

***Invitation for Applications for
“Selection of multi-State-Vocational Training Provider (VTP)
for Training & Placement under
Skill Development Initiative (SDI) Scheme”***

Date: 17/03/2015

Directorate General of Employment & Training (DGE&T), Ministry of Labour & Employment, Government of India intends to empanel multi-state Vocational Training Providers (VTP) who have training centers in 4 or more states with requisite capabilities, for implementing Skill Development Initiative (SDI) Scheme and in this regard invites proposals from interested parties.

Training providers having own functional training centers in 4 or more states shall apply to DGE&T directly instead of applying to each state directorates.

The Empanelment shall be for respective modules and sector and shall be applicable for a period of 3 Years subject to the performance and placements by the Selected Training Agencies / Institutions.

Interested Applicants may download the document comprising

- a. Section-1 Project Details
- b. Section-2: Instructions to Applicants
- c. Section-3 Proposal Submission Formats

From SDI and DGE&T website: <https://www.sdi.gov.in/> and <http://dget.nic.in/content/> from 14/10/2014 onwards. No processing fee shall be paid along with the proposal

The Proposals can be submitted by the applicants throughout the 2014-15 financial year by providing the sufficient information as prescribed in this document

The details of the scheme shall be accessed from the website <https://www.sdi.gov.in/en-US/Pages/SchemeGuidelines.aspx>

Director (SDI),
Directorate General of Employment & Training (DGE&T),
Ministry of Labour and Employment,
Shram Shakti Bhavan,
Rafi Marg,
New Delhi – 110 001

Table of Contents

Abbreviations / Acronyms	3
Section 1: Project Details	4
1. Skill Development Initiative (SDI) on Modular Employable Skill (MES):	4
2. Vocational Training Providers (VTPs)	4
3. Multi-State Vocational Training Providers (VTP)	4
4. Conformance to Guidelines	5
Section – 2: Instructions for submission of Proposals	5
1. Commitment to a fair and transparent process	5
2. Conflict of Interest	5
3. Steps in empanelment process	6
4. Preparation and Submission of Proposal.....	6
5. Minimum Eligibility Criteria.....	8
6. Evaluation of Proposal.....	9
7. Signing of Agreement.....	9
Section – 3: Proposal Submission Formats.....	10
Form-1: Format of the Covering Letter.....	10
Form-2: Details Of the Applicant.....	12
Form-3: Training Infrastructure Capabilities	13
Form 4: Details of Trainer and Staff	15
Form 5: Previous Training Experience.....	16
Form 6 : Placement details of trained youth.....	17

Abbreviations / Acronyms

The following abbreviations and acronyms have been used in this document

ABBREVIATION/ ACRONYM	DESCRIPTION
DGE&T	Directorate General of Employment & Training
MES	Modular Employable Skills program of the Government of India
NCVT	National Council for Vocational Training
RDAT	Regional Directorate of Apprenticeship Training
SDI	Skill Development Initiative
TC	Training Centre
VTP	Vocational Training Provider

Section 1: Project Details

1. Skill Development Initiative (SDI) on Modular Employable Skill (MES):

- 1.1 Skill Development Initiative (SDI) on Modular Employable Skill (MES) has been developed in close consultancy with Industry, State Governments & Experts in pursuance of excellence in vocational training. Skill Development Initiative (SDI) Scheme was launched in May 2007. The online implementation of the SDI scheme through web-portal was launched since 1st January 2012. Cabinet committee on Skill Development has approved the continuation of this scheme for XII plan period with certain changes. An outlay of Rs 2000 crore has been kept for the scheme for 12th plan period. Total, 25 lakh people would be skilled & certified during 12th plan period.

2. Vocational Training Providers (VTPs)

- 2.1 The training under SDI scheme is provided by various Vocational Training Providers (VTPs) registered under Central Government, State Governments, Public and Private Sector and Industrial establishments/Institutes etc. VTPs provide counseling & vocational guidance, training facilities as per norms, impart quality training, placement support and post training support to trainees. VTPs are reimbursed training cost at the rate prescribed by DGE&T which is revised on a yearly basis.
- 2.2 Vocational Training Provider (VTP) shall provide training infrastructure like classroom space, seating capacity, teaching aids, lab facility, machines, tools and equipment, power supply, etc. as prescribed in course curriculum of modules. Qualified and experienced trainers shall be engaged to deliver quality training with a mix of theory and practical training.
- 2.3 Scheme guidelines and further information about the scheme can be accessed from <https://www.sdi.gov.in/en-US/Pages/SchemeGuidelines.aspx>

3. Multi-State Vocational Training Providers (VTP)

- 3.1 Reputed Vocational Training Providers who operate training centers in 4 or more states, trained more than 2000 persons in last two years in SDI and 60% of the trained persons have been placed, will be empanelled at National Level by a Committee having representation from DGET, State Governments and Trade unions and Chaired by DG/JS. In order to reduce the delay in

inspection and empanelment of reputed and large training providers who have a proven track record and have training centers in multiple states, Apex Committee on Skill Development Initiative Scheme approved the creation of national level empanelment process to facilitate faster empanelment and inducting reputed training institutions.

