

Empanelment of Skill Training Providers For EST&P under NULM

Expression of Interest Placement Linked Skill Training

No. 202/ESTP/2017/MEPMA-AP

12.9.2017

Expression of Interest is invited from reputed industry houses/associations for placement linked Skill Development Trainings under National Urban Livelihood Mission implemented in the state of Andhra Pradesh by MEPMA-AP. Competent industries /associations can submit proposals

Industrial Houses/Associations which can provide skill training and placement in their domain/Industry.

EoI in the prescribed format should reach the Mission Director, MEPMA-AP before **4 pm of 28.9.2017**. Interested agencies can attend the pre-proposal conference on **22.09.17** after prior intimation. For more details, see the EoI document available on www.MEPMA-AP.gov.in

Sd/
Mission Director, MEPMA-AP
Guntur .AP

1. Purpose of this EoI

- 1.1. Deen Dayal Andiyodhaya Yojana - National Urban Livelihoods Mission (DAY-NULM) is a centrally sponsored **scheme designed by Ministry of Housing and Urban Poverty Alleviation (MoHUPA)**, Government of India. **MEPMA-AP, the State Poverty Eradication Mission is the nodal agency** for implementation of the project in Andhra Pradesh. The project is implemented in all the cities of the state (List of cities in the State attached).
- 1.2. Employment through Skill Training and Placement (EST&P) is a major component under National Urban Livelihoods Mission. The project **aims to impart placement linked skill training** to the unemployed belonging to urban poor category. It is targeted to impart skill training to ----- unemployed urban poor from **110 cities in the state** during the current years. Mission imparts skill training through the empanelled Skill Training Providers and industry/associations .
- 1.3 Skill development courses designed as per the **National Skill Qualification Framework (NSQF) only are conducted** under the mission. Therefore Modular employable skill **courses designed by National Council for Vocational Training and the courses as per the qualification packs developed by Sector Skill Councils** under National Skill Development Corporations **only can be proposed** under NULM.
- 1.5. This Expression of Interest (EoI) is issued for empanelment as a Skill Training Providers (STPs) from industry houses /associations for conducting placement linked Skill Training in 110 cities (Municipalities and Municipal corporations) in the state under National Urban Livelihoods Mission. It is planned to empanel more skill Training Providers under NULM, in-order to have more variety of skill training courses, more Sectors for employment and to cover more cities. This empanelment does not guarantee any income to those prequalified and/ or any form of retainer fees.

2. Submission of applications

- 2.1. **The agencies should apply in the format prescribed for** along with a **DD worth Rs 1000/-** in the name of the Mission Director, MEPMA-AP towards the **non-refundable application fee**.
- 2.2. Applications received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.
- 2.3. Application without application fee also will not be considered.
- 2.4. Incomplete applications, applications submitted in the wrong formats, application without required credentials and the application with any other defects will be summarily rejected. Application fee submitted along with such applications will not be refunded.
- 2.5. As empanelment of agencies and implementation of skill training programme needs to be carried out in a mission mode, applicants will not be given further time for submission of credentials/application fee and will not be given another opportunity for revision of the submitted applications. However these agencies can submit application against the next notification, if any.
- 2.6. **Interested agencies are advised to study the EoI document carefully before submission of EoI.** Submission of EOI shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

3. Communication regarding this EoI notification

- 3.1. From the time of publication of the EoI notification to the time of publishing the final list of empanelled Skill Training Providers from industry houses/associations, the agencies should not contact any of the officials of MEPMA-AP any matter related to its proposal. Information relating to the evaluation of proposals and award recommendations shall not be disclosed to the agencies who have submitted the proposals or to any other party not officially concerned with the process, until the publication of the final list. However the list of valid applications and the shortlisted application after the desk appraisal will be published on the website www.apmepma.gov.in immediately on completing each process.
- 3.2. Any attempt by agencies or anyone on behalf of the agencies to influence MEPMA-AP improperly in the evaluation of the proposals or contract award decisions may result in the rejection of its proposal.
- 3.3. Notwithstanding the above provisions, if an agency need to contact MEPMA-AP on any matter related to the selection process, or require any clarification regarding

preparation of the proposal, it should do it only in writing to the State Mission Director, MEPMA-AP or via e mail to estp.apmepma@gmail.com.

- 3.4. MEPMA-AP will conduct a **Pre-proposal conference to give clarification regarding proposal preparation and the training operational procedure of NULM**. Date and time of the conference is given in the time schedule of events of the selection process in this document. Attending any such pre-proposal conference is optional and shall be at the STPs/industry house/association's expense. **The agencies desiring to participate in the pre-proposal conference should send a mail to estpamepma@gmail.com** and should confirm the participation in advance. List of agencies participating in the pre-proposal conference will be published on the website of MEPMA. MEPMA-AP will timely provide (only through email), at no cost to the agencies, available inputs, relevant project data, and reports required for the preparation of the proposal.

