

Punjab Skill Development Mission

SCO-149-152 Second Floor, Sector 17C Chandigarh

Notice Inviting Request for proposal of Captive Employment under DDU-GKY

No. PSDM/PB/2024/4135

Dated: 26/11/2024

Punjab Skill Development Mission (PSDM) invites request for proposal (RFP) for selection of Captive Employer for implementation of skill training and placement under Deen Dayal Upadhya – Grameen Kaushalya Yojna (DDU-GKY)

The RFP document can be downloaded from www.eproc.punjab.gov.in from 11:00AM, 27th November 2024. Interested applicant should submit their proposal online at www.eproc.punjab.gov.in on or before 5:00PM on 04th January 2025.

Any further updates/corrigendum will be uploaded only on <http://www.eproc.punjab.gov.in/> / <http://www.pgrkam.com>


General Manager
Punjab Skill Development Mission
@del



Punjab Skill Development Mission
SCO No. 149-152, 2nd Floor, Sector 17 C, Chandigarh
Tel. 0172-2720152, 2720153

EXPRESSION OF INTEREST (EOI)

RFP

PSDM/ETP/2024-25/

DATE.....

Empanelment of Captive Employers/ Partners to undertake projects

For DDU-GKY Schemes under

Punjab Skill Development Mission

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PSDM	Punjab Skill Development Mission
NULM	National Urban Livelihood Mission
DDU-GKY	Deen Dayal Upadhyaya Grameen Kaushal Yojana
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
CSR	Corporate Social Responsibility
EOI	Expression of Interest
PWD	Persons with Disabilities
NGO	Non-Governmental Organization
MD	Mission Director
RFP	Request for Proposal
SSC	Sector Skill council
NSDC	National Skill Development Corporation
UT	Union Territory
PAN	Permanent Account Number
GST	Goods and Services Tax
P&L	Profit and Loss
CA	Chartered Accountant
MOU	Memorandum of Understanding
TOT	Training of Trainers

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Punjab Skill Development Mission (PSDM)

**Address:SCO No.149-152,
Sector-17C,Chandigarh-160017**

**EXPRESSION OF INTEREST (EOI) TO PARTNER AS CAPTIVE EMPLOYERS UNDER DEEN
DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA**

Letter of Invitation

Dated:

PSDM invites "Expression of Interest" from the eligible agencies to submit their interest to "Expression of Interest (EOI) to Partner with PSDM under DDU-GKY as Captive Employers" assignment in Punjab State through <https://eproc.punjab.gov.in/>.

Contact: Mohammad Ziya, SPM-skill operation,

Phone: 8090621003

E-Mail: spmuskilloperation.punjab@gmail.com

S. N.	Activity	Date/Time : Duration
1	Online Sale/Download date of Tender documents	From 27 th November 2024 11:00AM https://eproc.punjab.gov.in/
2	Last Date for receiving queries via Email	10 th December 2024 5:00 PM
3	Pre Bid date	16 th December 2024 11:00AM at PSDM Office, Chandigarh
4	Last Date/Time for submission/uploading of offer/Bid	04 th January 2025 up to 5:00PM (https://eproc.punjab.gov.in/)
5	Date & time for opening of Bid (Round-1)	Will be intimated later.....
6	Presentation Round(Round -2)	Will be intimated later.....
7	Name	Training Partner as Captive Employer with PSDM under DDU GKY
8	Time Period of Project/ MoU	Three years extendable on basis of terms and condition of Captive Employer Guidelines
9	Selection Method	Basic Eligibility Criteria and Commitment Parameters
10	Proposal Validity Period	120 days from proposal due date
11	Proposal Language	English
12	Consortium Allowed	No
13	Sub-contracting Allowed	No

M. Ziya

M. Ziya

Chief Executive Officer

Background

The Ministry of Rural Development (MoRD) is implementing Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) with a vision to “transform rural poor youth into an economically independent and globally relevant workforce”. DDU-GKY is a part of the National Rural Livelihood Mission (NRLM), tasked with the dual objective of adding diversity to the incomes of rural poor families and cater to the career aspiration of rural youth.

