GOVERNMENT OF TRIPURA
DIRECTORATE FOR THE WELFARE OF MINORITIES,
TRIPURA, AGARTALA.

Press Notice inviting EoI F.3-105/MW/GL/MsDP/2013/DT. 26/08/2015.

The Director, Directorate for the Welfare of Minorities, Govt. of Tripura, invites 'Expression of Interest' [EOI] in sealed cover from the empanelled institutes / Organizations of Ministry of Minority Affairs, Government of India for skill development training having the eligible criteria prescribed in the Terms of Reference and have the capacity FOR IMPARTING SKILL DEVELOPMENT TRAINING UNDER MSDP ON VARIOUS TRADES TO MINORITY YOUTH OF TRIPURA. The institutes/organisation must have to submit supporting documents regarding empanelment of Ministry of Minority Affairs, Government of India for imparting skill development training under MsDP.

The institutes / organizations will be selected in accordance with the procedures set out in MSDP guidelines and Terms of Reference. Interested Institutions may obtain further information at the address mentioned below during office hours on all working days.

Bidder[s] are allowed to download the bidding documents for submitting the Expression of Interest [EoI] from our website 1. www.minoritieswelfare.tripura.gov.in 2. www.tripura.nic.in
e- mail- mwtripura@gmail.com

➢ Last Date of dropping / receiving Expression of Interest [EOI] is 05/09/2015 at 12:30 hrs.
➢ Date of Oppening of EoI is 05/09/2015 at 14:30 hrs.( If possible).

Any clarifications needed may be sought from THE DIRECTOR, DIRECTORATE FOR THE WELFARE OF MINORITIES, OLD SECRETARIATE COMPLEX, AGARTALA, TRIPURA, telephone No:0381-230-0083.

(S.M.DAS)
Director
Directorate for the Welfare of Minorities.
Terms of Reference in respect of the Expression of Interest [EOI] for imparting skill development training to youths belong to Minorities under MSDP on various trades.

1. **Background:**

The Multi Sectoral Development Programme [MSDP] scheme, aims at (i) addressing minority poverty alleviation through gainful employment to the urban/rural un-employed or underemployed minority youths, (ii) supporting skill development and training to enable the urban/rural minority youth with a view to access employment opportunities provided by the market, Govt/PSUs or undertake self-employment and (iii) empowering the minority community to tackle the issues of urban / rural poverty through suitable self-managed community structure and capacity building programme.

The skills training for employment promotion amongst Minority youth under component of MSDP needs to be aligned to the goals of the National Skill Development Policy which are as follows:

a) Creating opportunities for all to acquire skills throughout life and especially for youth, women and disavantage groups.

b) Promoting commitment by all stakeholders to own skill development initiatives.

c) Developing a high-quality skilled workforce/entrepreneur relevant current and emerging employment market needs.

d) Facilitating the establishment feasible delivery mechanisms that respond to the characteristics of a wide range of needs of stakeholders.

**STEPUP** aims at the following:

- Poverty alleviation in urban areas by facilitating skill development through well-structured market-oriented programmes that can make the poor unskilled unemployable as wage workers or successful micro entrepreneurs.

- Promotion economic growth and contribution of the urban economy to National GDP by ensuring a supply of appropriate skilled manpower at the lower end, thus enabling inclusive growth.

2. **Objectives of the Training Programme:**

The main objectives of the programme are to provide training to the urban/rural minority youth / beneficiaries in a variety of service, business and manufacturing activities as well as in local skills and local crafts so that they can setup self-employment ventures or secure salaried employment with enhanced remuneration.
3. Details of EoI.

Under the above context, this EoI is invited from the empanelled training institute/organization to submit technical proposals for imparting skill development training to the minority youths under the scheme of Multi-sectoral Development Programme [MSDP] in the Trades mentioned below.

