP applicant has participated in the selection process and deposited the EMD amount, EMD will be refundable only after signing of MOU. In case Bidder has been selected for empanelment but refuses to Sign the MOU, in that case the EMD will be forfeited in full.
- b) EMD of unsuccessful Bidders will be refunded within 30 days of the publication of the final list of Empaneled STPs declared by the DFO.

##### **Performance Guarantee:**

- a) Empaneled STP will submit the specified amount of Performance Guarantee along with the MOU Agreement. Post MoU If the empaneled STP has been allotted the target by the DFO, but the STP fails to start the training batches within the stipulated time, then the DFO can forfeit the Performance Guarantee of the Empaneled STP.

##### **Anti-corruption Measure**

- a) Any effort by RFP Applicant(s) to influence the forest personnel in the evaluation and ranking of technical Proposals, and recommendation for award of Contract, shall result in the rejection of the Proposal
- b) A recommendation for award of Contract shall be rejected if it is determined that the recommended applicant has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases DFO shall blacklist the applicant either indefinitely or for a stated period, disqualifying it from participating in any future RFP of the department.

## 12. Contact Information

For questions or concerns connected to this RFP, we can be reached at:

SOPC NAME	Shri Sudheer Kumar Patle, SDO Forest, Forest Division Raisen, Madhya Pradesh
Mobile no	9424790651
Landline no.	07482-222027
Email	Dfot.rsn@mp.gov.in



### 13. Proposal Submission Format

#### 13.1 COVERING LETTER

**[Location, Date]**

To: [Name and address of Client]

Dear Sir or Madam

I, the undersigned, offer to provide the Skill Training Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. I am hereby submitting this proposal sealed under a separate envelope. I hereby declare that I have read the Instructions to the STPs as given in the RFP. I hereby declare that all the information and statements made in this proposal are true to the best of my knowledge and belief, and accept that any misleading information contained in it may lead to our disqualification.

I undertake, if our Proposal is accepted, to initiate the Skill Training Services related to this assignment not later than the date indicated in the Data Sheet. I, however, understand that you are not bound to accept any proposal you receive.

I hereby declare and solemnly affirm that we as an organization or in any respect have not been debarred or blacklisted by any central or state government agency.

I hereby also declare that at no point of our association with the project, subletting or training work in-franchise mode will be attempted at by us and in case we are found guilty, necessary action may be taken against us by you at the earliest.

I am submitting the RFP for the following Training courses-

SN	Training Course
1.	
2.	
3.	
4.	
5.	

**Yours faithfully,**

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Organization/Agency:**

**Address:**

## 13.2 PROPOSAL

<b>A. Basic Details of the Applying Organization</b>		
<b>SN</b>	<b>Particular</b>	<b>Details</b>
1.	Organization Name	
2.	Address of registered office with pin code	
3.	Address of Head/ corporate Office with pin code if other than registered office	
4.	Phone/ mobile no.	
5.	Organization's email ID	
6.	Organization's website	
7.	Name of authorized representative	
8.	Designation	
9.	Mobile No	
10.	Email Id	

<b>B. Legal status</b>		
<b>SN</b>	<b>Name of Document</b>	<b>Details</b>
1.	Organization Type (Government/ Quasi-government/ Government training institute/ or private organization)	
2.	Nature of legal entity (Private/ Public Limited Company / Society / Trust)	
3.	Registration/ Incorporation Number	
4.	Act under which organization is registered	
5.	Date of registration/ incorporation	
6.	Place of registration/ incorporation	
7.	Permanent Account Number (PAN)	
8.	Goods and Services Tax (GST) registration details	
9.	DARPAN ID	
10.	NSDC Affiliation certificate and MOU details	

<b>C. Financial Status</b>		
<b>SN</b>	<b>Financial Year</b>	<b>Turnover (In lakhs)</b>
		<b>Total</b>
1.	2021-22	
2.	2022-23	
3.	2023-24	
	<b>Total</b>	
	<b>Average</b>	

**Note:** to be submitted with a certificate of a CA. Please refer to **Annexure-I**  
To be furnished for three years- **(2021-22, 2022-23, 2023-24)**

### D. Technical Capability

**(A) No. of Candidates trained during last five FY years (2019-20, 2020-21, 2021-22, 2022-23 and 2023-24)**

Year	Name of Project	Name of Client	Start Date	Completion Date/Ongoing	Approx. Project value	Name of Sector	No. of trainees trained
2019-20							
2020-21							
2021-22							
2022-23							
2023-24							

**Note:** To be submitted along with Project Completion Certificates issues by the sponsoring organizations, and copy of Work Order/Contract/Agreement/any other relevant document. Please refer to **Annexure-II**

