



III Floor, E-in-charge (PH) Office complex,
640, A.C. Guards, Hyderabad-04
Tel. No. 040-23371055, Fax No. 04-23378955

Department of MA&UD
Government of Telangana, Hyderabad

**EMPANELMENT OF TRAINING PROVIDERS FOR PLACEMENT LINKED SKILL
TRAINING PROGRAMME
2017-18**

**MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS
Department of MA&UD,
Government of Telangana**

Last date for submission of RFP 12.05.2017 by 05.00PM

BID NOTIFICATION - REQUEST FOR PROPOSAL

**MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS
III Floor, E-in-charge (PH) Office complex, 640, A.C. Guards, Hyderabad- 04**

**Invitation for Request for Proposal (RFP) for the ‘Empanelment of Skill Training Providers’ for
‘Employment through Skills Training & Placement’ in Telangana;**

Ref: - EST&P Guidelines of NULM Dated: 18-02-2016

Mission For Elimination of Poverty In Municipal Areas (MEPMA), Department of Municipal Administration & Urban development, Government of Telangana, intends to empanel Training agencies / Institutions with requisite experience and capabilities in different sectors, for implementing its ‘Placement Linked Skill Training Programmes (PLSTP) in Telangana and in this regard invites proposals from interested parties. The Empanelment shall be for respective sectors and shall be applicable for a period of 2 Years subject to the performance and placements by the Selected Skill Training Providers / Institutions. Initially the empanelment shall be for the following sectors and as detailed in the RFP document:

Sectors	
1) Electrical and Electronics 2) Construction 3) Manufacturing 4) Automotive 5) Banking/Finance/Insurance 6) Gems and Jeweler industry 7) Medical and Health services 8) Telecom 9) Retail/Sales/Marketing	10) Transportation, Logistics, Warehousing and Packaging 11) Education and Training 12) Technical & Engineering 13) Power and Energy 14) Hospitality 15) Medical & Health care 16) Pharmaceuticals 17) Renewable energy 18) Capital Goods

Entities eligible to bid for the empanelment for the ‘Placement Linked Skill Trainings Programmes shall be any Registered Proprietorship / Private Limited / Public Limited Company / Registered Society / Trust / Association/Trade Body / Registered Educational Institution University, satisfying the following minimum criteria:

Sl. No.	Criteria	Unit	Minimum requirement to be satisfied			
			Category A (Organization wise)	Category B (Organization wise)	Category C (Organization wise)	Category D (Organization wise)
A	Number of Years of Existence (as on 31 st March, 2017)	Year	Five	Three	Two	One
B	Financial Standing (from April 1 st 2013 to March 31 st 2016)	Lakhs (Rs)	Total Turnover Rs.100 Lakhs	Total Turnover Rs.50 Lakhs	Total Turnover Rs.25 Lakhs	Total Turnover Rs.15 Lakhs

RFP for Empanelment of Training Provider for Placement Linked Skill Training Programme in Telangana, MEPMA

			Category A (Sector Wise)	Category B (Sector Wise)	Category C (Sector Wise)	Category D (Sector Wise)
C	Trainings (for Sector applied) During the period April 2014 to March, 2017	No of youth	5000	3000	1000	500
D	Placements (for Sector applied) During the period April 2014 to December 2017	No of youth	3500	2100	700	350

The Bidder shall be a single entity. No Consortium will be permitted. However existing Joint ventures who meet the above mentioned minimum eligibility criteria as an entity shall be permitted. Government institutes imparting skill development in Telangana and Agencies which are Skill Training Providers of NSDC (National Skills Development Corporation) need not fulfill the minimum eligibility criteria mentioned above.

Interested Bidders may download the RFP from MEPMA website: <http://tmepma.cgg.gov.in> from 03- 05-2017 onwards. ***The Bidders are required to pay an amount of Rs. 10,000/- (Rupees Ten thousand only) (US \$ 500 in respect of participants from abroad), towards Bid Processing Fee along with the submission of RFP document.*** The payment shall be in the form of a **non-refundable Demand Draft** drawn in favor of “MISSION DIRECTOR, MEPMA, Telangana” drawn on any of the schedule commercial banks and payable at Hyderabad.

The last date for submission of the RFP by the bidders is **on or before 12.00 Noon, 12.05.2017**

MEPMA reserves the right to accept or reject all or any of the RFP submission without assigning any reason whatsoever MEPMA also reserves the right to postpone, cancel, modify and annul the entire bid process duly notifying on its website or intimating the bidders who submitted the RFP, as the case may be.

Sd/- T.K. Sreedevi
MISSION DIRECTOR

1 – DISCLAIMER

- 1.1. Though adequate care has been taken in the preparation of this Request for Proposal Document, the Bidder should satisfy himself/herself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the below mentioned officer immediately. If this office receives no intimation of discrepancy within the date mentioned, it shall be deemed that the Request for Proposal Document is complete and final in all respects.

MISSION DIRECTOR
Mission for Elimination of Poverty in Municipal Areas (MEPMA)
MA&UD Department
Government of Telangana
III Floor, E –In-C (PH) Office complex,
640, A.C. Guards, Hyderabad-04
Tel. No. 040-23371055, Fax No. 04-23378955

- 1.2. This RFP is neither an agreement nor an offer by the MEPMA to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposal for empanelment pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the MEPMA in relation to the PLSTP (Placement Linked Skill Training Programmes). Neither MEPMA, nor do their employees or consultants, make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP and it is not possible for MEPMA to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. Some of the prospective Bidders may have a better knowledge of the Programme than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice from appropriate sources.
- 1.3. Information provided in this RFP to the Bidders is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The MEPMA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 1.4. Neither MEPMA nor their employees or consultants will have any liability to any prospective Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the Programme, the information and any other information supplied by or on behalf of MEPMA or their employees, any consultants or otherwise arising in any way from the selection process for the Programme.
- 1.5. MEPMA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

- 1.6. MEPMA reserves the right to reject any or all of the Bids submitted in response to this Request for Proposal at any stage without assigning any reasons whatsoever.
- 1.7. MEPMA reserves the right to change /modify/alter/amend any or all of the provisions of this Request for Proposal.
- 1.8. MEPMA shall have no liability for non-receipt of any communication from the Bidder to MEPMA and vice-versa due to postal delays or otherwise.
- 1.9. The issue of this RFP does not imply that MEPMA is bound to select and short-list the Bidders for Empanelment or award work to the empanelled Bidders, as the case may be, for the programme and MEPMA reserves the right to reject all or any of the Proposals or Bids without assigning any reasons whatsoever.
- 1.10. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MEPMA or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and MEPMA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

2 - LIST OF ABBREVIATIONS

BPL	Below Poverty Line
MD	Mission Director
COD	Commercial Operations Date
MEPMA	Mission For Elimination of Poverty in Municipal Areas
GoI	Government of India
GPA	General Power of Attorney
LoA	Letter of Award
MoA	Memorandum of Agreement
PD	Project Director
PO	Project Officer
RFP	Request for Proposal
DAY- NULM	Deendayal Antyodaya Yojana- National Urban Livelihoods Mission
SHGs	Self Help Groups
STP	Skill Training Provider
DMC	District Mission Coordinator
SMC	State Mission Coordinator
AMD	Additional Mission Director
DPMU	District Project Monitoring Unit
CMMU	City Management Unit
SLF	Slum Level Federation
TLF	Town level Federation

3 -SCHEDULE OF THE BIDDING PROCESS

Sl. No.	Milestone	Envisaged Schedule
1	Request for Proposal Document made available to the Bidders	03.05.2017
2	Last date for receipt of requests for intimation of any Discrepancy in this document, queries, clarifications & Conditions to be addressed.	05.05.2017
3	Pre-bid meeting at Conference Hall, MEPMA Office, Hyderabad.	06.05.2017 11.30AM
4	Time and date for receipt of Bids (containing Covers 1& 2) (Bid Due Date)	12.05.2017 05.00PM
5	Opening of Technical Cover (Cover-1)	16.05.2017 3.00 PM
6	Presentation on Technical Proposals	18.05.2017 on wards 11.30 AM

4. Introduction

2. MEPMA

The Govt. of Telangana established a Mission called MEPMA for formulating strategies to implement poverty reduction programmes in all (74) urban Local Bodies of Telangana. MEPMA is a society set up by the Department of Municipal Administration & Urban Development, Government of Telangana (GoT) to provide employment to the urban unemployed youth.

Set up Nine years back, MEPMA has emerged as one of the largest Livelihood mission working for the urban underprivileged youth in Urban Areas. To date it has trained more than 50,000 trained and placed more than 35,000 youth in Telangana districts in entry level corporate jobs out of this 55% are Women candidates. The youth are from economically and socially under privileged sections of the society.

The sectors in which MEPMA imparts Placement Linked Skills Trainings include Retail, Electronics, Health care, Logistics, Safety and Security, Construction, Automobile, BFSI, Driving, Hospitality, Non renewable energy the training also include Soft skills like English communication, Work Readiness module, Career Planning etc.,

2.1. VISION

To provide one job for every poor urban households of urban slums who are registered in SHG network.

2.2. MISSION

Create to the requirement of the poor urban slums household by imparting employability skills to the youth in family through customize training programme and placement in relevant Industry / Organizations.

2.3 Process Activities

Quality Evaluation is the process provided in the quality framework for understanding and ensuring that there are proper links between inputs, activities and outputs.

MEPMA envisages that every batch is being visited by the monitoring team at least 3 times before the completion of trainings (1st visit before starting of the training, starting of the batch, 2nd visit synchronizing of the biometric and verification of inception, 3rd visit during the conduct of exam by the 3rd party). Inspection of the training centers would be taken up by any functionary of MEPMA head office/District and ULB levels.

2.4. MIS:

To bring MEPMA, Skill Training Providers, District staff and Recruiting organizations on the same platform MEPMA has developed a strong online transaction based on MIS system linking up all the training processes to financial payments (tssm.cgg.gov.in). MEPMA is able to monitor the training program, tracks the youth, make online payments and bring transparency (through Aadhar based bio-metric linked payment system). The inspection reports and ranking was also monitored online on regular basis.

2.5. OPERATIONS:

MEPMA works in a public-private Partnership model with Government, companies and the urban communities as its stakeholders. The entire approach is a bottom-up approach, tailored to move the urban poor from the unorganized to the organized labor market.

To achieve the above mentioned objective MEPMA works through the following:

- Conduct Skill Gap Analysis in the ULBs to identify potential opportunities available in the local economy.
- Imparting Placement linked Skill Training through the Empanelled Skill Training Providers.
- Facilitating the establishment of Skill Training Centers across all ULBs.
- Facilitation of Direct placements for selected companies through Job Melas.

2.6. SECTORS:

MEPMA is proposing to work in 11 sectors, in which the proposed share of targets:

Sl. No.	Sector	Proposed Share in the total target
1	Electrical and Electronics	15%
2	Retail	15%
3	Construction	10%
4	Manufacturing	10%
5	Banking Finance and Insurance	2%
6	Hotel Management	5%
7	Drug & Pharma Others (Technical & production)	5%
8	Automotive	8%
9	Health care	5%
10	Logistics	2%
11	Education and Training	1%
12	Power & Energy (including non- renewable energy)	8%
13	Hospitality	5%
14	Capital Goods	5%
15	Instrumentation & Automation Surveillance & Communication	2%
16	Safety & Security	2%
	Total	100%

2.7. Physical Targets (2017-18)

The Government of Telangana has fixed target 14000 candidates to be trained and out of which minimum of 70% candidates has to be placed for the year 2017-18 (01-04-2017 to 31-03-2018) through MEPMA, under National Urban Livelihoods Mission's (NULM), Employment through Skills Trainings & Placements program (EST&P)

2.8 Captive Employment:

MEPMA encourages and supports the employers who are ready to take up the skill training activity under EST&P Programme and provide placements in their own organizations. MEPMA would provide training cost to such organizations.

3. METHODOLOGY OF TRAINING AND PLACEMENT FOR MEPMA

3.1. MEPMA PROCESS

Once the Skill Training Providers are empanelled with MEPMA:

1. MEPMA issues work orders (for every 12 months normally) based on the request submitted by each Skill Training Provider with respect to his/her district-wise training and placement capacities.
2. Setting up the necessary infrastructure, trainers and systems in place before the start of trainings.
3. The training center will be inspected and it will be approved by the District PD / DMC. The registration of the training center has to be done online after the inspection.
4. One Aadhar based biometric machine has to be used for each training center to register daily attendance of the trainees.
5. Once candidate registration is completed and batch is frozen there should not be any candidates to be added in the batch.
6. The minimum attendance of 75% for each stage should be monitored for releasing payments at different stages.
7. Skill Training Provider along with MEPMA staff in districts identifies and counsels the suitable unemployed urban youth based on Qualification, Aspirations, Mobility etc. The candidate should be from urban areas only.
8. Tentative placements are to be identified and communicated by the Skill Training Provider before freezing the batch for inception.
9. Training and counseling of the youth in identified employment areas, ensuring good attendance and participation of youth in training.
10. Testing and Certification by the reputed third party agency.
11. Placements are provided to the youth upon completing the training successfully.
12. The placed youth should be tracked for one year.
13. The training center inspected will be ranked based on certain parameters. The center will be ranked below 5 points will be subject to further verification and if there is no improvement the batch will be cancelled and the candidates undergoing will be shifted to similar course conducted by other Provider
 - 0 to 5: below average batch will be cancelled
 - Above 5 to 7: above average ratification in the issues to be done and next batch will be given only after further approval
 - Above 7 to 9: Good, need to improve and next batch will be given
 - Above 9 to 10: Excellent next batch will be given
14. The training provider has to provide funds to SLF for mobilization of the candidates through Resource Persons. The amount, @ 100/- shall be paid to the concerned SLF.