3.2 Training Centers of empanelled agencies will not be required to be further inspected by the State Governments for registration as VTP.

3.3 Franchisee centres shall not be considered.

4. Conformance to Guidelines

4.1 The Empanelled multi-State Vocational Training Providers shall at all times during the currency of the Agreement undertake to conform to and comply with all relevant laws, rules, guidelines and regulations including the following:

- MES Course Curriculum as prescribed by DGE&T
- Operational Manual issued by DGE&T
- Guidelines and amendments issued by DGE&T from time to time
- Orders and circulars issued by DGE&T and <State Directorate> regarding implementation of SDI scheme.

Section – 2: Instructions for submission of Proposals

1. Commitment to a fair and transparent process

1.1 DGE&T is keen to ensure that the process leading to the Empanelment of the Applicant is fair, transparent, efficient, interactive, and protects the confidentiality of the information shared by Selection Entities with it. The applicants should not resort to influence the selection process by any means. If any Applicant is found practicing any kind of influence on DGE&T, their proposals will be summarily disqualified and blacklisted from future Selections.

2. Conflict of Interest

2.1 An Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the Selection Process or the implementation of SDI scheme. Any Applicant found to have a Conflict of Interest shall be disqualified. An Applicant shall be considered to have a Conflict of Interest that affects the Selection/Implementation Process, if:

- 2.1.1. the Applicant is a shareholders or has other ownership interest in Assessing Bodies registered with DGE&T ; where the direct or indirect shareholding is more than 25 per cent of the paid up and subscribed share capital of such Applicants; or
- 2.1.2. the applicant is an Assessing Body for same sector in the state where training is being proposed.
- 2.1.3. a constituent of such Applicant is also an official in state directorate or DGE&T;

3. Steps in empanelment process

3.1 The empanelment of training provider as multi-State VTP under SDI scheme shall follow the following steps.

3.1.1 Receipt of fully filled proposal from the entity applying for registering as multi-State VTP under SDI.

3.1.2 The applicants shall be invited to make presentation before the Committee to give such clarifications and additional information on their capabilities and proposal submitted as may be required.

3.1.3 Evaluation of proposals by selection committee with representation from DGET, State Governments and Employees and Chaired by DG/JS.

3.1.4 Provision of empanelment certificate to multi-State VTP.

3.1.5 Signing of contract agreement with the respective State Directorates where the training center is located.

4. Preparation and Submission of Proposal

4.1 Forms and Formats

4.1.1 The submission of Proposals by Applicants in response to the document would require to be in a sealed cover as indicated below

Cover Heading: Proposal for empanelment as multi-State Vocational Training Provider (VTP) for Training & Placement under Skill Development Initiative (SDI) Scheme

- 1. **Covering Letter as per Form 1** in Section-3 of this Document
- 2. **Details of Applicant as per Form 2** in Section-3 of this Document
- 3. **Training infrastructure capabilities as per Form 3** in Section-3 of this Document

4. **Details of trainer and staff as per Form 4** in Section-3 of this Document
5. **Previous Training Experience as per Form 5** in Section-3 of this Document
6. **Placement details of trained youth as per Form 6** in Section-3 of this Document

4.1.2 The organizations need only to give addresses of those approved training centres where they have trained more than 200 persons and have given placement to minimum of 60% trained in last two years. Details of these trainees should be furnished.

4.1.3 While considering placement of minimum 60% trained candidates in the last 2 years, it is permitted to include self-employment for 10% trained candidates along with 50% wage employment. However, looking at the nature of the trade, the Committee may consider appropriate higher share of self-employment.

4.1.4 The applicants are required to carefully note the notes accompanying each of the formats and provide necessary documentary proofs mentioned therein.

4.1.5 The supporting documents shall be provided with adequate reference and it is discouraged to provide information which is not relevant to the application and which is not sought.

4.2 Proposal Submission

4.2.1 The Information to be submitted by the Applicants in the Proposal and formats prescribed under Forms 1 to 6 of Section - 3 of this document shall be strictly adhered to. The Applicant shall place one (1) Proposal in a sealed envelope, which shall be inscribed as under: Proposal for: "Empanelment as multi-State Vocational Training Provider (VTP) for Training & Placement under Skill Development Initiative (SDI) Scheme"

On Cover:

Submitted by: _____. (Name of the Applicant with Full Postal Address)

Proposal for: "Empanelment as multi-State Vocational Training Provider (VTP) for Training & Placement under Skill Development Initiative (SDI) Scheme"

Name of the states where training is proposed: _____

Name of the modules on which training is proposed: _____

The cover should be addressed to:

Director (SDI)

Directorate General of Employment & Training (DGE&T)

Ministry of Labour and Employment

Shram Shakti Bhavan, Rafi Marg, New Delhi-110001

Phone: 011-2308071, Email: dinesh_nij@hotmail.com

4.2.2 Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the Proposal non-responsive.