It occupies a unique position amongst other skill training programs, due to its focus on the rural poor youth and its emphasis on sustainable employment through the prominence and incentives for higher placements. The trainings across the various skill development programs have not kept pace with the changing requirements of the industry and in particular desired need of each and product differentiated employer. The courses being run currently are as per general norms of NSQF. The employment potential of each of the course not ascertained and PIAs adopt some of them based on their training ability/feasibility. After training, the trainees are placed with a different job role, which puts a question mark on the job roles for which the trainee was trained. Thus, there is currently a peculiar concern of “un-employment of trained candidates” and “lack of skilled human resource as perceived by Industry”. To train trainees in such a way that they are industry ready from day one, it is inevitable to develop/ utilize a model in which training too is provided by the skilled labour absorbing enterprise, which provides the Captive employment to the skilled manpower.

Since every effort is made to skill the candidates as per the industry standards, the absorption rate of candidates trained by PIA is still low in the market, as each industry/employment has different level of needs and that too changes over a period. The skilling for performing a particular job requires trainees to accustom with relevant job operations being conducted at actual locations. Also, it becomes quite challenging for the industry, which requires large number of human resources to set up separate skilling infrastructure other than industry as per standards of govt. schemes, when they already have the readily available infrastructure for providing skilling as per their own industry standards. On the other hand, If Industry is encouraged to adopt Captive employer model, it will surely provide employment to the skilled candidates which in-turn also provide them real work life environment to learn skills on the job.

To encourage the participation of Industry and prepare/train the candidates as per the industry requirement, DDU-GKY is facilitating Captive Employment model of skilling. The model will allow industry to source trainees as per their requirement with active support from states and train them as per the requirement of their own organizational/industry/subsidiaries/operational need and provide candidates assured placement. The model allows the employer to select the rural youths, skills & deploy them in one of its establishment/subsidiaries.

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1. Salient Features of Captive Employers

- a) Training courses may be implemented by the Industry/Employer as per the requirement of the industry to train the candidate with minimum 576 hours of skilling and maximum 2304 hours of skilling for which DDU-GKY funding shall be made available. The courses selected by the industry mandatorily be NSQF aligned.
- b) Captive Employment to be provided for the minimum period of 6 months post completion of training preferably in the trained job role or any higher-level job role.
- c) The payment to the employer/industry shall be in reimbursement form. The Captive employers shall be paid in three installments as defined in the Payout Model section of Captive Employment guidelines.
- d) Mandatory external assessment of trainees needs to be conducted.
- e) Performance Guarantee is not required to be submitted by Captive Employers

2. Advantage of Captive Employers under DDU-GKY

- a) The Captive Employer can provide the training to rural youths in their own premises, however it is mandated to have the required set-up for the opted job role as per National Skill Qualification Framework and branding of DDU-GKY.
- b) Captive Employer MoU with MoRD shall be for a period of three years.
- c) Captive Employers shall get topmost priority in target allocation by State.
 - i. Category 'A' status amongst PIAs (Project Implementation Agencies/Training Partners) (Refer to Section 4.7, Table 5.1, c of the Program Guidelines)
 - ii. Second highest priority amongst the eight sub-categories of Category 'A' PIAs. (Refer 5.12 of the guidelines)
 - iii. An inter-se priority as a Category 'A' PIA over categories B and C.
- d) Captive Employers will have waiver of QA Process, QA Fees, Due Diligence of Training center and other mandates of DDU-GKY SOP. However, regular checks of training conducted may be done during the training period.
- e) Performance Guarantee will not be applicable for Captive Employers.

3. Key Expectations from Captive Employer

The 'Captive Employer' is expected to provide sustainable employment of high quality at scale to minimum of 500 candidates in three years, with focus on co-branding, commitment to decent work norms, retention, and career progression. This must be enabled through a model providing high levels of co-branding in all processes, activities and outcomes thus setting a benchmark for training quality, training material including use of technology and training delivery, and through an up skilling path through multiple training levels allowing a trainee to progressively achieve higher levels of skills & certification over a period starting from a novice level. All the organizations fulfilling the eligibility criteria or with direct relevance to the sector will be provide preference.

