

Government of Tripura
Office of the Block Development Officer
Jubarajnagar R. D. Block, North Tripura

No. 8914-22 F.5(1-VOL-III/BDO/JBN/BADP/2018-19

Date:- 24 / 08 / 2020


Request for Proposal (RFP)

Request for proposal (RFP) is invited from the interested National Skill Development Corporation (NSDC) registered training provider (institute (Government/Private)/Organization/ Company/Firm/NGO/Trust/Proprietorship) and all who has currently imparted skill development training under BADP Scheme or who are currently working with Directorate of Skill Development (DSD) in North Tripura District. The eligible interested agencies may submit proposals in sealed envelope as per prescribed format by 05.09.2020 at 4.00 P.M.

The complete RFP document may be collect from office of the Block Development Officer, Jubarajnagar R. D. Block, Dharmanagar, North Tripura.


Training provider will submit a non refundable Demand Draft on any Nationalized bank payable at Huplong in favour of Block Development Officer, Jubarajnagar R. D. Block an amount of Rs.2,000/- (Rupees Two thousand Only) as cost of RFP documents.

The Technical proposal would be opened on 07.09.2020 at 3.00 P.M.


Block Development Officer
Jubarajnagar R. D. Block
North Tripura

Copy to-

1. The Director, Department of Information & Cultural affairs, Govt. Of Tripura, Agartala for favour of kind information with a request for a single insertion in 3(Three) local dailies(Bengali & English)
2. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of Kind information with a request to display in the notice board.
3. The Sub-Divisional Magistrate, Panisagar/Dharmanagar/kanchanpur, North Tripura for favour of kind information with a request to display the notification in the notice board.
4. The Block Development Officer, Damcherra/Jampui/Dasda/Laljuri/Panisagar /Kalacherra/Kadamtala RD Block for information with a request to arrange for display the notice in the notice board.
5. The DIA, North Tripura(e-mail-tridmn@nic.in) for information with a request to upload in Tripura State Portal & North District official website.
6. The Tripura State Portal (portal.tripura@gmail.com) with a request to float the quotation at Tripura Portal. WWW.tripura.gov.in
7. Notice Board of this office


Block Development Officer
Jubarajnagar R. D. Block
North Tripura

Government of Tripura
Office of the Block Development Officer
Jubarajnagar R. D. Block, North Tripura

No. 8923-20 F.5(1-VOL-III/BDO/JBN/BADP/2018-19

Date:- 24 / 08 /2020

Office of the Block Development Officer, Jubarajnagar R. D. Block, Dharmanagar, North Tripura District invites "Request for proposal (RFP)" from the interested National Skill Development Corporation (NSDC) registered training provider (TP) (institute (Government/ Private)/Organization/ Company/Firm/NGO/Trust/Proprietorship) and all who has currently imparted skill development training under Border area development project (BADP) Scheme or who are currently working with Directorate of Skill Development (DSD) in North Tripura District.

The objective of this RFP is to organize skill development training for unemployed male/female Youths of Jubarajnagar who are living in remote and inaccessible remote backward areas situated near the international border.

Interested Training Provider may submit the sealed proposal to the office of the undersigned, super scribed with "Project Application for conducting Skill Development Training for unemployed male/female Youths under BADP scheme.

Details of the skill development training which needs to be undertaken are mentioned below:-

| Sl No. | Area | Job role | Duration in Hours. | No. of candidates |
|--------|---|------------------------------|--------------------|-------------------|
| 1) | | Assistant Electrician | 200 | 18 candidates |
| 2) | Across all GP/VC of Jubarajnagar R.D. Block | Asst. Beauty Therapist | 200 | 18 candidates |
| 3) | | Self Employed Tailor | 300 | 20 candidates |
| 4) | | Domestic Data Entry Operator | 300 | 20 candidates |
| 5) | | Chuffer/Taxi Driver | 300 | 20 candidates |

- Any one or two job role will be select for the training as per the demand of the GP/VC.
- The training centre has to be set up in the Block area and ensure that the candidates are mobilised as per the list shares by Panchayat Samity/Gram Panchayat.
- All the candidates enrolled under the programme would be eligible for getting a conveyance cost of Rs.10/- per hour.