5. Minimum Eligibility Criteria

5.1 The Applicant shall be a Proprietorship/ Partnership Firm/ Private Limited/ Public Limited Company/ Registered Society/ Trust/ Association/ Trade Body/ Registered Educational Institution/ University fulfilling the Minimum Eligibility Requirements. Existing joint ventures who meet the above mentioned minimum eligibility criteria shall also be permitted.

5.2 The Applicant shall have experience of training minimum 2000 youth in last 2 years (FY2012-13, FY 2013-14 and till date) (inclusive of theory and practical).

5.3 The Applicant shall have relevant training infrastructure in terms of classrooms, lab, etc. as per the MES modules as prescribed by DGE&T.

5.4 Minimum 60% of trained youth in last 2 years shall be placed in relevant organizations. It is permitted to include self-employment for 10% trained candidates along with 50% wage employment. However, looking at the nature of the trade, the Committee may consider appropriate higher share of self-employment.

5.5 Applicant already registered as Assessing Body under SDI scheme with DGE&T for the same sector within the state is not allowed to participate in this empanelment process.

5.6 Institutions/ Firms blacklisted by any Government Department shall not be considered in this empanelment process.

5.7 The Applicant shall provide the information and supporting documents towards their claims

6. Evaluation of Proposal

- 6.1 National Level Committee having representations from DGET, State Governments and Trade Unions and chaired by DG/JS, DGE&T will evaluate the proposal and finalize whether the applicant is competent enough to carry out training under SDI scheme.
- 6.2 The committee shall seek clarifications from the Applicants in case of deficiency of information and the Applicants shall furnish such clarifications within 15 days for reconsideration of their proposals.
- 6.3 In the course of evaluation, if in DGE&T's opinion, the Proposal is materially deficient or inconsistent in any aspect or fraudulent, the Proposal shall be declared Non-eligible and shall not be considered for further evaluation.

7. Signing of Agreement

- 7.1 DGE&T will inform the applicant, the decision about the approval/ rejection of the application and a letter of empanelment will be provided to the applicant along with a copy to the respective state directorates. State/UT will grant registration to new VTP only after VTP signs a contract of agreement with them.
- 7.2 The Vocational Training Provider (VTP) shall provide the training and placement services in accordance with the standards, norms, terms and conditions stipulated in the agreement. The Scope of services, Terms, norms and conditions related to the Vocational Training Provider (VTP) are given in the Draft agreement document present in SDI portal.
- 7.3 The Committee will scrutinize performance of the empanelled multi-State VTP on an annual basis and will take steps for de-empanelment, if quality is found to be declining.

Section – 3: Proposal Submission Formats

Form-1: Format of the Covering Letter

(The Covering Letter is to be submitted by the Applicant along with the Proposal - Printed on their respective Letter Heads)

Date:

Place:

Director (SDI)

Directorate General of Employment & Training (DGE&T)

Ministry of Labour and Employment, GoI

Shram Shakti Bhavan, Rafi Marg,

New Delhi-110001

Dear Sir,

Sub: Empanelment as multi-state Vocational Training Provider (VTP) under Skill Development Initiative (SDI) Scheme

Please find enclosed one (1) Proposal in respect of the Empanelment as multi-state Vocational Training Provider (VTP) under Skill Development Initiative (SDI) Scheme in *<mention all the State Name where operations are envisaged>*, in response to the Invitation for applications document issued by DGE&T, Ministry of Labour & Employment, dated_____.

We hereby confirm that:

1. The Proposal is being submitted by _____ (*name of the Applicant*) who is the Applicant, is in accordance with the conditions stipulated in the Invitation document.
2. We have examined in detail and have understood the guidelines for implementation of Skill Development Initiative (SDI) Scheme and the amendments issued by DGE&T. Our Proposal is consistent with all the requirements of submission as stated in this invitation document and as required by the guidelines.
3. The information submitted in our Proposal is complete and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that DGE&T will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of Applicants for the aforesaid program, and we certify that all information provided in the Application and in Forms 1 to 6 is true and correct; nothing

has been omitted which renders such information misleading; and all documents accompanying the Proposal are true copies of their respective originals.

4. We acknowledge the right of DGE&T to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. We satisfy the legal requirements and meet all the eligibility criteria laid down in this document. We certify that we have not been blacklisted by any public authority for breach on our part.

6. This proposal is unconditional and we hereby agree by terms and conditions detailed in this document and the guidelines prescribed by DGE&T.

