

ఆంధ్రప్రదేశ్ ఆంధ్ర ప్రదేశ్ ANDHRA PRADESH

S.No. 1395 Date 30/8/2013 Rs. 100/-  
And to Adulla Venkata Reddy R/o Nalgonda Dist.  
C.W/o Hanumanth Reddy  
For Whom M/S Sri Siwaa Priya Academy, Nalgonda

AD 584389

Anitha

**SANKOJU ANITHA**

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### MEMORANDUM OF AGREEMENT

For Skill Development and Placement of Urban Un-employed Youth under the  
Placement Linked Skill Training Programme of MEPMA


Between

Mission for Elimination of Poverty in Municipal Areas (MEPMA), Municipal  
Administration & Urban Development Department, Govt. of Andhra Pradesh

and

Sri Siwaa Priya Academy, Nalgonda

Dated: 30/08/2013

  
Mission Director  
Mission for Elimination of Poverty  
in Municipal Areas  
MA & UD Dept. Govt. of Andhra Pradesh  
HYDERABAD.



## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into on this 30<sup>th</sup> day of ~~May~~<sup>August</sup> 2013 between the Mission for Elimination of Poverty in Municipal Areas (MEPMA) (First Party), a Society set up by the Government of Andhra Pradesh having its office at 3rd Floor, E-in-C (Public Health Office Building) AC guards Hyderabad - 500 004 represented by its Mission Director, Smt. Anita Ramachandran, IAS, hereinafter called '**The First Party**',.

And


M/S Sri Siwaa Priya Academy, under Regd.No.,825/2007, having its registered office at H.No.5-4-191/1, B.S.Complex, Opp. Old Collectorate, Prakasham Bazar, Nalgonda-508 501 represented by its authorized person Sri Adulla Venkataa Reddy, President, hereinafter to be called '**The Second Party**'.

The expressions "First Party" and "Second Party" shall, unless repugnant to the context or meaning thereof, include its administrators, executors, nominees, successors and assigns,

**The First Party and the Second Party are collectively referred to as the 'Parties' and severally as the Party.**

### **WHEREAS**

- (a) The First Party, is a Society set up by the Government of Andhra Pradesh, Municipal Administration Urban Development Department, of the Andhra Pradesh under the Andhra Pradesh (TA) Public Societies Act 1350 F with the objective of providing employment to the urban unemployed youth, and works in a focused and mission mode for employment generation of underprivileged youth through various partnerships and industry tie-ups. The First Party aims at linking at least one member of a urban family in Andhra Pradesh (AP) to jobs in the organized sector and thereby helping to reduce poverty. In this process, the First Party through various means provides companies trained manpower from an alternative labour pool. The First Party works in a public-private partnership mode where government, private sector professionals and urban community are stake holders. One of the important models adopted by the First Party in achieving its objectives is the Placement Linked Training Programme conducted through Empanelled training Partners
- (b) **Second Party is an institution in the field of imparting vocational training in different disciplines and placement.**
- (c) It has been the concern of the Parties to develop the human resource by way of imparting vocational training as per the existing demand of the industry and create avenues for suitable livelihoods and expanding universe of knowledge to produce world class workforce.
- (d) In pursuance thereof, the Parties have agreed to enter into this Agreement.

  
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NOW, THEREFORE, THE PARTIES HERETO HEREBY AGREE AS FOLLOWS:


**1. GENERAL - Definitions and Interpretation**

a. Definitions:

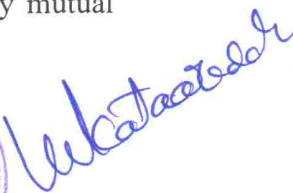
- i. **"Agreement"** means this Agreement, together with all the Annexes;
  - ii. **"Applicable Laws"** means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time;
  - iii. **"Confidential Information"** shall have the meaning set forth in Clause 3.5;
  - iv. **"Dispute"** shall have the meaning set forth in Clause 7.2.(a);
  - v. **"Effective Date"** means the date of this Agreement
  - vi. **"Government"** means the Government of India or the Government of Andhra Pradesh as the context requires.
  - vii. **"INR, Re. or ₹."** means the official currency of Republic of India
  - viii. **"Personnel"** means persons hired by the Second Party or by its Sub-Consultant for performance of specific services.
  - ix. **"Request for Proposal (RFP)"** means the proposal invited by the First Party forming part of this Agreement.
  - x. **"Service/s"** means the job / work to be performed by the Second Party pursuant to this Agreement, and work orders issued by the First Party from time to time;
  - xi. **"Training Fees"** shall have the meaning set forth in Clause 4.1;
  - xii. **"Third Party"** means any person or entity selected by the First Party for providing certain services under this Agreement as contingencies require.
  - xiii. **"Work order/s"** shall mean the letter issued by the First Party to the Second Party to commence the works as will be specified therein in terms of this Agreement.
- b. While the following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of this Agreement, they are to be taken as mutually explanatory to one another. However, in the event of any conflict between them, the order of precedence of the documents shall be in the order set out below:
- i. Agreement Including its Annexes and Schedules
  - ii. Work order/s issued by the First Party
  - iii. Letter of Award

Any Annexure or Appendix or Schedule that forms part of the Agreement is not available at the time of execution of this Agreement, the same shall be added later duly signed by the Parties.

- c. If any doubt arises as to the interpretation of the provisions of this Agreement or as to matters not provided therein, the parties to this Agreement shall consult with each other for each instance and resolve such doubts in good faith.
- d. The Table of contents, headings or sub-headings in this Agreement is for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.
- e. Notwithstanding anything contained herein, if action or modification is necessitated as a result of any Government norm/s, rules and/or regulations, the same shall be honored and implemented by the Parties and such action/modification does not require any mutual consent for its implementation.

  
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## 2. Terms of Reference

- a. **Scope of services:** The services to be performed by the Second Party shall be as under:
- Undertaking market scanning to assess employment potential and tying-up for Placements in reputed Industries prior to bidding.
  - Identifying Urban youth along with the District Administration as per procedure laid down.
  - Structuring the required training & skill up gradation inputs of standards approved by First Party.
  - Sourcing required training & skill up gradation resources in adequate quantity.
  - Training in the identified employment areas as per the agreement.
  - Ensuring the quality in the training as per the required standards and specifications with minimum quantifiable guaranteed skills as per the course delivered.
  - Undertaking Regular assessments during training and updation in the First Party's software.
  - Coordination with potential employers and industrial networking for Placement.
  - To provide placements for all the trained youth.
  - Placement of trained urban youth with special focus on Women, SC, ST, BC & Minorities. PWD Others, if any.
  - Post placement counselling and retention for 3 months
  - Devising extracurricular activities for wholesome development of trainees after the training hours like indoor and outdoor sports, exercises etc.