Critically, every Captive Employer is required to commit and adhere to the following deliverables:

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S.no.	Deliverables
1	Training
1a	Training infrastructure as per the requirement of Job Role
1b	Willingness to provide basic training as per the NSQF Aligned course
1c	Commitment to provide assessment and certification from Govt. recognized awarding body
1d	Commitment to train and place minimum 500 candidates in the period of 3 years
2	Placement
2a	Minimum placement commitment of 70% of training target for the minimum period of six months
2b	All the placement of trained candidates needs to be in 'Captive Employment' or subsidiary companies/ sister concerns
3	Minimum Wage Commitment
3a	Minimum CTCofRs.10000/-per month or minimum wages of Punjab State which is higher, for the training courses less than six months
3b	MinimumCTCofRs.12,000/-per month or minimum wages of Punjab State which is higher, for the training courses more than six months
4	Co-Branding as per DDU-GKY Guidelines

- To enable the above, a MoU shall be signed between MoRD and the 'Captive Employer'.
- A 'Captive Employer' designated as such through a formal MoU would be awarded projects based on the approved processes and systems of Captive Employment Guidelines under DDU-GKY.
- An organization meeting the qualification criteria given hereunder will be selected as 'Captive Employer' with DDU-GKY

4. Evaluation criteria

An organization meeting with the qualification criteria given here will be selected as 'Captive Employer' with PSDM.

A) Eligibility Criteria

Industry must have:

- Its existence for past three years
- Valid EPFO/ESIC/Factory registration number
- Valid TIN/TAN/GST Number
- Valid Bank Account linked with Aadhar/PAN
- Minimum turnover of Rs.25Cr. Each for last three years.
- Positive Net Worth in at least two of the last three financial years
- Should have training experience for minimum period of two years
- Should have an existing training centre/Industry specified infrastructure as per the norms of National Skill Qualification Framework.

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- Provided employment to 500 or more jobs in own or subsidiary agencies/companies, during the last three years from the date of application for a project.
- Manpower Supplying companies are not eligible.

Documentary evidence required for verification.

- EPFO Registration license/ESIC registration license/Factory registration license
- Certificate of TIN/TAN/GST by concerned Govt. authority/Department
- Certificate of Incorporation/Registration Certificate.
- Audited financial statements for the three preceding financial years from the date of application as Captive Employer
- Certificate by Chartered Accountant for the net worth and turnover for the three preceding financial years from the date of application as Captive Employer
- Self-declaration from organization's legal representative for its owners/Directors not found guilty by any court/regulatory body/self-regulatory organization/stock exchange for any offence in India or abroad.
- Proof of Projects taken under various govt. schemes like target received / project received/project completion certificate/Proofs of training organized with corporate/own staff.
- A certificate from Bank regarding the Bank Account is Aadhaar/PAN linked
- Self-Declaration of all subsidiary/sister concern on letter head
- PRN Details
- EPFO Challan for last 3months of all the units/sister concerns.
- Self-Declaration on letter head for No. of candidates trained, placed and minimum CTC provided.
- Training and placement planning–Job role wise

All pages of the response shall be initialed by the authorized representative. Documentary evidence of authorization to be provided

- Organization/Industry may require to read the captive employment guidelines before applying for the EOI. Implementation modalities and payout structure will be as per the guidelines of Captive Employment
- PSDM may choose to seek additional documents for clarification, if so required
- Organizations who do not meet the Minimum Eligibility Criteria will further not be evaluated.
- Legal undertaking to be provided by shortlisted captive employer in case of failure to fulfil employment conditions along with MoU.

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5. On boarding as Captive Employer

The eligible Industry/Employer will be on boarded by PSDM after evaluation of Proposals. The proposals need to undergo two step approval processes.

Project Screening:

At the State Level under the chairpersonship of Principal Secretary, Department of Employment Generation, Skill Development and Training.

Project Review & Approval:

At Central Level under the chairmanship of Additional Secretary (Ministry of Rural Development) along with SRLM Officials after hearing the presentation by each of prospective Industry/Training Providers.

MoRD reserves right to on-hold /terminate any MoU as per the clause of MoU, if performance is not found satisfactory during the course of implementation.