3.2. MEPMA STANDARDS AND NORMS:

Given below are the basic conditions / stages set to conduct the program successfully.

A. TRAINING CENTRE INFRASTRUCTURE:-

MEPMA has standardized the minimum training requirements.

- All the training centers should have at least 1500 SFT area.
- The training centers should be able to train at least 2 courses simultaneously.
- **The training centers should be owned by the agency.**
- Submission of Fraudulent documents regarding ownership would be seriously considered and action would be taken.
- One course centers would be summarily rejected.
- One center coordinator, minimum 2 subject faculty and one Soft skills trainer are must in all the centers.
- The faculty of the center should be in the roles of the training provider. The proofs regarding would be checked before approving the centers.
- **All training centers should have CC Cameras and the login to be provided to the MEPMA head office to monitor the programme. The centers without these will be rejected.**
- Computer systems are not allowed as primary infrastructure for any center and the training centers should send photos of only course infrastructure even in case of service related sector. Computers are considered only as additional requirement/skill of all centers.
- Drinking water, first aid, Stationery, fire safety tools, wash rooms, white boards with markers, Projector with screen, visitors book are to be available in all centers.
- **Work order would be given based on the number of existing training centers and not on the future assumptions.**

All the training centers have to comply with the requirements mentioned.

B. MOBILIZATION:-

Mobilization of the candidates should be done in coordination with the Staff of MEPMA. ***Minimum of 50% should be from the families of SHGs.*** MEPMA has a team of dedicated staff, District Mission Coordinator (DMCs), Asst. District Mission Coordinator (ADMCs), Town Mission Coordinators and Community Organizers (COs).

The urban communities have a large pool of CRPs (Community Resource Persons). These CRPs continuously visit Urban Slums and maintain good network with SHGs, SLFs, TLFs and Community Organizers - collecting the list of unemployed urban youth. These CRPs are well versed with all the courses available, hence are in a position to counsel and orient the youth for training. The empanelled Providers to work with the above stated staff and community to mobilize the right candidates for the training.

C. TRAINING:-

- MEPMA envisages the Skill Training Providers to successfully impart the skill training along with inculcating soft skills and work - readiness Module.
- All the courses of the sectors mentioned above should be aligned with the National Skills Qualification Framework (NSQF) of Government of India.
- Courses other than NSQF aligned are not allowed for the programme.
- The syllabus should be used as prescribed by the NSQF only.

- Weekly assessment tests to be conducted in all the training centers.
- Guest lectures by the industry experts.
- On the Job Training should be part of the training.
- Parent's meeting to be conducted thrice during the training period.
- List of tentative placements should be displayed at the training center.
- Training material, ID Cards to the trainees to be given on the day one of training.
- Exposure visit to the industry by the trainees.
- Soft skills training should be at least one hour every day.
- Trainees to be given orientation on Work readiness module.
- Mock interviews to be conducted before sending for employment.

D. BOARDING AND LODGING (For future purpose)

MEPMA is currently not providing any kind of boarding and lodging facilities for the existing STPs, as the entire centers are located in urban areas. However provision will be made in future to provide boarding and lodging to the candidates who are coming for trainings from other districts or other ULBs which are distant from the district head quarters and subject to the non-availability of the same training further in their respective areas.

E. PLACEMENTS:-

- MEPMA expects all the youth trained in batch should get placement. The full payment will be given only if minimum of 70% trained are placed.
- The placement has to be in the relevant field in which the trainee has been trained. It should comply with all the statutory norms of Government like Minimum wages, PF, ESI etc. with minimum salary of Rs. 8500/- and above.
- Appointment letters and joining letters have to be collected and submitted as proofs of placements.
- The placements have to be done within 15 days of completion of the trainings and exam conducted by the third party.

F. POST PLACEMENTS RETENTION:-

MEPMA expects all the youth are placed in jobs to retain in their jobs for at least 12 months. The Skill Training Provider has to ensure that the youth retains in the job for at least a period of 12 months by counseling and if required showing placements again. An experience/retention letter from the employer / 12 months' salary pay-slips along with photo proofs have to be collected as proofs for retention in jobs.

G. POST PLACEMENT TRACKING: -

All the candidates have to be tracked for one year by the Skill Training Provider and if required counseled for their career advancements, continuous education etc.

The job status of the youth has to be continuously updated to MEPMA every month i.e. at the end of each month from the date of joining of the batch.

The Skill Training Providers have to conduct refresher courses once in 3 months for upgrading skills already acquired based on feedback from the placing organization. This will be linked to final payment of 10% at the end of one year. It has to be updated in MEPMA portal.

3.3. EMPANELLEMENT & WORK ORDERS

- 3.4. This Bidding process is being undertaken by MEPMA to select & empanel experienced and capable Skill Training Providers in each of the identified sectors and with whom MEPMA shall enter into a Memorandum of Agreement subject to which the Skill Training Provider would provide Skill Training and Placement services to MEPMA under its Placement linked Skill Training programmes. The Empanelment shall be for a period of two **(2) years only, subject to the performance of the STPs.**
- 3.5. During the process of this empanelment, MEPMA may choose to empanel more such Providers with similar bidding process. However, the existing empanelled list would continue. Further, in future, MEPMA may directly empanel Government institutes or new Skill Training Providers of NSDC (After the Bid) subject to them fulfilling the technical criteria and agreeing to all the MEPMA norms and Process along with the applicable training fees.
- 3.6. Skill Training Providers who are empanelled in one sector, in future may apply to MEPMA to take-up other courses in the same sector or courses in the other sector and MEPMA its discretion shall permit the same subject to the Training Provider demonstrating adequate experience, infrastructure and capabilities to undertake the propose courses.
- 3.7. Empanelment does not guarantee during the currency of this empanelment MEPMA may chose to issue / not issue / restrict the work order to one or all the Skill Training Providers based on its own discretion, performance, fund position, Industry requirement or instructions from Government.

5 - SCOPE OF SERVICES

4.1. MEMORANDUM OF AGREEMENT

MEPMA shall enter into a Memorandum of Agreement (MoA) with the Empanelled Skill Training Providers. The Empanelled Placement cum Skill Training Providers shall provide the training and placement services in accordance with the standards, norms, terms and conditions stipulated in the MoA. The Scope of services, Terms, norms and conditions related to the Placement Linked Skill Trainings Programme (PLSTP) are given in the draft MoA document attached to this RFP Document.

Some of the important terms and conditions forming part of the MoA are highlighted in the following Clauses under this section 5:

4.2. ROLES & RESPONSIBILITIES OF THE SKILL TRAINING PROVIDERS (STPs):

- Market scan to assess employment potential and tie-ups with the relevant employers.
- Identifying youth along with the District / town Administration and with Self Help Groups.
- **Minimum 50% youth should be from SHGs. (mandatory)**

- **All the trainees should be from urban areas.**
- **Training to be provided in own centers only and no franchise is allowed, if found action would be taken immediately against the concerned.**
- Structuring the required training & skill up gradation inputs.
- Sourcing the required training & skill up gradation resources.
- Training in the identified employment areas.
- Ensuring the quality in the training as per the required standards and specifications.
- Regular assessments during training and updating the same in MEPMA software.
- Coordination with potential employers and industrial networking for Placement.
- To provide minimum of 70% placements for all the trained youth.
- Placement of trained urban youth with special focuses on Women, SC, ST, BC, Minorities and PWDs as per the details mentioned in the MoA.
- Testing and Certification of all the candidates have to be obtained from NCVT and Sector Skill Councils.
- Post placement counseling and retention for 12 months.
- All the trainers should be in the job roles of the organization and should have EPF numbers.
- The training center may impart 3-4 courses in a center. Single course center will be discouraged.
- The photographs of the Training Centers to be enclosed along with the available infrastructure as Annexure to the Bid.

4.3. CONFORMANCE TO STANDARDS

The Empanelled Placement cum Skill Training Providers shall at all times during the currency of the Agreement undertake to conform to and comply with all relevant laws, rules and regulations including the following:

- ✓ Programme content as approved by NSQF.
- ✓ Compliance with the concerned Assessment & Certification Norms.
- ✓ Standards as lay down by the relevant Central / State / Local Authority.
- ✓ Programme Specifications for the time being enforced shall be binding.
- ✓ Duration of the training should be as per NSQF standards excluding holidays and candidates to be trained for minimum 5 hours per day.
- ✓ 50% of the mobilized candidates should be from the families of SHGs.
- ✓ Training material and other entitlements to be given to the trainees must be handed over on the first day of the programme.
- ✓ Ensure advance planning for commencement of next batch in the training center.
- ✓ Minimum batch size is 20 and maximum is 40. If deviation to this range the batch would be cancelled.

4.4. INFRASTRUCTURE & MANPOWER

4.4.1. The minimum training centre infrastructure required is detailed in table given below:

Particulars	Specifications for Minimum Infrastructure
Theory Classroom	With a minimum Capacity of 40 Chairs
	White/Black Boards -1
	Notice Board-1
	Almarah-1
	CC Camera -1
Practical Room	a) The training material for practical purposes to be given on 1:2 ratio.
	b) In Case of other courses: Tools and equipment, infrastructure as per NSQF norms
	c) One CC Camera
Other Facilities	Drinking Water
	Separate Wash rooms for Boys & Girls
	Electricity
	UPS
	Stand by Generators
	Safety equipment
Study Material	Hand Books Related to Course
	Motivational Story Books
	Magazines
	News Papers
Documentation & Biometric Device	Attendance Registers (Trainers & Trainees)
	Visitors Register
	Trainees Assessment Reports
	Case Studies of the successful candidates,

4.4.2. Minimum requirements for 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/ Windows 7 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. The each center should be equipped with power back up facilities in case of power failure for online transmission of biometric attendance.

4.4.3. Minimum requirements for Residential Facilities for future purpose

The minimum requirements for residential facilities are detailed in table given below:

Minimum requirements for Residential Facilities (For future purpose)

Particulars	Specifications
Hostels	Separate hostels for boys & girls
Distance from training centre	Maximum of 2 kms & preferably within 1 KM.
Room: Students	30 Sq. Feet : 01 student
Bath Rooms / Toilets: Students Food Menu	1:5 Ratio .Not more than 1:8
Food Menu	Week wise food menu should be displayed in the hostel (Minimum of 2.2 Kilo Calories per Day)
Drinking Water	Pure drinking water with good containers
Telephone (Coin Box)	Phone calls may be allowed in the specific time
First Aid Kit	First Aid Kit is compulsory
Medical Facility	On Call doctor facility
Warden	Separate Wardens for boys & girls
Security Guard	Security Guard service should be available round the clock
Wash Area	Area for cleaning the clothes
Registers	Attendance and Mess registers are compulsory
Hygiene	Kitchen, Dining Area and Toilets should be kept clean and the hostel rooms should be properly ventilated.

4.4.4. Minimum Manpower Requirements:

The Skill Training Providers should have adequate faculty for conducting the training and placement programmes awarded to them by MEPMA.

The CVs of the qualified Team Leader and core Project Team/ faculty members shall be submitted by the Skill Training Provider to MEPMA for approval along with the course plan before award of Work Order to them. One of the Project Persons should be qualified in IT as all the MEPMA transactions are web enabled.

The qualified faculty needs not to be changed during the training period in case if any faculties leave the organization suitable persons to be appointed in his place with prior approval of the PD of concerned DPMU, MEPMA.

4.6. COURSE CONTENT

The course curriculum and lesson plan for each training programme shall be submitted by the Skill Training Provider to MEPMA for approval before award of training programme for

The STP should prepare curriculum and course content on its own and should prepare the syllabus and hand books to the trainer and trainee, based on the National Occupation Standards (NoS)

Soft skills content is a mandatory requirement of each and every course. It should constitute minimum 20% of the training duration. Indicative syllabus has been attached to the MOA. Training duration shall be devoted to impart the below mentioned skills wherever applicable.