**b. Training Capacity & work orders**

- The Second Party shall provide services to the First Party for the Courses in the Sector/s as detailed in Table 3 of Appendix - II and offer to provide dedicated training capacity as detailed therein.
- A training plan shall be submitted on a yearly basis indicating the tentative number of youth to be trained and placed District-wise, sector-wise and course-wise.
- All the District-wise Targets and Training Centre allocation shall be done at the discretion of First Party to the Second Party on submission of the District-wise, course-wise and centre-wise training calendar and training center details by the Second Party and after verification and confirmation of training centers by First Party.
- The work order shall be given by First Party from time to time giving the details of targets allotted and duration for which it is valid.
- Work orders will be issued to the Second Party based on the performance of the Second Party which will be measured in terms of quality of training and placements and based on the capacity of the training centers with the Second Party from time to time.
- The Second Party shall comply with and conform to the Training Programme Content as approved by the First Party, including but not limited to:
  - Compliance with the concerned Certification Norms,
  - Training, infrastructure and Standards as laid down by (as specified in the bid document.
  - Adherence to Minimum batch strength, placements norms, time lines in implementation and biometric attendance etc., as specified
  - Programme Specifications stipulated from time to time.

  
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**c. Training & Placement process:**

The Second Party shall follow the following process to ensure that the Scope of Service mentioned above is carried out:

- i. The First Party shall issue work orders (for every 6 months normally) after considering the request submitted by the Second Party with respect to its Training Capacity. The First Party shall vide the work order/s allot district-wise targets to the Second Party for providing the Service.
- ii. The Second Party shall set up the necessary infrastructure, trainers and systems in place before start of the training Program.
- iii. The Second Party should conduct trainings in their own centers / leased centers (service provider) rather than franchisees.
- iv. The Second Party along with the First Party's district staff shall identify and counsel the suitable unemployed urban youth based on their qualification, aspirations, mobility etc.
- v. The Second Party shall identify tentative placements for the potential trainees and communicate the same to the First Party for approval before freezing the batch for inception. The tentative placements shall be uploaded in the portal during the batch inception.
- vi. The Second Party shall provide training and counseling to the youth in the identified employment areas, and shall ensure 75% attendance and participation of the youth in the Training Programme.
- vii. The Second Party shall ensure that placements are provided to the trainees completing the training successfully with assured monthly salary of Rs.6000/- per month + PF and ESI wherever applicable.
- viii. The Second Party shall continue to track and counsel the placed trainees for at least one year from the date of placement

**d. Mobilization:**

- i. The Second Party in coordination with the First Party shall identify the prospective unemployed Urban youth to undergo the required training programs to be conducted by the Second Party as per the work orders issued time to time
- ii. The Second Party shall coordinate with First Party in issuing the call letters to the youth. The Second Party shall also screen the candidates and select those who are suitable for the course.
- iii. The Second Party would provide admission to the selected youth after screening (based on qualification, aptitude and aspirations of the youth and parents counseling). The Decision of the Second Party regarding admission of the prospective candidate shall be final and binding on the First Party provided the candidate screened belongs to the target youth of First Party. The Second Party will share the screening / counseling template with First Party. . No batch shall start or freeze with a minimum strength below 75% of the course-wise batch strength fixed by the First Party.


#### e. Infrastructure

- i. The Second Party shall ensure that all the training centers are well equipped with all basic infrastructure required for providing quality training. The training centre proposed to shall be completely dedicated to the First Party. The minimum training centre infrastructure required is detailed in Table 1 of Appendix -I attached
- ii. The Second Party shall ensure that the minimum IT Infrastructure specified in Table 2 of Appendix -I shall be available with all the Training Institutes.
- iii. The Second Party shall be responsible for providing either directly or through an associate and managing the Boarding & lodging activities, if residential trainings are planned. The Boarding & Lodging expenses will be reimbursed to Second Party only and not to any of its associates or service providers. The residential facilities shall be as per the Table 3 of Appendix -I attached.(if required in future)
- iv. The Second Party should ensure that every training centre should have Name Board which specifies it is a First Party training centre / Stickers / Posters and any other information to be displayed to the trainees as desired by the First Party.
- v. The Second Party should ensure the cleanliness of the training centers during the training period.
- vi. The Second Party shall ensure that for any computer related courses / Industrial Sewing machine operator course, training centre capacity is calculated on the basis of computer: trainees, ISMO : trainees etc and it is 1:3. Further, The Second Party shall ensure that every trainee in its Lab shall get hands on experience.

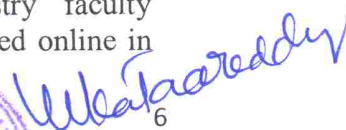
The Second Party shall put in place a dedicated and qualified Training Coordinator and his/her contact details shall be uploaded in the CGG portal.

#### f. Training

- i. The Second Party shall ensure that trainings are conducted compulsorily for the stipulated time as mentioned in Table 3 of Appendix - II. Further the Second Party shall ensure that:
  - a. The class room strength shall not exceed 40 to facilitate effective training
  - b. The batch strength cannot be less than 75% of the approved batch size for the course as per the training calendar
  - c. Trainees shall be assessed as per the curriculum and graded for future reference.
  - d. Quality trainers to train counsel and mentor the trainees.
  - e. The printed training material for each course shall in variably be provided to the trainee.
  - f. The day wise hour wise schedule shall be adhered to.
- ii. The Second Party shall provide extensive training in agreed courses as described in Table 3 of Appendix - II in technical skills (both theory and practical), Communication skills, Exposure to concerned industries / organizations, work readiness and all relevant skills to the trainees which makes the trainee employable with minimum guaranteed skills as agreed upon and prescribed in the work order.
- iii. Upon commencement of a batch, the Second Party shall provide the trainees with trainee entitlement sheet, timetable, and Training material.
- iv. The Second Party shall monitor and review the program components to assess quality of delivery and learning achievement once every 15 days in the form of assignments, tests, group discussion, demonstration work, industry faculty assessment etc. The activity sheet of each course needs to be maintained online in CGG Software.