6. Assessment Parameters

Organizations who successfully meet the minimum eligibility criteria stated above shall be assessed by the 'Project Review & Approval Committee' of Captive Employer; a committee consisting of team from MoRD (DDU-GKY) team. The committee shall undertake an assessment of the capacity and experience of the captive employer considering the following:

- a) The proposed quantum of recruitment as 'Captive Employer' vs. the current HR capacity, past recruitment levels and the business strategy of the organization to supports its recruitment plan as a 'Captive Employer'.
- b) The existing and proposed strategy of the 'Captive Employer' to support retention, up skilling and career progression of trainees.
- c) Job role wise Strategies to train and place the candidates.
- d) Strategies for co-branding, quality management as well as preparedness for alignment to training to the national skill qualification including that of National Council for Vocational Training (NCVT) and Sector Skill Council(SSC).
- e) All bidders are requested to submit presentation for presentation round (2) as per the template attached with the bid submission before last date and time.

7. Tender Cost & Proposal Processing Fees (Non-Refundable)

All applicants are requested to submit a tender fee of Rs.1000/- (One Thousand only) and non-refundable Processing fee of Rs.10,000/- (Ten Thousand only) on <https://eproc.punjab.gov.in> through electronic modes as per portal norms.



General Terms & Conditions

- Bids along with necessary online payments must be submitted through e-Procurement portal (<https://eproc.punjab.gov.in/>) as per the payment modes available before the date and time specified in the EOI.
- The Department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason.
- The applicants shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement website (<https://eproc.punjab.gov.in/>) at the respective stage only.
- The applicants should ensure that all the required documents as mentioned in the EOI document are uploaded along with the bid and in the prescribed format only.
- The applicant shall upload the scanned copies of all the relevant certificates, documents etc. in support of their eligibility criteria/ technical bids and other certificate /documents in the e-Procurement website (<https://eproc.punjab.gov.in/>). This will be the applicant's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded, must be legible/readable failing which their bid will be rejected. Hence, it is advised that all the documents should be properly scanned and uploaded.
- The applicant shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
- The applicant shall attach all the required documents for the specific EOI after uploading the same during the bid submission as per the EOI notice and bid document.
- Proposals will be submitted via <https://eproc.punjab.gov.in/> only. Hard copy, fax, telex, or email shall not be entertained.
- Bidders are requested to kindly go through the following intimations available on eproc.punjab.gov.in:
 1. Bidder Registration Charges.
 2. Payment through NEFT / RTGS Mode.
 3. Payment of Online Fees.
- PSDM will host a pre bid as per the schedule of pre bid as mentioned above. The representatives of the interested organizations may attend the pre bid. The purpose of the pre bid is to provide bidders with clarifications, if any, regarding query of the Eoi.

Dr. P. D. Singh

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M. H.

E-Office Support

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 002

0120-4001 005

0120-4493395

International Bidders are requested to prefix 91 as country code

E Mail Support

A) For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc@nic.in

For any issue(s) related to e-Payment please contact at

Important Note - Always mention e Procurement Reference No.

(Go to Pay online- SBI Bank - Submit Payment Verification - Verify) and Mode of Payment (Internet Banking / NEFT/RTGS) in your e-Mail for quick rectification of the issue(s).

Tel: 022-27560266, 022-27560267 (On working days from 10.00 am to 05.00 pm)

Mobile 91-22-27560266, 67

E-Mail

merchant@sbi.co.in, agmgad.lhocha@sbi.co.in

For any portal related technical queries please contact at Help Desk.

Important Note - Always mention EOI ID in the subject line of e-Mail for thorough screening of your queries. 6284884511 (Only for Saturdays and Sundays from 09.00 am to 05.00 pm) Tel: 0172-2970263, 0172-2970284 (Punjab Government working days from 09.00 am to 05.00 pm)

Mobile 91-6284884511

E-Mail eproc@punjab.gov.in

Corrigendum/ Addendum/ amendments if any, will be published on the departmental website. All such corrigendum/ addendum/ amendments shall be binding on all the applicants. The applicants are also advised to visit the aforementioned website on a regular basis for checking of corrigendum/ addendum/ amendments, if any.

PSDM reserves the right to reject any or all the proposals submitted in response to this EOI document at any stage without assigning any reasons whatsoever. PSDM also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the applicants who submit the response to EOI.

09. Submission of Proposal

Interested agencies fulfilling eligibility condition as mentioned above can submit their detailed proposal via <https://eproc.punjab.gov.in/>.