- i. Soft Skills - (Compulsory for every one)
- ii. Computer Skills (For 10th Pass and above) - (Wherever applicable)
- iii. Counseling - (Compulsory for everyone)

4.7. MEPMA PAYMENT NORMS

For the Placement linked Skill training programmes conducted by the Empanelled Placement cum Training Providers, MEPMA shall make the following payments based on its prescribed norms, which may be subject to change from time to time. The Payment norms shall be agreed in the MoA entered into between MEPMA and the Empanelled Placement cum Training Providers. The prevailing payment norms are given below. The Bidders shall agree to abide by the payment norms and submit their bids after due consideration of these payment norms:

Payment would be given in 30:20:30:20 ratios and in 4 installments.

4.7.1. Training Fees

The Training Fee shall be inclusive of all costs including Training infrastructure, training material, Issue of ID Cards, biometric attendance, Exposure visit, and mobilization charges to SHGs etc, and shall be agreed for each course which is aligned with NSQF.

Skill Training Provider has to provide sufficient proofs including Placement letters, Joining Letters co-attested by trainees, photo-proofs, etc. to release the payments for the placements. Skill Training Provider has to provide sufficient proofs including retention/ experience letters co-attested by the trainees, photo-proof, etc.

- The Skill Training Provider shall continue to track and counsel the trainees after the placement for at least 12 months after placements and submit the Post placement tracking reports with respect to the batch at the end of 3months, 6 months, 9 months and at the end of 12 months after the placement.

4.8. THIRD PARTY CERTIFICATION

Government has made it mandatory of providing third party certification from Regional Directorate of Apprenticeship Training (RDAT) and concerned Sector Skill Council (SSC).

4.9. INSPECTION OF TRAINING CENTERS AND RANKING

The MEPMA functionaries will be inspecting training center during the batch period and the information will be collected in a prescribed proforma containing various parameters such as quality of training, infrastructure, faculty, attendance, environment, etc., besides functionaries the nongovernmental organizations will also will be given task of inspection. The ranking will

be given based on observations and the same will be handed over to the center in charge after the inspection for ratification of the short falls. The empanelled agency is expected to cooperate for inspection and provide required information during the inspection. The ranking of each center will be as indicated below:

- 0 to 5: below average batch will be cancelled
- Above 5 to 7: above average ratification in the issues to be done and next batch will be given only after further approval
- Above 7 to 9: Good, need to improve and next batch will be given
- Above 9 to 10: Excellent next batch will be given

The inspection format and ranking is given in the draft MoA.

4.10. EMPANELMENT GUARANTEE

The Short listed Bidder shall furnish an Empanelment Guarantee, in the following manner, in the form of a Bank Guarantee at the time of signing the MOA for Empanelment. The Empanelment Guarantee shall remain valid for a period of three years from the date of MOA and the Bank Guarantee shall be renewed annually.

- Rs.500, 000 by Training Provider empanelled under Category A;
- Rs.200,000 by Training Provider empanelled under Category B; and
- Rs.100, 000 by Training Provider empanelled under Category C;
- Rs.50,000 by the training Provider empanelled under Category D:

5 - INSTRUCTION TO BIDDERS

5.1. IMPLEMENTING AGENCY

MEPMA, or any other entity, nominated by MEPMA would be the implementing agency for these Training Programmes.

5.2. COMMITMENT TO A FAIR AND TRANSPARENT PROCESS

MEPMA is keen to ensure that the process leading to the Empanelment of the Bidder is fair, transparent, efficient, interactive and protects the confidentiality of the information shared by Bidding Entities with it. The selection process has been designed keeping these objectives in mind, and MEPMA shall take all steps to ensure that the above objectives are realized. Bidding Entities should not resort to influence the selection process by any means. if any Bidder found in practicing any kind of influence on MEPMA, their bids will be summarily disqualified and blacklisted from future biddings.

5.3. DETAILED STUDY / MARKET SURVEY ABOUT PROGRAMME

Bidders may prior to submitting their Bid for the Training Programme, conduct detailed study and market survey for the proposed Training Programme at their own expense and obtain and ascertain for themselves, at their own responsibility, all technical data, market data and any other information necessary for preparing their Bids including, inter alia, the actual nature and conditions of Employment Potential, etc., after taking into account the local conditions & bottlenecks, if any, etc. The Bidders shall be deemed to have full

knowledge of the Training Programmes, once they are submitting their Bid for the Training Programme.

5.4. ACKNOWLEDGEMENT BY THE BIDDER

It shall be deemed that by submitting the Bid, the Bidder has:

- a) Made a complete and careful examination of the RFP;
- b) received all relevant information requested from MEPMA;
- c) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP; and
- d) Agreed to be bound by the undertakings provided by it under and in terms hereof.
- e) MEPMA shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP or the Bidding Process, including any error or mistake therein or in any information or data given by MEPMA.

5.5. ELIGIBILITY

- 5.5.1. The Bidding Entities shall be Registered Proprietorship / Provider ship Firms / Private Limited / Public Limited Company / Registered Society / Trust / Association / Trade Body / registered Educational Institution / University fulfilling the Minimum Eligibility requirements under the Category they are bidding for.
- 5.5.2. The Bidder shall be a single entity. No Consortium will be permitted. However existing joint ventures who meet the above mentioned minimum eligibility criteria as an entity shall be permitted.
- 5.5.3. Bidders who are already Providers/funded centers of the National Skill Development Corporation (NSDC) and Government institutes imparting skill development in Telangana shall be exempt from fulfilling the Minimum Eligibility Requirements.
- 5.5.4. Blacklisted Institutions / Firms in any Governments Department shall not be considered by MEPMA

5.6. CONFLICT OF INTEREST

A Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. A Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if:

- a) the Bidder, and any other Bidder, have common controlling shareholders or other ownership interest; where the direct or indirect shareholding is more than 25 per cent of the paid up and subscribed share capital of such Bidder; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act 1956.
- b) a constituent of such Bidder is also a constituent of another Bidder; or
- c) Such Bidder receives or has received any direct or indirect subsidy from any other Bidder, or has provided any such subsidy to any other Bidder; or
- d) such Bidder has the same legal representative for purposes of this Bidder as any other Bidder; or
- e) such Bidder has a relationship with another Bidder, that puts either or both of them in a position to have access to each other’s information about, or to influence the Bid of either or each other;

5.7. ENQUIRIES & CLARIFICATIONS

Enquiries, if any, shall be addressed to:
MISSION DIRECTOR
III Floor,E-in-C (PH) Office complex,
640, A.C. Guards, Hyderabad -500004

All clarifications that are received on or before the date mentioned in Section-3 will be addressed by MEPMA in Pre-bid Meeting. MEPMA shall aggregate and consider all such clarifications, without specifying the source of clarifications. Only in case of clarifications and suggestions that are considered positively requiring modifications to RFP, response will be communicated to all the Bidders who are present for the pre-bid meeting and entered their contact details in the 'Attendance Register for Pre-Bid Meeting'/ No communications or reply will be sent to the concerned or all Bidders in case of repetition of clarifications.

5.8. SUGGESTIONS TO INCLUDE NEW COURSES

Bidders are free to suggest any new course which does not fall under any of the courses mentioned above for consideration by MEPMA, provided the interested Bidder sends a request in writing to MEPMA on / before the date of pre-bid meeting with the following details:

- Sector name,
- Course name& proposed curriculum, training duration in days
- Infrastructure requirements and
- Potential job profile of youth after training and placements, supported by at least 100 placement tie-ups.

If the suggestion is acceptable to MEPMA, MEPMA at its sole discretion shall add the sector/course in the list for Bidding and issue corrigendum to the RFP document accordingly.

5.9. PRE-BID MEETING

All communication pertaining to the above that require to be addressed in this meeting, should reach MEPMA latest by the date mentioned above. Queries received after the above due date will not be addressed. If there is no communication of clarification, the meeting may be terminated.

In respect of clarifications, MEPMA will aggregate all clarifications and shall prepare a response, and communicate to all parties who are present for the pre-bid meeting and entered their contact details in the 'attendance Register for Pre-Bid Meeting'.

Bidders are advised that their Bids be completely devoid of any conditions, whatsoever. Conditions, if any, may be addressed in writing before due date. In respect of conditions received, the following shall apply:

1. MEPMA reserves the right not to consider any condition that in the sole discretion of MEPMA is found unacceptable.
2. If in MEPMA's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by MEPMA and the "Common Accepted Conditions" will be made available to all Bidders.

3. In respect of suggestions / alterations proposed in the Training Programmes or other aspects of the Programmes, MEPMA may consider them and the result will be circulated to all bidders.

5.10. PREPARATION AND SUBMISSION OF BID

5.10.1. Submissions

- a) The submission of Bids by Bidders in response to the RFP would require to be in Two (2) separate sealed covers as indicated below:
- Cover I- Technical Proposal.
 - Cover II- Bid Processing Fee and the Bid Security.
- b) The documents accompanying the Bid submission shall include:
- Cover I: Technical Proposal
1. General details
 - Power of Attorney as per Form 1 in Part II of this RFP Document
 - Covering Letter as per Form 2 in Part II of this RFP Document
 2. Eligibility Details
 - Details of Bidder as per Form 3 in Part II of this RFP Document
 - Legal constitution of the Bidder as per Form 4 in Part II of this RFP Document
 - Turnover details as per Form 5 in Part II of this RFP Document
 - Details Training and Placement of Candidates as per Form 6 in Part II of this RFP Document
 3. Technical Credentials
 - Training infrastructure capacities as per Form 7 in Part II of this RFP Document
 - Organizational profile as per Form 8 in Part II of this RFP Document
 - Sector-wise & course-wise Lesson Plan as per Form 9 in Part II of this RFP Document
 - Sector-wise details of Placement Tie-ups as per Form 10 in Part II of this RFP Document
- Cover II: Bid Processing Fee and the Bid Security
- Demand Draft towards cost of Bid Processing Fee and the Bid Security.

5.10.2..LANGUAGE

All communications and information should be provided in writing and in English language only.

5.10.3. SEALING AND MARKING

(a) Cover-1: TECHNICAL PROPOSAL

The Information to be submitted by the Bidders in the Technical Proposal (Cover-1)

The Bidder shall place one (1) Original (marked as original) one (1) copy of the

Technical Proposal in a sealed envelope, which shall be inscribed as under:

Bid for: "Empanelment" of 'Skill Training Providers for Employment through Skills Training Programme of MEPMA"

Cover-1 -Technical Proposal

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

(b) Cover-2: BID PROCESSING FEE AND BID SECURITY

The Bidder shall place the Demand Drafts towards Bid Processing Fee and the Bid Security together in a separate envelope, which shall be inscribed as under:

Bid for: "Empanelment" of 'Skill Training Providers for Employment through Skills Training Programme of MEPMA"

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

(d) SUBMISSION OF THE BID

The Three Covers of the Bid organized as above, shall be placed in a sealed outer envelope with the following inscription:

Bid for: "Empanelment" of 'Skill Training Providers for Employment through Skills Training Programme of MEPMA"

Name of the Sector /s _____ Name of the Bidder with Complete Address: _____

The cover should be addressed to:

MISSION DIRECTOR

MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS

MA&UD Department

Government of Telangana

III Floor, E-in-C (PH) Office complex,

640, A.C. Guards, Hyderabad-04

Tel. 040-23371055, Fax: 040-23378955

- (e) Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the Bid non-responsive.
- (f) All communication and information provided should be legible including copies of any documents, and wherever the information is given in figures, the same should

also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct.

5.11. AUTHORIZED REPRESENTATIVE AND SIGNATORY

The Bidder should designate one person as ‘authorized Representative and Signatory’, authorized to represent the Bidder in its dealings with MEPMA/ The ‘Authorized Representative and Signatory’ should hold the Power of Attorney and be authorized to perform all tasks including but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the Bidder etc. The Covering Letter submitted by the Bidder shall be signed by the Authorized Signatory and shall bear the stamp of the entity thereof.

5.12. INITIALING & BINDING OF THE BIDS

Each page of the Bid should be initialed by the Authorized Representative and Signatory of the Bidder, otherwise the bid will be treated as non-responsive.

The Technical Proposal (both original and copy) and its supporting documents shall be hard bound. Loose sheets of paper shall not be considered for evaluation. The Bidder shall also submit a soft copy of their Technical Proposal (in a CD) along with the original Copy.

5.13. BID DUE DATE

The Bidder can submit the Bid by registered post / courier or submit the Bid in person, so as to reach the designated address by the time and date stipulated in Section-3.MEPMA shall not be responsible for any delay in submission of the Bids. Any Bid received by MEPMA after the deadline for submission of the Bids shall be rejected.

5.14. FEES AND DEPOSITS TO BE PAID BY THE BIDDERS

5.14.1. BID PROCESSING FEE

Bidders are requested to pay a non-refundable Bid Processing Fee of Rs.10,000/- (Rupees Ten Thousands only). This will be paid in the form of a Demand Draft Payable to ‘MD - MEPMA’ payable at Hyderabad, drawn on any scheduled commercial bank and must accompany Covering Letter in Cover-1 of the Bid Document.

Bids that are not accompanied by the above Bid Processing Fee shall be rejected by MEPMA as non-responsive.