  
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- v. The Second Party shall ensure that the Youth receive hands on practice in their Lab for a minimum of 70% on each day of training and 30% should be class room.
- vi. The Second Party shall ensure parents meeting twice (beginning of the course and before the placements) in coordination with First Party.
- vii. The Second Party shall ensure that the trainees shall complete the training successfully. Lesson planner/ Day planner needs to be maintained and updated continuously for each batch. Incase First Party introduces online planner through its software the Second Party shall also update the planner and status regularly in software.

**g. Attendance**

- i. The daily attendance shall be monitored on bio-metric attendance system. As per table5 Appendix-I The Trainees shall be issued ID Cards by the Second Party as per the norms of the First Party.
- ii. Attendance shall be taken twice a day Morning: 9:00 – 10:00 and 1.00-1.30 PM. For batch for evening 2.00.P.M-2.30.P.M and 6.00 P.M- 6.30.P.M. The trainer & trainee are expected to give attendance in accordance with the guidelines issued by REEMAP.
- iii. Physical registers shall also be maintained simultaneously by the Second Party.
- iv. Once initiated, all the trainers and administrative staff will be registered and as per the First Party's norms.
- v. The minimum hardware prescribed in Table 2 of Appendix -I shall be available at the training centre on the date of work order. The Second Party shall ensure that all the bio-metric machines are in sync within last 2 days. The Second Party shall immediately notify the First Party and their respective vendor for non-updating of attendance due to any technical problem. The Second Party will solely be responsible for loss of attendance due to not taking attendance/ loss of machine/damage of bio-metric device accordance with guidelines issued by REEMAP.
- vi. The Second Party to ensure/comply to see that no forgery/proxy attendance is update and also ensure trainees request for leave and also submit letter before going into leave.
- vii. Any trainee having less than 40% attendance on a monthly basis shall be treated dropout automatically by the system.

**h. Course curriculum**

- i. The Second Party in coordination with First Party shall design and finalize the course curriculum, training module etc. The Second Party shall conduct the courses as per the curriculum and skills standards which will be monitored on a regular basis by the First Party.
- ii. The Second Party shall periodically upgrade, modify content of training modules in consultation with First Party.
- iii. The Second Party shall strive to get the industry certification for the course.



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- iv. A set of the training module (including soft copy), the training kit and the Training of Trainers (TOT) module, including one copy of course curriculum, hour wise & day wise course module, trainers & trainees manual, training calendar – training centre wise and minimum expected guaranteed outcomes or skills shall be submitted to First Party within 15 days from the Effective Date by the Second Party.
- v. Soft skills content is a mandatory requirement of each and every course. It should constitute minimum 15% of the training duration. Indicative syllabus has been attached as Appendix – IV (Course Curriculum Guidelines). Training duration shall be devoted to impart the below mentioned skills wherever applicable.
  - Soft Skills - (Compulsory for every one)
  - Computer Skills (For 10th Pass and above) - (Wherever applicable)
  - Counseling - (Compulsory for everyone)

**i. Placements and Post Placements**

- i. The Second Party to report the proposed placements in First Party's software before the finalization of the batch i.e. before inception.
- ii. The Second Party must place all the trained youth in sectors relevant to the training imparted with good salaries as specified in RFP and should comply with all the statutory norms of Government - like Minimum wages as applicable, PF, ESI etc. The placement shall be same as the area / field of training and the placements should be as far as possible close to the area of residence of the youth unless the youth is willing to take up a job farther away.
- iii. All the placements shall be completed by last day of the training and the updation in the First Party developed portal shall be done by the Second Party not later than 30 days of batch completion date. Further delay attracts penalty.
- iv. The Second Party shall maintain the database of each candidate being trained in specified trade / skill, placed beneficiary with the Name of Employer, Contact number, salary and designation of the trained youth and the same needs to be shared with First Party and to be updated to the First Party regularly for a period of one year on a quarterly basis.
- v. The Second Party shall carry out continuous follow up with Employer Agency and will track the aspirants for at least one year after they start working. Second Party shall facilitate opening a bank account at a location close to the area / location of placement if the company has not opened it where placement has taken place. Where ever possible, Hostel arrangements etc may be facilitated by the Second Party in order to ensure better retention of placed youth in the Jobs.
- vi. Post Placement report should be submitted after 3 months of placement to the First Party. The Second Party to ensure every youth placed provides his bank passbook with salary updated for 3 months for claiming post placement payment or any other equally acceptable and genuine proof of receipt of salary.

**Documentation & Monitoring**

- i. The Second Party shall at all times maintain proper documentation at the training centre of all reports and process documents associated with the Training and placement programme/s such as inception report, placements report, post placements reports, staff & trainees' attendance report, mess register, visitors register, etc and make the same available for inspection and verification by the First Party.

  
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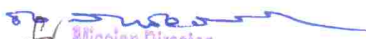




- ii. The Second Party shall update the details of the youth in First Party's Software in the given time frame on the following activities:
  - Training Centre details
  - Quality Parameter details
  - Inception details
  - Planner and execution report
  - Boarding & Lodging
  - Placement details
  - Post placement reports and tracking reports updation on a regular basis up to one year after placement
- iii. A detailed table of software updation processes to be done by the Second Party is mentioned in APPENDIX III. The First Party shall consider the same data which is entered and strictly follow all the processes as per the data available in the First Party's Software as mentioned in APPENDIX III.
- iv. The Second Party shall be willing to upgrade itself technically to imbibe new technology or applications introduced by the First Party whether for administrative purposes or for methodology of training.
- v. If any Training center or any franchisee and/ or trainer/faculty member of the Second Party or its franchisee is found to deviate from the standards prescribed herein or as per the norms of First Party, or have failed in delivering the modules or the training activities properly, the First Party shall notify the Second Party to replace the concerned training center or Franchisee and/ or trainer/faculty member and the Second Party shall comply with the requirement of the First Party within one month of receipt of the Notice.