For further information and query, you may contact Mr. Mohammad Ziya spmuskilloperation.punjab@gmail.com

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Annexure / Forms

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Form I: Covering Letter
(On letterhead)

Date

To,
Chief Executive Officer
Punjab Skill Development Mission (PSDM)
SCONo149-152, Sector-17C,
Chandigarh-160017

Dear Madam,

Ref: Response to invitation for selection as 'Captive Employer' for DDU-GKY

Having examined the invitation and guidelines of Captive Employment, we, the undersigned, hereby submit our response for selection as 'Captive Employer's for DDU-GKY Program

We attach here to the response as required.

Primary and Secondary contacts for our organization are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company/Organization Name		
Address:		
Phone:		
Mobile:		
Email:		

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to PSDM is true, accurate, Verifiable and complete. This response includes all information necessary to ensure that the Statements there in do not in whole or in part mislead the department in its short-listing process.

We here by confirm that we commit and would adhere to the following deliverables in event of being selected as Captive Employer-

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Sl.No.	Deliverables	Agreement to Deliverables (Yes/No)
1 Training		
1a	Training Infrastructure as per the requirement of Job Role	
1b	Willingness to provide basic training as per the NSQF Aligned courses	
1c	Commitment to provide assessment and certification from govt. recognized awarding body	
1d	Commitment to train and place minimum 500 candidates in the period of 3 years	
2 Placement		
2a	Minimum placement commitment of 70% of training target for the minimum period of six months	
2b	All the placement of trained candidates needs to be 'Captive Employment' or Affiliate Companies	
3 Minimum Wage Commitment		
3a	Minimum CTC of Rs.10,000/-month or minimum wages whichever is higher for the training courses less than six months	
3b	Minimum CTC of Rs.12,000/ month or minimum wages whichever is higher for the training courses more than six months	
4 Co-Branding as per DDU-GKY guidelines		

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

It is hereby confirmed that I/We are entitled to act on behalf of our Company / corporation /firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature: (In capacity of)

Name:

Duly authorized to sign the Response for and on behalf of :

(Name and Address of Firm) Seal / Stamp of Firm

Witness Signature:

Witness Name:

Witness Address:

Enclosures: Hard Copy of the response along with enclosures duly filled in

Dr. D. Pal
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**Form II: Signatory Authority Certificate
(On Letter head)**

Date

To,
Chief Executive Officer
Punjab Skill Development Mission (PSDM)
SCO No149-152, Sector-17C,
Chandigarh-160017

Dear Madam,

Sub: Certificate as to authorize legal signatories
Ref: Invitation for selection as a 'Captive Employer' for DDU-GKY

I,....., Director on the Board of Directors/ Trustees of....., certify that.....who signed the above responses authorized to do so and bind the organization by authority of its board/governing body, as evidenced in the attached document.

(Signature)
Authorized Signatory Name
Designation

(Organization/ Company Seal)

Evidentiary proof:
1. Appropriate board resolution /other documents as necessary

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(Handwritten signatures and initials)



Form III: Organization Details

Details of the organization (Fill all, where applicable)	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business/work in India	
Date of Incorporation/Registration	
Date of Commencement of Business/Work	
Address of the Registered Office in Punjab	
Address of the Registered Office in India	
PAN Number	
Service Tax Number	
Other Relevant Information	
Mandatory Supporting Documents: <ul style="list-style-type: none">- Certificate of Incorporation from Registrar Of Companies (ROC)/ Registration Certificate as applicable- Relevant sections of Memorandum of Association of the organization or filings to the stock exchange to indicate the nature of business of the organization- Any other specified in this document	

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Form IV: Response Details- Minimum Eligibility Criteria