Block-wise Number of Trainees and Trades for Imparting Skill Development Training Programme for Minority Youths of Tripura under MSDP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Block</th>
<th>Name of trades Information Technology &amp; IT enabled Services(IT &amp; ITEs)</th>
<th>IT Hardware &amp; Networking (SDWN)</th>
<th>Diesel Mechanic (DM)</th>
<th>Automobil e Driving (Commercial Vehicle) ADM</th>
<th>Mobile &amp; Tablet repair/AC, Refrigerator &amp; Geyser (M &amp; TR)</th>
<th>Automobile Repairing, Automobile Mechanic (Diesel)/(ADM)</th>
<th>Tailoring &amp; Computerized Embroidering</th>
<th>Total</th>
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<td>Kadamtala</td>
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<td>5.</td>
<td>Pecharthal</td>
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<td>6.</td>
<td>Dumburnagar</td>
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<td>8.</td>
<td>Kathalia</td>
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<td>Karbook</td>
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<td>Rupaichari</td>
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Age for all courses-18 to 35 years. Course duration-6 hours per day, 6 days per week for 10 weeks. Total class duration-456 hrs. (360 hrs. theoretical, 96 hrs. practical). Total fees per candidates Rs.17,040/- (Basic course fees @Rs.27.50 per hours, per candidate for 456 hrs. including study materials, tool kits etc. Rs.12,540/- + stipend per month per students for 3 months, Rs.4,500/-@ Rs.1500/- PM).

4. Scope of the Training Programme and an outline of the task to be performed by the Institute.

- the beneficiaries identified by the Directorate for the Welfare of Minorities in collaboration with the selected agency(s).
- they need to be trained in batches of not more than 30 participants per batch.
- The duration of the training programme will be maximum of 180 days.
- The training should ensure achievements of the objectives set out above.
- Each trainees should be given practical learning and access to various aspects on the particular field.
5. **Scope of work of the assignments shall include:**

- At the end of the programme the course material and other reports should be submitted in the form of CD for the purpose of information exchange and subsequent reference for new members.

- Course materials to contain both material and handouts in the form of learners note, guidelines, quick reference guide including tools for further practice etc. all the materials developed as part of course kit should be in Bengali and English.

- Each participant will be evaluated using a short test before and after the training [pre and post evaluation]. The difference between the two can be considered as training gain.

- Submission of documentation report at the end of the programme comprising the salient features of the training activity under the programme, suggestions and recommendations emerging from the participants, compilation and an analytical note of the evaluation sheet [pre evaluation and post evaluation] submitted by the participants and over all summary report on completion of the entire programme.

- The course materials / tools should be provided to participants along with scribbling pad, pen, folders etc. at the first session of the classes.

- Instructors / coaches with relevant specific experience and expertise are required to be selected for each specific session given in the training programme.

- The training activities should include more scope for teamwork, individual practice on the skill and interaction of the participants.

- Arrangement of better venue with training accessories and provision of tea and snacks in the morning and evening.

- The successful bidder has to identify 3 to 5 prospective participant in each batch for further training and to utilize as TOT.

6. **The Purpose of this Assignment.**

To impart training to provide assistance for skill formation / up gradation of skills of the Minority youths to enhance their capacity to undertake self-employment as well as access better salaried employment through the trades proposed.

7. **First-hand information.**

In order to obtain first-hand information of the assignment and the local conditions, it is desirable that a representative of interested bidders may visit the office of the Director, Directorate for the Welfare of Minorities, Govt. of Tripura, before submission of proposal. The representative of interested bidders shall meet any of the following officials:

1. Director, Directorate for the Welfare of Minorities.

The technical proposal shall be submitted in sealed cover addressed to The Director, Directorate for the Welfare of Minorities, Government of Tripura, Old Secretariat Complex, Agartala.

9. The proposal should include the description of the Training Institute, its general experience in the field of assignment in other states vis-à-vis success ratio, the qualification and competency of the personnel proposed for the assignment and the proposed training plan methodology and approach in response to suggest terms of reference.


The proposal will be opened by the The Director for the Welfare of Minorities, Govt. of Tripura, in his office at 02:30 PM on 05/09/2015, if possible.


