

# Request for Proposal

Government of Tripura  
Directorate of Skill Development  
Department of Industries & Commerce  
Indranagar, Agartala-799006  
Phone: (0381)2353166  
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NO.F.2 (14)/TSDM/2020 -15070

Dated: 19<sup>th</sup> Feb 2021

Request for Proposal is invited from the NSDC registered Training partner/Training providers for conducting RPL under PMKVY 3.0 in the State. The eligible interested agencies may submit proposals in sealed envelope as per prescribed format by 6<sup>th</sup> March 2021, 5:00 P.M.

The complete RFP document may be downloaded from the State Government portal [www.tripura.gov.in](http://www.tripura.gov.in).

  
Director  
Skill Development

**Directorate of Skill Department**  
**Department of Industries and Commerce**  
**Indranagar, Agartala-799006**  
**Phone: (0381) 2355518, email: skilltripura@gmail.com**

NO.F.2 (14)/TSDM/2020/ 15070

Date: 19<sup>th</sup> Feb 2021

**Request for Proposal**

Directorate of Skill Development, Government of Tripura invites '**Request for Proposal (RFP)**' from the interested facilitator agencies for submission of Proposal for conducting Skill Development Training under RPL component of PMKVY 3.0 during FY 2020-21 for the following Job Roles as under:

Specified Job Roles for RPL with bridge Course and Orientation Course:

Proposal for RPL job roles										Category	Target for Job roles
Job roles	QP Code	Sipahijala	North	South	West	Gomat	Unakoti	Khowa	Dhalai		
Small Poultry Farmer	AGR/Q4306		100				100			II	200
Processing Technician-rubber sheeting	RSC/Q6117	50	50	50		50	100		150	II	450
Food Products Packaging Technician	FIC/Q7001								50	II	50
Piggery Farmer	AGR/Q4502			50	50	50		50		II	200
Assistant Carpenter - Wooden Furniture	FFS/Q0103	50			50			100		I	200
Elderly care giver	DWC/Q0801	50			100	100				II	250
Child care giver	DWC/Q0201	50	50	100				50		II	250
		<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>		<b>1600</b>

**\*\* Multiple Facilitator agencies may be selected for each job role for conducting Skill Development training under this RFP for RPL component in Tripura**

The objective of this RFP is to organise Skill Development training for uncertified workers of the above-mentioned sectors through government / private facilitator agency in the state of Tripura. The skill development trainings shall be in compliance with the guidelines of RPL component of PMKVY 3.0

Interested training provider cum facilitator agencies may submit the proposal in a sealed envelope to the office of the undersigned, super scribed with '**Project Application for conducting Skill Development Training under RPL component of PMKVY 3.0**'.

The facilitator agencies are expected to submit the project proposal enclosed in Annexure I.

**Eligibility for participating in the “RFP” for conducting Skill Development Training under RPL component of PMKVY 3.0 during FY 2020-21 in Tripura is as follows:**

- I. Must be an NSDC Training Partner or registered Training Provider
- II. Should have experience in conducting RPL in NSQF compliant courses for the sector and job role applied during last three years preceding the date of submission of the proposal.
- III. Should have experience in conducting the relevant job roles under PMKVY scheme for which proposal is submitted in any State.
- IV. Should have trained at least 300 trainees under PMKVY scheme (RPL)/PMKVY in the job role applied for.
- V. Should have domain expertise of at least 3 years in the relevant sector applied for.
- VI. The Training provider shall submit a **refundable Demand Draft of Rs.50000/- (Rupees Fifty Thousand Only)** in favour of “**DDO, Directorate of Skill Development**” during submission of RFP proposal.
- VII. The RFP proposal should be submitted to the office of the undersigned on or before 6<sup>th</sup> March 2021 by 5.00 PM. Application received after the given time will not be accepted.**
- VIII. The agency can apply for maximum of two job roles.
- IX. The total number of pages for the proposal shall be 80 with duly signed on every page
- X. The proposal should be indexed well along with page numbers. In submission of proposals without a proper index shall lead to cancellation.