4. Eligibility Criteria

Eligibility Criteria for Organizations: (Industrial Houses/ Associations)

The objective in inviting this category of organization to work as Skill Training Providers is to utilize the knowledge and expertise of the organization in the specific domain to skill the unemployed and develop tailor made human resource as per industry requirements and industry standards. It is also aimed to utilize the experienced hands in the industry for teaching learning material development. Training of trainers and monitoring of training programmes to improve the quality training programme.

- 5.1. The agencies should be a registered industry with minimum period of five years as on 18.08.2017
- 5.2. The organisation should have at least three years' experience in the sector in which they propose to conduct skill training.
- 5.3. The industrial/Service sector units or their associations should be capable of in house placement or placement in similar organisations in this domain.
- 5.4. The agencies should be willing to establish in house /skill training centres in the mission cities for imparting training as per the standard curriculum.
- 5.5. The agencies should be able to make certification arrangements with concerned SSC or NCVT

7. Criteria for Technical Appraisal (For industry houses and association organisations)

- 7.1 Relevant skilling and placement experience (Domain experience and linkages for placement)
- 7.2 Team and capacity of the team.

- 7.3 Transparency and accountability.
- 7.4 Readiness to implement the project.
- 7.5 Minimum 100 numbers of intake/captive placement should be within the industry.
- 7.6 Industry should establish its own training centers.
- 7.7 Industry can establish training centers in consortium with any other training provider as per mandatory guidelines. However even in case of consortium, industry is the sole responsible for all the placements.
- 7.8 Maximum fee paid per trained candidate is Rs.12,000/-
- 7.9 Training should be given only to the program qualified 'Urban' youth only. Though qualified 'Rural' youth are not eligible. Youth belonging to 'any Urban municipality' can be enrolled 'any other Urban' training centers.
- 7.10 Salary of the placed candidate has to be Minimum Rs.8,000/- to Rs.10,000/- and as per the recent Minimum Wages Act.

8. Process of Empanelment and Awarding of contract

- 8.1. After the notification, MEPMA-AP will conduct a pre-proposal conference to give clarification regarding the mission requirements and to guide the interested agencies on proposal preparation.
- 8.2. After the deadline for submission of the proposals, the mission will scrutinize the application and will publish the list of eligible applications under this EOI in MEPMA-AP website.
- 8.3. Organisations shortlisted after the initial screening will be invited for a presentation before the PAC committee constituted for empanelment of the training agencies under NULM. Mere submission of an application will not entitle the agency to get invitation for presentation before the committee. MEPMA-AP will prepare a short list of the agencies from among the applicants based on their application status and eligibility as per set criteria.
- 8.4. Credentials of the organisations for their basic eligibility will be verified before the presentation by the agencies.
- 8.5. Second level Shortlist of the agencies will be prepared on the basis of the proposal, presentation and verification of submitted documents.
- 8.6. Filed visits will be conducted to the short listed institutions.
- 8.7. On the basis of desk appraisal and field appraisal final list of empanelled Skill Training Providers will be published.
- 8.8. Considering the merit of the proposal, MEPMA-AP will enter into agreement with Skill Training Providers for conduct of the training programmes as per requirement in specific cities in specific job roles.

Empanelment of an agency is not a selection for entrusting training programmes. The mission will examine the offer of the empanelled agencies for training and placement case by case as per requirement and will entrust the training for specific job roles in specific locations.

9. Period of Validity of the empanelment

The empanelment will be valid for two years. In special circumstances, the MEPMA-AP can also empanel an agency even for a lesser period. As per requirement and based on the performance of the agency, industry/association, MEPMA-AP can extend/

break off the empanelment period of one or more agencies based on their performance.

10. Documents to be attached with this EoI(Attested copies)

- 10.1. Registration or Certificate of incorporation of the applicant organization/industry house/association.
- 10.2. PAN card of the applicant organisation
- 10.3. Audited statement of accounts for the last three years
- 10.4. CV of the head of the organisation
- 10.5. CV of the training coordinator (The person responsible for TLM development, ToT, Development of lesson plan, Internal assessments etc)
- 10.6. List of employees of the organisation
- 10.7. Curriculum of the courses proposed
- 10.8. Proposed number of jobs offered in a year.

11. Placement and Post Placement Support

The STPs should provide job-placement for 75% of the successful candidates on an initial salary prescribed under NULM. Inability to do so shall result into suitable penalty and restricting further assignment to the Skill Training provider. The skill training provider has to track the candidates for a period of 12 months after the placement. Mere issuance of placement offer will not be considered as placement, instead the candidate should continue in job for at least three months.

12. Teaching Learning material

The Skill Training Providers should have at least the following teaching Learning Materials for the courses proposed.

