

उत्तर प्रदेश कौशल विकास मिशन

व्यावसायिक शिक्षा, कौशल विकास और उद्यमशीलता विभाग

राजकीय औद्योगिक प्रशिक्षण संस्थान परिसर, अलीगंज, लखनऊ

पत्रांक: 1913 /उ0प्र0कौ0वि0मि0/2025-26

दिनांक: 26 दिसम्बर, 2025

कार्यालय-आदेश

उ0प्र0 कौशल विकास मिशन द्वारा New Age Technologies, Digital, Green and Future Skills Sectors क्षेत्र में अल्पकालीन कौशल प्रशिक्षण कार्यक्रमों को प्रदान किये जाने के क्रम में इन क्षेत्रों में कार्यरत संस्थाओं को प्रशिक्षण प्रदाता के रूप में आबद्ध किये जाने हेतु Request for Empanelment (RFE) प्रपत्र प्रकाशित करते हुये आवेदन प्राप्त किये जाने का निर्णय लिया गया है।

उपरोक्त RFE प्रपत्र के प्रकाशन व समय-सारिणी, आवेदन प्राप्त होने, समस्त आवेदन का परीक्षण एवं अन्य गतिविधियों के सुचारु सम्पादन हेतु निम्नानुसार समितियां गठित करते हुये कार्य आवांटित किये जा रहे हैं:-

1 समय-सारिणी एवं तिथियाँ:-

A	आबद्धीकरण हेतु अनुरोध प्रपत्र का प्रकाशन	26.12.2025
B	आवेदन करने की अंतिम तिथि	20.01.2026
C	प्राप्त हुये समस्त आवेदन के परीक्षण की अवधि	21.01.2026 से 29.01.2026
D	परीक्षण का परिणाम घोषित किया जाना (पूर्ण रूप से अर्ह संस्थाओं का आबद्धीकरण, आपत्तियों युक्त संस्थाओं का अवसर प्रदान किया जाना एवं अनर्ह का निरस्तीकरण)	31.01.2026
E	पूर्ण रूप से अर्ह संस्थाओं के आबद्धीकरण से सम्बन्धित अनुबंध पत्र हस्ताक्षर	02.02.2026
F	आपत्तियों को प्रस्तुत करने की अवधि	02.02.2026 से 09.02.2026
G	आपत्तियों का निराकरण एवं परिणाम का प्रकाशन	25.02.2026
H	बयाना राशि की वापसी	15.03.2026 तक

2 परीक्षण व मूल्यांकन समिति:-

1. उप निदेशक-अध्यक्ष
2. डॉ० एम० के० सिंह, सहायक निदेशक
3. आशीष कुमार, सहायक निदेशक
4. जितेन्द्र कुमार राय, वित्त एवं लेखाधिकारी
5. भगत सिंह, लेखाकार
6. मनोज श्रीवास्तव, प्रबन्धक-सदस्य सचिव
7. सहायक प्रबन्धक/एम०आई०एस० प्रबन्धक (05)
8. कम्प्यूटर ऑपरेटर (05)

नवीन चयनित उप निदेशक के योगदान नहीं करने की अवधि में अध्यक्ष के दायित्व का निर्वहन डॉ० एम० के० सिंह, सहायक निदेशक द्वारा किया जायेगा तथा 05 सहायक प्रबन्धक/एम०आई०एस० प्रबन्धक (05) एवं 05 कम्प्यूटर ऑपरेटर हेतु एस०पी०एम०यू०/डी०पी०एम०यू० से कार्मिकों का नामांकन एवं उनके कार्यों का आवंटन अध्यक्ष द्वारा किया जायेगा।

परीक्षण व मूल्यांकन समिति द्वारा परीक्षणोपरान्त आपत्तियों के निराकरण हेतु निर्देश पत्र निर्गत किये जायेंगे तथा अपनी संस्तुतियां अनुमोदन समिति को प्रस्तुत की जायेंगी।

3 अनुमोदन समिति:-

1. प्रिया सिंह, अपर मिशन निदेशक-अध्यक्ष
2. मयंक गंगवार, संयुक्त निदेशक
3. संदीप कुमार, वित्त नियंत्रक
4. उप निदेशक-सदस्य सचिव
5. आशीष कुमार, सहायक निदेशक
6. मनोज श्रीवास्तव, प्रबन्धक

नवीन चयनित उप निदेशक के योगदान नहीं करने की अवधि में उनके दायित्व का निर्वहन डॉ० एम० के० सिंह, सहायक निदेशक द्वारा किया जायेगा।

परीक्षणोपरान्त अपनी अंतिम संस्तुतियां मिशन निदेशक को प्रस्तुत की जायेंगी।

प्रत्येक आवदेक संस्था द्वारा आवेदन शुल्क के रूप में रुपये 10000.00 की धनराशि जमा की जायगी, जिसका एकत्रीकरण एवं रख-रखाव सुश्री स्मिता सिंह, लेखाकार द्वारा किया जायेगा। इसके साथ-साथ प्रत्येक आवदेक संस्था द्वारा जमा की जाने वाली रुपये 1.00 लाख की धनराशि बयाना राशि (Earnest Money) का रख-रखाव सुश्री स्मिता सिंह, लेखाकार द्वारा किया जायेगा।