#### **I. The Second Party's Personnel**

- i. The Second Party should have adequate training staff for conducting the training and placement programmes awarded to them by the First Party. The Parties understand, admit and acknowledge that the personnel engaged by the Second Party shall not be the employees of the First Party and there shall not be any relationship between such personnel and the First Party.
- ii. The CVs of the qualified Team Leader and core Project Team/ trainers/faculty members shall be submitted by the Second Party to the First Party for approval along with the course plan before award of Training Programme to them. Telugu Speaking Trainers with command over reading & writing of Telugu are preferred. One of the key team members should be qualified in IT.
- iii. The Second Party shall put in place a dedicated training centre coordinator for each training centre who will be the point of contact for that training centre. The contact details of the training centre coordinator shall be displayed in the CGG portal.
- iv. The Second Party shall ensure that the trainers /faculty members at all their training centers shall have ID Cards as per the norms of the First Party and the trainers /faculty members mark their attendance through the bio-metric system at the Centre.
- v. The Second Party shall ensure that the trainers are given TOT or TTT at regular intervals and their assessments are submitted to the First Party.
- vi. A district mobilization coordinator shall be positioned by the training partner who has to liaise with DLHS & PD MEPMA and depute personnel to various mobilization camps / orientation meets of youth, parents, CBOs etc.

  
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## J. Location

The Services shall be performed at different locations in the state of Andhra Pradesh in accordance with work orders issued by the First Party, representative of First Party pursuant to this Agreement.

## K. Delays:

The Second Party shall proactively do all the timely coordination between the First Party to ensure timely completion of its part. The Second Party shall also provide to the First Party all the necessary data required for expeditious decision making. If the services are impeded or delayed in spite of best efforts by the Second Party, suitable time extension may be considered by the First Party provided First Party is satisfied/ convinced about the reasons given by the Second Party.

## 3. PAYMENT

### 3.1 Training Fees

- a. The Training Fee as quoted by the Second Party and accepted by the First Party is inclusive of all costs and taxes applicable including a) uniform , b) Training infrastructure c) training material d) Exposure visit e) OJT etc. and shall be agreed for each course under each sector.
- b. The First Party shall pay the Second Party Training Fees at the rates of Training Fee agreed for each course and as detailed in Appendix –II (Payment Norms) subject to the terms and conditions of this agreement and work order issued by the First Party for the respective Training Programme.
- c. The number of Trainees (agreed minimum no. of youth in a batch for the particular course) undergoing a particular course and the percentage of placements and retention of trainees under that course will be based on the inception report submitted by the Second Party within 15 days of starting of a batch. To be considered in the inception report as a trainee, a youth would have to register a minimum attendance of 8 days of first 15 days (through bio-metric system)
- d. The First Party shall pay Training Fee to the Second Party in Three tranches the following manner:
  - i. First Tranche equivalent to 25% of Training Fee upon submission of inception report to the satisfaction of the First Party.
  - ii. Second Tranche equivalent to 50% of Training Fee upon satisfactory submission of Placement report submitted / uploaded within 30 days of batch completion, checked and approved by First Party
  - iii. Third Tranche equivalent to 25% of Training Fee upon completion of three (03) months from successful placement based on submission of Post placement report to the satisfaction of the First Party within 15 days.
  - The Second Party shall be eligible for the full amount of Second Tranche payment of the Training Fee only if it has achieved a placement of 75% or more of the trainees in the batch. The Second Party shall be eligible for pro-rata amount of Third Tranche payment of the Training Fee only if it has achieved a placement of 60% - 74% of the trainees in the batch and the **Second Party shall be eligible for the second Tranche payment of the Training Fee if it has achieved placement of at least 60% of the trainees in the batch.**

  
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- The Second Party shall be eligible for the full amount of the Third Tranche payment of the Training Fee only if it has achieved retention of 75% or more of the trainees in the batch. The Second Party shall be eligible for pro-rata amount of the Third Tranche payment of the Training Fee only if it has achieved a retention of 60% - 74% of the trainees in the batch and **the Second Party shall not be eligible for the Third Tranche payment of the Training Fee if it has not achieved retention of at least 60% of the trainees in the batch.**

### 3.2 Suspension of Payments / penalties by First Party

a. In the case there are significant deficiencies in Services by the Second Party, causing adverse effect on the Training Programme of the First Party or on the reputation of the First Party, the First Party or his/her designate may initiate and finalize any of the following penal action against the Second Party:

- issue of warnings for minor deficiencies
- imposing a penalty
- debarring the Second Party for a specified period as per the policy of the First Party


b. First Party may by written notice to Second Party, suspend all the payments to Second Party here under (except in relation to those services which have been performed) if Second Party fails to perform any of its obligations under this Agreement, including carrying out the services, provided that such notice of suspension shall specify the nature of failure and call for the explanation of the Second Party for such failure within a period not exceeding (07) days after the receipt by Second Party of such notice of suspension.

#### c. Penalty for Deficiency in quality

In case of any deficiency in quality of the service delivered by the Second Party with respect to Training centers not meeting standards as prescribed, Minimum guaranteed skills not delivered as assured and deficiencies with respect to placement services, the First Party shall impose penalty as deemed fit on the Second Party, subject to a maximum of 25% (Twenty five per cent) of the total training and Placement fee applicable for that particular batch.

#### d. Other Penalties

Notwithstanding anything contained herein and without prejudice to its rights and entitlements the First Party may have under this Agreement or under any other law and equity, In case of violations / deviations for the conditions in the agreement, guidelines and norms of First Party by the Second Party, the First Party by a written notice of not less than (07) days to Second Party can impose penalty, reduce or suspend further targets, cut in payment or suspend the payments (monetary) to the Second Party besides recovery of the same by invoking the Guarantee. Where the Guarantee is invoked either in part or in full, it shall be the responsibility of the Second Party to replenish the Guarantee within 7 (days) of such invocation failing to do so shall amount to a default or non-compliance of its obligations leading to termination of the Agreement.

  
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#### 4. COMMENCEMENT AND COMPLETION

##### a. Tenure of Agreement

This Agreement shall come into force from the date of this Agreement or Date (the "Effective Date") and shall be valid upto **31.03.2014** unless determined earlier.

##### b. Commencement of Services

The Second Party shall commence its performance of Service within a period of 7 (seven) days from the receipt of work orders, unless otherwise agreed by the Parties. The First Party will issue the work order with the approval of the District Collectors after due verification of various parameters of training centers and with infrastructure facilities.