5.14.2. BID SECURITY

Bidders are required to submit a Bid Security in the form of a Demand Draft in favor of Mission Director, MEPMA, Hyderabad for an amount equal to Rs.50,000/- (Rupees Fifty Thousands only) only drawn on any scheduled commercial Bank in India payable at Hyderabad. The Bid security shall accompany Cover-2 of the Bid Document.

Bids, which are not accompanied by the above bid security, shall be rejected by MEPMA as non- responsive.

MEPMA reserves the right to forfeit the Bid Security under the following circumstances:

- a) If the Bidder withdraws the Bid at any time during the stipulated period of Bid validity (or) as may be extended.
- b) If the Bidder, for the period of Bid validity:
 - i. In MEPMA's opinion, commits a material breach of any of the terms and /or conditions contained in the RFP Document and / or Subsequent communication from MEPMA in this regard and / or
 - ii. Fails or refuses to execute the Letter of Award (in the event of the Award of the Programme to it) and/ or
 - iii. Fails or refuses to furnish the Performance Guarantee within the Stipulated time (viz. 30 days from the issue of the Letter of Award to it).

The Bid Security of the Short-listed Bidders shall be refunded on submission of 'Empanelment Guarantee'.

5.14.3. EXEMPTIONS

Government Institutes are exempt from furnishing the Bid Processing Fee, Bid security and the Empanelment Guarantee.

5.15. VALIDITY OF TERMS OF THE BID

Each Bid shall indicate that it is a firm and irrevocable offer and shall remain valid and open for a period of not less than six months from the last date for submission of the Bid. Non-adherence to this requirement may be a ground for declaring the Bid as nonresponsive. However, MEPMA may solicit the Bidder's consent for extension of the period of validity. Requests for additional Information or for extension of validity are procedural and do not indicate qualification of the Bidder in the process. The Bidder agrees reasonably to consider such a request. The request and response shall be in writing/ A Bidder accepting MEPMA's request for extension of validity shall not be permitted to modify his Bid in any other respect.

5.16. MODIFICATIONS/ SUBSTITUTION/ WITHDRAWAL OF PROPOSALS

No change in or supplementary information to a Bid shall be accepted once the bid is submitted.

Any alteration/ modification in the Proposal or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by MEPMA, shall be disregarded.

The Bid and any additional information requested subsequently shall also bear the initials of the Authorized Signatory and stamp of the entity thereof on each page of the Bid.

5.17. EVALUATION OF THE BIDS

The Bids shall be evaluated in accordance with the process.

5.18. CLARIFICATIONS

To facilitate evaluation of Proposals, MEPMA may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by MEPMA for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

If a Bidder does not provide clarifications sought by MEPMA within the prescribed time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, MEPMA may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of MEPMA. MEPMA reserves the right to make enquiries directly by or through its other sources as to the authenticity and reliability of the contents of and the documents attached to the RFP.

5.19. AMENDMENT

The Bids shall be evaluated as per the criteria specified in this RFP Document. However, within the broad framework of the evaluation parameters as stated in the Request for Proposal, MEPMA reserves the right to make modifications to the stated evaluation criteria, which would be uniformly applied, to all the Bidders.

5.20. COSTS

The Bidder shall be responsible for all the costs associated with the preparation of the Bid. MEPMA shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

5.21. RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS/ BIDS

Notwithstanding anything contained in this RFP, MEPMA reserves the right to accept or reject any Proposal and to annul the Bidding Process and reject all Proposals/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that MEPMA rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this Request for Proposal or those that do not contain the Covering Letter with the name and designation of the authorized person signing it on behalf of Bidder with company seal affixed thereon, on their respective companies letterhead papers, as per the specified formats may be considered non-responsive and may be liable for rejection.

If any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query by MEPMA, is found to be incorrect or is a material misrepresentation of facts, then the Bid will be liable for rejection. Mere clerical errors or bona-fide mistakes may be treated as an exception at the sole discretion of MEPMA and if MEPMA is adequately satisfied.

MEPMA reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Any such verification or lack of such verification

by MEPMA shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of MEPMA there under.

5.22. MoA & LETTER OF AWARD

After the completion of the short-listing process and fixing of the Training Fees for all the Courses, MEPMA shall issue Letters of Interest (LOI) to the Shortlisted Bidders. The LOI shall communicate to the short-listed Bidder the following:

- 1) Intention of MEPMA to empanel the shortlisted Bidder as an Empanelled Training Provider for the Sectors, they have applied for.
- 2) The Training Fees finalized as applicable for the Course.
- 3) The amount of Empanelment Guarantee that the short-listed Bidder has to furnish

Within 7 days from receipt of the LOI, the short-listed Bidder shall intimate MEPMA in writing its willingness to provide the placement Linked Skill Training services for the applicable Training fees for the course he has been selected for, enter into the MOA with MEPMA and furnish the required Empanelment Guarantee.

MEPMA shall enter into the MOA with the Short-listed Bidder within 15 day from receiving the confirmation from the Shortlisted Bidder and upon receiving the prescribed Empanelment Performance Guarantee from the Shortlisted Bidder.

5.23. AWARD OF TRAINING PROGRAMMES

Upon finalizing the schedule of training programmes for each district/sector/course by MEPMA, and as and when new training programmes are required by MEPMA, work orders for such programmes shall be awarded to the Empanelled Placement cum Skill Training Providers in the respective sector on the basis of a priority list prepared in accordance with the ranks obtained by them during the technical evaluation of their bids as mentioned in Clause 6.2.1 above.

5.24. TIME TABLE AND MILESTONES

The Schedule of the Bidding process is provided in Annexure of this document. In order to enable MEPMA meet the target dates, Bidders are requested to respond expeditiously for clarifications, if any, requested during the evaluation process. MEPMA will adhere to the above schedule to the extent possible. MEPMA, however, reserves the right to modify the same. Intimation to this effect will be notified on the website only.

5.25. FRAUD AND CORRUPT PRACTICES

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the MEPMA may reject a Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

The following terms shall have the meaning hereinafter respectively assigned to them:

- a) “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

- b) “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 ;
- c) “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;
- d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the MEPMA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; and
- e) “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

6-SELECTION PROCESS

6.1. MINIMUM ELIGIBILITY CRITERIA

- 6.1.1. The Bidder shall be Registered Proprietorship / Provider ship Firms / Private Limited / Public Limited Company / Registered Society / Trust / Association / Trade Body / Registered Educational Institution / University fulfilling the following Minimum requirements under the Category they are bidding for:

Sl. No.	Criteria	Unit	Minimum requirement to be satisfied			
			Category A (Organization wise)	Category B (Organization wise)	Category C (Organization wise)	Category D (Organization wise)
A	Number of Years of Existence (as on 31 st March, 2017)	Year	Three	Two	Two	One
B	Financial Standing (from April 1 st 2008 to March 31 st 2011)	Lakhs (Rs)	Total Turnover to Rs.100 lakhs	Total Turnover to Rs.50 lakhs	Total Turnover to Rs.25 lakhs	Total Turnover to Rs.15 lakhs
			Category A (Sector Wise)	Category B (Sector Wise)	Category C (Sector Wise)	Category D (Sector Wise)
C	Trainings (for Sector applied) During the period April 2009 to December 2012	No of youth	1000	500	200	100
D	Placements (for Sector applied) During the period 2014-15 to 2016-17	No of youth	700	350	140	Minimum placements tie-ups for 150 youth for the course

6.1.2. Exemptions:

Bidders who are Government (both State and Central) institutes imparting skill development in Telangana shall be automatically eligible for Technical evaluation.

6.2. TECHNICAL EVALUATION CRITERIA

6.2.1. The evaluation of each technical proposal shall be done, taking into account the criteria and sub-criteria given below. Each Eligible proposal will be evaluated and proposal will be rejected if it fails to achieve the minimum prescribed technical score.

The basis of 'Weight age of Points' for Technical Proposal Evaluation - Weight age is given at 2 levels: (i) Organization Standing, (ii) Sector-wise Standing. Each Bidder will be evaluated for Organizational standing and Sector-wise standing for the sectors they have applied for. A maximum of 100 points are awarded for each criteria and weight age awarded to each parameter being considered.

Technical Evaluation- Table A - Organizational standing:

Sl. No.	Organizational Standing									
Parameter	Overall training Capacity		No. of Non-metro Training Centers which meets basic infrastructure requirements		No of own faculty members in the roles of agency		Financial Standing		Training Turnover	
Weight age	15%		5%		5%		10%		15%	
Criteria	Total one time training capacity of training centers in Telangana	Points	No. of Non-metro Training Center in Telangana	Points	No. of existing Own centers	Points	Total Turnover in last 3 years (in Rs. Lakhs)	Points	Total Training turnover in last 3 years (in Rs. Lakhs)	Points
Category A	1000 and above	100	25 & above	100	25 & above	100	Above 500	100	Above 250	100
	501 -1000	75	11-25	80	11-25	80	251-500	75	151-250	80
	251-500	50	4-11	40	4-11	40	151-250	50	81-250	55
	250 & below	25	4 and below	0	4 and below	0	101-150	25	20-80	35
Category B	750 & above	100	25 & above	100	25 & above	100	150 and above	100	Above 100	100
	501-750	75	11-25	80	11-25	80	101-150	75	76-100	80
	251-500	50	4-11	40	4-11	40	76-100	50	51-75	55

RFP for Empanelment of Training Provider for Placement Linked Skill Training Programme in Telangana, MEPMA

	250 & below	25	None	0	None	0	50-75	25	10-50	35
Category C	500 & above	100	25 & above	100	25 & above	100	100 and above	100	25 and above	100
	351-500	75	11-25	80	11-25	80	75-99	75	20-24	80
	251-350	50	4-11	40	4-11	40	50-74	50	15-20	55
	250 & below	25	None	0	None	0	25-49	25	10-15	35

Category D	150 & above	100	25 & above	100	25 & above	100	15 and above	100	NA	
	100-149	75	11-25	75	11-25	75	10-14	75	NA	
	40-99	50	4-11	50	4-11	50	5-9	50	NA	
	Below 40	25	None	25	None	25	1-4	25	NA	

Technical Evaluation- Table B - Sector-wise Capabilities:

S. No.	Sector Wise Capacity			
Parameter	Curriculum for all the courses proposed (hard copies to be submitted as per NSQF standards (NoS)		Company Tie-ups made / available for year 2017-18 based on letters of intent with Renowned Organizations providing salaries more than minimum wages	
Weightage	25%		25%	
Criteria	Qualitative Evaluation by subject experts	Points	No. of Placements	Points
CATEGORY- A	Excellent	100	Above 1000	100
	Very Good	75	801-999	75
	Good	50	401-800	50
	Poor	25	200-400	25
CATEGORY -B	Excellent	100	Above 500	100
	Very Good	75	300 – 499	75
	Good	50	250 – 349	50
	Poor	25	150-249	25
CATEGORY -C	Excellent	100	Above 300	100
	Very Good	75	250-299	75
	Good	50	200-249	50
	Poor	25	150-199	25
CATEGORY- D	Excellent	100	Above 225	100
	Very Good	75	200-224	75
	Good	50	175-199	50
	Poor	25	150-174	25

6.3. EVALUATION COMMITTEE

The 'Evaluation Committee' constituted by MEPMA comprising representatives of MEPMA, Department of Urban Development, Government of Telangana and subject experts will evaluate the Bids received. As part of evaluation, MEPMA shall ask the bidders to make a Presentation of their Technical Proposal in the presence of Evaluation Committee.

6.4. EVALUATION PROCESS

The Bids received would be subject to a step-wise evaluation procedure as given below:

- Step 1: Test of Responsiveness
- Step 2: Test for Eligibility
- Step 3: Evaluation of Technical Proposal

MEPMA reserves the right to seek clarifications from the Bidders. The Bidders shall be required to furnish such clarifications. In the course of evaluation, if in MEPMA's opinion, the Technical Proposal is materially deficient or inconsistent in any aspect or fraudulent; the Bid shall be declared Non Responsive and shall not be considered for further evaluation.

6.5. TEST OF RESPONSIVENESS OF BID

The Bids submitted by Bidders shall be initially scrutinized to establish "Responsiveness". A Bid may be deemed "Non-responsive" if it does not satisfy any of the following conditions:

- It is not received within the time and date specified.
- It does not include sufficient information for evaluation and/or is not in the formats specified or incomplete in any respect.
- It is not signed and / or sealed in the manner and to the extent indicated in 'Instructions to Bidders' of this RFP Document/
- It is not accompanied by the requisite Bid Processing Fee and/or the Bid Security.
- If GPA by way of a Resolution of the Company authorizing the authorized signatory is not submitted.
- if not complied with instructions contained in 'Instructions to Bidders'.

6.6. TEST FOR ELIGIBILITY

The Technical Proposal would be initially checked for the eligibility of the Bidder. The technical proposals of only those Bidders who fulfill the minimum Eligibility Criteria as described in Clause 6.2.1 above would be further evaluated.

The Technical Proposals of those bidders who found not satisfying the eligibility criteria shall be rejected and MEPMA, at the end of the Bidding Process, will return the Bid Security.