श्री मनोज श्रीवास्तव, प्रबन्धक द्वारा RFE का प्रकाशन सुनिश्चित किया जायेगा तथा दैनिक समाचार-पत्रों में प्रकाशन से सम्बन्धित विज्ञप्ति को सूचना विभाग का प्रेषित किया जाना सुनिश्चित किया जायेगा। प्रबन्धक द्वारा RFE के प्रकाशन से सम्बन्धित विज्ञप्ति को पोर्टल पर प्रकाशित किया जाना सुनिश्चित किया जायेगा।

समस्त सम्बन्धित द्वारा उक्तानुसार अपने कार्यों का निष्पादन निर्धारित समय-सीमा में सुनिश्चित किया जायेगा।

१
(पुलकित खरे)
मिशन निदेशक

पत्रांक: 1913 /उ०प्र०कौ०वि०मि०/2025-26, तद्दिनांकित
प्रतिलिपि- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

- 1- प्रमुख सचिव, व्यावसायिक शिक्षा, कौशल विकास और उद्यमशीलता विभाग, उत्तर प्रदेश शासन, लखनऊ।
- 2- समस्त अधिकारी एवं कर्मचारिण, उ०प्र० कौशल विकास मिशन।
- 3- गार्ड फाईल।

१
(पुलकित खरे)
मिशन निदेशक

**REQUEST for EMPANELMENT
OF
PRIVATE TRAINING PARTNERS
FOR IMPLEMENTING
SKILL DEVELOPMENT PROGRAMS**

In

UTTAR PRADESH

Issued by

UTTAR PRADESH SKILL DEVELOPMENT MISSION

Department of Vocational Education, Skill Development & Entrepreneurship

Government of Uttar Pradesh

Government ITI Aliganj Campus, Aliganj, Lucknow – 226024

RFE No.: RFE- 2025

Email ID: rfe2025.upsdm@gmail.com

Dated: 26 Dec, 2025

*Vetted
S.V. Singh*

NOTICE INVITING PROPOSALS

Uttar Pradesh Skill Development Mission (UPSDM) is implementing various **Skill Development Programs** in mission mode, targeting the skilling of youth in **short-term vocational trades** across the state.

This Request for Empanelment (RfE) invites proposals from **eligible Private Training Providers (PTPs)** for **empanelment** under the UPSDM. The empanelment shall be **initially for two financial years**, excluding the financial year in which the agreement is signed. The continuation of empanelment will be subject to **satisfactory performance**; in case of non-performance or unsatisfactory outcomes, the empanelment may be **terminated with immediate effect**.

This is a **continuous and terminal date-neutral RfE**, meaning interested and eligible parties may submit their proposals **at any time** unless explicitly withdrawn. Any such **withdrawal will be notified** separately through publication on the Mission portal and in leading newspapers.

Scope and Expectations from Training Providers:

- PTPs must demonstrate the ability to manage adequate **resources and infrastructure** across the State, especially for the training of:
 - **Youths and semi-skilled workers** under **Short term training in New Age Technologies, Digital, Green and Future Skills Sectors**.
 - **Students of different educational stream, who want to learn skills related to Digital, Green and Future Sectors**.
 - **All the interested persons who want to learn skills**.

Submission Window and Evaluation Process:

- Proposals will be **accepted from the date of issuance of this RfE to next 20 working days**.
- Evaluation and processing will be completed within one month from the date of submission of proposal.
- **The proposal of Eligible and shortlisted PTPs** will be placed before the **State Executive Committee (SEC)** for final approval.
- After SEC approval, PTPs will be **invited for signing the agreement**.
- **Target allocation will be considered only in the following year** after empanelment as decided or otherwise by SEC,

Note: No proposals received after **20.01.2026** will be considered for empanelment for the year **2025/26**

RfE Document Fee:

- A **non-refundable fee of ₹10,000/- (Rupees Ten Thousand Only)** must be deposited **online** in the UPSDM account.
- The **UTR number/payment receipt** must be submitted along with the proposal.
- **Proposals without proof of payment will be rejected**.

Bank Details:

- **Name of Account:** Uttar Pradesh Skill Development Society
- **Bank:** Union Bank of India, Kapoorthala, Aliganj, Lucknow
- **Account Number:** 437202010056762
- **IFSC Code:** UBIN0543721

*Vetted
S.V. Singh*

Availability of RfE Document:

- The RfE document can be downloaded from the UPSDM website:
<http://www.upsdm.gov.in>

Submission of Proposals:

Proposals may be submitted **by registered post** or **in person** to the following address:

Mission Director

Uttar Pradesh Skill Development Mission

Government ITI Campus, Aliganj

Lucknow – 226024

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SCHEDULE OF ACTIVITIES

S. No.	Milestone	Dates
1	Issue of RfE	-----
2	Commencement of Work	A per directions of UPSDM after signing of the Agreement

Commencement of Work shall mean the following:

- Mobilization of manpower for setting up training centers in the districts where the Private Training Provider has been empanelled.
- Submission of a **district-wise mobilization plan** for areas allocated to the Private Training Provider.