S.No	Minimum Eligibility Criteria	Documentary Evidence required for Verification	Page No:
1	A PRN allotted by MoRD		
1a	PRN Details	Print of E-mail / Website indicating PRN OR PRN Application Form as per Annexure-VIII	
1b	Date of allotment of PRN	Provide Date (DD/MM/YYYY) (Not Applicable for Captive Employer submitting Annexure-VIII)	
2	Proof of Valid EPFO/ ESIC/ Factory registration number	EPFO Registration license / ESIC registration license / Factory registration license (All three of them to be provided)	
3	Proof of Valid TIN / TAN / GST Number	Certificate of TIN / TAN / GST by concern govt. authority department	
4	Proof of organization in existence for more than 3 years old as a legal entity		
4a	No. of years of existence	Certificate of Incorporation / Registration Certificate	
4b	Date of registration / incorporation	Provide Date (DD/MM/YYYY)	
5	Proof of Positive net worth in at least two of the last 3 financial years	For the three preceding financial years From the date of application as Captive Employer	
5a	Annual net worth in Rs.(in crores)	Certificate by Chartered Accountant Certifying the net worth as indicated by the applicant	
6	Proof of Annual Turnover of the Organization is more than Rs.5 crores in each of the preceding 3 Financial Years	For the three preceding financial years from the date of application as Captive Employer	
6a	Average annual turnover	Certificate by Chartered Accountant Certifying the turn over as indicated by the applicant	
7	Proof of the organization or its Owners / Directors not found guilty by any Court / regulatory body/ self- regulatory Organization / stock exchange for any offence in India or abroad?	To provide details or Declarations from Organization's legal representative	
8	Proof of the organization / Industry having training experience for at least 2years	Proof of Projects taken under various govt. schemes like target received / project received / project completion certificate / Proofs of training organized with corporate / own staff	
9	Proof of Bank Account is Aadhar / PAN linked	A certificate from Bank regarding the Account is Aadhar / PAN linked	

An organization may fill the Annexure VIII with the necessary details and documentation required for obtaining the PRN Number. For further information and support, the organization may contact at spmuskilloperation.punjab@gmail.com, djpalip.nird@gov.in

- All documents to be counter-signed by the authorized representative. Documentary evidence of authorization to be provided
- MoRD may choose to seek additional document for clarification, if so required
- Organizations who do not meet the Minimum Eligibility Criteria will not be evaluated further



**Form V: Undertaking on Litigation
(Organization Letter head)**

Date

To,
Chief Executive Officer
Punjab Skill Development Mission (PSDM)
SCO No149-152, Sector-17C,
Chandigarh-160017

Sub: Undertaking on Litigation

Ref: Response to Invitation for selection as a 'Captive Employer's for DDU-GKY

Madam,

I/We as potential 'Captive Employer' do here by state that our company / organization is not involved in any litigation which may impact the performance of the services to be provided by us, if selected by PSDM.

Yours faithfully,

(Signature)

Company Secretary /Legal Representative (with authorization)

(Organization / Company Seal) Designation

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Form VI: Undertaking on Blacklisting
(Organization Letter head)

Date

To,
Chief Executive Officer
Punjab Skill Development Mission (PSDM)
SCO No149-152, Sector-17C,
Chandigarh-160017

Sub: Undertaking on Black listing

Ref: Response 3 to Invitation for selection as a 'Captive Employer's for DDU-GKY

Madam,

I/We as potential 'Captive Employer's do here by state that our company / organization is not Black listed as of date with any Central or State Government Ministry or Department in India.

Yours faithfully,

(Signature)

Authorized Signatory name

Designation

(Organization Seal)

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FORM VII: Permanent Registration Number (PRN) Application Form

Name of the Organization:

Website:

Select Category of the Organization and attach the proof:

- Government Organizations (including Departments/ Subordinate Offices/ Attached Offices in Central or State Government)
- Semi Government Organizations (including Statutory Bodies setup by Central or State Government)
- Company registered under Companies Act, 1956 / Companies Act, 2013
- Limited Liability Partnerships registered under the Limited Liability Partnership Act, 2008
- Company registered under Section 25 (Companies Act, 1956) / Section-8 (Companies Act, 2013)
- Registered Trusts
- Society registered under Societies Registration Act, 1860
- Registered Federation/ Cooperatives registered under the Cooperatives Societies Act, 1912

NITI Aayog's allotted Unique ID:

[Please mention allotted Unique ID and attach its proof in case of NGOs (Non-Government Organizations) category i.e. Trust / Society / Cooperatives Societies / Company registered under section - 25 / Section-8. Please visit "NGO Darpan Portal" i.e. <https://ngodarpan.gov.in/> for NITI Aayog's registration & its details]

Address of the Organization:

District:

State:

Pin:

Qp *D. Bai*

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Building Photo of Head Office of the Applicant Organization: *(Please attach photo)*

Contact

Details:

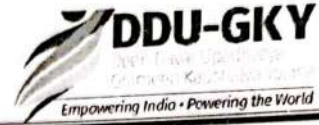
Office Phone

Office Phone

Email

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Type of business / Activity of Applicant Organization: (More than one option may be selected)

- Vocational Training
- Education
- Training and Placement of persons in Public Service Deliver Jobs
- Providing fee-based skilling programs through vouchers/scholarships
- Manufacturing
- Production of natural resources
- Export
- Agriculture/Agriculture based Industry
- Service Provider
- Any other industrial activity

Registration Details of the Applicant Organization:

(Please mention details as per the Incorporation, PAN and TAN Certificates and attach its proof)

Registration No.

