

**Government of Tripura**  
**Directorate of Skill Department**  
**Department of Industries and Commerce**  
**Indranagar, Agartala-799006**  
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NO. F.5 (17)/TSDM/2016/9069

Dated: 07/08/2019

Directorate of Skill Development, Government of Tripura invites 'Request for Proposal (RFP)' from the interested National Skill Development Corporation (NSDC), SMART Portal / Skill India Portal registered Training Providers for submission of Proposal for conducting skill development Training under Directorate of Social Welfare & Social Education Funded Programme.

The objective of this RFP is to organize skill development training for the Unemployed Women candidates through Government/Private Training Partners (TPs) in the State of Tripura. The skill development trainings shall be in compliance with the Standard Operating Procedure issued by Directorate of Skill Development, Govt. of Tripura.

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 the unemployed Women of Tripura under Directorate of Social Welfare & Social Education Funded Programme". 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 shall be sent to [skilltripura@gmail.com](mailto:skilltripura@gmail.com) marking a copy to [programme.lo.ar.pma@gmail.com](mailto:programme.lo.ar.pma@gmail.com). The project proposal would be presented in front of Project Approval Committee (PAC). The PAC reserves all the rights to reject any proposal /allocate any number of target to any participated Agency

The RFP is open to all entities that fulfil the eligibility criteria as prescribed in **Annexure-II**. The job roles for which RFP is done are indicated in **Annexure-III**. Training centre requirements are specified in **Annexure-IV**. The proposal will be evaluated based on the eligibility criteria and preferences as mentioned in **Annexure-V**. The last date of submission of proposal is **31<sup>st</sup> August, 2019 by 5.00PM.**

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 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. DSD also reserves right to cancel the RFP at any point of time without providing any explanation.

Sd/-

**The Director,**

**Skill Development**

**ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)**

**Tel: (+91) 381-235-166; E-mail: [skilltripura@gmail.com](mailto:skilltripura@gmail.com)**

**Project Application Form (PAF)****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 (Government 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	
1.4 Address of head office	
1.5 Any other Office Location in State, if any	
1.6 Brief description of areas of operation of the Organization /Organization profile (in not more than 100 words)	
1.7 Name of the SPOC for proposed training centres	
1.8 Contact details of SPOC	Contact no.: Email ID:
1.9 Office address of SPOC	

**II. EXPERIENCE IN SKILL DEVELOPMENT PROGRAMS**

*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
2016-17						
2017-18						
2018-19						

**III. PROPOSED TARGET GROUPS & JOB ROLE:**

Sl. no.	Target group (Specify)	Sector	Job Role	Duration in hours	Proposed Target	NSQF aligned Course curriculum (detailed session plan to be attached with the proposal )

#### 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 set up training centre (within 10 days) by fulfilling requirements of training centre enclosed in **Annexure-IV**

**V. PROPOSED PLACEMENT/ENTREPRENEURSHIP PLAN:** Specify the strategy to be followed for each job role separately along with placement tie up letters

#### VI. CERTIFICATES TO BE PRODUCED:

a. 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 Directorate of Skill Development under Directorate of Social Welfare & Social Education Funded Programme.

b. Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development.

**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.	Experience Document related (Work Order) to skill development.		
3.	Ownership document such as Registered Rent/ Lease Agreement copy/ Electricity bill etc of the proposed TC.		
4.	Trainer details including CV with ToT status for proposed job role (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 proposal is found to be without proper signature, name of the submitting agency, on the submitted envelop for which the proposal is being submitted, it will be liable for rejection.
- b) Proposal submitted by Training Provider without organization name & Scheme name for which application is submitted would be liable for rejection.

Authorized signatory of the Organization  
With seal Name/Designation/Address

Date:

Place:

**Eligibility criteria for applying the Request for Proposal for conducting Short Term training under Directorate of Social Welfare and Social Education funded programme FY 2019-20.**

- a) Applicant should be any Institute (Government/Private)/organizations/ Company/Firm/ Society/Trust/ Proprietorship registered under relevant Act.
- b) Applicant should be an NSDC Skill India Portal / Smart Portal registered training provider.
- c) Should have training centre of Specifications as per **Annexure-IV**, in terms of infrastructure, logistics, equipments, trainers and other manpower.
- d) Should have experience in conducting skill development training.

**Annexure-III**

**A. Approved Action Plan for conducting Short Term Training under Directorate of Social Welfare and Social Education funded programme for the unemployed Women candidates:\***

Sl. No	Concern SSC	Job role	Proposed District	Target	Duration in Hours
1	Apparel Made up	Self employed tailor	Dhalai	30	340
2	Tourism Sector	Front office Associate	West	30	280
3	Apparel Made up	Self employed tailor	South	30	340
4	IT/ITES	Domestic data entry operator	West	30	400
5	Beauty and Wellness	Beauty Therapist	Khowai	30	350
6	Tourism Sector	Front office Associate	North	30	280
7	IT/ITES	Domestic data entry operator	Gomati	30	400
8	Beauty and Wellness	Pedicurist & Manicurist	Sepahijala	30	250
		<b>Total:</b>		<b>240</b>	

*\*Note: The approved Action Plan may be changed based on the local demand and opportunities, which may vary time to time basis*

**Training centre requirements:**

Shortlisted TP has to set up training centre (within 10 days) by fulfilling following criteria:

- i. A Reception cum placement cell and Washroom (separate male and female)
- ii. Training centre should be well equipped for training of Women candidates' and necessary arrangement shall be complete before commencement of any training.
- iii. Training centre must have job role wise separate Classroom and Laboratory (minimum 10 sq.ft per candidate)/ as per SSC Specifications.
- iv. Training centre must have equipment as per the list Job role wise mandatory equipment list is mentioned as per NSQF.
- v. Training centre must have functional Internet connectivity with CCTV footage recording system in each classroom and Lab for each job role.
- vi. Availability of Biometric system for attendance
- vii. Availability of Safe Drinking Water
- viii. Availability of First Aid Kit & fire Extinguisher.
- ix. Dustbin in each Classroom and Laboratory and Washroom
- x. TC has to do branding as per the guideline provide by DSD.
- xi. Minimum Centre Staff Requirement:
  1. Job role wise trainer
  2. Centre In-charge cum MIS Coordinator
  3. Housekeeping Staff

**Criteria for evaluation of the proposals submitted:**

Mandatory Parameter	Preferred parameters	Desirable parameters
Submission of proposal as per RFP document. Failure to meet these criteria will lead to summary rejection of Proposal.	1) Training Centre ready in all aspects as per <b>Annexure-IV</b> . 2) TC on boarded in SDMS Portal. 3) ToT Certified Trainers. 4) Previous experience of skilling for Women candidates.	1) Placement/Entrepreneurship support plan & tie ups. 2) Previous experience of skilling in under Schemes implemented by Directorate of Skill Development.