7. We undertake, if our proposal is accepted, to provide the services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from DGE&T.

8. We undertake that we as an organization or our director or staff are not part of any of the Assessing Bodies registered with DGE&T under SDI scheme.

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice. This Proposal is made for the purpose of Empanelment as multi-state Vocational Training Provider (VTP) under Skill Development Initiative (SDI) Scheme for the following Courses:

List of training centers and Modules Proposed

S.No	Center address	State	Module Codes	Module Name

(add More rows If required. One training center shall be mentioned in one row only.)

In witness thereof, we submit this Proposal under and in accordance with the terms of this document and SDI scheme guidelines and amendments.

For and on behalf of: (Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Form-2: Details Of the Applicant

Name and Details of the Applicant, Authorised Representative and training centre:	
Name of Organisation/ Institution	
Registered/ Head Office Address	
Phone Numbers	
Fax Number	
Mobile Number	
Email Address	
Website	
Addresses of Training centre(If different from Head office address) Phone Fax Mobile Nos. Email IDs Dates of Establishment	<i>(Add additional rows for Address, Name of authorised representative, designation, mobile, email for each training centre)</i>
Name of Authorised Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Form-3: Training Infrastructure Capabilities (For new Centres to be registered as VTP)

Training Capacity in Training Centers which meets basic infrastructure requirements as prescribed in modules shall be provided in the below format. The infrastructure requirements can be accessed from SDI portal from the link <https://www.sdi.gov.in/en-US/Pages/SyllabusDownload.aspx> .

S.No	Type	Prescribed by DGET as per MES Course module	Availability in training center	Proof (Provide page number reference also)
1	Power Norm			
2	Space Norm			
3	Availability of electrical connection			
4	List of machines/equipment/tools (list down the machines, equipments, tools, etc. from the MES module course syllabus in the below rows)			

*(add rows if require)

I hereby certify that the training infrastructure details provided above are correct to the best of the knowledge and meets the requirements specified and will be used for training delivery under Skill Development Initiative (SDI) Scheme

For and on behalf of: (Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Notes:

1. Form 3 should be filled for each training center separately. i.e. If the application is for 4 centers, 4 Forms needs to be filled.

2. Form 3 should be filled for each module which is handled within the same training center. i.e. If the application is for 2 modules each in 4 centers, 8 Forms needs to be filled.
3. The details provided in Form 3 will be used during inspection by DGET/State officials or monitoring agencies.
4. The Applicants shall indicate their full capacity basing on their Training Space, Training Equipment & Trainers Capacity.
5. Please enclose Documentary Evidences regarding training Infrastructure available in the form of:
 - a. Proof related to power connection and scanned copy of the latest electricity bill. If the infrastructure is taken on rent, a copy of rent agreement/deed along with the copy of the electricity bill issued in the name of the landlord/ building owner.
 - b. If the applicant wants to run the course in building with no power connection, but on generator set, the receipt of purchase of generator set or rent receipt.
 - c. Photographs of facilities or tools and prompt references shall be provided in the Form.

Form 4: Details of Trainer and Staff

Details of trainers and staffs of each of the training centres shall be given in the below format. Separate Form shall be used to fill information of each centre:

Training centre Name & Location: _____

S. No	Name	Modules taught currently	Experience	Qualification	Qualification & Experience requirement specified by DGET in MES course modules	Period of Service with the Institution
1						
2						

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:(Authorised Representative and Signatory)

Notes:

- Please provide Offer letter/ joining letter/ salary slip or some supporting documents as a proof that the trainer and staff are on applicant's payroll. Franchising of training centre is not allowed.
- Form 4 should be filled for each training centre separately
- CV for every trainer/instructor shall be submitted along with the form

Form 5: Previous Training Experience

The previous training experience details shall be provided training centre wise and the consolidated number of students

Training center Name & Location: _____

S.No	Name of Training Program / Scheme	Name of Department/client	Financial Year	Number of candidates trained	Module Names

Consolidated number of trained youth: _____

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Note:

- Please enclose work order/ completion certificate or any such proof for each record to validate the previous training experience.
- Form 5 should be filled for each training centre separately
- In case of self-certification, supporting documents or additional proof may be provided.

Form 6 : Placement details of trained youth

The placement details of previously trained youth shall be provided training centre wise and the consolidated number of placed students shall be provided at the end as per the below format.

Training center Name & Location: _____

S.No	Name of Student	Contact number	Placement Organization name	Salary	Year trained	Government program/ Organization for whom training was conducted

Consolidated number of placed youth between FY 2012 to till date: _____

For and on behalf of: _____ (Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Note:

- Please enclose work order/ completion certificate or any such proof for each record to validate the previous training experience.
- Form 6 should be filled for each training centre separately
- In case of self-certification, supporting documents or additional proof may be provided.