OTHER KEY INFORMATION

Sl. No.	Particulars	Details
A	Name of the Client/Authority	Uttar Pradesh Skill Development Society (Legal Entity) / Uttar Pradesh Skill Development Mission
B	Document Intended for	Private Training Providers
C	Proposal Submission Address	Mission Director Uttar Pradesh Skill Development Mission Govt. ITI Aliganj Campus, Lucknow (UP) 226024
D	Earnest Money Deposit (EMD)	₹1,00,000/- (Rupees One Lakh Only) Through Demand Draft/Banker's Cheque/RTG/NEFT from a Nationalized/Scheduled Commercial Bank in favour of Uttar Pradesh Skill Development Society , payable at Lucknow
E	Cost of RfE Document	₹10,000/- (Rupees Ten Thousand Only) – Non-refundable
F	Districts Open	All districts of Uttar Pradesh
G	Sectors/Job Roles	To be allocated by UPSDM based on the State's requirements (primary focus on New Age Technologies, Digital, Green and Future skills Sectors) . Training may be in regular skilling mode i.e Short Term Training (STT) or Upskilling , depending on the need. PTPs must be versatile and prepared to mobilize resources accordingly.
H	Training Targets	Subject to allotment. Will be communicated separately via official orders .

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Important Notes:

- **UPSDM reserves the right** to amend any or all terms and conditions of this RFE at any time **without prior notice or assigning any reason.**
- In case of any query or clarification, the following designated officer may be contacted:
[To be filled – Name & Contact Details of Nodal Officer]

Note:

- Proposals **not accompanied** by the **original Demand Draft/Banker's Cheque** for EMD will be **summarily rejected.**
- Only instruments from **Nationalized/Scheduled Banks** will be accepted.

*Vetted
S.V. Singh*

DISCLAIMER

All information provided in this Request for Empanelment (RFE) — whether shared in writing, verbally, or in any other manner — by the Uttar Pradesh Skill Development Mission (UPSDM) or its employees, representatives, or advisors, is given subject to the terms and conditions stated in this RFE. Any additional information provided later will also be governed by these terms and conditions

This RFE is **not an agreement**, and no legal obligations shall arise from it. A formal agreement will be executed only **after the proposals are received, evaluated**, and duly **approved by the competent authority** of UPSDM.

The purpose of this RFE is to provide interested parties with information that may assist them in the **preparation and submission of proposals**. The RFE contains statements that reflect **assumptions and assessments** made by UPSDM in connection with the implementation of the programme. These should not be considered as complete, accurate, or exhaustive and should not be relied upon as such.

The information contained in this RFE is subject to change, and the Authority/Client does not undertake to provide any recipient with access to any additional information or to update the information contained herein.

While the RFE has been prepared in good faith, **UPSDM, its employees, or advisors** make **no representation or warranty** — express or implied — and shall **not be liable** to any person for any loss, damage, or expense which may arise from or be incurred or suffered on account of anything contained in this RFE, or otherwise arising from participation in the empanelment process.

Furthermore, the Authority/Client reserves the right, at its **sole discretion**, to:

- Reject any or all proposals without assigning any reason;
- Cancel the empanelment process at any stage; or
- Modify or amend this document at any time without prior notice.

Submission of a proposal in response to this RFE shall be deemed to have been made after careful study and examination of this document with full understanding of its implications.

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List of Abbreviations

Term	Description
BoCW	Building and other Construction Workers
DDU-GKY	Deen Dayal Upadhyay - Grameen Kaushalya Yojana
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
EMD	Earnest Money Deposit
FY	Financial Year
ITI	Industrial Training Institute
MIS	Management Information System
NCVT	National Council for Vocational Training
NOS	National Occupational Standards
NRLM	National Rural Livelihood Mission
NSDC	National Skill Development Corporation
ODOP	One District One Product
NVEQF	National Vocational Education Qualification Framework
P&L	Profit and Loss
PTP	Private Training Partners
QP	Qualifications Pack
RFE	Request for Empanelment
RPL	Recognition of Prior Learning
SCA	Special Central Assistance
SCSP	Scheduled Castes Sub-Plan
SCVT	State Council for Vocational Training
SSC	Sector Skills Council
SSDF	State Skill Development Fund
UPSDM	Uttar Pradesh Skill Development Mission. The legal entity is Uttar Pradesh Skill Development Society , registered under the Department of Vocational Education & Skill Development, Government of Uttar Pradesh under the Societies Registration Act, 1860 .
UPSDS	Uttar Pradesh Skill Development Society

*Verified
S.V. Singh*

Section A – Preface

Introduction to Uttar Pradesh Skill Development Programme

The **Uttar Pradesh Skill Development Mission (UPSDM)** was established in **2013** with the objective of addressing the **skill training needs of youth** in **industry-relevant trades**, through an **integrated and holistic framework**.