#### 5. RIGHTS AND OBLIGATIONS

The mutual rights and obligations of the Parties shall be as stipulated in the Agreement, and in particular:

a. Second Party shall train and provide placements to the identified Urban unemployed youth from the different districts of Andhra Pradesh under the Training Programme prescribed by the First Party in accordance with the provisions of the Agreement; and

b. **Standards of Performance by the Second Party** - The Second Party shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate training, materials and methods. The Second Party shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the First Party, and shall at all times support and safeguard the First Party's legitimate interests in any dealings with Third Parties.


c. The Second Party shall at all times during the currency of the Agreement undertake to conform to and comply with all relevant laws, rules and regulations.

d. **Utilization of the Training Centre infrastructure of the First Party (in future)** - Wherever available, the First Party shall offer its existing Training Centre's for use by the Second Party. In the event the Second Party utilizes the First Party's Training Centres for conducting its training programmes, then the First Party shall deduct an amount of Rs 300 per youth per month from the applicable Training fee payment mentioned under Clause 4.1 above.

e The First Party shall make payments to the Second Party in accordance with the provisions of the Agreement.

#### 6. Force Majeure (FM) Event

a. The Parties shall not be liable to each other for failure or delay in the performance of any of its obligations under this Agreement for the time and to the extent such failure or delay is caused by riots, civil commotion, wars, hostilities between nations, government laws, orders regulations, embargos, action by the government(s) or any agency thereof act of God, storms, fires, accidents, strikes, sabotages, explosions, or other similar or different categories beyond the reasonable control of the respective parties to this Agreement.

  
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b. In the event that either party is wholly or in part, prevented from or hindered in carrying out or observing any of the terms or conditions of this Agreement for any cause set forth hereinabove, such party shall give written notice to the other party by the most expeditious means as soon as possible after the occurrence of the cause relied on, giving full particulars of the reason for such prevention or hindrances, and the party shall in good faith consult each other and take necessary measures for the resolution of the affairs so prevented or hindered during a period of 60 days to resolve the issue. Where any Party is unable to resume the works and unable to resolve the said issues, may terminate the Agreement with a 30 (thirty) days prior notice to the other Party in which case, subject to recovery of any penalties or other dues the Guarantee shall be returned by the First Party.

## **8. TERMINATION AND CONSEQUENCES**

### **8.1 Termination**

Notwithstanding anything contain in any one of the provisions, clauses of the Agreement.

a. First Party may terminate this agreement by written notice of not less than 10 days to the Second Party, on the occurrence of any of the events specified below.

- I. If Second Party does not remedy a failure in the performance of its obligations under this Agreement, within 10 days of receipt after being notified or within such further period as First Party may have subsequently approved in writing;
- II. If Second Party become insolvent or bankrupt;
- III. If the Second Party commits a breach on the representation and warranties as provided hereinafter or is found to engage in any prohibited practices or has committed Fraud or is involved in corrupt Practices specified in this agreement
- IV. If any criminal proceedings are initiated against the Second Party by any courts in the country.
- V. Any other breach of the terms under this Agreement by the Second Party.


#### **a. Termination by Second Party**

The Second Party may terminate this Agreement, by not less than 30 days written notice to First Party, provide such notice is given after the occurrence of any of the events specified below.

- I. If First Party fails to pay monies due to the Second Party Pursuant to this Agreement and not subject to dispute pursuant this agreement within 60 days (sixty days) after receiving written notice from Second Party that such payment is overdue; or
- II. If the First Party fails to discharges its other obligations under this Agreement.

### **8.2 Payment upon Termination**

Upon termination of this Agreement by either Part, the First Party shall pay professional fee as per the agreed terms for services under any outstanding work orders satisfactorily performed prior to the effective date of termination deducting the amounts due from the Second Party.

  
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*Kubajada*

### 8.3 No Objection

On termination of this agreement, the First Party shall have the right and the Second Party should not have any objection to the First Party appointing a Third Party to complete the services to be performed under the scope of this Agreement and further Second Party shall reimburse all the amount(s) [paid by the First Party] and not utilized by it as part of its services as laid down in this Agreement.

### 8.4 Black Listing


Where the Agreement is terminated by the First Party due to the defaults of the Second Party, the First Party reserves the right to put the Second Party under Black list depending on the severity of the event of default by the Second Party except in the cases otherwise provided herein.

## 9. INDEMNITY

Notwithstanding anything to the contrary contained in this Agreement and without prejudice to other rights that the Parties may have under this Agreement and in law, each Party (the "Indemnifying Party") hereby irrevocably indemnifies, defends, saves and hold harmless and irrevocably agrees and undertakes to keep indemnifying, defending, saving and hold harmless, at all times the other Party ("Indemnified Party"), and its respective directors and employees including officers and managers on demand, to the fullest extent permitted by applicable law from and against any and all losses, damages, penalties, costs, charges, reasonable expenses, suits, or legal/quasi legal proceedings of whatever nature, including, without limitation, any legal or other fees and expenses in connection with investigating, disputing, preparing or defending any claim which may be suffered or incurred by the Indemnified Party resulting from or arising out of a breach of any covenant or agreement made or failure to perform (whether in whole or part) any obligation required to be performed by the Indemnifying Party (or any person or representative designated by the Indemnifying Party) under this Agreement.

## 10. CONFIDENTIALITY

- a. Subject to Clause b below, each Party agrees that it will keep confidential and shall not disclose to any third Person any Confidential Information with respect to the Training Programme and the Services.
- b. Exceptions
  - A Party may disclose Confidential Information:
    - I. to the extent to which it is required to be disclosed pursuant to Applicable Law;
    - II. to the extent to which it is specifically permitted by the other Party in writing;
    - III. to the extent that the Confidential Information is publicly available (other than as the result of a breach by such Party of its confidentiality obligation under Clause 1 above); and
    - IV. to its employees and professional advisors, but only to the extent necessary and subject to such employees and professional advisors accepting an equivalent confidentiality obligation to that set out in this Clause Confidentiality.

  
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## 11. FRAUD AND CORRUPT PRACTICES

- a. The Second Party and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices"). Notwithstanding anything to the contrary contained in this Agreement, the First Party shall be entitled to terminate this Agreement forthwith by a communication in writing to the Second Party, without being liable in any manner whatsoever to the Second Party, if it determines that the Second Party has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the First Party shall forfeit and appropriate the performance security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the First Party towards, inter alia, the time, cost and effort of the First Party, without prejudice to the First Party's any other rights or remedy hereunder or in law.
- b. Without prejudice to the rights of the First Party under this Clause above and the other rights and remedies which the First Party may have under this Agreement, if the Second Party is found by the First Party to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Second Party shall be Black listed for a period of at least 2 (two) years from the date the Second Party is found by the First Party to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.
- c. The following terms shall have the meaning hereinafter respectively assigned to them:
  - i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process
  - ii. "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
  - iii. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;
  - iv. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the First Party with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; and
  - v. "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process

## 12. APPLICABLE LAWS

The Second Party shall perform the Services in accordance with the Applicable Laws and rules made there under and the orders of the Government issued from time to time and shall take all practicable steps to ensure that the Personnel and agents of the Second Party, comply with the Applicable Laws.