Date of Registration

(DD/MM/YYYY)

State where registered

PAN

TAN

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Details of the Owners/Directors:

(Please fill the Applicant Organization's Director/Owner Details. Details of more than one member may be provided in "Annexure-1", enclose multiple copies of Annexure-1 in case of more than 3 members.)

Name

Mobile

Designation

Email

PAN

Aadhar/VoterId

Passports/DrivingLicense

Liability in % *(In case of Limited Liability Partnerships Category only)*

Authorized Person Details:

(The board of directors / trustees nominates an authorized person to enter into the agreements, sign proposals and is held responsible for the acts of the organization. The authorized person can a Director, Trustee or an Employee duly authorized by the board. Attach a brief profile (CV) of the authorized person and a clear passport size photograph. The photograph should not be more than 3 months old.)

Name of the authorized person

Age S/O,W/O,D/O

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Designation

Occupation

Email

PAN

Aadhar/VoterId

Passports/Driving License

Mobile

Residential Address

State

PIN

Post Office

Police Station

Additional Details:

Whether Organization is profitable or not? (Please mention Yes/No)

[The following additional details are mandatory in case of Yes. If the applicant Organization has registrations like section 12A/ 80G of Income Tax Act of India, FCRA, etc, then provide the details accordingly. However, if the details are not available with the Organization, then registration numbers and dates may be provided as "Not Applicable"].

S.No.	Details of Section 12A / 80G of Income Tax Act of India and FCRA	Registration Number	Registration Date (DD/MM/YYYY)
1	Details of registration under section 12A of Income Tax Act of 1956		
2	Details of registration under section 80G of Income Tax Act of 1956		
3	Details of registration under FCRA		

Of.



Details of the Owner / Director-2:

Name

Mobile

Designation

Email

PAN

Aadhar/VoterId

Passports/ Driving License

Liability in % (In case of Limited Liability Partnerships Category only)

Details of the Owner/Director-3:

Name

Mobile

Designation

Email

PAN

Aadhar / Voter Id

Passports/ Driving License

Liability in % (In case of Limited Liability Partnerships Category only)

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FORM VIII: List of Subsidiary

SL	Name of Subsidiary Organisation	Date of incorporation	GST No.	Contact Person Name	Contact Person Designation	Contact No.	Email ID	Country	Address Line 1	Address Line 2	State	District	PIN

Form IX: Training & Placement Details

SL	Year	Training Type (Any Govt. Scheme / Own)	Trained	Placed within India	Placed outside India	Total Placement	Type of Placement (Own / Subsidiary)	Name of the Employer (in case of subsidiary)	Average Salary	Minimum CTC

FORM X : Financial Details

SL	Financial Year	Annual Turnover (In Rs.)	Net Worth	Details of SFP18 (Turnover and Net worth Certificate)	Details of Balance Sheet and P&L Account Statement	IT returns Filled (Y/N)	ITR Acknowledgement Number	ITR Acknowledgement Document	Name of CA Firm	Name of CA	CA Membership No	CA Contact No.	CA Email ID

FORM XI : Training & Placement Plan (Proposed)

SL	State	Sector	Trade Code	Trade Name	Proposed Placement Location	Training Target	Placement Target



FORM XII: Response Details – Assessment Parameters

ASSESSMENT SHALL BE DONE BASED ON PRESENTATION TO BE MADE BY THE ORGANIZATION IN THE ATTACHED

Template -1

Template - 2

Both the templates attached in the bid document.

