

Government of Tripura
Directorate of Skill Department
Department of Industries and Commerce
Indranagar, Agartala-799006

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NO. F.6 (62)/TSDM/2016/ 10301

Dated: 13/11/2019

Request for Proposal invited from interested SMART Portal / Skill India Portal registered Training Providers, currently working with Directorate of Skill Development, Government of Tripura for conducting Skill Development training under Border Area Development Programme in Sepahijala District.

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 Border Area Development Programme in Sepahijala District.

The objective of this RFP is to organize skill development training for the Unemployed border area candidates of Kathalia, Boxanagar and Bishalgarh R.D Block through Government/Private Training Providers (TPs) in the Sipahijala district. 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 border area candidates of Kathalia, Boxanagar and Bishalgarh R.D Block in the Sipahijala district".

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

Block	Sector	Job role	Duration in Hours	Training Target
Baxonagar	Apparel	Hand Embroiderer	200	50
	Handicraft	Cushion Maker	240	40
	Handicraft	Artificial Flower Maker and Other Home Decorative Items Maker	300	40
	Sub Total			
Kathalia	Food Processing	Jam, Jelly and Pickle Maker	200	40
	Automotive	Light Motor Vehicle Driver	200	40
	Beauty and Wellness	Assistant Beauty Therapist	250	50
	Apparel	Self Employed Tailor	300	25
	Sub Total			
Bishalgarh	Handicraft	Paper and Fabric Bag Maker	150	40

Block	Sector	Job role	Duration in Hours	Training Target
	Handicraft	Terracotta Products Maker	240	40
	Tourism	Food & Beverage Service-Steward	300	40
	Tourism	Home Delivery Boy	150	60
Sub Total				180
Grand Total				465

* The training centre has to be set up in the specific blocks mentioned in the above table and ensure that the mobilisation happens from the mentioned block only.

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 skilltripura@gmail.com. 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 **20th November, 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

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	

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 Responsibility(CSR) scheme	Social	Self-Paid scheme	
	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	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	Equipment's
1	2	3	4	5	6	7

Shortlisted TP has to set up training centre (within 20 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 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 National SC&ST Hub.
- 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 trainers 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, 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.

Annexure-III

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 with all amenities 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. Equipemnt list will be provided to the selected agency by DSD along with Work order.
- 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. Failure to meet any of the mentioned criteria will lead to rejection of Proposal.</p> <p>2) Overall monitoring feedback on implementation of any scheme under DSD.</p>	<p>1) Training Centre ready in all aspects as per Annexure-III.</p>	<p>1) Previous experience of skilling in under Schemes implemented by Directorate of Skill Development.</p> <p>2) Certified Trainers CV for the concerned job role</p> <p>3) Placement/Entrepreneurship support plan & tie ups.</p>