The technical proposals will be evaluated using the following criteria:

a) The institute's recognition and relevant experience in other states for skill development training vis-à-vis its success ratio for the assignment. [20 marks]

b) The institutes / organizations must have at least of Rs. 1.00 Cr. recent (FY 14-15 and 15-16) valid work order of executing skill training under MSDP programme, exclusively for minority communities under MES course module of NCVT/DGET. [15 marks]

c) The quality of the methodology proposed for the training [20 marks]

d) The NSDC Partner, empanelment by at least two state government departments as skill training provider in past three years, recognition by DGET as VTP in any state, ISO Certification and other qualification & experience of the key staff / trainer proposed for the assignment [25 marks]

e) Infrastructure availability of the agency in the state [10 marks]

f) Curriculum vitae of senior personnel in each discipline for assessing the qualifications and experience of the personnel proposed to be deployed for the studies should be included with the proposal. [10 marks]

12. Deciding Award of Contract.

Quality and competence of the consulting service shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

a) Technical proposal scoring not less than 75% of the total marks will only be considered for awarding the job.

b) There may be one or more institute selected for imparting training on different trades based on the technical bid. In that case, after negotiation, the trades will be distributed among the bidders.
c) If the negotiations with institutes are successful, the award will be made to them block wise. The Director, Directorate for the Welfare of Minorities, Govt. of Tripura, has the full right to split the work among the technically selected bidders.

13. Bidder[s] is allowed to download the bidding document for submitting the Expression of Interest from our website 1. www.minoritieswelfare.tripura.gov.in 2. www.tripura.nic.in

14. Training program and time schedule along with CV of key personnel have to be submitted by the bidder along with the Proposal.

15. Project Supervision.

Attendance may be ensured in the training classes through a Biometric machine and attendance register should be maintained at all training location and should be produced to the authorities/representative of the Director, Directorate for Welfare of Minorities, Govt. of Tripura / BDOs office etc. and attendance of the trainee and training details (Soft copy & Hard copy) shall have to be submitted fortnightly basis to the respective office of the BDOs.

The project will also be supervised at the Block level through the BDO's and District Level Officers and representative of Director, Directorate for the Welfare of Minorities, Govt. of Tripura, and online supervision system (Skype) that must be available in the each and every respective center, where the training program will be executed. The supervision system will be monitored centrally by the officials of the Directorate for the Welfare of Minorities, Govt. of Tripura. In addition, efforts will be made for monitoring through independent monitors, if possible.

16. Students Attendance & Training Record: Attendance register should be maintained at all training location and should be produced to authorities or representative of Directorate for Welfare of Minorities, Govt. of Tripura / BDO office for inspection purpose and Student attendance and training details (Soft copy & Hard copy) will have to be submitted by daily/weekly basis to the respective office address.

17. Certification: The VTP's should establish linkages with concerned agencies for NCVT Certification / alternatively joint certification can be done by training agency & Directorate of Minority Affairs, Govt. of Tripura to the candidates for the trades in which they have been trained.
18. **Payment Terms**

The mode of payment to be made in consideration of the work to be performed by the successful Bidder(s) shall be as follows:

<table>
<thead>
<tr>
<th>30% of the contract Value</th>
<th>After acceptance of LOI/ work order &amp; signing of agreement.</th>
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<tbody>
<tr>
<td>10% of the contract Value</td>
<td>After selection of trainees and starting of classes</td>
</tr>
<tr>
<td>30% of the contract Value</td>
<td>After successful completion of training and certification</td>
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<tr>
<td>15% of the contract Value</td>
<td>After the placement assistance at list 75% of the trainee</td>
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<tr>
<td>15% of the contract Value</td>
<td>After 6 months of tracking report.</td>
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</table>

**Note:**

a) All payments shall be made on submission of pre-receipted bills by the Institute in quadruplicate for respective stages.

b) Before awarding the job, a Memorandum of Agreement (MoA) will have to be executed between the Directorate and the selected agency(s).

19. **Earnest Money**

Rupees 5,00,000 [Five Lakh] only in the form of Demand Draft in favour of 'The Director, Directorate for the Welfare of Minorities, Govt. of Tripura from any Nationalized Bank, payable at Tripura.

20. **Requirement of the Training Institute / Organization.**

The following are requirements of the training institute:

A) The Institutes / Organizations shall have minimum of 5 years experience.

B) The Institutes / Organizations shall be empanelled under Ministry of Minority Affairs, Government of India.