6.7. EVALUATION OF TECHNICAL PROPOSAL (COVER-1)

The Technical Proposal of eligible Bidders would then be evaluated for Qualitative Analysis. A presentation on the Technical Proposal may be called for and the Bidder may also be required to give such clarification and additional information on their capabilities and technical proposal as may be required.

The Qualitative analysis would be on 'Weightage of Points' based on the information and supporting documents submitted in accordance with Clause 6.2.2 above and on the presentation of their Technical Proposal.

The short-listing of Bidders shall be on a "cut-off score" basis. The Bidders, who secure a minimum of 60 Points out of 100 Points ("Minimum Cut-off score"), only will be shortlisted for empanelment under the respective sector.

The short-listed shall be ranked on the basis of the scores obtained by them. This ranking shall be used in prioritizing the award of training programmes at the award stage.

MEPMA may at its discretion choose to maintain a waiting list of those Bidders who have not secured the Minimum Cut-off score and in case there is a felt need of more Skill Training Providers in the future, MEPMA may consider looking into waiting list.

6.8. EMPANELMENT OF THE BIDDER

All Short-listed Bidders scoring who secure a minimum of 60 Points out of 100 Points ("Minimum Cut-off score") only will be considered for empanelment under the respective sector subject to them. The final selection would be based on the recommendations of the Selection Committee and the acceptance of terms and conditions of the MEPMA by STP.

PART – II

BID SUBMISSION FORMATS

FORM-1: FORMAT OF POWER OF ATTORNEY FOR SIGNING OF APPLICATION

(To be submitted along with covering letter in Cover -I.)

Know all men by these presents, We, 000000000000000000// (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name), 00000000 Son/Daughter/Wife of 000000000000 and presently residing at 0000000/, who is presently employed with us and holding the position of 000000000000/, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the Empanelment for 'Employment through Skills Training & Placement' in Telangana being implemented by Mission for Elimination of Poverty in Municipal Areas, Department of Municipal Administration and Urban Development, Govt. of Telangana (the "MEPMA") including but not limited to signing and submission of all information, proposals, bids and other documents and writings, participate in Pre-Bid and other conferences and providing information/ responses to the MEPMA, representing us in all matters before the MEPMA

including negotiations with the MEPMA, signing and execution of all contracts including the Memorandum of Understanding and undertakings consequent to acceptance of our bid, and generally dealing with the MEPMA in all matters in connection with or relating to or arising out of our bid for the said Empanelment and Placement Linked Skill Training Programme.

And, we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, 00000000000/, THE ABOVE NAMED PRINCIPIL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS 000 DAY OF 0000/ 20/

For <<<<<<<<<<;;

(Signature, name, designation and address)

Accepted

000000000000

(Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. _____ 2. _____

Notes:

☐ **To be executed on Rs. 100/- stamp paper**

☐ The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants'(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

FORM-2: FORMAT OF THE COVERING LETTER

(The Covering Letter is to be submitted by the Bidder along with the Cover-1 of the Bid - Printed on their respective Letter Heads)

Date:

Place:

To,
MISSION DIRECTOR
MEPMA- Telangana
III Floor, E-in-charge (PH) Office complex,
640, A.C.Guards, Hyderabad-04

Dear *Madam*,

Sub: Empanelment for ‘Placement Linked Skill Training Programme’ in Telangana

Please find enclosed one (1) Original + one (1) Copy of our Bid in respect of the Empanelment for implementing the ‘Employment through Skills Training & Placement’ programme in Telangana , in response to the Request for Proposal (RFP) Document issued by the Mission for Elimination of Poverty in Municipal Areas (MEPMA), Department of Urban Development, Govt. of Telangana , dated_____.

We hereby confirm that:

1. The Bid is being submitted by _____(name of the Bidder) who is the Bidder, in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by MEPMA and in any subsequent communication sent by MEPMA. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from MEPMA.
3. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We acknowledge that the MEPMA will be relying on the information provided in the Bid and the documents accompanying such Bid for empanelment of Bidders for the aforesaid programme, and we certify that all information provided in the Application and in Forms 1 to 10 is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.

4. We acknowledge the right of the MEPMA to reject our Bid 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 the RFP. We certify that we have not been blacklisted by any public authority for breach on our part
6. This bid is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
7. 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, as defined in Clause 6.25 of the RFP document,

This Bid is made for the express purpose of empanelment under 'Employment through Skills Training and Placement Programme' of MEPMA for the following Course.

Name of Sector	Name of Courses	Proposed intake in number
1.	1.	
	2.	
	3. (add more than rows if required)	
2.	1.	
	2.	
	3. (add more than rows if required)	

In witness thereof, we submit this Bid under and in accordance with the terms of the RFP document

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

FORM-3: DÉTAILS OF THE BIDDER

Name and Details of the Bidder and Authorized Representative:	
Name of Organization / Institution	
Regd.... / Head Office Address:	
Phones	
Fax	
Mobile	
Email	
Website	
Address of Branch Officer (If any?) in AP Phone Fax Mobile Nos. Email IDs Dates of Establishment	
Name of Authorized representative	
Designation	
Mobile	
Email	

For and on behalf of:**(Company Seal)****Signature** :**Name** :**Designation** :**(Authorized Representative and Signatory)**

FORM-4: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Legal Constitution of Bidder: (Eligibility Criteria) (Public Limited / Private Limited / Provider ship / Proprietorship etc.,)
1. Status / Constitution of the Firm: 2. Name of Registering Authority 3. Registration No.: 4. Date of Registration: 5. Place of Registration:

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:

Entity	Sub-standing Documents Required
Proprietorship Firm	<ul style="list-style-type: none"> • Certificate of the Proprietorship duly certified by a Chartered Accountant. • Copy of trade license / sales tax registration / IT registration
Provider ship Firm	<ul style="list-style-type: none"> • Registered Provider ship Deed / Certificate of the Provider ship duly certified by a Chartered Accountant
Private Limited Company	<ul style="list-style-type: none"> • Registration of Certificate and Memorandum & Articles of Association
Public Limited Company	<ul style="list-style-type: none"> • Registration of Certificate and Memorandum & Articles of Association
Society / Trust / Association	<ul style="list-style-type: none"> • Registration certificate & Bylaws of Society / Trust / Association

FORM-5: FINANCIAL STANDING - ANNUAL TURNOVER

Certificate from the Statutory Auditor regarding Annual Turnover of the Bidder in the immediately preceding 3 **Financial Years**

Based on its books of accounts and other published information authenticated by it, this is to certify that 00000000// (name of the Bidder) had, over the last three Financial Years, an **Average** annual Total Turnover of Rs/ 000 Lakhs, out of which the average annual Turnover from Training operations was Rs/ 000 Lakhs, as per year-wise details noted below:

Financial year ending 31st March	Total Turnover (in Rs. Lakhs)	Turnover from Training operations (in Rs. Lakhs)
2014-15		
2015-16		
2016-17 (Provisional)		

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note:

Please provide certified copies of Audited Financial Statements of the firm for the immediately preceding three financial years. In the case of Printed annual reports certification is not required.

In the event the financial statements for the year 2016-17 is un audited, Provisional financial statements duly certified by CA may be submitted

FORM-6: DETAILS OF THE CANDIDATES TRAINED & PLACED BY THE BIDDER

Details of the candidates Trained & Placed by the Bidder:

Name of Sector	Financial Year	No. of People Trained	Details of supporting proof provided (Online report or Certificate from Dept.	No. of Placements from people trained	Details of supporting proof provided
1.	2014-15				
	2015-16				
	2016-17				
	Total				
2.	2014-15				
	2015-16				
	2016-17				
	Total				
3.	2014-15				
	2015-16				
	2016-17				
	Total				
4.	2014-15				
	2015-16				
	2016-17				
	Total				

For and on behalf of:**(Company Seal)****Signature****:****Name****:****Designation****:****(Authorized Representative and Signatory)****Notes:**

Please provide Supporting proof as given below:

<p>For Training conducted self attested copies of any of the following documents:</p> <ul style="list-style-type: none">• Certificate from Government bodies or international funding agencies indicating experience in conducting similar “ Employment through Skills Training and Placement Programme” in the related field of Sector with number of youths trained (Self attested printouts of verifiable information from Government or agency OFFICE / Websites will be accepted)• Self attested copies of fee receipts issued to trainees• Copies of relevant pages of the fee register attested by a Chartered Accountant
<p>For Placements conducted self attested copies of any of the following documents:</p> <ul style="list-style-type: none">• Certificate from Government bodies indicating experience in conducting similar ‘Placement Linked Skill Training Programme’ in the related field of Sector with number of youths placed (self attested printouts of verifiable information from Government websites will be accepted)• Letter from the employer confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector / category of work.

In the case of Bidder for category D, letter/s of interest from potential employers indicating their intention of recruiting manpower trained under the course envisaged in the sector with potential numbers must be produced. Category D Bidders may modify the table to provide information with respect to Placement Tie-ups in the sector/s they propose to Bid.

FORM-7: TRAINING INFRASTRUCTURE CAPABILITIES

(Technical evaluation for (1) Overall Training Capacity ; (2) No. of Non -metro Training Centers which meets basic infrastructure requirements; and (3) No. of Training Centers that have residential facilities

Sl. No.	Name of the Training center	District Code	Intake capacity *	Metro / Non-metro	Residl. Facility (Y/N) if Yes (Capacity * in Numbers) if required	Owned / Rented Space	No. of existing faculty / Trainers	No. of Class Rooms	No. Practical Rooms / Lab
Total									

For and on behalf of:

(Company Seal)

Signature

:

Name

:

Designation

:

(Authorized Representative and Signatory)

Notes:

1. The Bidders shall indicate their full capacity basing on their Training Space, Training Equipment & Trainers Capacity and also indicate clearly out of which how much capacity is available exclusively for MEPMA.
2. Please enclose Documentary Evidences regarding training Infrastructure available in the form of:

a. Details of each training centre in the following format:

1	Name of the Bidder	
2	District / City	
3	Name of the training Center	
4	Full address & telephone number	
5	Nearest Landmark	
6	Number of Classrooms (minimum capacity of 30)	

7	Number of practical rooms	
8	Separate Wash Rooms for Boys & Girls (Yes / No)	
9	Will the facility be available for MEPMA course only (yes / No) If answer is no, please mention number of months the facility can't be available for MEPMA courses	

3. The Evaluation Committee may also inspect the premises of each institute for verifying the Infrastructure Presented in the proposal. The documentary proof has to be made available at respective training centers also for verification.

FORM-8: ORGANISATION PROFILE

The Bidder should provide brief History of its organization, technical training capabilities and infrastructure and personnel. Qualitative analysis of the information would be carried out for awarding Points under Criteria 1 - Technical Evaluation

	Brief History of the Bidder & Current Nature of Business or Activities:
	Organization profile Organization structure Training and Placement experience Training Methodology Placement Networks Internal quality and monitoring systems available Internal assessment and certification mechanism Any external certification tie-up

For and on behalf of:**(Company Seal)****Signature****:****Name****:****Designation****:****(Authorized Representative and Signatory)****Note:**

This format will be used for a qualitative assessment of the Bidder

FORM-9: LESSON PLAN

[illegible][illegible]

The Bidder should provide following information under Lesson Plan for any one Particular Course under each sector will be evaluated for awarding Points to Criteria-1 (Lesson Plan) in Technical Evaluation Table B - Sector-wise Capabilities.

S. No.	Particulars	Details (Sample to be edited)
	SECTOR	
	COURSE	
	COURSE CODE / As per NSQF list	
1	Curriculum	
	Course content	<p>Attach trainees trainers manual, trainees handbook, audio/video multimedia material and other teaching aids</p> <p>Attach Lesson Plan with duration and time table</p> <p>Theory to Practical Ratio (specify in Hours)</p> <p>Please specify the competency outcomes based on the knowledge, technical and attitude and skill sets at the end of each lesson plan</p>
3	Course content development and updating process in place	<p>In house or through external experts (mention expert details)</p> <p>Explain linkage to industry requirements</p>
4	Content Approved by (if any)	Any academic institution / industry body
5	Methodology of trainee assessment with time line	Explain Methodology followed. Attach the sample assessment sheets if any
6	Certification after completion of the course	

For and on behalf of:

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Notes:

1. Please provide Documentary evidence and copies to support the above details.
2. The Bidder will be assessed in accordance with the following:
 - A curriculum to conduct customized trainings as per NSQF aligned syllabus.
 - Course content more in multimedia format in the form of Videos, Audio files and written material in English & Telugu.
 - Effective assessment methods to assess the trainees as per NSQF.
 - Standard modules for training of trainers and assessment of trainers
 - Ratio of practical to theory sessions in Hrs well specified
 - Methodology to measure the learning outcomes.
3. The Bidder may be asked to make a presentation on the Lesson plan (only one per sector)

FORM-10: COMPANY TIE-UPS FOR PLACEMENTS - SECTOR-WISE

Company Tie-ups for Placements, Sector-wise for awarding points to Criteria-2 (Company tie-ups) in Table B - Sector-wise Capability

Name of the Bidder: <<<<<<<<<<<<<<<<<<<;

[illegible]

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Notes

1. Please provide separate forms for each sector
2. Only placement tie-ups within AP and nearest cities in South India like Chennai and Bangalore shall be considered.
3. Please provide documentary proof for the claim in the form of a letter of interest from potential employers in the following format:

Letter or mail addressed to the Bidder preferably in the following format:

Sir,

We require <; candidates for <<<< post with the following **requirements** in our organization from<<(over a period of<<<):

(a) Minimum qualification:

(b) Minimum skills/training:

The selected candidates shall be placed in the salary bracket<<< At these locations

Please schedule preliminary interviews at your premises with prior intimation to us

HR Manager

Name of Company:

Contact Nos.