  
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### 13. ASSIGNMENT

The Second Party shall not assign or transfer or purport to assign or transfer any of its rights or obligations under this Agreement. However, the Second Party may appoint franchisee for conducting the Training Programme on its behalf subject to approval of the franchisee agreement/s and proposed training centers by the First Party as per the conditions laid by First Party from time to time. This shall not be construed as assignment of rights and obligations of the Second Party.

### 14. GOVERNING LAW AND JURISDICTION

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Hyderabad shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

### 15. DISPUTE RESOLUTION

#### a. Amicable settlement

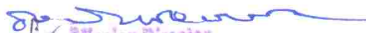
Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the “Dispute”) shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Sub Clause (c) below. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

#### b. Appeal

In the event of any Dispute between the Parties and the parties are not able to settle or in the event of one party is aggrieved by an action of the other Party, either Party may appeal in writing not later than 15 (fifteen) days from the date of occurrence of the dispute to the Secretary to Government, Municipal administration and Urban Development Department, Government of Andhra Pradesh whose decision shall be final and binding on the Parties.

### 16. SEVERANCE

If any provision of this Agreement is rendered void, illegal, or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and the invalidity or unenforceability of any term, phrase, clause, paragraph, restriction, covenant, agreement or other provisions hereof shall in no way affect or impair the legality, validity or enforcement of any other provision, or any part thereof. Should any provision of this Agreement be or become ineffective the Parties shall in good faith use reasonable endeavors to agree upon a new provision which shall as nearly as possible have the same commercial effect as the ineffective provision, to be substituted for the provision so found to be void or unenforceable.

  
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## 17. WAIVER

The failure of any Party to insist, in one or more instances, upon strict performance of the obligations of this Agreement, or to exercise any rights contained herein, shall not be construed as waiver, or relinquishment for the future, of such obligation or right, which shall remain and continue in full force and effect.

## 18. SURVIVAL

On termination of this Agreement, No Objection, Clause Indemnity, Clause Notice, Clause Confidentiality and Clause Arbitration shall survive.

## 19. MODIFICATION OF AGREEMENT


Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between both the Parties. No Amendment for change hereof or addition hereto shall be effective or binding on either of the parties hereto unless set in writing and executed by the respective duly authorized representatives of each of the parties hereto.

## 20. REPRESENTATION AND WARRANTIES

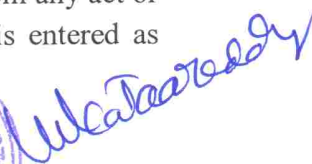
- a. The Parties hereby represent and warrant to each other that;
  - i. It is duly established and existing under the laws of jurisdiction stated against its name of this Agreement and as the legal power and authority by virtue of statute/resolution, to sign this Agreement, perform and comply with its duties and obligations under this agreement.
  - ii. This agreement constitutes legal, valid and binding obligation enforceable against it in accordance with the terms hereof.
  - iii. There are no actions, suits, writs or proceedings pending or, to the best knowledge against it before any court, governmental instrumentality or arbitral tribunal or quasi-judicial authority that restrains it from performing its duties and obligations under this agreement; and
  - iv. No representation or warranty made herein contains any untrue statement based on the facts and circumstances.
- c. The Second Party represents and warrants to the First Party that the information furnished in the Bid and as updated/clarified on or before the date of this Agreement is true and accurate in all respects as on the date of this Agreement;

## 21. RELATION BETWEEN THE PARTIES

This Agreement shall not constitute the appointment of either Party as the legal representative or agent of the other Party. No Party to this Agreement shall have any right or authority to create or incur any liability or any obligation of any kind, express or implied, against or in the name of or on behalf of the other Party to this Agreement, and except as specifically and expressly provided in this Agreement, neither Party shall assume or be responsible for any liability or obligation of any nature of, or any liability or obligation that arises from any act or omission of the other party, however or whenever it arises. This Agreement is entered as between Principal to Principal.

  
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## 22. LANGUAGE

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English language.

## 23. NOTICES

- a. Any notice pursuant to this MOA shall be in writing signed by (or by some person duly authorized by) the person giving it and may be served by leaving it or sending it by facsimile, email, recorded delivery or registered post addressed as follows (or to such other address as shall have been duly notified by the Parties):

If to the First Party:

Attention: Mission Director

Address:

Mission for Elimination of Poverty in Municipal Areas (MEPMA)

Municipal Administration Urban Development, Govt. of Andhra Pradesh.

Office at 3rd Floor,

E-in-C (Public Health Office Building),

AC guards Hyderabad - 500 004


Phone: +91-40-23378955, Fax: +91-40-23379044

Email: ryk.mepma@apmepma.gov.in

If to the Second Party:

Attention:

- b. All notices given on the address above shall be deemed to have been served as follows:
- I. If delivered by hand, at the time of delivery;
  - II. If communicated by facsimile, on receipt of confirmation of successful transmission;
  - III. If communicated by email, on receipt of confirmation of successful delivery; and
  - IV. If sent by registered post with acknowledgement due, on receipt of such acknowledgement from the recipient.
- c. All notices communicated by facsimile or email shall be followed by a copy thereof being sent by registered post or recorded delivery to the addresses specified above.
- d. A notice or other communication received on a day other than a business day, or after business hours in the place of receipt shall be deemed to be given on the following business day in such place.
- e. For the purposes of this clause, the term business day shall mean a day other than second Saturday or Sunday and public holiday in accordance with the Official Calendar of The Government of Andhra Pradesh.
- f. Either party may, from time to time change its address or representative for receipt of notices provided for in this agreement by giving to the other party not less than 10 (Ten) business days prior written notice in the same manner provided for in this clause.

  
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## 24. AUTHORIZED REPRESENTATIVES

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by the First Party or the Second Party, as the case may be, may be taken or executed by the officials specified in this Clause 1.10. The First Party i.e., MD, MEPMA or any official delegated by him from time to time.