To fulfil this mandate, UPSDM seeks to **engage Private Training Providers (PTPs)** for delivering **short-term skill development training** to eligible candidates. These training programmes are to be conducted under various government-sponsored schemes, in alignment with the directives of:

- **Government of Uttar Pradesh**
- **Government of India**
- **UPSDM**

Training under this RFE shall be financed through the following schemes:

- **State Skill Development Fund (SSDF)**
- **Project PRAVEEN**
- **UPNEDA**

Note: The above list is indicative and subject to change depending on prevailing circumstances or future government directives.

Architecture and Strategy for Programme Implementation

The overarching goal of the programme is to **train and facilitate gainful employment** for youth in Uttar Pradesh.

To implement this vision:

- **Private Training Providers (PTPs)** empanelled through this RFE will function as **Implementing Agencies**.
- PTPs will be responsible for **mobilization of candidates, training delivery**, assessment of candidates, **placement assistance**, and **post-placement tracking**.
- All implementation activities will be conducted under the **overall supervision of UPSDM**, in accordance with the prevailing guidelines and directives.

Monitoring and Evaluation:

- UPSDM will ensure **continuous performance monitoring** of the programme.
- A dedicated **Management Information System (MIS)** developed by UPSDM will be used for **real-time reporting, evaluation**, and **decision-making**.
- The system will serve as a digital backbone for **training progress, compliance tracking**, and **outcome assessment**.

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Section B – General

General Provisions

1. Financial Integrity

Private Training Partners (PTPs) shall not derive any income under this engagement other than that expressly provided for in the Agreement. PTPs are strictly prohibited from **charging any fee** or receiving any kind of payment from candidates under the UP Skill Development Programme.

2. Conflict of Interest

PTPs shall not engage in any assignment, training, or activity that creates an actual or perceived conflict of interest with UPSDM or Government of Uttar Pradesh. Such activities include, but are not limited to, parallel engagements that compromise the integrity of the Mission's objectives.

3. Relationship with Client's Staff

PTPs (including their personnel) having any business or familial relationship with officers or advisors of UPSDM involved in the preparation of this RFE, empanelment, or monitoring processes must disclose the same. Such PTPs may not be awarded an Agreement unless UPSDM, with written justification, is satisfied that the relationship will not affect fairness and transparency.

4. Impartiality in Assessments

PTPs must not attempt to influence the outcomes of third-party assessments. Any prior beneficial association with an assessor must be disclosed in advance. Any influence or manipulation of assessment outcomes will attract strict action.

Unfair Competitive Advantage

Applicants or their affiliates must not gain any **unfair advantage** in this empanelment process due to previous assignments with UPSDM. Prior association does not entitle or guarantee any preferential treatment in the current RFE process.

Corrupt and Fraudulent Practices

PTPs and their employees, agents, or representatives must observe the **highest standards of integrity and ethics** during the empanelment process. The following are strictly prohibited:

- **Corrupt Practice**

Offering, giving, receiving, or soliciting anything of value to influence actions of persons associated with the empanelment process. This includes offering employment to officials connected with UPSDM within **one year of separation** from service.

- **Fraudulent Practice**

Any intentional misrepresentation, withholding of material facts, or submission of misleading information to influence the process.

- **Coercive Practice**

Threatening, harming, or unduly influencing any participant or entity involved in the empanelment or selection process.

- **Undesirable Practice**

Contacting any UPSDM personnel with intent to influence the selection process or hiding a conflict of interest.

- **Restrictive Practice**

Forming cartels, collusions, or any arrangements that manipulate or restrict fair competition.

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Consequences:

If any applicant is found involved in such **prohibited practices**, UPSDM reserves the right to:

- **Reject their proposal** outright;
- **Forfeit the Earnest Money Deposit (EMD)** as damages;
- **Debar the applicant from future tenders or RFEs** during the assignment period;
- **Terminate the Agreement**, if already signed.

Clause for Blacklisting of PTPs

While UPSDM aims to support PTPs in achieving targets through continuous monitoring and guidance, persistent non-compliance, unethical behaviour, or repeated deficiencies — even after formal notices and reminders — shall attract **strict disciplinary action**.

If corrective actions are not taken in due course, UPSDM reserves the right to impose penalties and in severe cases **blacklist the PTP** from current and future engagements. Blacklisting shall be used as a last resort after exhaustive efforts for course correction.