Email ID:

PART - III**ANNEXURE**

Tentative Courses for the implementation of EST&P Programme 2017-18 as per NSQF		
Sl. No.	Sector	Name of Course
1	Automotive Repair	Basic Automobile service of 2&3 wheelers,
2	Automotive	Sales Consultant (Automotive Finance)
3	Production and Manufacturing	Operator CNC Turning
4	Production and Manufacturing	Fitter
5	Fabrication	Pipe Welder (TIG & MMAW)
6	Fabrication	Sheet Metal Worker (Panels, Cabins & Ducts)
7	Fabrication	Arc and Gas Welder
8	Food Processing and Preservation	Food Beverage
9	Food Processing and Preservation	Food Techniques (Food Product) Fruits & Vegetables Processing
10	Retail	Cashier
11	Retail	Store Operations Assistant
12	Retail	Sales Associate
13	Retail	Trainee Associate
14	Electronics & Hardware	Repair and Maintenance of Domestic Electronics Appliances
15	Electronics & Hardware	Solar Panel Installation Technician
16	Electronics & Hardware	Field Technician (Refrigeration)
17	Electronics & Hardware	Field Technician (Air Conditioning)
18	Electronics & Hardware	CC TV Installation Technician
19	Electrical	Electrical Winder
20	Electrical	Electrician Domestic
21	Telecom	In store Promoter
22	Telecom	Field Sales Executive
23	Telecom	Distributor Sales Representative
24	Telecom	Customer Care Executive (Relationship Center)

RFP for Empanelment of Training Provider for Placement Linked Skill Training Programme in Telangana, MEPMA

25	Telecom	Customer Care Executive (Call Center)
26	Healthcare	Emergency Medical Technician (EMT-Basic)
27	Healthcare	Dialysis Technician
28	Healthcare	General Duty Assistant
29	Healthcare	Radiology Technician
30	Healthcare	Phlebotomy Technician
31	Healthcare	Medical Laboratory Technician (Laboratory Technician)
32	Security	Unarmed Security Guard (Security Guard General)
33	Construction Equipment	Excavator Operator
34	Medical & Health Care	Pharmacy Assistant
35	Hospitality	Housekeeping
36	Handicrafts	Decoration and Pasting
37	Medical & Health Care	Healthcare Multipurpose Worker
38	Capital Goods	Fitter Mechanical Assembly
39	Capital Goods	Fitter Mechanical Electrical Assembly
40	Capital Goods	Fitter – Electrical and Electronic Assembly
41	Automotive	Machining and Quality Technician Level-3
42	Automotive	Maintenance Technician service Work Shop
43	Plumbing	Plumber General
44	Construction	Assistant Works Supervisor
45	Construction	Junior Land Surveyor
46	Construction	Asst. Technician Dry Wall False Ceiling
47	Paint	Wall painter
48	Logistics	Courier Delivery Executive
49	Medical and Nursing	Nursing Aides
50	Automotive Repair	Driver cum Mechanic
51	Industrial Electrician	Electrician Industrial
52	Industrial Electrician	Electrical House Wiring

Note: Some of the above courses may not be taken and some more may be added.

ANNEXURE - 2 COURSE AND INFRASTRUCTURE REQUIREMENTS

Table 1 - Specifications for Minimum Infrastructure

Particulars	Specifications for Minimum Infrastructure
Theory Classroom	With a minimum Capacity of 40 Chairs
	White/Block Boards -1
	Notice Board-1
	Almarah-1
Practical Room	a) In case of Computer related courses: Students (IT related course 1:2)
	b) In Case of other courses: Tools and equipment, infrastructure as per NCVT norms
	c) Common infrastructure: for all trainings
	Internet connection-1
	Printer & Scanner-1
	LCD Projector-1
	Practical Material related to the specific course
Other Facilities	Drinking Water
	Separate Wash rooms for Boys & Girls
	Electricity
	UPS
	Stand by Generator
Study Material	Hand Books Related to Course
	Motivational Story Books
	Magazines
	News Papers
Documentation & Biometric Device	Attendance Registers (Trainers & Trainees)
	Visitors Register
	Trainees Assessment Reports
	Biometric device

Table 2 - Specifications for Residential Facilities

Particulars	Specifications
Hostels	Separate hostels for boys & girls
Distance from training centre	Maximum of 2 kms & preferably within 1 KM.
Room: Students	30 Sq. Feet : 01 student
Bath Rooms / Toilets: Students Food Menu	1:5 Ratio .Not more than 1:8
Food Menu	Week wise food menu should be displayed in the hostel (Minimum of 2.2 Kilo Calories per Day)
Drinking Water	Pure drinking water with good containers
Telephone (Coin Box)	Phone calls may be allowed in the specific time
First Aid Kit	First Aid Kit is compulsory

Medical Facility	On Call doctor facility
Warden	Separate Wardens for boys & girls
Security Guard	Security Guard service should be available round the clock
Wash Area	Area for cleaning the clothes
Registers	Attendance and Mess registers are compulsory
Hygiene	Kitchen, Dining Area and Toilets should be kept clean and the hostel rooms should be properly ventilated.

Table 3 - Specifications for Minimum HR requirement

Minimum pre-requisites
Optimum working hours 8 hours per day
Atleast 4 days leave per month
Gross salary excluding incentives should be more than minimum wages
Preferable benefits
PF, ESI
Support further education
Food and Accommodation support
Leave policy
Group insurance
Clearly laid down employee professional growth ladder

Table 4-Guidelines for training & counseling

Sl.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-Power Point
5	Setting up kitchen advantages & benefits	Transformat skills (Attitude)	Internet & website concepts
6	Time management		
7	Addressing personal issues		
8	Awareness generation		
9	Breaking Mental Bocks		
10	Post Placement Counseling		

ANNEXURE 3 - DRAFT OF MoA

Note: Given below is the Draft (Tentative) of the MoA that will be entered into between MEPMA and the Training Provider. This draft may undergo further refinement and changes and shall not be construed by the Bidders as final.

MEMORANDUM OF AGREEMENT

For Employment through Skill Training and Placement of Urban Un-employed Youth under the Placement Linked Skill Training Programme of (DAY-NULM) MEPMA

Between

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

and

Name of the Skill Training Provider

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into on this _____ day of _____, 2017 between the Mission for Elimination of Poverty in Municipal Areas (MEPMA), a Society set up by the Government of Telangana, acting as State Urban Livelihoods Mission (SULM) for implementation and monitoring of Employment through Skills Training & Placement (EST&P) programme under National Urban Livelihoods Mission (NULM) having its Head Office at 3rd Floor, E-in-C (Public Health Office Building) AC guards Hyderabad – 500004, District Level Offices and ULBs represented by its Mission Director, Dr.T.K.Sreedevi, IAS, hereinafter called '**The First Party**',
And

M/S _____ (*write the legal status of the party like company, Providership firm etc.*) registered under the _____ (*write the relevant Act like Companies Act 1956, Indian Provider ship Act 1932*), having its

registered office at -----represented by its authorized person Sri/Smt. _____, _____ (Write the designation), empanelled by ANY OTHER GOVERNMENT AGENCY and /or Providers of NSDC hereinafter 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 Telangana, Municipal Administration Urban Development Department under the Telangana (TA) Public Societies Act 1350 F and act as SULM for implementation and monitoring of EST&P programme under NULM with the objective of providing an asset to the urban poor in the form of skills for sustainable livelihood to increase income through structured, market oriented certified courses by providing salaried employment and/ or Self employment opportunities through various Provider ships and industry tie-ups and also to ensure inclusive growth with increased contribution of skilled urban poor to the National Economy.
- B. The First Party works in a public-private Provider ship 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 to provide salaried/self-employment opportunities to the urban poor by implementing Employment through Skill Training and Placement programme under NULM conducted through Skill Training Providers empanelled by NSDC/any other Government Agency.
- C. Second Party is an institution in the field of imparting vocational training in different disciplines and providing placements.
- D. It has been the concern of the Parties to develop the human resources 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.
- E. To implement the EST&P programme the First Party selected the 'Skill Training Providers/Institutions' who are already empanelled by NSDC/any other Government Agency. The Second Party is one of the respondents who have submitted the proposals with requisite technical and financial qualifications. After due scrutiny of the proposals received, the Second Party has been selected for the specific sector/s as will be specified in the work order.
- F. In pursuance thereof, the Parties have agreed to enter into this Agreement.

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 10**;
 - iv. **“Dispute”** shall have the meaning set forth in **Clause 15**;
 - v. **“Effective Date”** means the date of this Agreement
 - vi. **“Government”** means the Government of India or the Government of Telangana as the context requires.
 - vii. **“INR, Re. or ₹.”** means the official currency of Republic of India
 - viii. **“Personnel”** mean persons hired by the Second Party for performance of specific services.
 - ix. **“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;
 - x. **“Training Fees”** shall have the meaning set forth in Clause 3.1.
 - xi. **“Third Party”** means any person or entity selected by the First Party for providing certain services under this Agreement as contingencies require.
 - xii. **“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. The words and expressions not defined herein shall, unless the context otherwise requires, have the meaning assigned to them if any, mentioned in the work orders issued by the First Party, shall apply and be binding on the Second Party.
- c. 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 each other. However, in the event of any conflict between them, the order of precedence of the documents shall be in the order set out below:
- This Agreement Including its Annexure and Schedules
 - Work order/s issued by the First Party.
- 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.
- d. 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 in each instance and resolve such doubts in good faith.

- e. 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.
- f. 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.
- g. Certain provisions are repeated under general clauses and also under specific headings and sub-headings carrying same contents and meaning and they must be understood construed accordingly.

2. Terms of Reference

2.1 Scope of services:

- a. The services to be performed by First Party shall be as under:
 - 1. To identify and counsel the suitable unemployed urban youth based on their qualification, aspirations, mobility etc. and provide the candidates to the training center.
 - 2. To empanel the 3rd Party Certifying Agency for assessment and allot to the batches of the Second Party.
 - 3. To release of payments within time, if the payment is delayed beyond 15 days from the concerned authority, based on the alert the First Party would intervene for releasing the payments.
- b. The services to be performed by the Second Party shall be as under:
 - i. Undertaking market scanning to assess employment potential and tying-up for Placements in reputed Industries prior to starting the batches to be trained.
 - ii. Structuring the required training & skill up gradation inputs based on standards approved by First Party and as per requirement of the industry.
 - iii. Maintaining the sources required for training & skill up gradation in adequate quantity.
 - iv. Setting up own centres with prescribed infrastructure in the proposed towns as given in the work order.
 - v. Install CC Cameras in all the centres (all class rooms and practical labs)
 - vi. Imparting training in the identified employment areas as per the agreement.
 - vii. Providing soft skills as per the inputs indicated in item-4 at Appendix-II.
 - viii. Ensuring the quality in the training as per the required standards and specifications with minimum quantifiable guaranteed skills as per the course delivered.

- ix. Undertaking regular assessments during training and updation in the First Party's software.
- x. Providing apprenticeship & On the Job Training (OJT) to the trainees.
- xi. Coordinating with potential employers and industrial networking for Placement.
- xii. **Providing 70% placements** for all the trained youth.
- xiii. Facilitating opening of basic saving bank deposit account for such of the candidate who do not have a bank account.
- xiv. Maintain record of information like appointment letter, pay package / remuneration etc of the candidates provided with wage employment and submit to ULB/SULM.
- xv. Placement of trained urban youth with special focus on Women, SC, ST, Minorities & PWDs.
- xvi. **Post placement counselling and retention for 12 months.**
- xvii. Devising extracurricular activities for wholesome development of trainees after the training hours like indoor and outdoor sports, fitness exercises etc.
- xviii. Develop and maintain online Management Information System (MIS) for recording information of all candidates including contact details, bank account details, status of assessment and certification, status of placement etc., on website.
- xix. Update the information of the candidates in the national MIS for NULM portal as specified by the MoHUPA/ MIS for EST&P Portal as specified by MEPMA.

c. Training Capacity & work orders

- i. The Second Party shall provide services to the First Party for the Courses in the Sector/s as detailed in **Table 1 of Appendix - II** and provide dedicated training capacity as detailed therein.
- ii. A training plan shall be submitted on a yearly basis indicating the tentative number of youth to be trained and placed District/ULB wise, sector-wise and course-wise.
- iii. Fixation of ULB-wise Targets shall be done at the discretion of First Party on submission of centre-wise training calendar for all the courses.
- iv. 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.