**(A) No. of Candidates placed during last five FY years (2019-20, 2020-21, 2021-22, 2022-23 and 2023-24)**

Year	Name of Project	Name of Client	Start Date	Completion Date/Ongoing	Approx. Project value	Name of Sector	No. of trainees placed
2019-20							
2020-21							
2021-22							
2022-23							
2023-24							

**Note:** To be submitted along with candidates' placement certificates issued by the sponsoring organizations, and copy of Work Order/Contract/Agreement/any other relevant document. Please refer to **Annexure-III**



## E. Operational Capability

SN	Particular	Details
1.	Number of years the organization has been in the skilling business	
2.	Does the organization have SSC certified domain trainers already on board?	If yes, please attach proof of details
3.	Placement tie-up for how many candidates organization has for the proposed skill training	Please attach proof of details

**Note:**

1. Please refer to Annexure IV, and V for furnishing details of SSC Certified Trainers, and Placement Commitment/tie-up:
2. Please attach Project Completion Certificates from sponsoring organizations with copy of Work Order/ Contract/ Agreement/any other relevant document.
3. Details of Industries/organizations tie-ups for placement should not be older than FY 2021-22

## F. Checklist of Documents/ Attachments

Particulars/Details of documents	From Page no.	To Page No.
Covering Letter		
Certificate of Registration of the Organization		
Articles of Incorporation/ Memorandum of Association/ Trust Deed		
Photocopy of Permanent Account Number (PAN)		
Photocopy of Goods and Services Tax (GST) Registration		
Photocopy of DARPAN Registration in case of Society/Trust		
Self-affidavit for non-blacklisting on non-judicial stamp paper of Rs.100/-		
Audited account statement/P&L/Income statement/balance sheet signed by an independent financial auditor for FY 2021-22, 2022-23, 2023-24		
Project Completion Certificates issued by the sponsoring Organizations and Work Order/ Contract/ Agreement/ any other relevant document (Technical Capability- number of candidates trained)		
Candidates' placement certificates issued by the sponsoring organizations, and copy of Work Order/ Contract/ Agreement/ any other relevant document (Technical Capability- number of candidates placed)		
Letters of placement tie-up with employing industries		
Annexure I to V		

*Annexure I*

**Turnover Certificate**  
(On the letter head of Chartered Accountant)

We/I have verified the Audited Financial Statements and other relevant records of M/s...  
..... a  
nd  
certify the following:

<b>SN</b>	<b>Financial Year</b>	<b>Turnover (In lakhs)</b>
		<b>Total</b>
<b>1.</b>	2021-22	
<b>2.</b>	2022-23	
<b>3.</b>	2023-24	
	<b>Total</b>	
	<b>Average</b>	

The M/s.....have a positive net worth of Rs... ..... Lakhs as on 31<sup>st</sup> March, 2024

**(Signature and Seal)**  
**Certified by CA**  
**Membership No.-**  
**UDIN No.-**

*Annexure II*

(On the letter head of the Organization)

This is to certify that (Name of the organization) have trained..... candidates during the financial year 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 through skill training. The details of the same areas mentioned below:

<b>Year</b>	<b>Name of Project</b>	<b>Name of Client</b>	<b>Start Date</b>	<b>Completion Date/Ongoing</b>	<b>Approx. Project value</b>	<b>Name of Sector</b>	<b>No. of trainees trained</b>
<b>2019-20</b>							
<b>2020-21</b>							
<b>2021-22</b>							
<b>2022-23</b>							
<b>2023-24</b>							
						<b>TOTAL</b>	

**(Authorized signatory)**

*Annexure III*

(On the letter head of the Organization)

This is to certify that (Name of the organization) have placed ..... candidates during the financial year 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 through skill training. The details of the same are as mentioned below:

Year	Name of Project	Name of Client	Start Date	Completion Date/ Ongoing	Approx. Project value	Name of Sector	No. of trainees placed
2019-20							
2020-21							
2021-22							
2022-23							
2023-24							
						<b>TOTAL</b>	

**(Authorized signatory)**

*Annexure IV*

(On the letter head of the Organization)

This is to certify that (Name of the organization) has the availability of SSC Certified Trainers to impart skill training in our centers in Madhya Pradesh. The details of the certified trainers are as follows:

SN	Name of the Trainer	Educational Qualification	Sector	Job Role/ Qualification name	SSC Certificate No.	Certificate valid up to
1.						
2.						
3.						

**(Authorized signatory)**

*Annexure V*

(On the letter head of the Organization)

This is to certify that (Name of the organization) has placement tie-up with the following employing industries in Madhya Pradesh/ India:

<b>SN</b>	<b>Name of the Company/ industry</b>	<b>Location of employment</b>	<b>Job role</b>	<b>Sector</b>	<b>Name of company representative</b>	<b>Designation</b>	<b>Mobile No</b>	<b>Placement Commitment</b>
<b>1.</b>								
<b>2.</b>								
<b>3.</b>								

**(Authorized signatory)**