

From
S.SHANTHI, M.B. A.,
 Regional Director of Municipal
 Administration,
 212, GANDHIJI Road,
 Thanjavur
 E mail :rdma.thanjavur@tn.gov.in

To

Letter No.5866/2009/B2/Dated: 06 .01.2010

LETTER OF INVITATION

Dear Sir / Madam,

Sub: SJSRY- RDMA, Thanjavur - Skill Development training to beneficiaries under SJSRY- Identification of training institutes- Request for Proposal – Reg.

Ref: From the Director of Municipal Administration,
 Lr.Roc.No.34742/2009/UPA3 Dated 12.12.2009

1.1 You are hereby invited to submit technical and financial proposals to impart skill development training to the beneficiaries under the scheme of Swarna Jeyanthi Sahari Rozkar Yojana (SJSRY) in the following trades/skills

- a. Refrigeration and Air Conditioning Service
- b. Electronics Servicing
- c. Computer Hardware Servicing
- d. Modern Front Office Management
- e. Computer applications – Multimedia / Animation / Photo shopping – Mobile phone software applications
- f. Plumbing
- g. Nursing / Lab Technician
- h. Automobile Servicing
- i. Bronze crafting
- j. Catering and House keeping

and proposals in any other suitable trade or skill from the suitable institutions will also be taken up for consideration .

This could form the basis for future negotiations and ultimately a contract between your Institute and respective Municipalities of the Thanjavur region/ Regional Directorate of Municipal Administration, Thanjavur. The beneficiaries will be identified by the ULBs viz., Thanjavur, Kumbakonam, Pattukottai, of Thanjavur Dist, and Nagapattinam, Myiladuthurai, Sirkali, Vedharnyam of Nagapattinam District and Tiruvarur, Mannargudi, Thiruthuraipoondi, Koothanallur of Tirvarur Dist and Pudukottai, Aranthangi of Pudukottai Dist and Manappari, Thuriyur , Thuvagudi of Trichy Dist and Perambalur of perambalur Dist and Ariyalur , Jaynkondam of Ariyalur Dist).

2. The purpose of this assignment is:

To impart training, to provide assistance for skill formation/ upgradation of the Urban poor to enhance their capacity to undertake self-employment as well as access better salaried employment through the trades proposed.

3. The following documents are enclosed to enable the submission of the proposal:

- (a) Terms of reference (TOR) (Annexure 1);
- (b) Supplementary information for training institutes, including a Suggested format of curriculum vitae (Annexure 2); and
- (c) A Sample Form of Contract for the training under which the services will be performed (Annexure 3).

4. The Regional Director of Municipal Administration (client), Thanjavur Region (hereinafter referred to as "O/o. RDMA. Thanjavur) designated nodal agency for Selecting a training Institute / Academy to impart training for the beneficiaries under SJSRY, identified by the 19 Municipalities and intends to select proper training institute for this Contract. Payments will be made by the respective municipalities based on the number of trainees sponsored by them.

5. In order to obtain first hand information on the assignment and the local conditions, it is desirable that a representative of your Institute shall visit the Regional Directorate of Municipal Administration, 212, Ganhiji Road, Thanjavur. before the proposal is submitted. Your representative shall meet any of the following officials:

- 1. Regional Director of Municipal Administration, Thanjavur.
- 2. Assistant Project Officer, Thanjavur
- 3. Project Co-ordinator , O/o the RDMA, Thanjavur
- 4. Research and Training Specialist, O/o the RDMA, Thanjavur
- 5. Livelihood Specialist, O/o the RDMA, Thanjavur
O/o the Regional Director of Municipal Administration,
212, Ganhiji Road, Thanjavur -613 001.
Contact No : 04362 – 270364

Please ensure that advance intimation regarding your visit has to be sent to this office to enable to make appropriate arrangements.

6. A pre-proposal conference open to all prospective institutes will be held on **21.01.2010. @ 15.00 hrs in** the O/o the RDMA, Thanjavur. The prospective institutes will have an opportunity to obtain clarification regarding the scope of the work, terms of reference, Contract conditions and any other pertinent information.

7. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the "Supplementary Information for Institutes."