- v. The Second Party shall comply with and conform to the Training Programme Content as approved by the First Party, including but not limited to:
- i. Compliance with the concerned Certification Norms,
 - ii. Infrastructure Standards as specified **in Appendix- I.**
 - iii. Adherence to Minimum batch strength, placements norms, time lines in implementation and biometric attendance etc., as specified
 - iv. Programme Specifications stipulated from time to time.

d. Training & Placement process:

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

The First Party shall issue work orders after considering the request submitted by the Second Party with respect to its Training Capacity. The First Party shall provide the work order/s allot district/ULB and Course wise targets to the Second Party for providing the Service.

- i. The Second Party shall set up the training center with necessary infrastructure, trainers and relevant equipment in place before start of the training Program.
- ii. ***The Second Party should conduct training in its own centers and no franchise is allowed.***
- iii. The trainers should be suitably qualified with relevant experience and should undergo ToT.
- iv. The Second Party shall put in place a dedicated and qualified Training Coordinator and his/her contact details shall be uploaded in the portal.
- v. The Second Party shall identify placements for the trainees and communicate the same to the First Party for approval before freezing the batch for inception.
- vi. **The Second Party shall provide training to the youth in the identified employment areas, and shall ensure 75% attendance and participation of the youth in the Training Programme.**
- vii. Meeting with parents should be arranged by the Second Party thrice (before selection, during training & at the time of placement)
- viii. Duration of all courses should be minimum of 200 hours (2 months) and depending on the trade and course module, duration may vary.
- ix. The Second Party shall provide (a) Soft skills, basic communication skills (in English), basic computer skills for other than ITeS sector (b) personality & career development etc., (c) Orientation and awareness on various aspects of financial literacy i.e. savings, credit, subsidy, remittance, insurance etc., and (d) Information regarding other Govt. schemes (including other components of NULM) and entitlements for poverty alleviation to the trainees.
- x. All the process activities to be uploaded and updated in the NULM-MIS portal for which a log-in will be given to the STP.
- xi. The soft skills training should be for an hour per day.
- xii. Weekly assessment of the trainees should be done by conducting exams and report the same to ULB/SULM.

- xiii. ID cards, Timetable and Training material to be handed over to the trainees within 5 days after commencement of the training.
- xiv. Aadhar based Bio-metric attendance to be maintained and to be taken at starting and ending of the session apart from attendance in NULM Log in and manual attendance. Minimum of 4 hours per day.
- xv. Special attention to be devoted for such of the trainees who are lagging behind in learning.
- xvi. Day wise Session plan to be displayed at the center.
- xvii. The Second Party should ensure that all candidates are qualified in the assessment.
- xviii. The Second Party is responsible for re-training and re-assessment if any candidate fails in assessment and such cost for unsuccessful candidates shall be borne by the Second Party.**
- xix. Industry interface to be provided by facilitating guest lectures by the employers and arranging exposure visits.
- xx. Trainees should be readied for the interviews by conducting mock-interviews, preparation of Resumes before sending for the placements.
- xxi. The Second Party shall ensure that placements are provided to the trainees completing the training successfully with assured monthly salary as per the minimum wages act and industry standards.
- xxii. The Second Party shall facilitate the opening of basic saving bank account for all the candidates who do not have bank account.
- xxiii. The Second Party shall continue to track and counsel the placed trainees for at least 12 months from the date of placement.**
- xxiv. All candidates have to submit a refundable security deposit. The courses for various NSQF levels shall be charged as per the table below.

Level 5 and above	Rs 1000
Level 3 & 4	Rs 500
Level 1 & 2	Rs 250
- xxv. The amount would be refunded to every candidate who completes the training programme and is successfully certified. Proof of refund of security deposit should be taken from Training Provider along with claims of training costs.

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 shall be completely dedicated to the First Party. The minimum training centre infrastructure required is detailed **in Table 1 of Appendix -I**.
- ii. The Second Party shall ensure that the minimum IT Infrastructure specified in **Table 2 of Appendix -I** should be available with all the Training Centers.
- iii. The Second Party shall ensure that the minimum course wise tool kit specified in **Table 3 of Appendix-II** be available in the Training Center.

- iv. Separate wash rooms for girls and boys, Training hall with 40 chair capacity, 3-phase power, white board, ventilation, fans, purified water, first aid kit and fire extinguisher should be provided in the center.
- v. The Second Party should ensure that every training centre should have Name Board which specifies that it is a First Party training centre as specified **at Item-3 in Appendix-I**. Further, Stickers, Posters and any other information to be displayed as desired by the First Party.
- vi. The Second Party should ensure the cleanliness of the training centers during the training period and no material of explosive nature is kept.
- vii. The Second Party shall ensure that for any computer related courses / Industrial Sewing machine operator course, and other courses training centre capacity is calculated on the basis of trainees and it should be 1:2. Further, The Second Party shall ensure that every trainee in its Lab shall acquire required skills without fail. However, the said ratio may be modified by the First Party as per the exigencies.

f. Training

- i. The Second Party shall ensure that training programmes are conducted compulsorily for the stipulated period of minimum 2 months (minimum 200 hours) and the actual training session should start at 9.30 AM and end at 02.00 PM (including intervals). Further the Second Party shall ensure that:
 - a. The Trainers & field staff of the Second Party should undergo one day orientation to be organized the First Party. The First Party has discretion of continuing or discontinuing of any trainer during the training period.
 - b. The class room strength shall not exceed 40 to facilitate effective training.
 - c. Trainees shall be assessed as per the curriculum and graded.
 - d. Trainers to train counsel and mentor the trainees as per the guidelines of the programme.
 - e. The trainees who are lagging behind should be given special attention.
 - f. The printed training material for each course shall invariably be provided to the trainee within 5 days from the commencement of training.**
 - g. The day wise, hour wise schedule shall be adhered to.
- ii. The Second Party shall provide extensive training in courses as described in **Table 1 of Appendix - II** in technical skills (both theory and practical), Communication skills, Exposure to concerned industries / organizations make the trainees work-ready which makes the trainee employable with minimum guaranteed skills as agreed upon and prescribed in the work order.
- iii. The Second Party shall monitor and review the program components to assess quality of delivery and learning achievement once every 7 days in the form of assignments, tests, group discussion, demonstration work, industry faculty assessment etc.
- iv. The Second Party shall ensure that the Youth receive hands-on practice in their Lab for a minimum of 70% time of each day of

training and 30% time should be class room (Theoretical)

- v. The Second Party shall ensure parents meeting thrice (beginning of the Training, during the training and before the placements) in coordination with First Party.
- vi. 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. In case 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 item 5 at Appendix-I** apart from the NULM login and manual attendance.
- ii. Attendance shall be taken twice a day Morning: 9:15–9.30 AM and 1.30-2.00 PM. Manual registers shall also be maintained simultaneously by the Second Party. However, only Aadhar based bio-metric attendance would be considered for releasing payments. Finger registration (with all 10 fingers) of the trainee should be taken in the presence of First Party's staff.
- iii. The Second Party shall ensure that all the Aadhar based bio-metric machines are in sync within 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 and downtime of bio-metric system should not be more than 48 hours. The Second Party is solely responsible for loss of attendance due to not taking attendance/ loss of machine/damage of bio-metric device/ not synching and other such technical problems.
- iv. The Second Party shall ensure/comply that there will not be any forgery/proxy attendance which will be viewed seriously by First Party and necessary action will be taken against Second Party under this Agreement
and the law as well.

h. Course curriculum

- i. All Skill Development courses offered under the EST&P must conform to the National Skills Qualification Framework (NSQF) noticed on 27-12-2013.
- ii. All training providers under EST&P would need to comply with this requirement of the NSQF, failure to do which would lead to their de-listing by the empanelling/approving authority.
- iii. Modular Employable Skill (MES) courses under DGT, MoSDE are being mapped to Qualification Packs by NSDC to make them NSQF compliant.
- iv. All training providers would have to organize their course/programmes to ensure alignment with the implementation schedule given in the NSQF notification.
- v. The First Party in coordination with Second Party shall design and finalize the course curriculum, training module etc. The Second Party

shall impart the training as per the curriculum and quality standards will be monitored on a regular basis by the First Party.

- vi. The Second Party shall periodically upgrade, modify content of training modules with approval of the First Party.
- vii. 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 7 days from the Effective Date by the Second Party.
- viii. The courses identified by the Second Party will be examined and considered based on the potential for employability.
- ix. Soft skills content is mandatory requirement of all courses. It should constitute one hour per day. The Second Party shall ensure to provide soft skills to all the trainees as specified at **item 4 in Appendix-II**.

i. Placements and Post Placements

- i. The Second Party shall report the proposed placements to First Party before the finalization of the batch i.e. before inception.
- ii. **The Second Party must place all the trained youth (minimum should be 70%) in sectors relevant to the training imparted with good emoluments/pay package as per minimum wages act and industrial standards. The placement shall be in the same sector/ 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 done by the Second Party not later than 30 days of batch completion date. Further delay attracts penalty.**
- iv. The placements will be verified by the First Party within 15 days after the Second Party uploaded the placements in the portal and on submission of request for payment.
- v. **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.**
- vi. **The Second Party shall carry out continuous follow up with Employer Agency and will track the aspirants for at least 12 months after they start working and submit post placement report after 12 months of placement to the First Party.**

j. Third Party Certification

- i. The First Party through a 3rd party (Certifying Agency) will conduct assessment of all the trained candidates with a minimum attendance

of 75% at the end of the training period. The Second Party shall comply with all the certification norms and should work in coordination with certifying agency during assessment.

- ii. The First Party informs the Certifying Agency about the completed batches and provides work order to the suitable certifying agency to do the assessment and informs the same to the Second Party.
- iii. As and when the candidates completes the training and are ready to undergo assessment, the STP shall inform the allotted Certification Agency with details of number of candidates to be assessed, trades to be assessed and location of the training center.
- iv. The Certification Agency should ensure assessment and declaration of results, issue of certificates within 10 days of receipt of the request from the STP.
- v. **The failed candidates in the assessment should be re-trained and send them for re-assessment by the Second Party and the cost should be borne by Second Party.**

k. 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, visitors register, etc and make the same available for inspection and verification by the First Party.
- ii. The Second Party shall update the details of the trainees indicated in First Party's portal in the given time frame.
- iii. A detailed table of software updation processes to be done by the Second Party, in the First Party software is mentioned **in APPENDIX IV**, apart from the NULM portal. 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 in addition to the NULM portal.
- 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 of the Second Party found deviating from the standards prescribed herein or as per the norms of First Party, or has failed in delivering the modules or the training activities properly, the First Party shall notify the Second Party to replace the concerned training center and the Second Party shall comply with the requirement of the First Party immediately.
- vi. If any trainer/faculty member of the Second Party found deviating from the standards as prescribed by the First Party, or has failed in delivering the modules or the training activities properly, the First Party shall notify the Second Party to replace the concerned trainer/faculty

member and the Second Party shall comply with the requirement of the First Party immediately.

1. The Second Party's Personnel

- i. The Second Party should have adequate training staff for conducting the EST&P programme awarded 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 Employer-Employee relationship between such personnel.
- ii. The CVs of the qualified Operations and Training staff shall be submitted by the Second Party to the First Party for approval before commencement of the training.
- 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 along with district coordinator.
- iv. The Second Party shall ensure that the trainers & faculty members at all their training centers shall have ID Cards **as specified at item 4 in Appendix-I** 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 at regular intervals and their assessments are submitted to the First Party.
- vi. The First Party will provide one day orientation on the EST&P programme and other quality parameters to be followed by the operations and training staff of the Second Party.

m. Location

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

n. Delays:

The Second Party shall proactively do all the timely coordination with the First Party to ensure timely completion on 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) Training infrastructure b) training material c) 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 fee at the agreed rates for each course as detailed in **Appendix-III (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 number 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 20 working 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 10 working days of first 15 working days (through bio-metric system and NULM login)
- d) **Outcomes of the programme:**
 - i. **Employment (both wage employment and self-employment) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment.**
 - ii. **In case of wage employment, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placements in the same or a higher level with the same or any other employer.**
 - iii. In case of Self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade licenses or setting up of an enterprises or becoming a member of a producer group or proof of additional earnings (bank statement) or securing a relevant enterprise development loan or any other suitable and verifiable document as prescribed by the respective SULM.
 - iv. **In case of re-skilling or skill up-gradation of persons already engaged in an occupation, at least 70% of such persons shall have an increase of at least 3% in remuneration within 14 months of completion of the skill development training.**

- v. Formal recognition and certification of persons who have acquired skills, through informal, non-formal or experimental training in any vocational trade or craft (after imparting bridge course if necessary) should provide an appropriate increase in wages in the skill category of the candidate for immediate and subsequent production cycle in case of wage employment or meet the conditions under i(c) above in case of self-employment to be treated as the outcome of this effort.

e) Payments to the STPs:

- i. The First Party shall pay training fee to the Second Party in Four tranches in the following manner:

Installment and % of Cost	Output Parameter	Timelines
1 st Installment: 30%	Commencement of training batch	15 days after commencement of training based on Aadhar based attendance. The candidate should attend at least 10 days out of 15 working days from the start date of the batch.
2 nd Installment: 20%	The number of candidates qualified for payment should have minimum of 75% attendance	Completion of the training as per the duration of the course.
3 rd Installment: 30%	Placed Candidates would be verified before qualifying for payment. At least 70% should be placed in the organization to release the payment.	On completion of training, certification and placement of successful candidates.
4 th Installment: 20%	Placed Candidates would be verified after one year to approve the payment. At least 70% should be working for 6 months in the organization to release the payment.	After retention of the candidates for minimum 6 months in the placements provided by the Second Party. Tracking to be done by the STP for 12 months and submit the status report.