*The RFP is open to all entities that fulfil the eligibility criteria as mentioned above. The proposals should be submitted in the prescribed Project Application Form (PAF) as per format at Annexure II. The applicant firm has to submit an affidavit along with the PAF as per Annexure III. The proposal will be evaluated based on the scoring criteria and preferences mentioned in Annexure IV.*

The project proposals would be evaluated by the State Project Approval Committee (SPAC). The SPAC reserves all the rights to reject any proposal / allocate any number of targets to any participated agency.

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

Directorate of Skill Development reserves all the rights to cancel the application / penalize the facilitator agency if any information is found to be incorrect/false during and after project execution, at its sole discretion and without assigning any reason. Directorate of Skill Development also reserves right to cancel the RFP at any point of time without providing any explanation.

Kindly note that the facilitator agencies under this RFP will not guarantee allocation of work and Directorate of Skill Development will assume no liability or cost towards it. Directorate of Skill Development makes no commitments, express or implied, that this process will result in a business transaction between anyone.

  
The Director  
Skill Development

ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)  
Tel: (0381) 2353166, Fax- (0381) 2353167, Email: [skilltripura@gmail.com](mailto:skilltripura@gmail.com)



**Brief on objective of this RFP:**

The Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Guidelines (2020-21) defines Recognition of Prior Learning (RPL) Guidelines as under:

Individuals with prior learning experience or skills shall be assessed and certified under the Recognition of Prior Learning (RPL) component of the Scheme. RPL aims to align the competencies of the unregulated workforce of the country to the NSQF. To address knowledge gaps, facilitator agency may offer Bridge Courses and orientation course to RPL candidates.

Recognition of Prior Learning (RPL) is the process of recognizing previous learning, often experiential, towards gaining a qualification. RPL majorly, not mandatorily, focuses on the individuals engaged in unorganized jobs like Construction Workers/Laborers, Agricultural Labour, etc.

**The objectives of RPL are primarily three-fold:**

- I. To align the competencies of the un-regulated workforce of the country to the standardized National Skills Qualification Framework (NSQF)
- II. To enhance the career/employability opportunities of an individual as well as provide alternative routes to advance skill training
- III. To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.

**Following conditions being incorporated in the project implementation:**

- *The Selected Facilitation Agency (ies)* shall adhere to the RPL Guidelines of NSDC under PMKVY 3.0.
- *The Selected Facilitation Agency (ies)* is/are required to inform candidates that the training/orientation and certification by NSDC/SSC is not in substitution of the statutory requirement of specific license/diploma/degree or any other certificate for taking up or performing the job for which there is a requirement under any statute for any specific license/diploma/degree or any other certificate for taking up or performing that job.
- *The Selected Facilitation Agency(ies)* shall ensure participating centres carry Skill India and PMKVY branding.
- All beneficiaries shall wear the RPL Badge after execution of the program.
- *The Selected Facilitation Agency (ies)* shall conduct an impact assessment study of the entire project and submit a report to Directorate of Skill Development. The study shall highlight value additions to target beneficiaries before and after enrolment in the RPL program.
- *The Selected Facilitation Agency (ies)* shall initiate the RPL program only upon completion of training of trainers.
- Orientation content shall be made available in regional languages of all proposed locations.
- All beneficiaries shall be given the RPL Skill Card (if available) during the Certificate Distribution Ceremony along with the RPL certificate.

- *The Selected Facilitation Agency (ies)* shall encourage self-employment and entrepreneurship through PMKVY. PIA shall upload details of candidates who want to set up their own business on Udyami Mitra portal and inform NSDC regularly.
- *The Selected Facilitation Agency (ies)* must ensure that the provision of the job role kit as approved by the Executive Committee.
- Every passed and certified RPL candidate shall be provided a 3 -year accidental insurance which covers Rs 2 lacs for which insurance premium will be paid by NSDC to the Insurance Company.
- *The Selected Facilitation Agency (ies)* shall ensure provision of digital literacy, cashless transactions, BHIM app, Bharat QR Code, and entrepreneurship basics in the orientation content.
- *The Selected Facilitation Agency (ies)* shall ensure extensive documentation of entire project through videography and photography as defined in the Term Sheet.
- Success stories of candidates shall be developed and disseminated widely on all media platforms (i.e. print, electronic and digital).
- *The Selected Facilitation Agency (ies)* shall inform District Magistrate (DM) office prior, during and completion of RPL activity in the respective DM's jurisdiction and share the same with Directorate of Skill Development in soft copy.