7.1 The "**Technical**" and "**Financial**" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information for Institutes. The first envelope marked "**Technical proposal**" should include the description of the institute/organization, the Institute's general experience in the field of assignment, the qualification and competency of the personnel proposed for the assignment and the proposed training plan methodology and approach in response to suggested terms of reference. The first envelope **should not contain any cost information whatsoever**. The second envelope marked 'FINANCIAL PROPOSAL' must also be sealed with sealing wax and initialed twice across the seal and should contain the detailed price offer for the skill development training.

You shall provide detailed breakup costs and fees as follow:

- Course Fees
- Cost of Course Material
- Cost of Tool kit
- Stipend Offered for Candidate
- Laboratory fees/Practical Training Fees etc.,

Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of the Regional Director of Municipal Administration, Thanjavur up to **12.00** hours on. **28.01.2010**.

7.2 Opening of proposal

The proposals (first envelope containing technical proposal only) will be opened by the Regional Director of Municipal Administration, Thanjavur or his authorized representative in his office at **15.00** hours on **28.01.2010**. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved and notified to all Institutes.

8. Evaluation

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to financial proposals being opened. The technical proposals will be evaluated using the following criteria:

- (i) the institute's recognition local existence of the institution and relevant experience for the assignment (15 marks);
- (ii) the quality of the methodology proposed for the training(In house/ Theory / Practical) (25 marks); and
- (iii) the qualifications & experience of the key staff/trainers proposed for the assignment (25 marks).
- (iv) Institution Facilities, Infrastructures availability (25 marks)
- (v) Past Employment Record (10 marks)

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 (in the format of the sample curriculum vitae). These personnel will be rated in accordance with:

- (i) General qualifications
- (ii) Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the Institute etc)
- (iii) Language and experience in Tamil Nadu
- (iv) Familiarity in the Region Involvement in skills transfer program and training ability

9. **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 proposals scoring **not less than 75 %** of the total marks will only be considered for financial evaluation. The price envelopes of others will not be considered and returned unopened
- (b) **The price envelope of the highest technically ranked Institute will be opened first and they will be invited for negotiations.** The institute must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by them, as may be required to adjudge the reasonableness of their price proposals. If the negotiations with this institute are successful, the award will be made to them and all other envelopes containing financial proposals will be returned unopened to the respective Institutes. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consultant, the price envelope of the second highest technically ranked consultant will be opened and that institute will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

10. Please note that the Regional Director of Municipal Administration is not bound to select any of the Institutes submitting proposals.
11. It is estimated that about minimum **130-180 man days** of services will be required for the assignment and generally you should base your financial proposal on this figure. However, you should feel free to submit your proposal on the basis on man days considered necessary by you to undertake the assignment.
12. You are requested to hold your proposal valid for 90 days from the date of submission without change the personnel proposed for the assignment and your proposed price. The Regional Director of Municipal Administration will make the best efforts to select a institute within this period.
13. Please note that the cost of preparing a proposal and of negotiating a contract including visits to the O/o the Regional Director of Municipal Administration, if any is not reimbursable as a direct cost of the assignment.
14. Assuming that the contract can be satisfactorily concluded in **Jan 2010**, you will be expected to take-up/commence with the assignment in **February 2010**.
15. Please note that if you consider that your Institute does not have all the expertise for the assignment, there is no objection to your Institute associating with another Institute to enable a full range of expertise to be presented. However, joint ventures between Institutes on the shortlist are not permitted except with the prior approval of the Regional Director of Municipal Administration. The request for a joint venture should be accompanied with full details of the proposed association
16. Please note that the remuneration, which you receive from the contract, will be subject to normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard if required.

17. We would appreciate if you inform us by Telex/Facsimile:
(a)Your acknowledgment of the receipt of this letter of invitation; and
(b)Whether or not you will be submitting a proposal.

Yours faithfully,

**Regional Director of Municipal Administration
Thanjavur**

Enclosures:

1. Terms of Reference.
2. Supplementary Information to Institutes.
3. Draft contract under which service will be performed.