1. Study material for students
2. Trainer resources
3. Assessment guide (For Internal Assessment)

13. Schedule of Impotent event during empanelment of Skill Training Providers from industry houses /associations.

S.No	Activity	Date
1	Request for EoI	12-09-2017
2	Pre-proposal conference	22-09-2017 2 PM
3	Last date for submission of EoI	28-09-2017 4 PM
4	Publishing the list of valid applications on website	03-10-2017 5 PM
5	Presentation by the skill training providers	06-10-2017
6	Publication of list of Short listed Skill Training Providers	09-10-2017
7	Field appraisal of the shortlisted agencies	16-10-2017
8	Publication of list of empaneled Skill Training Providers	Will be intimated later
9	Issue of request for proposal for annual plan	
10	Contract award for skill training courses	

Please refer the document RFP Document and Training operational procedure of NULM on the above mentioned website for more details regarding payment terms and conditions, input standards for training, certification arrangements, placement support details etc.

Format for Submission of Application

[Proposals must be direct, concise, and complete. Please don't submit any loose documents. The EoI and the copy of all documents should be bid as a single document in A4 size. Make an effort to submit the proposals in handy size. Don't change the serial number given in the format]

1. Name of applicant agency
2. Address
3. Type of entity
4. Number and Date of registration/incorporation of the applicant as a legal entity
5. Contact person
 - Name
 - Designation
 - Phone number
 - Email ID
6. Profile of the organisation (Please try to limit in four pages)
7. Core area of expertise of the organisation
8. Website
9. Profile of the head of the institution
 - Name :
 - Designation :
 - Educational Qualifications :
 - (Attach detailed CV)
10. Present staff details (in case of a consortium provide only details of the lead partner)
 - No of regular staff
 - No of full time staff appointed for limited period
 - No of Part time staff
 - Total Staff

11. Financial Details of the applicant organisation for the last three years

A. Turn over details

No	Financial Year	Annual Turnover	Whether financial statements are Audited

B. If you want to present the growth/performance of your organisation by any other indicator, please present below. (add row and columns as per requirement)

No	Financial Year	Indicator	Performance

C. Net-worth of the organisation for the last three Financial years

No	Financial Year	Assets as per audited statements	Liability as per audited statements	Net worth

12. Core activities of the industry and skill development training requirement for each activity.

No	Activities of the industry	Job roles/(s) required for the activity	Required Skills for the job role

13. Details of orientation Programme/induction programme conducted by the organisation for the newly recruited staff of the organisation for the last three years

No	Type of training	Duration of training (In hours)	No of candidates trained

Give a brief note regarding the training design, methodology and implementation arrangements

14. Details of other training programmes conducted by the organisation for the last three years

No	Type of training	For whom	No of candidates Trained	Outcome

Give supplementary note if necessary to give clarity regarding the objective, methodology and outcome of the training

15. Skill Training Courses Proposed for NULM under this EoI

No	Name of course	Sector	Course Code	Whether this course is related your industry activity	Certifying agency

15.1. Details of courses proposed for NULM under this EoI (Provide the details for each of the courses proposed above)

Course 1.

1.	Name of course	
2.	QP Ref/MES Ref No	
3.	In case of SSC course, do you have affiliation with the SSC	
4.	How many candidates can be absorbed in your organisation in a year in this job role	

5.	Major placement partners available for this job role in case of external placement	
6.	Whether it is related to the activity of your industry	
7.	If ongoing course, address of the centre(s) where this course is conducted.	
8.	Do you have a participant guide available for this course	
9.	Do you have a trainer guide available for this course	
10.	Will you be able to spare a training coordinator/master trainer for this course from the industry.	
11.	Master trainer/training coordinator Proposed from your industry for this course	
12.	Present designation of the master trainer(s)/training coordinator in your organisation	
13.	Educational qualification of the proposed training coordinator/master trainer	
14.	Years of experience of the proposed master trainer(s)/training coordinator in the relevant industry (Attach a detailed CV)	

Repeat table as per requirement to propose more than one course.

16. Details of the HR and Capacity building wing of the organisation

No	Name	Designation	Educational Qualification	Relevant Industry Experience in Years

17. Details of training infrastructure available for conducting this course.

No	Location and address of available centre	Area in Sq feet	Intake capacity

18. Proposed training plan (Your capacity to mobilise, train and place the candidates in various trades in the mission cities of Andhra Pradesh during next financial year - Give city wise numbers)

No	Name of Course	City 1	City 2	City 3	City 4	Total

Repeat the table if you can conduct training in more than four cities

Place

Name and Signature of the Authorised Signatory

Date

Encloses to the EoI

1. Registration or Certificate of incorporation of the applicant organization
2. PAN card of the applicant organisation
3. Audited statement of accounts for the last three years
4. CV of the head of the organisation
5. CV of proposed training coordinator/master trainer
6. List of employees of the organisation
7. Curriculum of the courses proposed
8. DD No. for Rs 1000/- in favour of Mission Director, MEPMA-AP

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