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Section C – Preparation of Proposals

1. General Considerations

- Proposals must be submitted **as per the formats provided in Annexure–B**.
- The Proposal must **include all documents** listed in Annexure–B. Incomplete submissions or those lacking required information may be **rejected**.
- Applicants are advised to **carefully study the entire RFE** before preparing their proposal.
- All **costs associated with proposal preparation and submission** shall be borne by the applicant. **UPSDM shall not be liable** for any such cost, irrespective of the outcome of the empanelment process.
- UPSDM **reserves the right to reject any or all proposals** and to **annul the selection process** without incurring any liability.
- All **correspondence, proposals, and related documents must be done in English only**.

2. Proposal Validity

- Proposals must remain valid for **at least 180 days** from the submission deadline.
- Any proposal with a **shorter validity period shall be treated as non-responsive**.
- No changes shall be allowed to be made to the proposal during the validity period.
- If UPSDM requests an **extension of validity**, the applicant may:
 - Agree**, and extend the **EMD validity** accordingly (for the same extended period), or
 - Refuse**, without any penalty or forfeiture of the EMD.
- Any extension or related communication must be made **in writing**.

3. Subcontracting or Franchising (Not Permitted)

- PTPs **are not allowed to subcontract** any part of the training activities.
- PTPs **cannot operate training centers via franchise arrangements**.
- Violation of this clause will result in **immediate cancellation of empanelment** and **blacklisting** from future bids.

4. Earnest Money Deposit (EMD)

- Applicants must submit an **EMD of ₹1,00,000/- (Rupees One Lakh only)**.
- The EMD must be submitted via **Demand Draft/Banker's Cheque** in favour of: **“Uttar Pradesh Skill Development Society”**, payable at **Lucknow**.
- The EMD must be valid for a **minimum of 3 months** from the date of submission.
- If the empanelment process extends beyond the initial 3 months, applicants must submit a **fresh EMD** with extended validity. Failure to provide the fresh EMD will lead to **disqualification**.
- EMDs **submitted for other bids or tenders shall not be adjusted** for this RFE.

Refund of EMD

- Unsuccessful applicants: EMD will be **refunded within 30 days** of the empanelment process completion.
- Successful applicants: May request refund of EMD **after submission of Performance Guarantee of ₹2.00 lakh per allotted district**.

Forfeiture of EMD

The EMD shall be forfeited in the following scenarios:

- If the applicant **fails to sign the agreement** within **7 working days** of receiving the Letter of Invitation (LoI).

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2. If the applicant **withdraws or modifies the proposal** after its submission.
3. If the applicant **fails to submit the required Performance Guarantee** before agreement signing.
4. To recover **any dues from other agreements** between the firm and UPSDM.
5. In cases of **Corrupt and Fraudulent Practices** as outlined in **Clause 5.1 and 5.2** of this document.

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S.V. Singh

Section D – Proposal Submission, Opening, and Evaluation

1. Submission, Sealing, and Marking of Proposals

- The **Proposal** must be signed by an **authorized representative** of the Applicant. The authorization shall be in the form of a **Power of Attorney**, attached with the Proposal.
- A **complete Proposal** must be submitted in original and three copies, **duly signed and stamped on every page** by the authorized signatory.
- Submission can be made **by hand or post** to the address indicated in the **Notice Inviting Proposals**.
- All pages, including any **corrections or amendments**, must be signed. Any forgery or tampering shall lead to **immediate rejection, forfeiture of EMD**, and may invite **legal action**.
- Modifications or overwriting will only be accepted if signed/initialled by the authorized signatory.
- The Proposal and all copies must be clearly marked:
 - **“ORIGINAL”** – for the main signed Proposal.
 - **“COPY”** – for each of the three additional copies.
 - A **soft copy** of the Proposal (unsigned, in Word format) must be submitted in a **CD**, sealed in the same envelope.
- All documents including EMD must be placed in a sealed envelope, superscribed with: **“PROPOSAL FOR EMPANELMENT AS PRIVATE TRAINING PARTNER”**.
- UPSDM shall not be responsible for any **loss, delay, or premature opening** of Proposals due to improper sealing or marking.

2. Confidentiality

- Information related to **evaluation of proposals** and **recommendations for empanelment** shall not be disclosed to Applicants or any unauthorized person.
- Any attempt to influence UPSDM’s decision-making process may lead to **outright rejection** of the Proposal.
- Any communication related to the selection process must be made **only in writing** and during the official evaluation period.

3. Proposal Evaluation

- **Proposals once submitted cannot be altered or modified.**
- UPSDM will evaluate Proposals based solely on the information provided. However, clarifications may be sought **in writing** if necessary.
- The decision of UPSDM during evaluation shall be **final and binding**.

4. Eligibility Criteria

A. Legal Status

- The applicant must be a **company/partnership firm/society/trust/proprietorship**, registered for a period of **more than 1 year** as on the date of submission of proposal

Mandatory Document: Certificate of Incorporation

B. Financial Capability

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- Should have an average annual turnover/receipts of **INR 1.00 Crore** from training programs in the last **financial year**.
- Must submit **audited Profit & Loss accounts / Income Statements** for the last financial year.
- Should have a **consistent positive net worth** for the last financial year preceding the proposal submission year.