Annexure - 1**TERMS OF REFERENCE (TOR) FOR IMPARTING SKILL DEVELOPMENT TRAINING ON VARIOUS TRADES TO THE BENEFICIARIES IDENTIFIED BY THE URBAN LOCALBODIES IN THANJAVUR REGION****1. Background:**

The Swarna Jayanti Shahari Rozgar Yojana (SJSRY) Scheme, aims at (i) addressing urban poverty alleviation through gainful employment to the urban unemployed or underemployed poor; (ii) supporting skill development and training to enable the urban poor have access to employment opportunities provided by the market or undertake self-employment; and (iii) empowering the community to tackle the issues of urban poverty through suitable selfmanaged community structures and capacity building programmes. The Scheme has five major components, namely:

- I. Urban Self Employment Programme (USEP)
- II. Urban Women Self-help Programme (UWSP)
- III. Skill Training for Employment Promotion amongst Urban Poor (STEP UP)
- IV. Urban Wage Employment Programme (UWEP)
- V. Urban Community Development Network (UCDN)

The Skills Training for Employment Promotion amongst Urban Poor (STEP-UP) component of SJSRY 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 disadvantaged groups.
- b) Promoting commitment by all stakeholders to own skill development initiatives.
- c) Developing a high-quality skilled workforce/entrepreneur relevant to current and emerging employment market needs.
- d) Facilitating the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of stakeholders.
- e) Enabling effective coordination between different ministries, the Centre and the States and public and private providers.

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 and unskilled employable as wage workers or successful micro-entrepreneurs,
- Promote 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 poor in a variety of service, business and manufacturing activities as well as in local skills and local crafts so that they can set up self-employment ventures or secure salaried employment with enhanced remuneration.
3. Scope of the Training Programme and an outline of the task to be performed by the Institute:
 - 3.1 The training is designed to be imparted to beneficiaries identified by the Urban Local Bodies under SJSRY scheme. There are 700 **persons** to be given training in this region as a whole. (District wise details are given in Attachment -2)
 - 3.2 They need to be trained in batches of not more than **40 participants** per batch.
 - 3.3 The duration of the training programme will be minimum **130-180 days**.
 - 3.4 The training should ensure achievements of the objectives set out above.
 - 3.5 The training approach includes but not limited to the following:
 1. Each trainees should be given practical learning and access to various aspects on the particular field

3.6 The detailed training module is enclosed in Attachment-1.

- 3.7 Scope of work of the assignment shall include:
 - (i) Preparation of course material for the training programme provided in Attachment-I and obtaining approval of the same from the Regional Director of Municipal Administration, Thanjavur prior to the Commencement of first batch of training course. 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.
 - (ii) Course materials to contain both reading material and hands out in the form of learners note, guidelines, quick reference guide including **tools for further practice** etc. All the material developed as part of course kit should be in **Tamil** and **English**.
 - (iii) You may offer comments, suggestions and improvements with justification on the TOR
 - (iv) Each participant will be evaluated using a short test before and after the training (pre and post evaluation). The difference between the two tests can be considered as training gain.
 - (v) Submission of documentation report at the end of the programme comprising the salient features of the training activity under this 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.

- (vi) The course materials/**tools** should be provided to participants along with scribbling pad, pen, folders, etc
- (vii) Instructors / Coaches with relevant specific experience and expertise are selected for the each specific session given in the training programme.
- (viii) The training activities should provide more scope for teamwork, individual practice on the skill and interaction of the participants.
- (ix) Arrangement of better venue with training accessories and provision of tea and snacks in the morning and evening.
- (x) The consultant has to identify 3 to 5 prospective participant in each batch for further training and to utilize as TOT.

4. **Schedule for completion of task:**

4.1 The training programme may commence in **February 2010**.

The duration of batch is **6 to 8 hours per day** with tea / lunch break.

4.2 The training shall be organized in a suitable training venue that may include training institution's provision of necessary infrastructure available to the satisfaction of RDMA, Thanjavur.

4.3 Cost estimates:

Your financial proposal shall be within the prescribed limit of SJSRY guide line, including material cost, trainers' fees, tool kit cost, other miscellaneous expenses to be incurred by the training institution and the monthly stipend, to be paid to the trainee.

4.4 Your proposal shall adhere with SJSRY guideline given in Attachment-III.

4.5 Your proposal shall be with the details of the owner ship of the training institute building. If the building is rented one the proof of agreement between the trainer lessee and the building owner should be enclosed.

4.6 The stability certificate for the building of the institute and other/Toilet,/Water/ ventilation facilities should be submitted with necessary drawings and certified by the chartered engineer.

5. Data Service and Facilities to be provided by the RDMA, Thanjavur in consultation with respective municipalities in Thanjavur Region.

