

Government of Tripura
Directorate of Skill Department
Department of Industries and Commerce
Indranagar, Agartala-799006
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NO. F.5 (61)/TSDM/2016/ 13,023

Dated: 18th / 09 / 2020

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 and all who are currently imparting any training programme under Directorate of Skill Development, Government of Tripura for conducting skill development Training under RURBAN Scheme in Avanga Cluster of Dhalai District.

The objective of this RFP is to organize skill development training for the unemployed youth of the RURBAN scheme in Avanga Cluster of Dhalai through Government/Private Training Providers (TPs) of the state. The skill development trainings shall be imparted on /State vetted course curriculum and 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 Avanga Cluster Blocks in Dhalai".

The location wise details of the skill development training which needs to be undertaken are mentioned below:

S.No	Job role Sector	Job role	Total Hours	Proposed Target
1	Agriculture	Beekeeper	150	90
2	Agriculture	Florist	200	100
3	Agriculture	Mushroom Grower (small entrepreneur)	200	90
4	Agriculture	Small poultry farmer	240	90
5	Agriculture	Vermicompost producer	200	120
6	Automotive	Light motor Vehicle Driver Level 3	200	240
7	Apparel	Hand Embroiderer	200	120
8	Apparel	Self Employed Tailor	340	200
9	Beauty & Wellness	Assistant Beauty Therapist	250	200
10	Food Processing	Jam, Jelly and Pickle maker	240	120
11	Food Processing	Traditional Snack and Savoury Maker	240	90
12	Furniture & Fittings	Assistant Carpenter- wooden Furniture	220	90
13	Green Jobs	Solar PV Installer (Suryamitra)	300	90
14	Handicrafts	Bamboo Utility Handicraft Assembler	230	90
15	Handicrafts	Coushon Maker	240	90

S.No	Job role Sector	Job role	Total Hours	Proposed Target
16	Handicrafts	Artificial Flower Maker and Other Home Decorative Items Maker	300	90
17	Handicrafts	Paper and Fabric Bag Maker	150	90
18	Handicrafts	Terracotta Products Maker	240	90
19	IT-ITES	Domestic Data entry Operator	400	200
20	Rubber	Latex Harvest Technician (Tapper)	200	200
21	Textile	Two shaft Handloom Weaver	300	180
22	Tourism & Hospitality	Front Office Associate	280	120
23	Tourism & Hospitality	Cook	250	90
Total				2880

* The training centre has to be set up in the specified blocks within the Avanga Cluster and candidates only from the cluster to be enrolled for the training.

The Training providers have to submit only hard copy of the project proposal in the prescribed Project Application Form (PAF) enclosed in Annexure-I. Proposals submitted without index and page numbers and any format other than PAF shall be rejected. All the pages and documents in the proposal have to be duly signed and stamped otherwise it shall be rejected. Any irrelevant document submitted along with the proposal shall be liable to rejection. The project proposals 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 **25th September 2020 by 5.00PM. All proposals are to be submitted in hard copies only.**

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

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 in the state.	
1.4 Address of head office	
1.5 Name of the SPOC for proposed training centres	
1.6 Contact details of SPOC	Contact no.: Email ID:
1.7 Office address of SPOC	
1.8 NSDC registration certificate to be enclosed	

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 (STT)			Corporate Responsibility(CSR) scheme		Social Self-Paid scheme (STT)	
	Scheme	Trained	Certified	Trained	Certified	Trained	Certified
2017-18							
2018-19							
2019-20							

III. PROPOSED TARGET GROUPS & JOB ROLE:

Sl. no.	Target group (Specify)	Sector	Job Role	Duration in hours	Proposed Target	Course curriculum along with detailed session plan to be attached with the proposal for each job roles applied for

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	Equipment's
1	2	3	4	5	6	7

TPs have to mention the Blocks where the training centre would be set up. Shortlisted TP has to set up training centre (within 15 days) by fulfilling requirements of training centre in the specified locations enclosed in **Annexure-III**.

V. PROPOSED PLACEMENT/ENTREPRENEURSHIP PLAN: Specify the strategy to be followed for each job role separately along with Entrepreneurship classes plan along with placement tie up letters. For entrepreneurship, the TPs have to provide a detailed plan along with the process of supporting the SHGs/Candidates for setting up enterprises. TPs also have to submit the OJT plan/Exposure plan for the candidates for each job roles.

Sl No	Proposed job role	Entrepreneurship classes session plan	OJT/Exposure shall be conducted with which org	No of placement tie up letters submitted along with copy of the letters
1				
2				
3				

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 Directorate of Skill Development.
- 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 in last three years.		
3.	Ownership document such as Registered Rent/ Lease Agreement copy/ Electricity bill etc of the proposed TC.		
4.	Trainer details including detailed CV with trainers for proposed job role (if Certified submit relevant ToT certificate) along with experience certificate duly signed is mandatory.		
4.	Certified Trainer details for conducting Entrepreneurship classes (NIESBUD/IIE) along with domain trainer have to be submitted. All the CVs should have photograph and signature of the trainers and all relevant certificates have to be self attested and attested by the TP. Any violation to these guidelines shall be liable to rejection.*		
5.	Certificates as per Sl.No.VI		

* DSD reserves the right to cancel/not consider any application at its own discretion.

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, scheme name on the submitted envelop for which the proposal is being submitted, it will be liable for rejection.

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

Date:
Place:

Annexure-II

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 National Skill Development Corporation (NSDC), SMART Portal / Skill India Portal and all who are currently imparting any training programme under Directorate of Skill Development, Government of Tripura.
- b) Should have training centre of Specifications as per **Annexure-III and Annexure-IV**, in terms of infrastructure, logistics, equipment's, trainers and other manpower.
- c) Should have experience in conducting skill development training in the state under Directorate of Skill Development, Government of Tripura.
- d) Feedback based on the monitoring visits conducted shall be considered. DSD reserves the right to cancel the TP at its own discretion.

Training centre requirements:

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

- i. A Reception cum placement cell and Washroom (separate male and female)
- ii. Training centre should be well equipped with all the amenities (including COVID prevention facilities like sanitizer and enough room space) within 15 days of receiving the work order 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 be ready with all Job role wise mandatory equipment within 15days.
- v. Training centre must have functional Internet connectivity.
- 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 on time to time basis.
- 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
<p>1) Submission of proposal as per PAF template only. Failure to meet any of the mentioned criteria will lead to rejection of Proposal.</p> <p>2) Overall feedback on implementation of any scheme under DSD, GoT</p> <p>3) Have to submit at least two success stories (Printed/Video) along with the details of the candidates from any Skill development programme which is being implemented in the State.</p> <p>4) Certified Trainer details for conducting Entrepreneurship classes (NIESBUD/IIE)</p>	<p>1) Training Centre readiness in all aspects as per Annexure-III.</p> <p>2) Previous experience of skilling under any State funded programme implemented by DSD in the state.</p>	<p>1) Placement/Entrepreneurship support plan & tie ups.</p> <p>2) Previous experience of skilling in Schemes implemented by Directorate of Skill Development.</p> <p>3) Experience in conducting similar job role in Tripura under DSD, Tripura</p>