#### **RPL Guidelines:**

All the Definitions, Terms and Conditions as explained herein below will be subject to process and cost norms under PMKVY 3.0 as amended from time to time.

#### **1. Definitions:**

##### **Funding Department:**

Funding source will be National Skill Development Corporation (NSDC) and the whole RPL programme will be implemented and monitored by Directorate of Skill Development. Directorate of Skill Development will allocate targets successfully empanelled facilitator agency for conducting RPL.

##### **SSCs:**

Sector Skill Councils (SSCs) are industry-led bodies, who are responsible for defining the skilling needs, concept, processes, certification, and accreditation of their respective industry sectors. The SSCs prescribed the NOSs and QPs for the various job roles relevant to their industry, classify the job roles and worked with the National Skill Development Agency (NSDA) to ensure that these are in accordance with the National Skill Qualification Framework (NSQF).

##### **QPs:**

A set of NOSs, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive creation of curriculum and assessments. The job roles would be at various proficiency levels and aligned to the NSQF. The NOSs and QPs for the various job roles in each sector, created by SSCs, would be available online and updated from time to time.

##### **NOSs:**

National Occupational Standards (NOSs) specify the standard of performance an individual must achieve when carrying out a particular activity at the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. In its essential form, NOS describes functions, standards of performance, and knowledge / understanding.

**Payout:**

It is the amount that paid out to the candidates, facilitator agency, as applicable. Funding source will make payment as per payment terms as per specified guidelines.

2. RPL with Certification as well as Bridge Course: Under DSD “RPL will be done under TYPE -1 will be implemented in the State of Tripura.

**3. RPL Project types and process**

Facilitator agency shall implement RPL through Type 1 mentioned in Table below. The project types having responsibility :

Project Type	Target Group	5- Step RPL Process
Type I	<ul style="list-style-type: none"> <li>• Employees on payroll and contractual workers of the eligible employer</li> <li>• Not already certified under NSQF</li> <li>• Having a minimum work experience of One Year with the Best in Class Employer or two years overall</li> <li>○ Other mandatory requirements as per the PMKVY guidelines</li> </ul>	<p>STEP 1: Mobilization STEP 2. Pre-Screening and Counselling STEP 3: Orientation plus Bridge Training STEP 4: Final Assessment STEP 5: Certification and Payout (STEPS 2-5 to take place at a temporary RPL Camp set up by PIA within the cluster)</p> <p><b>Bridge course:</b> Where appropriate, The Selected Facilitation Agency (ies) may propose Bridge Course be imparted to candidates for Project type I only.</p>

**4. Implementing Partner:**

Directorate of Skill Development will select facilitator agency (ies) for implementing RPL with Certification (Type I) as well as Bridge Course and orientation. Facilitator agency(ies) will be responsible for implementation and have to submit monthly progress report to the DSD.

**5. Course Selection:** Courses Available: SSC- QP-NOS as per finalised job roles of DSD

**6. Eligible Beneficiaries:**

- On the date of enrolment, fits the minimum age criteria as per the Qualification Pack (QP) requirements. However this will not be a mandatory condition but a preferable condition.
- Possesses an Aadhar Card and an Aadhar seeded/linked bank account.

**7. Wage Loss Compensation:**

- Directorate of Skill Development will directly transfer the wage loss compensation to the bank accounts of candidates participating and securing a minimum of 30% marks in assessment process under RPL Type I

- The facilitator agency will have to submit wage loss declaration on behalf of candidates,
- Wage loss will be applicable as per rates prescribed in PMKVY Process and Cost Norms as amended time to time.

#### **8. Branding and Publicity:**

- Facilitator agency will be responsible for the branding, marketing and publicity of RPL through print and digital media,
- Facilitator agency will be responsible for the arrangement of necessary collaterals for branding and communication in accordance to the PMKVY RPL Branding Guidelines.