Supporting Documents:

- Audited P&L Accounts/Income Statements for last 3 years.

C. Technical Capability

- Should have trained a minimum of **500 candidates in New Age Technologies, Digital, Green and Future Skills Sectors** (on a consolidated basis) in short-term skill development programs over the last 1 year.
- Trainings must be in job roles notified by NCVET, sponsored by **Central/State Governments, CSR initiatives**, or NSDC.

D. Placement Capability

- The Applicant must have successfully **placed minimum 50% candidates** (cumulative) in **New Age Technologies, Digital, Green and Future Skills Sectors** as trained during the last 1 year.
- Placement documentation must be supported by **tie-up letters** from employers (TECH 5).

E. Operational Presence

- For short-term training providers:
 - Must have operated in **at least 1 State** and managed **minimum 2 centers**.

5. Required Supporting Documents

- **Self-certified statements** for Clauses B, C, D, and E in prescribed formats (Annexure B).
- **List of at least 500 trained** and **50% placed** candidates respectively in a CD/Pendrive.
- For operational presence, list of centers with full details.

6. Empanelment Period and Availability of RFE

- This RFE is a **continuous empanelment process** and proposals will be accepted **from the date of issuance** unless withdrawn.
- If withdrawn, UPSDM will issue a notification via **newspapers** and on the official **portal (www.upsdm.gov.in)**.
- **Initial empanelment** will be valid for **2 years**, **excluding the financial year of signing** the contract

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Section E – Empanelment of the Private Training Partners (PTPs)

1. Approval of Proposals

- All proposals **received till the cut-off date** will be evaluated and the eligible proposals will be placed before the **State Executive Committee (SEC)** for approval.
- Upon SEC approval, the process of **empanelment** will be initiated with the concerned Applicant(s).

2. Signing of Agreement

- Upon issuance of the **Letter of Invitation (LoI)** and subsequent allotment of targets through **work orders** by UPSDM, the selected Applicant must:
 - Submit the **Performance Guarantee (PG)**.
 - **Sign the Agreement** within **7 working days** from the date of issue of LoI.
- UPSDM will:
 - Publish the list of **empanelled PTPs** on its **official website**.
 - Inform PTPs through **email** or other **electronic communication** channels.
- The empanelled PTPs are expected to **commence work within 30 days** of signing the Agreement and issuance of work orders.

Commencement of Work shall include:

- Mobilization of necessary **manpower and infrastructure** for setting up **training centers** in the assigned districts.
- Submission of a detailed **mobilization plan** for the respective **districts and job roles** allocated.

3. Performance Guarantee (PG), Penalties, and Liquidated Damages

A. Amount and Submission

- Within **7 working days** of receiving the LoI and subsequent issuance of work orders each PTP shall submit a **Performance Guarantee** of **₹2,00,000/- per allotted district**.
- The PG must be in the form of a **Bank Guarantee** (format in **Annexure C**) issued by a **Nationalized or Scheduled Commercial Bank**.
- The PG should be valid for **three months beyond the contract period** and should be **renewed annually** until the conclusion of the agreement.

B. Forfeiture of Performance Guarantee

The PG may be **forfeited**, wholly or partially, under the following circumstances (unless UPSDM decides otherwise):

1. **De-empanelment of the PTP** as per Clause 35.
2. **Non-performance or delays**, including:
 - Failure to commence work within **30 days** of signing the Agreement and subsequent issuance of work orders
 - Failure to start training at **50% of targeted beneficiaries** within **15 working days** of agreement signing and issuance of work orders

District-Wise Forfeiture Conditions:

- Failure to start training in **100% of proposed centers** within **30 working days** of Agreement signing will lead to **forfeiture of PG for that district**.
- Failure to start training in **100% of the allotted sectors/job roles** in a district within **30 working days** will also lead to **forfeiture of PG for that district**.

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Note: In case of forfeiture:

- A **one-week written notice** shall be given to the PTP.
- UPSDM shall **not pay any interest** on EMD or PG.
- Forfeiture of PG will be **without prejudice** to other legal rights available to UPSDM including:
 - **Claiming damages** under applicable laws.
 - **Blacklisting** or **barring** the PTP from future engagements.

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Section F – Scope of Work

The empanelled **Private Training Providers (PTPs)** under Uttar Pradesh Skill Development Mission (UPSDM) will be responsible for end-to-end implementation of training and placement programs in their assigned districts. The scope of work includes, but is not limited to, the following components:

1. Mobilization, Pre-Counseling, and Registration of Candidates

- **Awareness Creation:**
 - Conduct district-wide awareness and mobilization campaigns in the assigned districts.
- **Candidate Pre-Counseling:**
 - Provide career guidance to job seekers registered on the UPSDM portal.
 - Assist candidates in identifying suitable training modules based on their interests and job aspirations.
 - Map various job types and categories with the available modules.
 - Counsel both candidates and their parents regarding:
 - Job opportunities
 - Relocation (if applicable)
 - Compensation expectations
 - Training locations
- **Documentation:**
 - Collect and verify copies of prescribed documents at the time of enrolment.
 - Match with originals for authentication.
 - Provide relevant mobilization and registration data to UPSDM for uploading on its official website.