3.2 Documents requirement for payment:

The Second Party shall furnish the following documents along with

Invoice/ bill for release of payments as specified below:

- i. **For Inception payment:** 1.list of candidates with self attested passport size photos, 2.attendance sheet, 3.Photographs of the centres, class rooms and Lab duly signed by the Second Party.
- ii. **For Training & Assessment payment:** 1.List of candidates, 2.Batch completion photo, 3.Assessment photo, 4.Attendance sheet of training & assessment 5.Certificate from Assessment agency. These documents should be duly attested by the Second Party.
- iii. **For Placement payment:** 1. List of placed candidates 2. Confirmation letter/ Appointment letter, 3.work place photographs of all placed candidates, 4. Salary details from the

employer. These documents should duly countersigned by the Second Party.

- iv. **For Post-Placement payment: 1.pay slips for 6 months, 2.work place photograph, 3. Service Certificate from the employer duly countersigned by the Second Party.**

3.2 Suspension of Payments / penalties by First Party

a. In cases where, 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:

- *Lack of infrastructure*
- *Not issuing ID cards, Training Material and Tool Kit.*
- *Insufficient faculty at the center.*
- *Non compliance with training schedule.*
- *If fraudulent practices are adopted e.g. Wrong uploading placements, salaries.*
- *If found manipulation of attendance.*

First Party will impose penalty up to 25% on the payment received by the Second Party or cancel the training center of the Second Party or both as per the case.

- a. Debarring/ terminating of the Second Party for a specified period if the Second Party not complied with the terms & conditions of the MoA.
- 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 to the satisfaction of the First Party and in conformity with the provisions of this Agreement) 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. If the explanation of the Second Party is not satisfactory to the First Party, the First Party may issue Suspension Notice specifying the period of suspension and other relevant details. The decision of

the First Party in this regard shall be binding on the Second Party.

c. Penalty for Deficiency in quality

- (i) 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 specified below 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.
- ***If number of qualified trainees is below 75% of the total batch size – a penalty equivalent to 10% of the total paid amount.***
 - *If numbers of placed candidates are below 50% - a penalty equivalent to 15% of the total paid amount.*

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 of / deviations from the conditions in the agreement, guidelines and norms of First Party by the Second Party, **the First Party shall be entitled to impose penalty and with a seven days (7) notice to** 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.

4. Performance Guarantee:

The Second Party shall furnish a Performance Guarantee by means of a Bank Guarantee issued by any scheduled commercial bank payable at Hyderabad for Rs. 300000/- / Rs.5, 00,000/- valid for two years at the time of signing of Agreement.

The performance guarantee is invoked either or partly for any amount due by the Second Party to the First Party or in case of pre – termination of the agreement for the defaults and non compliance of the terms and conditions of the agreement, 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.

5. COMMENCEMENT AND COMPLETION

a. Tenure of Agreement

This Agreement shall come into force from the date of this Agreement (the “**Effective Date**”) and shall be valid for one year from the date of agreement 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. If the Second Party shall not commence the Training within 7 days for the date of Work Order, a penalty of Rs.5000/- per week will be imposed. The First Party will issue the work order after due verification of various parameters of training centers and with infrastructure facilities.

6. 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 urbanunemployed youth in the different districts of the State 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 methodology, 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. The First Party shall make payments to the Second Party in accordance with the provisions of the Agreement.

7. 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.

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 which continued for more than 7 (seven) continuous days, such party shall give written notice to the other party by the most expeditious means as soon as possible after the occurrence of the Force Majeure Event 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 the effected Party is unable to resume the works and unable to resolve the said issues, may terminate the Agreement with a 7 (seven) 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

Subject to the other provisions of the Agreement, either Party may terminate the Agreement as provided below.

a. First Party may terminate this agreement by written notice of not less than 7 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.

b. Termination by Second Party

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

- I. If First Party fails to pay the fees 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 Party, 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.

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 professional advisors, but only to the extent necessary and subject to such professional advisors accepting an equivalent confidentiality obligation to that set out in this Clause Confidentiality.

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 guarantee and withhold any amounts due for payment, if any, towards compensation and damages 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 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 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 process; and
 - 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 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.

The Second Party admits that it is aware that these training programmes are being undertaken under the GOI Scheme and subject to the guidelines and instructions issued by the GOI from time to time and

loss incurred by it consequent to such guidelines and instructions shall be borne by it and the First Party shall not be liable.

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.

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 Location place of Head Office of the First Party shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

15. DISPUTE RESOLUTION

Amicable settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this agreement. Where the parties fail to arrive at a settlement, the dispute may be referred for conciliation as provided in Cl.16 below.

16. Conciliation:

In the event of any dispute between the parties, either party may call upon Secretary, Urban Development Department, and Government of Telangana/Government of Telangana as the case may be for conciliation and settlement within 15 days. If the conciliation proceedings fail to arrive at a mutually agreeable settlement, the dispute may be referred to arbitration.

17. Arbitration:

Any dispute which is not resolved amicably by conciliation, as provided in clause (16) shall be referred to arbitration of a single arbitrator as mutually selected, under the provisions of the Arbitration and Conciliation Act 1996. The arbitration proceedings shall be held at Location of Head Office and in English language.

18. 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.

19. 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, unless evidenced in writing, 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.

20. SURVIVAL

All the rights and obligations of the parties shall survive the Agreement.

21. MODIFICATION OF AGREEMENT

Any modification of the Agreement shall only be made by written agreement between both the Parties.

22. REPRESENTATION AND WARRANTIES

- a. The Parties hereby represent and warrant to each other that;
 1. It is duly established and existing under the relevant laws has the legal power and authority to sign this Agreement, perform and comply with its duties and obligations under this agreement.
 2. This agreement constitutes legal, valid and binding obligation enforceable against it in accordance with the terms hereof.
 3. 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
 4. No representation or warranty made herein contains any untrue statement based on the facts and circumstances.
- b. The Second Party represents and warrants to the First Party that the information furnished in their proposal 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.

23. 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.

24. 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.

25. 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 Telangana.

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: estptsmeepma@gmail.com

If to the Second Party:

Attention:

- b. All notices served at the above address 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 or non-return of the cover without delivery by the postal authorities
 - V. If sent through recognized courier agencies on delivery.
 - VI. Any refusal to received such registered cover or brought by the courier shall amount to have been delivered.

- 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, Sunday and public holiday in accordance with the Official Calendar of The Government of Telangana.
- 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.

26. 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 agreement.

For the First Party i.e., MD, MEPMA or any official delegated by him/her from time to time.

Unless otherwise notified, the Second Party's Representative shall be the signatory to this Agreement

27. 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.

28. TAXES AND DUTIES

Unless otherwise specified in the Agreement, the Second Party shall pay, all such taxes, duties, fees and other impositions including service tax if any, activity under this agreement, as may be levied under the Applicable Laws.

29. OPERATION OF THE AGREEMENT

The Parties recognize that it is impractical in this Agreement to provide for every contingency which may arise during the tenure 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.

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

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

For and on behalf of
(Second Party)

Name:

Name:

Designation:

Designation:

Date:

Date:

In the Presence of:

In the presence of:

1. Signature

1. Signature

Name:

Name:

Address:

Address

2. Signature

2. Signature

Name:

Name:

Address:

Address:

APPENDIX - I

Table 1 - Specifications for Training Centre Infrastructure

Particulars	Infrastructure
Theory Classroom	With a minimum Capacity of 40 Chairs
	White/Block Boards -1
	Notice Board-1
	Almarah-1
Practical Room	a) In case of Computer related courses: Students (IT related course 1:2)
	b) In Case of other courses: Tools and equipment, infrastructure as per NCVT norms
	c) Common infrastructure: for all trainings
Other Facilities	Drinking Water
	Separate Wash rooms for Boys & Girls
	Electricity
	UPS
	Stand by Generator
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
	Aadhar based Biometric Device
	CC Cameras

Table 2 – Minimum IT Infrastructure

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

- o One Desk Top with 3GB R!M, 300GB, 20” LCD, Key Board, Mouse, Speakers and mike/ Windows7 Operating system is preferable.
- o One Broad band with at least 512Kbps unlimited connectivity for best web based video (Preferable 1MBPS).
- o One GPRS based Bio-metric device with battery and AC supply for attendance.
- o One High resolution 5 MP webcam with 640x480,up to 30 fps
- o (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 work order.

Table 3 – Display Material at the Training Center

Particulars	Specifications
Training Center Display Board	A Board outside the Training Center duly mentioning the DAY-NULM and MEPMA along with Logos.
Course Details Boards	Inside the Training Center at prominent place the following boards should be displayed:
	<ol style="list-style-type: none"> 1. Course start & end dates 2. Timings of the training. 3. Time Table and Session Plan. 4. Entitlements of the Students. 5. Jobs identified for the batch. duly showing the name of the company. 6. Name of the Faculty with their qualifications.

4. Aadhar based Bio-Metric Attendance

(i) Bio-metric device specifications should be followed by the Training Provider before synchronizing the device with NULM & 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

(ii) Monitoring of Attendance by the Training Provider

- 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.

(iii) Restrictions

- 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 NULM & CGG software

(iv) Attendance

- Attendance should be club of 1st IN followed by last OUT

APPENDIX-II

Table: - 1. Identified Courses

Sl. No	Sector	Course	Qualification	NSQF Code & Level	Duration in hours

Course Duration: - Course duration for all skill training programme as per the NSQF aligned qualifications (including soft skills training).

Table – 2. Course Content

Sl.No.	Course	Course content

* Course content to be submitted along with the technical bid, the content should have logo of the bidding agency and it should be aligned to the NSQF syllabus.

Table – 3 Course wise Tool Kit

Sl.No	Description/ Specifications	Quantity

Note: The sectors/ courses allotted, Training content, Tool kit and details of course fees related to the allotted courses will be given in the work order.

4. SOFT SKILLS

- a. **Basic Communication skills** (in English)
- b. **Basic computer operations** (for courses other than computer training)
- c. **Professional Etiquettes**
- d. **Work readiness training:** It intends to provide skills in interview techniques, resume preparation, group discussion, career planning etc.,
- e. **Personality Development:** time management, money management, public relations, ethics at work place, positive mental attitude etc.,
- f. **Financial Literacy** – Orientation and awareness on savings, credit, subsidy, remittance, insurance and pensions.
- g. **Other government schemes** – provide information regarding other government schemes (including other components of NULM)

Appendix – III

Programme Software

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 Provider head office
5	Uploading the inception bills
6	Daily Aadhar based biometric attendances
7	Uploading batch status & quality parameters online continuously
8	Placements updation and sending to ULB/SULM
9	Uploading the placement linked installment bills
10	Updating the post placement verification report
11	Uploading post placement bills

Note: The payments would be released from the head office of MEPMA and the physical verification of the programme, documentation and verification is done at District/ULB level.

APPENDIX -4 DISTRICT CODES

S.No	District	Code
1	MAHABUBNAGAR	14
2	JOGULAMBA	142
3	NAGARKURNOOL	143
4	WANAPARTHY	144
5	RANGAREDDY	15
6	MEDCHAL-MALKAJIGIRI	152
7	VIKARABAD	153
8	MEDAK	17
9	SANGAREDDY	172
10	SIDDIPET	173
11	NIZAMABAD	18
12	KAMAREDDY	182
13	ADILABAD	19
14	NIRMAL	192
15	MANCHERIAL	193
16	KOMRAM BHEEM	194
17	KARIMNAGAR	20
18	JAGTIAL	202
19	RAJANNA	203
20	PEDDAPALLI	204
21	WARANGAL	21
22	WARANGAL RURAL	212
23	JANGOAN	213
24	JAYASHANKAR	214
25	MAHABUBABAD	215
26	KHAMMAM	22
27	BHADRADRI	222
28	NALGONDA	23
29	SURYAPET	232
30	YADADRI	233
31	GHMC	400

Appendix – 5

List of Own Training Centers

S.No	District	Town	Address	Contact

Photographs of the training centers along with ownership or leased documents.

******* End of MoA*******