#### **9. Training Infrastructure:**

The facilitator agency shall arrange the necessary training infrastructure and required laboratory/equipment at the RPL location, as per the requirements of the job role or as per guidelines of Directorate of Skill Development if any. Facilitator agency shall ensure that the overall training infrastructure especially the training aids for the proposed job role are as per the industry benchmark.

#### **10. Training Duration:**

##### **10.1. Orientation Activities:**

Facilitator agencies are to ensure that each enrolled candidate mandatorily undergoes a 12 hour orientation which includes but not limited to the following topics:

- A. Domain Training (clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health and Safety) - 6 Hours
- B. Soft Skills and Entrepreneurship Tips specific to the Job Role- 4 Hours
- C. Familiarization with Assessment Process and Terms- 2 Hour

10.2. Bridge Course- Facilitator agency have to propose up to 68 hours duration and based on core NOSs of the job role.

#### **11. Assessment & Certification:**

##### **A. Pre Screening**

Facilitator agency is to conduct a robust and thorough pre-screening of the candidates to ascertain which job role matches with their prior knowledge and experience most and to identify knowledge gaps, if any. The pre-screening process is divided into two parts:

**Part 1: Collection of supporting documentation and evidence from the candidate** - personal information required as per the SDMS requirement, and the supporting documentation that may be available for the job role.

##### **Part 2: Candidate self-assessment –**

I. Facilitator agency will design a self-assessment sheet for each job role. Questions are to be based on the Core NOSs of the job role.

II. Facilitator agency are to evaluate the existing skill sets and experience of the candidates based on the prescreening format for each job role. Facilitator agency shall conduct the candidate self-assessment for each candidate.



**B. Final Assessment-**

Facilitator agency to identify SSC (or the successor National Board for Skill Certification) accredited Assessment Agency (AAs) to conduct the Final Assessment of the candidates. There should be no overlap in the functions of the Assessment Agency and the PIAs engaged for the project.

Note: For any candidates who fail in the assessment process, there will not be any re-assessment process for such candidates. However, they can opt for mainstream domain skilling to get trained and certified.

**12. Requirement of ToT Certified Trainer:**

The Trainer must be SSC certified trainer for Orientation and Bridge Course Classes.

**13. Batch Size:** Minimum Batch Size- 20 and Maximum Batch size- 50.

**14. Proposal shall comprise of following forms:**

Covering Letter: Format at Annexure I

Project Application Form (PAF): Format at Annexure II

Affidavit: Format at Annexure III

**15. Certificate and Mark sheet Distribution:** Facilitator agency shall conduct a Certificate and Mark sheet Distribution Ceremony for Candidates. Facilitator agency has to ensure the presence of each candidate. Facilitator agencies are to submit images and videos to DSD in form of a CD/DVD with invoice printout.

**16. Pay-out for Training -Release of Funds:**

Tranches	% of Total Training Cost Per Batch	Output Parameters
1	80%	On Successful Certification of 100% targets
2	20%	<ul style="list-style-type: none"><li>• On upload of evidence based proofs of certification distribution ceremony (Batch-wise photos of candidates with certificates and video of certification distribution ceremony)</li><li>• ii. Monthly Performance Report</li></ul>

**Covering letter for submission of RFP for conducting Skill Development Training under RPL component of PMKVY 3.0 during FY 2020-21 in Tripura:**

**To  
The Chairman,  
State Project Approval Committee (SPAC)  
ITI Road, Indranagar,  
Agartala, West Tripura-799006**

**Sub: Submission of proposal for conducting Skill Development Training under RPL component of PMKVY 3.0 during FY 2020-21 in Tripura**

Sir,

This is with reference to your advertisement inviting RFP for conducting Skill Development Training under RPL component of PMKVY 3.0 during FY 2020-21 in Tripura. We, the undersigned, offer to provide the services for the above in accordance with your "Request for Proposal", dated...../...../2021. Please find below the details of our agency for your consideration.