The Training providers are expected to submit the project proposal in the prescribed Project Application Form (PAF) enclosed in **Annexure-I**. The soft copy of the same document may be sent to nrega.jbn@gmail.com. The project proposal will be evaluated and presented in front of Project Approval Committee (PAC). The PAC reserves all the rights to reject any proposal/ allocate any number of targets to any participating Agency.

The RFP is open to all entities that fulfil the eligibility criteria as prescribed in **Annexure-II**. Training centre requirements for specified job roles are mentioned in **Annexure-III**. The last date of submission of proposal is 05/09/2020 by 4.00 PM.

Please be informed that submission of this application does not mean or indicate any commitment of approval/ allocation of target for the said project.

Office of the Block Development Officer, Jubaraj Nagar R.D. Block reserves all the rights to cancel the application / penalize the Training provider (TP) or Project Implementing Agency (PIA), if any information is found to be incorrect/ false during and after project execution, at its sole discretion and without assigning any reason. Office of the Block Development Officer, Jubaraj Nagar R.D. Block also reserves right to cancel the RFP at any point of time without providing any explanation.

Ampur 21/08/2020

Block Development Officer
Jubaraj Nagar R. D. Block
North Tripura

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Ampur

Block Development Officer
Jubaraj Nagar R. D. Block
North Tripura

Project Application Form (RAF)**I. APPLICANT PROFILE**

Provide a brief profile of the Applicant in the format mentioned below:

| | |
|---|--------------------------|
| 1.1 Name of the Organization | |
| 1.2 Type of the Organization (Govt. Institute/Company/Firm/Society/ Trust/Proprietorship) | |
| 1.3 Name and Contact details of the Authorised Signatory of the organization | |
| 1.3.1 Relevant years of experience in Skill development Training Domain in the State | |
| 1.4 Address of head office | |
| 1.5 Name of the SPOC for proposed training centers | |
| 1.6 Contact details of SPOC | Contact no: Email ID: |
| 1.7 Office address of SPOC | |

II. EXPERIENCE IN SKILL DEVELOPMENT PROGRAMS

A) Provide a brief description of organization's past experience in conducting skill development programs in last three (3) financial years.

| Financial Year | Govt. Funded scheme | | Corporate Social Responsibility (CSR) scheme | | Self-Paid scheme | |
|----------------|---------------------|-----------|--|-----------|------------------|-----------|
| | Trained | Certified | Trained | Certified | Trained | Certified |
| 2017-18 | | | | | | |
| 2018-19 | | | | | | |
| 2019-20 | | | | | | |

B) Provide a brief description of organization's past experience in conducting skill development programs in North Tripura District under BADP Scheme and ST Welfare funded Scheme.

| Sl No. | Work Order Issued By | Name of the Scheme | Job Role | No of candidates | Enclose (Completion Letter or Experience Certificate for specified job role) |
|--------|----------------------|--------------------|----------|------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

III. PROPOSED TARGET GROUPS & JOB ROLE:

| Sl. no. | Target group (Specify) | Sector | Job Role | Duration in hours | Proposed Target | Course curriculum with detailed session plan to be attached with the proposal |
|---------|------------------------|--------|----------|-------------------|-----------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

IV. DETAILS OF PROPOSED TRAINING CENTRE:

| SL. no. | TC Name | Training Centre address | Proposed job role | Centre readiness (Ready/Will be ready within 15 days of work order) | | |
|---------|---------|-------------------------|-------------------|---|---------|------------|
| | | | | Ownership | Trainer | Equipments |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Shortlisted TP has to setup training centre (within 15 days) by fulfilling requirements of training centre in the specified locations enclose in **Annexure-III**

Shortlisted TP has to submit Bank Guarantee Certificate an amount (10% of the project value) in the Office of the Block Development Officer, Jubarajagar R. D. Block within 7 days of receiving the work order and necessary arrangement shall be complete before commencement of any training.

V. PROPOSED PLACEMENT / ENTREPRENEURSHIP PLAN: Specify the strategy to be followed for each job role separately along with placement tie up letters. For entrepreneurship, the TPs have to provide a detailed plan along with the process of supporting the unemployed Youths for setting up enterprises.