C) The Institute shall have experience in training of students in age group of 18 to 35 years in the following areas:-

- Information Technology & IT enabled Services ((IT & ITEs)
- IT Hardware & Networking (SDWN)
- Diesel Mechanic (DM) Automobile Driving (Commercial Vehicle) (ADM)
- Mobile & Tablet repair/AC, Refrigerator & Geyser (M & TR)
- Automobile Repairing, Automobile Mechanic (Diesel)/ (ADM)
- Tailoring & Computerized Embroidering
D) The Institutes / Organizations should be a reputed one with experts in the related field having at least 3 years experience in training and offering placement to at least 75% of the trainees [at least Rs.8000/- per month].

E) The Institutes / Organizations shall have adequate infrastructure viz. class rooms, LAB, equipements, experienced faculties and other basic amenities.

F) The Institutes / Organizations shall arrange for placements assistance and also indicate special efforts taken in developing students in areas other than the field in which training is imparted.

G) The Institutes / Organizations should be able to ensure 75% placement to the beneficiaries after completion of training. In this regard placement record for last three years should be submitted with the technical bid.

H) At the end of the training they should provide certificates which is acceptable across the state and country.

I) The Institutes / Organizations must have valid certificate on ISO 9001 on IT workforce development & Training, Vocational Education & Training

J) The Institutes / Organizations shall have valid, PAN, VAT, service Tax, PF, ESI, professional tax certificate.

K) The institutes/organisation must have to submit supporting documents regarding empanelment of Ministry of Minority Affairs, Government of India for imparting skill development training under MsDP.

Note: The details as mentioned above must be submitted with the bid along with supporting documents.

21. ASSIGNMENT OF SIMILAR TRADE ASSIGNMENTS SUCCESSFULLY COMPLETED DURING LAST THREE YEARS

The interested bidders have to furnish further information as follows: -

1. Brief Description of the Institution / Organization:

2. Outline of recent experience on assignments of similar nature:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Financial Year</th>
<th>State Govt./Organization Associated</th>
<th>Course/Trade</th>
<th>Duration (Months)</th>
<th>No. of Trainees</th>
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Note: Please attach Copy of Work Order as a documentary proof.
## 22. Format for submitting EoI

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<tr>
<th>SI NO</th>
<th>Technical Criteria</th>
<th>Details</th>
<th>Page No.</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Bidder</td>
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<td>2</td>
<td>Contract person of the bidder designated for this bid. Telephone no. Fax No. E-mail ID</td>
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<td>Details of Earnest money for the amount of ₹ 5,00,000</td>
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<td>4</td>
<td>Specify the legal status of the bidder: Company/Partnership firm/ Individual</td>
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<td>5</td>
<td>In case of company please enclose Memorandum &amp; articles of association along with certificates of incorporation, and date of commencement of Business</td>
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<td>6</td>
<td>In case of Firm, registered under partnership act, 1932. Please enclose the details of partners along with certificate of Registration, details of their business &amp; partnership deed etc. duly attested by notary.</td>
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<td>7</td>
<td>PAN no of the bidder. Please attach attested photocopy of the PAN card issued by Income Tax</td>
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<td>8</td>
<td>Service Tax/VAT No. of the bidder. Please attach attested copy of relevant documents</td>
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<td>9</td>
<td>Turnover of the bidder for the preceding last three years in soft skill development &amp; skills. viz 2012-13 &amp; 2013-14, 2014-15 Please Attach statements duly certified by Chartered Accountant.</td>
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<td>10</td>
<td>Recent valid work order (FY 14-15/15-16) of executing skill training under MSDP programme, exclusively for minority communities under MES course module of NCVT/DGET</td>
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<td>11</td>
<td>Company profile Please furnish details of company's contribution in soft skill development, Methodology</td>
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<td>CV of the key of the trainer and key officials</td>
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I ………………………………do hereby declare that the entries made in the above are true to the best of my/our knowledge & that we shall be bound to act as per ToR.

I further understand that in case of any information submitted by me/us being found to be incorrect either before or even award of the contract, the Director for the Welfare of Minorities, Govt. of Tripura, shall have the right to summarily reject the bid, cancel the contract or revoke the same at any time without assigning any reason whatsoever.

Signature of the Bidder

Name -  
Address -  

Date:  

SEAL  
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