We are hereby submitting our Proposal and understand that you are not bound to accept any proposal you receive. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading or unduly favors are vetted out by our company, in the target allocation process, we are liable to be dismissed from the Proposal selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this Request for Proposal. We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

**Sincerely**  
Applicant's name with Seal  
Designation  
Signature

**Project Application Form (PAF)***(Refer to Annexure IV for requisite document proof against each item)***A. APPLICATION PROFILE****Provide a brief profile of the Application in the format mentioned below:**

1. Name of the Facilitator agency	
2. Type of the Facilitator agency (Government Institute/Company/Firm/Society/Trust/Proprietorship)	(Attach document proof)
3. Whether NSDC Training Partner/ registered Training Provider?	(Attach document proof)
3. Name and contact details of the Authorised Signatory of the Facilitator agency	
4. Address of head office	
5. Any other office location in the state, if any	
6. Brief description of areas of operation of the Facilitator agency / Facilitator agency profile (is not more than 100 words)	
7. Name of the SPOC	
8. Contact details of SPOC	Contact no:  Email ID:
9. Office address of SPOC	

**B. Experience in Skill Development Programs**

1. Provide details of organisation's past experience in conducting skill development programs for NSQF aligned courses in last three financial years. (Attach document proofs)

Financial Year	Govt. Funded scheme		Corporate Social Responsibility (CSR) scheme		Self-Paid scheme		RPL in sector and job role applied for	
	Trained	Certified	Trained	Certified	Trained	Certified	Trained	Certified
2017-18								
2018-19								
2019-20								

2. Provide detailed documents of experience in conducting RPL in PMKVY in job role applied (Completion certificate form NSDC/SSC)
3. Provide Training Centre details of North East region along with trainer details, if any (**Attach document proofs**)

**D. Mobilization Strategy: Provide a brief plan**

**E. Pre Screening form if any (job role wise):**

For and on behalf of:

Signature:

Name:

Designation:

Date: (Organization Seal)



(A Notarized Affidavit on a non-judicial Rs. 500/- stamp paper by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our proposal in response to the RFP Reference No.....

Dated..... and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my proposal at any stage besides liabilities towards prosecution under appropriate law.

2. I/We, on behalf of ..... (Name of the PIA), with its registered office at ..... do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.

3. I/We on behalf of ..... (Name of the PIA) do hereby affirm and undertake that we have carefully read and understood the whole RFP documents and will unconditionally abide by all the terms and conditions as given in the above mentioned RFP.

4. I/We on behalf of ..... (Name of the PIA) do hereby affirm and undertake that we have carefully read and understood the whole RPL guidelines of PMKVY 2.0

For and on behalf of:

Signature:

Name:

Designation:

Date: (Organization Seal)

**Scoring criteria**  
**(Eligible Training providers can apply for maximum of Two job roles)**

Parameters	Score
NSDC Registered Training partner /training provider ( certificate to be attached)	5
Submission of detailed RPL training plan (district wise). The plan should include the locations for each proposed job roles.	10
Experience in implementing Skill Development particularly RPL in India for the job roles applied for (work completion document /ongoing certificate issued by the authority to be attached) in last three years.	10
Working experience with SSCs/PMKVY schemes (attached minimum five work completion/ongoing certificate issued by Govt agencies- each work order will carry 2 marks) in implementing RPL for the job role applied for in last three years.	10
Submission of Bengali version of the handbook of the job roles applied for.	10
ToT certified trainer for each job role applied for (CV along with valid ToT certificates to be attached) for the two job roles applied for.	10
Annual Turnover (minimum 20 lakh per annum) for last three years along with CA certified document attached	10
Detailed Mobilization strategy for each location (each mobilization plan shall carry one mark)	5
Pre screening and post screening form (to be submitted along with the proposal)	5
Experience in implementation of RPL in the Tripura in last three years for the job roles applied for (ongoing/completion certificate to be attached)	10
Feedback on quality of implementation of skill development programme by DSD/NSDC	10

*\* Minimum score will be at least 60% to be considered for next level of evaluation. Scoring 60% doesn't guarantee target allocation and is completely dependent on the decision of the Project Approval Committee. DSD also reserves right to increase or decrease the minimum score based on the circumstance and allocate target to any agency.*