2. Training Implementation

- **Curriculum:**
 - Deliver training based on syllabus approved/recommended by:
 - **NCVET (NSQF Compliant)**
 - **Sector Skill Councils (SSCs)**
 - **UPSDM-notified courses and job roles**
- **Trainer Assignment:**
 - Assign qualified trainers to each batch.
 - Ensure trainer competence as per SSC guidelines.
- **Attendance Monitoring:**
 - Install latest **AADHAAR and GPRS-enabled biometric attendance devices** or other approved mechanisms (NIC compliant) at each training center.
 - Monitor daily attendance of both **trainees and trainers**.
- **Training Infrastructure Requirements:**

Each training centre must mandatorily be equipped with the following:

Facility	Requirement
Separate Washrooms	For boys and girls
Power Backup	In all classrooms and labs
Safe Drinking Water	RO or other certified purification system
CCTV Monitoring	Installed and operational
Furniture & Equipment	As per job role specifications (provided by UPSDM)

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Facility	Requirement
LCD/Overhead Projector	For digital delivery of sessions
Internet Facility	Mandatory in IT Lab and Admin Section
Classrooms	As per training batch requirements
Domain Labs / IT Labs	Fully functional and sector-appropriate

Refer to **Annexure E** for detailed centre specifications and compliance guidelines.

- **On-the-Job Training (OJT):**
 - Implement OJT components as per UPSDM's OJT Guidelines.
 - These guidelines can be obtained directly from UPSDM upon request.
- **Residential Training:**
 - Where applicable, implement residential training as per UPSDM's Residential Training Guidelines.

3. Placement of Trained Candidates

- **Definition of "Placed":**
 - The candidate must be employed in the **same sector** in which training was received.
 - The **gross remuneration** offered must not be **below the State's minimum wage** for semi-skilled workers applicable at the time of placement.
 - Placement must be done within **3 months** of successful completion of training/assessment.
 - All placement claims must comply with the **Common Norms** issued by the Ministry of Skill Development and Entrepreneurship (MSDE), available at www.msde.gov.in.

4. Post-Placement Support

- Provide **post-placement counselling and tracking** of each placed candidate for a **minimum of 9 months**.
- Maintain regular contact, monitor job retention, and address grievances.
- Adhere to the **Post-Placement Tracking Guidelines** under Common Norms (downloadable from MSDE website).

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Section G – Key Terms of Empanelment

1. Scheme-Specific Guidelines

- All empanelled PTPs shall strictly follow **scheme-specific guidelines** while implementing the Skill Development Programmes.
- In the **absence of scheme-specific guidelines**, the **UPSDM Guidelines** shall prevail.
- PTPs are also mandated to comply with any **UPSDM-issued circulars or instructions** under the respective schemes from time to time.

2. Sectors, Modules, and Fee Structure

- Training Providers are required to train candidates in **job roles and districts** as decided by UPSDM, depending on the scheme and local requirements.
- Each PTP must indicate the **sectors of expertise** in **Annexure E**.
- The list of available sectors for training is attached in **Annexure A**. This list is **subject to revision** (additions/deletions) at any stage, and the **amended list** will be final and binding.
- UPSDM reserves the right to assign **any sector/module/location** to PTPs based on training demand and geographic needs.

3. Selection of Districts

- A PTP may apply for **multiple districts** but must specify the **order of preference**.
- UPSDM has the full discretion to:
 - **Assign districts/tehsils/sectors**
 - **Direct training centers to specific tehsils**
 - **Saturate underserved locations** by opening centers in targeted job roles
- **Opening of Centers:**
 - Centers must be opened **in phases within 30 days** of empanelment.
 - **100% of targeted centers and sectors** must commence training **within 30 working days** of Agreement signing.

4. Infrastructure and Faculty Requirements

- Training Centers must comply with the specifications listed in **Annexure D** (subject to change).
- A **trainer-to-trainee ratio** of **1:25** must be maintained.
- Trainers must:
 - Possess a **postgraduate degree with at least 3 years of experience** (for non-technical courses), and
 - Be **ToT-certified** by SSC/DGT/authorized body.
 - **Trainer availability** with Grade A & B is mandatory.
 - If trainers are **not found**, empanelment may be **cancelled at any time**.

5. Assessment and Certification

- All trained candidates shall be **assessed and certified** by third-party assessors empanelled with **SSCs** or other authorized bodies.
- Assessment will be scheduled typically **within one month** of batch commencement.