- The Municipalities within the Thanjavur region shall furnish the list of participants to RDMA, Thanjavur for each batch to the training and it will be transmitted to the Institute.
- The communication to the individual participant for the above training programme.

6. Final output required from the Institute / Institutes:
- (i) The Institute/ Academy are expected to give a set of course material comprising the reading material, brief summary note on each session for reference of the participants and trainers note for each session. This output should be produced before commencement of the session.
 - (ii) A report on the evaluation (including pre evaluation with a set of “knowledge questions” and post evaluation to see “knowledge gain”) of each batch and a comprehensive evaluation report of the entire programme giving the evaluation of various aspects of the programme from the point of view of the participants emerged as part of feed back and various suggestions and comments which will be useful as input for the future programmes and improve their performance in the working environment.
 - (iii) At the end of each training programme institute will identify **three to five trainers** from each batch who can be utilized as resource person in future.

7. Composition of the Review Committee and Review Procedure to Monitor Consultant’s work:

- 7.1 The committee consisting of the following officers will review and evaluate the training proposal, the coverage and quality of course material, the progress and the quality of training programme as and when necessary. (The Institute or the institutions is expected to prepare a comprehensive feed back report of the participants with over all final bill. The review committee will review the same before releasing the final payment. In case any deficiency found in the content of the feed back and the course evaluation report the institute will be requested to revise it suitably)

- 1. Regional Director of Municipal Administration, Thanjavur.
- 2. Assistant Project Officer, Thanjavur
- 3. Project Co-ordinator, O/o the RDMA, Thanjavur
- 4. Research and Training Specialist, O/o the RDMA, Thanjavur
- 5. Livelihood Specialist
- 6. Commissioner of concern municipality.

- 7.2 The Regional Director of Municipal Administration, Thanjavur reserves the right to cancel the further conduct of training at any point of time, if the performance is found to be unsatisfactory.

8. List of Key positions:

The list of resource persons (for preparation of course material and of the session) whose CV and experience would be evaluated is as given in the attachment II

SUPPLEMENTARY INFORMATION FOR INSTITUTES**Proposals**

(1) Proposals should include the following information:

(a) Technical Proposal

- (i) A brief description of the Institute/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 3 years in the format given in Form F-2.
- (ii) Any comments or suggestions of the consultant on the Terms of Reference (TOR).
- (iii) A description of the manner in which Institutes would plan to execute the work. Training plan with time schedule in Form F-3 and approach or methodology proposed for carrying out the required work.
- (iv) The composition of the team of personnel including trainers which the institute would propose to provide and the tasks which would be assigned to each team member in Form F-4.
- (v) Curriculam Vitae of the individual key staff members including trainers/faculty members to be assigned to the training and of the team leader who would be responsible for supervision of each programme. The curriculam vitae should follow the attached Format (F-5) duly signed by the concerned personnel.
- (vi) The institutes's comments, if any, on the data, services and facilities to be provided by the Regional Director of Municipal Administration, Thanjavur indicated in the Terms of Reference (TOR).

(b) Financial Proposals

The financial proposals should include the following:

1. Schedule of Price Bid in Form No.F-6 with cost break-up.
2. Training program and time schedule for key personnel in Form-

F7.

(2). **Four copies** of the proposals should be submitted to the Regional Director of Municipal Administration, 212Gandhiji Road, Thanjavur

- (3). Contract Negotiations
The aim of the negotiation is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Institute's proposal, the proposed training plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the bar chart, which will indicate personnel, periods in the field and office, man-months, and reporting schedule. Once these matters have been agreed financial negotiations will take place and will begin with a discussion of your proposed personnel rates, which should be expressed in man-months.
- (4). Contracts with Team Members.
Bearing in mind that rates are negotiable, Institutes are advised against making necessary financial arrangements with prospective faculty members/trainers prior to negotiations.
- (5). Nomination of Experts
Having selected a Institute partly on the basis of an evaluation of personnel presented in the Institute's proposal, the Regional Director of Municipal Administration expects to negotiate a contract on the basis of the experts named in the proposal and, prior to contract negotiations, will require guarantees that these experts shall, in fact, be made available. As the expected date of mobilization is given in the letter inviting proposals, the Regional Director of Municipal Administration will not consider substitution after contract negotiations, except in cases of unexpected delays on the starting date or incapacity of an expert for reasons of health, or leaving the Institute. The desire of a Institute to use an expert on another institute shall not be accepted for substitution of personnel.
- (6). Terms of Payment*