Unless otherwise notified, the Second Party's Representative shall be:

## 25. MODIFICATION OF AGREEMENT

Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between both the Parties. No Amendment for change hereof or addition hereto shall be effective or binding on either of the parties hereto unless set in writing and executed by the respective duly authorized representatives of each of the parties hereto.

## 26. FAIRNESS AND GOOD FAITH


The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

## 26. TAXES AND DUTIES

Unless otherwise specified in the Agreement, the Second Party shall pay, all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws, for which First Party may liable to pay because of entering into the agreement and fulfilling the obligations by the First Party. The Second Party shall not have any right to claim of such taxes, duties, fees and other impositions etc., from the First Party.

## 27. OPERATION OF THE AGREEMENT

The Parties recognize that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but failure to agree on any action pursuant to this clause shall give rise to a Dispute that may be got resolved as provided herein.

  
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**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be made in English and executed by their respective duly authorized representatives of the day and the year first above written.

For  
Mission for Elimination of Poverty in  
Municipal Areas (MEPMA)(First Party)

For  
(Second Party)

Name:  
Designation:  
Date:

In the Presence of:  
*Table 1* Signature

Name:  
Address:

*Table 1* Signature

Name:  
Address:


Name  
Designation:  
Date:

In the presence of:  
*Table 1* Signature

Name:  
Address

Signature

Name:  
Address:

  
Mission Director  
Mission for Elimination of Poverty  
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**APPENDIX – I : Minimum Infrastructure Norms**

**Table 1 – Specifications for Minimum Training Centre Infrastructure**

Particulars	Specifications for Minimum Infrastructure
Theory Classroom	With a Minimum capacity of 40 Chairs
	White / Black Boards – 1
	Notice Board – 1
	Almarah -1
	Ceiling Fans-2
Practical Room	(A) In case of Computer related courses : Students (IT related Course 1:3)
	(B) In case of other courses: Tools and equipment, infrastructure as per the norms of NCVT
	(C) Common Infrastructure: for all trainings
Other Facilities	Drinking Water
	Separate Wash Rooms for Boys & Girls
	Electricity
	UPS for Computers
	Stand by Generator for Lighting, Fans and other purpose
Study Material	Hand Books Related to Course
	Motivational Story Books
	Motivational Movies
	Magazines
	News Papers
Documentation & Biometric Device	Attendance Registers (Trainers & Trainees)
	Visitors Register
	Trainees Assessment Reports
	Biometric Device

**Table 2: Minimum IT Infrastructure**

The below specified minimum IT Infrastructure shall be available with all the Training Institutes.

- One Desk Top with 3GB RAM, 300GB, 20” LCD, Key Board, Mouse, Speakers and mike. Windows7 Operating system is preferable.
- One Broad band with at least 512Kbps unlimited connectivity for best web based video (preferable 1MBPS).
- One GPRS based Bio-metric device with battery and AC supply for attendance.
- One High resolution 5 MP webcam with 640x480, up to 30 fps
- (optional) LCD projector (4000 lumens) with Screen and 10mt. cable for training on Audio/Visual content.

The IT infrastructure specified needs to be in place at the time of letter of award of target

**Table 3 – Display material at the training centre**

Particulars	Specifications
Training Center display board	A board outside the training center permanent showing the RYK/MEPMA and LOGO and the Training Partner name
	Inside the training center, at one prominent place, the following boards should be displayed.
Course details boards	Course start date, end date
	Timings of the course
	Time table & session plan
	Entitlements of the students
	Jobs identified duly showing the name of the company / Establishment, its location, designation and salary
	Name of the instructors with their educational qualifications and experience.

**Table 4 – Bio-metric device specifications should be followed by the Training Partner before synchronizing the device with CGG server**

- TFT display (Suggested only when capturing of images is planned)
- High Resolution Optical Fingerprint Scanner minimum 500 DPI
- Biometrics only Authentication
- USB Port, TCP / IP
- In built GPRS modem in the device
- In-device authentication
- Person name and ID display, Photo display
- Automatic Server to Device Synchronized
- Lowest Fingerprint Data Storage
- FAR – near 0.001% and FRR near 0.01%
- In-built battery backup of minimum 4 hours
- Automatic Fingerprint Detection and Activation
- Online or Offline Transmission of data (preferably online and can manage the device through web base application. Data should be centrally collected)
- Any standards Certification
- Image dimensions: minimum 280x352 pixels
- Field distortion <0.1% corrected over active area
- MTF contrast >0.135 @ 10 cycles / mm sine wave
- Finger Capture Device: Optical Sensor Based, Multispectral technology desirable
- Resolution: Minimum 500 DPI Image



- Interface to Host: USB / Comport
- Supported operating System: Linux is preferable / Windows XP
- Suitable enclosure with lock and key for biometric devices with Wall mounting accessories for physical security and tempering

**The following to be implemented by the Training Partner**


- 100% attendance from all the training centers on daily basis
- All 10 finger prints of the Youth shall be enrolled
- The finger print data should not only be stored locally on the device but it should also be uploaded to the server
- Once candidate's registration is completed and batches frozen there shall no scope for editing date and names at device level
- Consolidate attendance-day wise for given period, candidate wise as well as for the full training period (at the end of the training) should be seen in the device.
- Along with the candidates ID and Name of the candidate also should appear
- One machine will be used only at one training center. Even if training center belongs to the same Sub-Mission.
- Provide print facilities so that attendance can be printed and filled.
- Device pulling should be done only once after 7.00 p.m. of the day.