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Template - 1

Company Profile



PROPOSAL FOR PARTNERING WITH DDU-GKY AS CAPTIVE EMPLOYER

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Presentation Topics

- Company Profile
- Skilling Expertise, Competence & Experience
- Organization Structure (Skill Structure within Organization Structure)
- Readiness plan for providing training to Rural Youths
- Plan of training (Proposed Job role wise / State wise plan) & placement with timelines as captive Employer
- Previous Placement success of skilled candidates (Retention details)
- Placement Strategy along-with the career growth plan of candidates
- Additional Information about to Organization

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Company Profile

- Incorporation date
- Preceding 3 years Turnover & Net Worth
- Promoters / Directors and Top Management -Brief profile
- Promoters / Directors -CIBIL rating
- Employment provided in past 3 years
- Current Staff available with the organization
- Details of Staff registered on EPFO/ESIC

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Skilling Expertise, Competence & Experience



- Details of Baseline survey and impact studies done related to their training interventions
- Details of Experience in Skilling & Placement
- Proofs of provided training for past two years – Proof of Projects taken under various govt. schemes like proof of target received / project received /project completion certificate/Proofs of training organized with corporates/own staff
- Plan of SSC / NCVT associated job roles for providing training - Proof of approved NSQF Course(Certified Course from SSC)
- Proof of number of Candidates placed within the organization in last 2 years
- Salaries structure of trained and placed candidates
- Examples of Career Progression of Staff within the organization

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Organization Chart alongwith the Skill Vertical

- Organization Chart
- Skill Vertical Chart (if Available)
- Details of Hiring for Skilling the candidates under the Captive Employment in case Skill Vertical is not in place

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Readiness plan for providing training to Rural Youths



- Infrastructure readiness as per the NSQF Standards for providing the training in proposed job roles (Details of Classroom, lab, equipment's, residential facility etc.) (May use pictures of center for more clarity)
- Cobranding Strategy
- Details of Proposed NSQF Job Roles alongwith the no. of hours of training
- Mobilization Strategy
- Training Plan for proposed job roles alongwith the details of additional tailor made training if any
- ToT Plan
- Assessment & Certification plan (Details of planning of assessment & certification within 15 days of completion of training)
- Placement Plan (Plan to provide captive employment for minimum 6 months alongwith the salary structure to atleast 70% of trained candidates.)

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Plan of Training & placement as Captive Employer



- Over All Planning
 - Proposed Job role wise /State wise plan for training
 - Proposed Job role wise /State wise plan for Placement
- Quarterly Planning
 - Proposed Job role wise /State wise plan for training
 - Proposed Job role wise /State wise plan for Placement

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Previous Placement success of skilled candidates (Retention details)

- Details of the Retention Ratio of Staff
- Details of the Career Growth of the candidates
- Success Stories of Career Progression
- Additional information on Placed Candidates (Pictures of successfully growth of candidates)

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Placement Strategy along-with the career growth plan of candidates

- Strategy to place the trained candidates
- Details of their employment , designation etc.
- Details of Salary Structure & other statutory benefits
- Details of Career Growth over the period of 2 years
- Details of other benefits to placed candidates if any (like free food and accommodation, etc.)

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Additional Information about to Organization

- Any Additional Information Organization find fit to provide as important as Captive Employer

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**Captive Employment Review and Approval
committee Meeting**

**Date :
Punjab Skill Development Mission**

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<Name of Organization>
Sector -
State of Origin :
Proposed States/UTS :
Proposed Target :

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Existence of Organization

Industry Existence for past 3 Years

- Incorporation Certificate dated <date>

Valid EPFO/ESIC/Factory Registration number

- EPFO No : dated :
- ESIC No : dated :
- Factory Registration No : dated :

Staff Registered on EPFO

Valid TIN/TAN/GST /SGST Number

- GST Certificate No : dated:
- TAN Certificate No :

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Training Details

Past Training Experience –
More than Two Years

- Inhouse Training – <No. of Candidates Trained >
- Govt. Scheme Name – <No. of Candidates Trained>

Training Infrastructure
Availability

- Photographs in next slide

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Training Details – 2 Photographs

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Placement Details

Provided 500 or more
Employment during last 3 Years

- Employment provided in last 3 years –
- Current Staff –

Salary Offered

- Minimum CTC :
- Average CTC :

Career Progression

- Incremental in Grade /Salary of the Candidates

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Thank You



Dr. Manoj D. Patil
8/20/21