

# Request for Proposal

Government of Tripura  
Directorate of Skill Development  
Department of Industries & Commerce  
Indranagar, Agartala-799006  
Phone: (0381)2353166  
e-mail: skilltripura@gmail.com

NO. F. 6(134) TSDM/ 2020 / 11683

Dated: 26/05/2020

Request for Proposal is invited from the NSDC registered Training partner or NSDC registered Training providers for conducting Skill Development Training conducting skill development Training under SMID component of DAY-NULM Scheme under Agartala Municipal Corporation. The eligible interested agencies may submit proposals in sealed envelope as per prescribed format by 15<sup>th</sup> June 2020, 2019, 5:00 P.M.

The complete RFP document may be downloaded from the website of the Directorate of Skill Development [www.skilltripura.in](http://www.skilltripura.in) and State Government portal [www.tripura.gov.in](http://www.tripura.gov.in).

The Technical proposal would be opened on 17<sup>th</sup> June, 2020 at 11 A.M.

Sd  
Director  
Skill Development



**Government of Tripura**  
**Directorate of Skill Department**  
**Department of Industries and Commerce**  
**Indranagar, Agartala-799006**  
**Phone: (0381) 2353166/ 2355518, Toll Free No: 18003453683**  
**Email: [skilltripura@gmail.com](mailto:skilltripura@gmail.com) Web: <http://www.skilltripura.in>**

**NO. F.6 (134)/TSDM/2020/ 11684**

**Dated: 26/05/2020**

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 SMID component of DAY-NULM Scheme under Agartala Municipal Corporation.

The objective of this RFP is to organize skill development training for the SHG members in the AMC area 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 the SHG members under SMID component of DAY-NULM Scheme under Agartala Municipal Corporation of the state".

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

Sl No	Area	Job role	Duration in Hours	Common Norms Category	No of candidates
1	Across all wards of AMC area	Paper Bag Making	150	II	52
2		Mushroom Grower	200	II	38
3		Self employed Tailor/Tailoring	200	I	50
4		Soft Toy making	240	II	44
5		Assistant Beauty Therapist	250	II	34

\* The training centre has to be set up in the specified wards and ensure that the candidates are mobilised as per the list shared by AMC.

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](mailto: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 **10<sup>th</sup> June 2020 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 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	Trained	Certified
2017-18									
2018-19									
2019-20									

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

Sl. no.	Target group (Specify)	Sector	Job Role	Duration hours	in Proposed Target	Course curriculum along with 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 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 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.

#### 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.		
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		
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**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.

**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



**Annexure-IV**

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

<b>Mandatory Parameter</b>	<b>Preferred parameters</b>	<b>Desirable parameters</b>
1) Submission of proposal as per PAF template. Failure to meet any of the mentioned criteria will lead to rejection of Proposal. 2) Overall feedback on implementation of any scheme under DSD, GoT	1) Training Centre ready in all aspects as per <b>Annexure-III</b> . 2) Previous experience of skilling under any State funded programme implemented by DSD in the state	1) Placement/Entrepreneurship support plan & tie ups. 2) Previous experience of skilling in Schemes implemented by Directorate of Skill Development. 3) Experience in conducting similar job role in Tripura under DSD, Tripura