

**Government of Tripura**  
**Directorate of Skill Development**  
**Department of Industries and Commerce**  
**ITI Road, Indranagar, Agartala-799 006**  
**Telephone: 0381-2353166, Toll Free No: 18003453683**  
**Email: - skilltripura@gmail.com.**

NO.F.5 (81)/TSDM/2017/Part-I/ 16, 209

Date. ~~2.6.21~~ April, 2021

## **Request for Proposal (RFP)**

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 Short Term **Skill Development Training** under Border Area Development Programme (BADP) scheme in Dhalai District. The eligible interested agencies may submit proposals in sealed envelopes only as per prescribed format by **11<sup>th</sup> May, 2021, 5:00P.M.**

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

  
Sd/-  
The Director  
Skill Development  
Government of Tripura

**Government of Tripura**  
**Directorate of Skill Department**  
**Department of Industries and Commerce**  
**Indranagar, Agartala-799006**  
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**Email: [skilltripura@gmail.com](mailto:skilltripura@gmail.com)**

**NO. F.5 (81)/TSDM/ 2017-Part-I/16,209**

**Dated: 26<sup>th</sup> April, 2021**

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 Short Term Skill Development Training under Border Area Development Programme (BADP) scheme in Dhalai District.

The objective of this RFP is to organize short term skill development training for the "Unemployed Youths" residing across the BADP Blocks under Dhalai District 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 Unemployed Youths under Border Area Development Programme (BADP) scheme in Dhalai District". The last date of submission of proposal is **11<sup>th</sup> May, 2021 by 5.00PM.**

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

Sl No	Name of the BADP Blocks	Concern SSC	Job role	Common norms Category	Proposed target	Duration of the Training (hours)
1	Raishyabari	Agriculture	Mushroom Grower	II	60	240
2		Agriculture	Poultry Farming	II	100	200
3		Textile & Handloom	Two Shaft Handloom Weaver	I	20	240
			<b>Sub Total-I</b>		<b>180</b>	
4	Ganganagar	Handicrafts	Bamboo Utility Handicraft Assembler	II	30	260
			<b>Sub Total-II</b>		<b>30</b>	
5	Durgachowmani	Rubber	Processing Technician - Rubber sheeting	II	150	250
			<b>Sub Total-III</b>		<b>150</b>	
6	Dumburnagar	Automotive	Light Motor Vehicle Driver	I	52	200
7		Apparel	Self Employed Tailor	I	30	240
			<b>Sub Total-IV</b>		<b>82</b>	
			<b>Total</b>		<b>442</b>	

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 by authorised signatory otherwise it shall be rejected. Any irrelevant document submitted along with the proposal shall be liable to rejection. The maximum page limit along with filled up PAF and all relevant documents shall be **80 pages**. The TPs can only apply for maximum two job roles in the proposal.

*\* TPs already received work order under BADP Dhalai in (Ref. Pac Memo NO. F.5 (81)/TSDM/ 2017-Part-I / 14,953, dated, 15th Feb, 2021) are not eligible to submit RFP.*

\* To be eligible to receive target allocation under any particular job role, the participating Training Provider have to score minimum 60% as per the score sheet.


The project proposals will be evaluated and presented in front of State Project Approval Committee (SPAC). The SPAC reserves all the rights to reject any proposal /allocate any number of targets to any participating Agency or to reduce or increase target under any particular job role.

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 11<sup>th</sup> May, 2021 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.

If Training Provider submits any false/edited document, shall be outrightly rejected and the Training Provider shall be blacklisted for next 6 months for conducting any training under Directorate of Skill Development.

  
26-4-2021  
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							

**Only work orders received during FY 2017-20 to be attached with the proposal. Work Orders received from various organizations for Tripura State only to be attached. Work Order received from other States and beyond FY 2017-20 if attached will be rejected.**

### III. PROPOSED TARGET GROUPS & JOB ROLE: (A maximum of two job roles may only be applied)

Sl. no.	Target group (Specify)	Sector	Job Role	Duration in hours	Proposed Target	Course curriculum attached or not	Session plan attached or not
1							
2							

### IV. DETAILS OF PROPOSED TRAINING CENTRE:

Sl. no.	TC name	Complete Training centre address	Proposed job role	Original Rent Agreement document/ Lease Document/ Ownership document shall be attached with the proposal (which may be returned within 15 days of selection of Training Provider.		
				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 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 organization shall be mentioned along with OJT letter on proper letterhead	No of placement tie up letters submitted along with copy of the letters
1				
2				



**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.
- 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 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		
6.	Course material in Bengali translated version*		

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

\* Bengali translated course material shall be considered in addition to the proposals.

**Note:0**

- 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:

**Eligibility criteria for applying the Request for Proposal for conducting Short Term training under Border Area Development Programme (BADP) scheme in Dhalai District” during the FY 2020-21.**

- 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**, 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.
- e) Training Provider should maintain all the relevant parameters mentioned in the **Check list** during submission of **RFP**.
- f) The RFP proposal should be submitted to the office of the undersigned on or before **11<sup>th</sup> May 2021 by 5.00 PM**. Application received after the given time will not be accepted.
- g) The agency can apply for maximum of two job roles.
- h) The total number of pages for the proposal shall be maximum of 70 pages with duly signed on every page
- i) The proposal should be indexed well along with page numbers. In submission of proposals without a proper index shall lead to cancellation.

**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 necessary precautionary measures for preventing **CoVID-19** disease (if any) & shall maintain the Guidelines circulated by MHA; GoI.
- 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/ DSD shared list.
- v. Availability of Safe Drinking Water
- vi. Availability of First Aid Kit & fire Extinguisher.
- vii. Dustbin in each Classroom and Laboratory and Washroom
- viii. TC has to do branding as per the guideline provide by DSD.
- ix. 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:**

<b>Mandatory Parameter</b>	<b>Preferred parameters</b>	<b>Desirable parameters</b>
<ol style="list-style-type: none"> <li>1. Submission of proposal as per PAF template. Failure to meet any of the mentioned criteria will lead to rejection of Proposal.</li> <li>2. Overall monitoring feedback on implementation of any scheme under DSD, GoT</li> <li>3. Certified Trainers CV for the concerned job role.</li> <li>4. Content of the curriculum with hourly wise session plan for each job is attached (max 3 pages)</li> <li>5. Submission of Bengali version of the handbook of the job roles applied for</li> </ol>	<ol style="list-style-type: none"> <li>1) Training Centre ready in all aspects as per <b>Annexure-III</b>.</li> </ol> <p>*If already TC exists, photographs to be attached.</p>	<ol style="list-style-type: none"> <li>1) Previous experience of skilling under Schemes implemented by Directorate of Skill Development.</li> <li>2) Placement/Entrepreneurship support plan &amp; tie ups.</li> <li>3) Detailed Mobilization strategy for each location</li> <li>4) Detailed plan for livelihood generation or Market linkage for the certified for each job role applied for to be submitted.</li> </ol>

**SPAC is the final authority to select eligible training partner and allocated targets. SPAC reserves the right to cancel or disqualify any training provider without providing any explanation.**