VI. CERTIFICATES TO BE PRODUCED:

- Certified that provisions of the RFP have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by The Block Development Officer, Jubarajagar R. D. Block.
- Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under The Block Development Officer, Jubarajagar R. D. Block, Dharmanagar, North Tripura District.

VII. CHECK LIST DOCUMENT: Self attested photocopies of the following documents to be attached with the proposal.

| Sl No. | Particulars | Enclosed (Yes/No) | Remarks if any |
|--------|--|-------------------|----------------|
| 1) | Organization Registration Certificate | | |
| 2) | PAN Card, GST Registration with Last returns | | |
| 3) | Experience document related (Work Order and Completion Letter / Experience Certificate) to Skill Development | | |
| 4) | Trainer details including CV with trainers for proposed job (if Certified submit relevant ToT Certificate). | | |
| 5) | Certificates as per SL. No. VI | | |

Note:

- a) All the pages should be numbered and properly indexed mentioning the name of the submitting agency. If any of the RFP proposals is found to be without proper signature, name of the submitting agency, scheme name on the submitted envelop for which proposal is being submitted, it will be liable for rejection.

Authorized signatory of the Organization
With seal, Name, Designation and Address

Date:-

Place:

Eligibility criteria for applying the request for proposal (RFP) for conducting short term training under BADP pscheme for the FY.2017-18 at Jubarajnagar R. D. Block, Dharmanagar, North Tripura.

- a) Applicant should be any institute (Government/ Private)/Organization/ Company/Firm/NGO/Trust/Proprietorship, registered under National Skill Development Corporation (NSDC), Smart portal/ Skill India portal and all who are currently imparted skill development training under Border area development project (BADP) Scheme or Scheduled Tribes Welfare funded scheme in North Tripura District.
- b) Should have training centre of specifications as per **Annexure-III and Annexure-IV**, in terms of infrastructure, logistics, equipments, trainers and other manpower.
- c) Should have experience in conducting skill development training in the state under North Tripura District.



Training centre requirements:-

Shortlisted TP has to setup training centre (within 15 days) by fulfilling following criteria:

- 1) Training centre should be well equipped with all the amenities (including COVID-19 prevention facilities like sanitizer, mask, thermal testing machine and enough room space) within 15 days of receiving the work order and necessary arrangement shall be complete before commencement of any training.
- 2) TP should maintain social distance in the class room.
- 3) Training centre must have job role wise separate class room and laboratory (minimum 10 sq.ft per candidate)/ as per SSC specifications.
- 4) Training centre must be ready with all job role wise mandatory equipment within 15 days.
- 5) Availability of safe drinking water.
- 6) Availability of First Aid Kit and fire extinguisher.
- 7) Dustbin in each class room, laboratory and wash room.
- 8) Washroom (separate male and female)
- 9) TC has to do branding as per the guideline provide by the Block Development Officer on time to time basis.
- 10) Minimum staff requirement:-
 - i) Job role wise trainer.
 - ii) Receptionist cum Centre in-charge.
 - iii) Housekeeping staff.

Criteria for evaluation of the proposals submitted:

| Mandatory parameter | Preferred parameter | Desirable parameter |
|--|---|---|
| <p>1) Submission of proposal as per PAF template. Failure to meet any of the mentioned criteria will lead to rejection of proposal.</p> <p>2) Over all feedback on implementation of BADP under The DM & Collector, North Tripura, Block Development Officer any Block in North Tripura District and ST Welfare funded scheme under Directorate of Skill Development (DSD), Govt. of Tripura</p> | <p>1) Training centre ready in all aspects as per Annexure-III.</p> <p>2) Previous experience of Skilling under BADP and ST Welfare funded programme implemented in North Tripura District.</p> | <p>1) Placement / Entrepreneurship support plan and tie ups.</p> <p>2) Previous experience of skilling in schemes implemented by DM & Collector, North Tripura, any Block in North District or Directorate of Skill Development(DSD), Tripura.</p> <p>3) Experience in conducting similar job role in North Tripura District.</p> |