The mode of payments to be made in consideration of the work to be performed by the consultant shall be as follows:

i	20% of contract value	After acceptance of letter of award and acceptance of the course material
ii	25 % of contract value	On successful completion of 50% of the training programme.
iii	30% of contract value	On successful completion of all batches of the training and submission of all relevant reports / documents and after the Review Committee reviewed the comprehensive feed back of the participants,
iv	20% of contract value	After the placement of atleast 75% of the trainees.
v	5% of contract value	Will be released after 3 months of the completion of training. After ascertaining the employment provided.

Note: All payments shall be made on submission of pre-receipted bills by the Institutes in quadruplicate for respective stages.

(8) Review of reports

A review committee consisting of following officers of the O/o the RDMA, Thanjavur will review all reports of Institutes and suggest any modifications/changes considered necessary within 15 days of receipt.

1. Regional Director of Municipal Administration, Thanjavur.
2. Assistant Project Officer, Thanjavur
3. Project Co-ordinator , O/o the RDMA, Thanjavur
4. Research and Training Specialist, O/o the RDMA, Thanjavur
5. Livelihood Specialist, O/o the RDMA, Thanjavur

Attachment – I**SKILL DEVELOPMENT TRAINING PROGRAMME TO BENEFICIARIES
IDENTIFIED BY THE ULB's UNDER SJSRY****DETAILS OF REQUIRED TRADE OF TRAINING AND REQUIREMENT OF STATUS OF
TRAINING INSTITUTE**

1. COURSE CONTENTS: The training programme should focus various skill development trades such as:

- a. Refrigeration and Air Conditioning Service
- b. Electronics Servicing
- c. Computer Hardware Servicing
- d. Modern Front Office Management
- e. Computer applications – Multimedia / Animation / Photo shopping – Mobile phone software applications
- f. plumbing
- g. Nursing / Lab Technician
- h. Automobile Servicing
- i. Bronze crafting
- j. Catering and house keeping

Similar proposals in any other suitable trade or skill from the suitable institutions will also be taken up for consideration .

- 2. DURATION** : Minimum 130 to 180 DAYS
- 3. INDICATIVE TARGET FOR THE REGION** : 700 (as detailed in Attachment 2)
- 3. BATCHING OF BENEFICIARIES** : Minimum of two batches, Maximum of six batches of each trade as per the offer and requirement of beneficiaries
- 4. SIZE OF BATCHES** : Each batch should not exceed more than 40

5. REQUIREMENT OF THE TRAINING INSTITUTE

The following are requirements of the training institute:

- i) The Institution shall be recognized by the Government of India or Government of any States or affiliation with any recognized professional college for more than three years and registered society under the college with its registered office situated in the college campus.
- ii) The Institute shall have experience in training students in the age group of 18 to 35 years in the following areas:
 - a. Refrigeration and Air Conditioning Service
 - b. Electronics Servicing
 - c. Computer Hardware Servicing
 - d. Modern Front Office Management
 - e. Computer applications – Multimedia / Animation / Photo shopping – Mobile phone software applications
 - f. Plumbing
 - g. Nursing / Lab Technician
 - h. Automobile Servicing
 - i. Bronze crafting
 - j. Catering and House keeping

and should have trained more than 1000 students in the past 3 years across various centers in the State of Tamil Nadu.

f. Details of employment and provided on a particular trade in which they are intend to participate in the last 3 years should be enclosed.

iii) The institution should be a reputed institution with experts in the related field with having at least 3 years experience in training and offering placement to at least 50% of the trainees.

iv) The Institute shall have adequate infrastructure viz., class rooms, Labs and equipments, experienced faculties and other basic amenities.

v) The Institute 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.

vi) The Institute should be able to ensure **60% to 75%** placement to the beneficiaries after completion of training.

vii) At the end of the training, they should give certificate which is acceptable across the state.

viii) The Institute should be capable to start up additional centres within the District/ Municipality as required for the convenience of students. (A detailed district wise/municipality wise, number of beneficiaries given in Attachment II).

ix) The floor area of Training Institute should be minimum of 2400 Sq. ft. The Area should be proportionate to the number of trainees.