**The following are not permitted**

- Date and time setting are not allowed.
- Delete and Edit option should be blocked.
- The device registered and not in use more than 3 months it will be automatically delete from the CGG software

**Attendance**

- Attendance should be club of 1<sup>st</sup> IN followed by last OUT

  
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## APPENDIX - II: PAYMENT NORMS


TABLE 1: Payment norms for Training Fees

Mode of	Installment	Frequency	Rate	Conditions*
Performance to be considered in linked payment of training fees Training fee includes cost of a) uniform, b) Training infrastructure c) Training material d) Exposure visit e) OJT etc.,	First Tranche	<ul style="list-style-type: none"> <li>Based on inception report to be submitted by the 15<sup>th</sup> day from the starting of batch</li> <li>Payment within 15 days of approval of inception report</li> </ul>	25% of training fee	<ul style="list-style-type: none"> <li>To be considered in the inception report as a trainee, a youth would have to have min. 8 days of attendance out of 15 days.</li> </ul>
	Second Tranche	<ul style="list-style-type: none"> <li>Based on Placement report to be submitted within 30 days from the date of completion of training</li> <li>The report to be checked and approved by PD/DLHS</li> <li>Payment within 15 days of approval of placement report</li> </ul>	50% of training fee	<ul style="list-style-type: none"> <li>0-59% placements:- no payment</li> <li>60-74% placements:- Payment on prorated basis</li> <li>75% and above placements:- full payment</li> </ul>
	Third Tranche	<ul style="list-style-type: none"> <li>Based on the post placement report submitted after 3 months from placements and verified by PD/DLHS</li> <li>Payment within 15 days of approval of placement report</li> </ul>	25% of training fee	<ul style="list-style-type: none"> <li>0-59% placements:- no payment</li> <li>60-74% placements:- Payment on prorated basis</li> <li>75% and above placements:- full payment</li> </ul>

\* Please note that the placements and retention percentages will be calculated on the basis of inception report and Post-Placements will be calculated based on the number of placements provided.

Table 1 – Course wise training fee

S. No.	Course Name	Qualification	Duration in days	Course fee per candidate including all taxes applicable	Minimum starting salary
1	Driving Course	SSC Pass with Learning license	60 days	Rs.5,500/-	Rs.6,000/- <i>least</i>

  
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APPENDIX - III: Software requirements & Processes

Table 1: Software Updation

S. No.	Software Updation
1	Training centre details
2	Selection of candidates in software
3	Registering candidates into bio-metric system
4	Finalization of batch and confirmation from training partner head office
5	Uploading the inception bills
6	Daily biometric attendances
7	Uploading the boarding & lodging monthly bills
8	Uploading batch status & quality parameters online continuously
9	Placements updation and sending to DLHS/PD
10	Uploading the placement linked installment bill
11	Updating the post placement verification report
12	Uploading post placement bills

Table21: MEPMA SOFTWARE PROCESS

Activity	Responsibility centre	Day	Software process
Master	Training Partner		Registering the bank details, Training center details and Bio-metric device
	PD/DLHS		Registering the bank details, Training center details and Bio-metric device for MEPMA own centers
Batch Planning	DLHS	-21	In coordination with training partner and quarterly admin approval
Call Center issuing	DLHS	(-12 to -10)	Filtering the database according to the relevance and preferences and posting.
Batch mapping	Training partner (Dist Login)	0 to 15	Mapping the candidates and registering them to the bio-metric id generated
	Inception process		
Activity	Responsibility centre	Day	Software process
Inception bill generation	Training Partner (Dist Login)	12 <sup>th</sup> to 15 <sup>th</sup>	Partner at district level chooses the candidates to be sent to head quarters wherein a bill proforma is also generated along with the list of the candidates if partner fails to do so system automatically calculates 8/15 attendance and forwards the batch to Head office level
Inception bill generation	Training Partner HO	15 <sup>th</sup> onwards (Day X)	Training partner finalizes the batch coordinating with district level and forwards the batch to PD/DLHS along with the

			bill proforma . MEPMA intends to e-process all files through digital signatures after which these proforma bills will be formalized as original bills
Inception bill generation	PD/DLHS	(Day X to X+3)	PD/DLHS verifies the batch and forwards to PD with reference of quarterly admin approvals already taken from Dist. Collector If PD/DLHS fails to forward on the third day from the date the batch is forwarded to him, the system automatically forwards the batch to PD
	PD	Day X+3 to X+10	Financial proceedings are automatically generated and forwarded to PD, MEPMA PD, MEPMA is supposed to clear the bill within 7 working days failing to which alerts are sent to MD, MEPMA

#### Placement Process

Activity	Responsibility centre	Day	Software process
Placement companies registration	Training partner	On-going	Training Partners register all the companies with which they have tie-ups.
	MEPMA Admin	On-going	MEPMA HO will either map the Training partner and organization details entered to the already existing database of companies or Add as a new organization. This will help MEPMA in analysis and evaluation of sector/Industry and the recruiting organization along with the training partner Performance.
Placement selection	Training Partner (Dist. Level)	Max by 30 <sup>th</sup> day of completion of training	Training partner at district level will select the companies from already existing company list and map youth and for placements providing details of salary, designation etc.
	Training partner (HO)	Max by 15 <sup>th</sup>	Training Partner at HO level reconfirms and



	level)	day of completion of training (Z)	forward DLHS to
	DLHS		Physically verifies the placements and approves the batch.
Third Party Certification	Presence of MEPMA District staff	Before completion of the training or within one week of completion of the training	By the Third Party certifying agency identified by the training partner / MEPMA
Inspection of Training centers	PD/Commissioner/ DLHS/PRP/TPrO/STSPS /AMD/MD/Third Party	At least 3 times during the course	As per the format and updation at web for ranking

**APPENDIX - IV: Common topics to be covered in all trainings \***

S. No.	Counseling	Soft Skills	Computers
1	Awareness of the program	Induction & self sustenance skills	Introduction to computers
2	Importance of change	Employability skills	MS-Word
3	Decision making skills	Job Readiness	MS-Excel
4	Grooming & Hygiene	Company Expectations	MS-PowerPoint
5	Setting up kitchen advantages & benefits	Transfomal Skills (Attitude)	Internet & website concepts
6	Time management		
7	Addressing personal issues		
8	Awareness generation		
9	Breaking Mental Bocks		
10	Post placement counseling		

\* Shall be continuously revise and improved by both the parties

**APPENDIX - V: other important guidelines of the training programme.**

Particulars	Specifications
Training session timings( Partners should follow either of the two schedules for every batch)	4 to 5 hours as approved by the Dist. PD
Evaluation of the student's skill development	One evaluation in every 15 days (during and at the end of the training. Score/marks should be maintained
Mode of training	70%of the training should be hands-on (practical mode) 30% class room instruction (lecture mode)
	For all the courses 10-15% of the curriculum shall be focused on soft skills and grooming.
	The curriculum should be prepared as per the EGMM/MES courses.

\*\*\* End of MoU \*\*\*

*[Signature]*  
Mission Director  
Mission for Elimination of Poverty  
in Municipal Areas  
MA & UD Dept. Govt. of Andhra Pradesh  
HYDERABAD.