x) The operational guideline for skills training for employment promotion should be adhered and fulfilled by the training Institute (refer Attachment 3)

xi) The institution should accept the condition for getting 20% payment after the placement of atleast **60 to 75%** of the trainees

xii) The institutions should be allotted candidates based on their capacity (out sourcing by institutions should not be permitted)

**SKILL DEVELOPMENT TRAINING PROGRAMME TO BENEFICIARIES IDENTIFIED
BY THE ULB's UNDER SJSRY**

**DETAILS OF NUMBER OF BENEFICIARIES
(District Wise/Municipality Wise)**

PROPOSED BENEFICIARIES DETAILS		
SL. NO	NAME OF MUNICIPALITIES	NO. OF BENEFICIARIES
Thanjavur Region		
Thanjavur		
1	Thanjavur	124
2	Kumbakonam	82
3	Pattukottai	38
	Sub Total	244
Nagapattinam		
4	Nagapattinam	60
5	Myiladuthurai	49
6	Sirkali	23
7	Vedharanyam	16
	Sub Total	148
Tiruvarur		
8	Tiruvarur	35
9	Mannargudi	32
10	Thiruthuraipoondi	22
11	Kooothnallur	17
	Sub Total	106
Pudukottai		
12	Pudukottai	73
13	Aranthangi	27
	Sub Total	100
Trichy		
14	Manappari	23
15	Thuriyur	18
16	Thuvagudi	13
	Sub Total	54
Peramblur		
17	Peramblur	12
	Sub Total	12
Ariyalur		
18	Ariylaur	12
19	Jayankondam	13
	Sub Total	25
	Total	689

Note:1 The number of beneficiaries of each municipality has been tentatively proposed based on the fund allotted by reserving 85% of fund for this skill training.

Note:2 Among the allotment of Beneficiaries. The percentage of women beneficiaries shall not be less than 30% and a special provision of 3% reserved differently abled person. Hence the Institution is expected to have adequate facilities to accommodate this proportionate beneficiaries.

Attachment – III

**OPERATION GUIDELINES FOR SKILLS TRAINING FOR EMPLOYMENT
PROMOTION AMONGST URBAN POOR (STEP-UP)**

Skill Training:

- Skill Training to be linked to accreditation, certification and preferably be taken on Public-Private-Partnership (PPP) mode with the involvement of reputed institutions.
- The size of a training class may not be more than 40.
- The total training period for skill upgradation (including apprenticeship, if any) can be satisfactorily.
- The cost of toolkit has been included in the average training cost of Rs. 10,000/- per capita. However, in case the toolkit cost exceeds the above ceiling, there is no objection to the excess amount being met from funds other than this programme funds or bank loan or even as beneficiary's contribution.
- Monthly expenditure on training per trainee including material cost, trainer's fees, toolkit cost, other miscellaneous expenses to be incurred by training institution as well as monthly stipend to trainee, may vary depending upon the trade and duration of training States/UTs should issue guidelines in this regards

Skill Development Process:

The following process may be adopted for developing/upgrading skills of the urban poor:

- i) Market Scan/Surveys to identify the needs of industry, business and service sectors and emerging job opportunities – local, district, state and national and upgrade the information at regular intervals;
- ii) Livelihoods Survey, Training Needs Assessment, Baseline and Identifications of Gaps;
- iii) Identification of Lead (National or State) and Nodal (Regional / City Level) Institutions – finalize modalities for accreditation, preparation of modules, training of trainers, mentoring, certification, training, etc
- iv) Memorandum of Agreement between State Nodal Agency / Urban Local Body (Urban Poverty Alleviation Cell) and Lead/Nodal Training Institutions and between Lead and Nodal institutions;

- v) Guidelines for Accreditation by Lead Institution, accreditation process and identification of nodal training institutions/agencies to undertake training;
- vi) Memorandum of Agreement between Lead Institution and Nodal/training institutions/agencies including eminent agencies or institutes in the private sector;
- vii) Selection of trainees by the ULBs with the help of community Structures/Organizations/NGOs based on their education, level of training, experience, aptitude etc.,
- viii) Preparation of Training Calendar and assignment of Trainees to Institutions, Conduct of Training, Examination, Certification Process, Apprenticeship with Industry; and placement coordination
- ix) Monitoring, Quality Control, Review, Evaluation and Corrective Measures.
- x) Post-training Handholding.

Skills Training Institutes:

- Focus will be on skills of high-value for which there is market demand. Skills may be differentiated in categories on the basis of entry level qualification.
- Matriculate pass candidates can be provided technical vocational training of high standard whereas 8th pass candidates can be provided training requiring less technical knowledge.
- Persons below 8th pass can be provided specially designed training which does not generally require technical skills.
- States/UTs may empanel activity-specific lead institutes (an eminent National or State Government institute like IIT or NIT for each specific technical vocational skill)supported by regional/city level nodal institutions, which will work closely with the lead institution.
- The Lead Institution will be responsible for the accreditation of training institute in the fields concerned (public and private both) and certification.
- The Nodal (regional/city level) institutes will be responsible for training of trainers, supervision of training, mentoring and placement coordination.
- The Lead and Nodal institutions will undertake preparation of high quality training modules, development of curriculum standards, materials for training of instructors and trainees and undertake certification process for the particular skills.
- Public-Private-Partnership models for imparting skills training will be encouraged.

Note: Guidelines for undertaking skill development/up gradation will be issued by the Government of India from time to time, as required.

FORM F1

From To——

Sir:

Imparting Skill Development Training for the beneficiaries under SJSRY for the
—of — — — — Programme Regarding

I/We _____ Institute/college /organization herewith
enclose Technical and Financial Proposal for selection of my/our Institute as
Training Institute for — — — — —.

We undertake that, in competing for (and, if the award is made to us, in
executing) the above contract, we will strictly observe the laws against fraud
and corruption in force in India namely “Prevention of Corruption Act 1988”.

Yours
faithfully,

Signature: _____
Full name _____
and address:

(Authorized Representative)

FORM F2**ASSIGNMENTS OF SIMILAR ASSIGNMENTS SUCCESSFULLY COMPLETED
DURING LAST 3 YEARS**

1. 1. Brief Description of the Institute/Organization:
2. 2. Outline of recent experience on assignments of similar nature:

Sl.No.	Name of assignment	Name of project	Owner or sponsoring authority	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employer by way of documentary proof.

Form – 3

Month wise & Week wise Details of the topics to be covered for the proposed training course and the time duration required to be furnished as per the following :

1. Name of the Course
2. No.of candidates / batch
3. Total No .of man days required
4. Full syllabus of the course to be enclosed separately

Month	Week	Topics to be covered	No.of mandays	Duration (in hours)
1 st month	1 st		----- days	
	2 nd		----- days	
	3 rd		----- days	
	4 th		----- days	
2 nd month	1 st		----- days	
	2 nd		----- days	
	3 rd		----- days	
	4 th		----- days	
Month				

Total Months	Total Weeks	Total Mandays	Total Hours

SIGNATURE

FORM NO.F4

Composition of the Team Personnel and the task which would be assigned to each Team Member

1. Training / Faculty Member

Sl.No.	Name	Position	Task assignment
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2. Support Staff

Sl.No.	Name	Position	Task assignment
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FORM F5**FORMAT OF CURRICULUM VITAE (CV)
FOR
PROPOSED KEY PROFESSIONAL STAFF**

Proposed
Position:
Name of
Institute:

Proposed Position:
Name of Institute:
Name of Staff:
Profession:
Date of Birth:
Years with Institute/Entity: Nationality: Membership in
Professional Societies:
Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of staff member and authorized representative of the Institute]Day/ Month/ Year

Full name of staff

member:_____ Full

name of the authorized

representative:_____

FORM NO. 6**SCHEDULE OF PRICE BID**

Item No.	Name of the Item	Amount	
		In Figures	In Words
1.	Course fee per candidate	:	
2.	Cost of course material per candidate	:	
3.	Stipend per month per candidate(A) x No of month (B)=Total Amount(C)=Rs.		
4.	Cost of Toolkit to be supplied per candidate	:	

Signature

Note:

Since the maximum course fee has been prescribed as Rs.10,000 (Rupees Ten Thousand only) per candidate, the breakup details for each items should be furnished. The total cost of training should not exceed Rs.10,000/- per candidate.

**FORM F7 WORK PROGRAM AND TIME SCHEDULE FOR KEY
PERSONNEL**

MONTHS

Sl.no Name Position Name of the Module No.of months

		Tota
1.	Activities and Duration Activity duration in months	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7.	7.	
8.	8.	
9.	9.	