6. Placement Criteria

- Placement must be:
 - In the **same sector/job role** as the training
 - **Within 3 months** of training completion

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- **With wages not below State minimum wages**
- UPSDM shall conduct **random audits of 5% placed candidates per quarter.**
- **Discrepancies in placement claims** may lead to **penalties or termination** of the Agreement.

7. Training Cost and Incentives

- **Per-hour training cost** shall be paid as per the **Common Cost Norms** adopted by GoUP.
- One set of **uniform** per trainee will be funded, and must be arranged by PTPs as per UPSDM's specifications.

8. Payment Terms

- Training cost shall be paid in **installments**, aligned with **milestones of training, assessment, and placement.**
- Payments will be made within **30 days of invoice submission**, subject to error-free documentation.

9. Tracking and Monitoring

- **Post-placement tracking** of candidates is mandatory for a **minimum of 9 months.**
- Tracking and placement must align with the **Common Norms.**

10. Targets and Attendance

- UPSDM will assign **annual training targets**, which may be revised based on TP's performance.
- **Minimum Requirements:**
 - **70% attendance** of trainees (mandatory for assessment eligibility)
 - **75% attendance** of trainers
 - **70% placement** of trained candidates
- **Batch Size:**
 - Minimum: **15 trainees**
 - Maximum: **25 trainees**
- **Empanelment Period:**
 - Valid for **2 years**, excluding year of empanelment.
 - Subject to **performance-based continuation.**

11. Performance Review

- Conducted **annually in March**, based on training, assessment, and placement.
- Reference periods:
 - **April–December:** Training and assessments
 - **January–March:** Placements

Performance Evaluation Matrix (Sample)

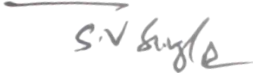
Parameter	Target	Achievement	% Achievement	Weightage	Marks
Short Term Training	500	300	60%	35	21
Placement	300	150	50%	35	17.5
RPL Training	2000	1500	75%	30	22.5
Total Score				100	61

- Evaluation categories:

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Score Range	Category
81 – 100	High Performance
61 – 80	Satisfactory
41 – 60	Needs Improvement
≤ 40	Poor (De-empanelment)

- **< = 40 Score:** Immediate **de-empanelment** and **PG forfeiture**
- **41–60 Score:** Given **3 months** to improve or face de-empanelment
- **61–80 Score:** Required to submit a **performance improvement plan**
- **Only STT Targets:** 50% each for training and placement

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Section H – General Terms & Conditions

1. Interpretation

- Words importing the singular shall include the plural and vice versa, as the context requires.

2. Entire Agreement

- This Agreement constitutes the **entire agreement** between UPSDM and the empanelled Private Training Partner (PTP), and supersedes all prior communications, negotiations, and understandings, whether written or oral.
- Any amendments shall be made **only by mutual consent** and will form an **integral part of the Agreement**, remaining valid for its duration.

3. Non-Waiver

- No waiver by either party of any breach or default under this Agreement shall be deemed a waiver of any subsequent or continuing breach.
- A valid waiver must be **in writing, signed**, and **specify the exact terms** being waived.

4. Severability

- If any clause of this Agreement is found to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

5. Governing Law & Jurisdiction

- This Agreement shall be governed by and construed in accordance with the laws of **India**, with **jurisdiction vested exclusively in the courts of Lucknow**, Uttar Pradesh.

6. Force Majeure

Definition

- Force Majeure includes, but is not limited to: **natural calamities, war, civil unrest, strikes (not caused by the PTP), government actions, etc.** making it impossible or impractical to perform obligations.

Exclusions

- Events arising from the **negligence or wilful misconduct** of a party are not considered Force Majeure.
- Lack of funds or internal mismanagement does **not qualify**.

Consequences

- No breach is deemed to occur if a Party's non-performance is due to Force Majeure.
- PTP must notify UPSDM within **14 days** of the event with supporting evidence.
- Time for performance will be **extended** proportionally.
- No payment** shall be made during the Force Majeure period unless it pertains to services already rendered.
- UPSDM's decision on the validity of a Force Majeure claim shall be **final and binding**.

7. Change Orders & Amendments

- UPSDM may, at any time, direct changes in services via written notice.
- Equitable adjustments to cost and schedule shall be made through formal amendments if the change affects performance.

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8. UPSDM's Roles & Responsibilities

- UPSDM will:
 - Facilitate mobilization via the **Sevayojan Portal**.
 - Conduct timely **monitoring and evaluation**.
 - These duties are on a **best-effort basis** and do **not dilute PTP's obligations** under the Scope of Work.
-

9. Termination Provisions

9.1 Termination for Default

UPSDM may terminate the Agreement (with 30-day notice and cure period) if:

- PTP commits material breach or submits **false claims**.
- Engages in **fraud, coercion, collusion** or **misconduct**.
- **Fails to comply** with any Agreement provision.
- **Sublets** the work or franchises training.

All such cases will lead to **forfeiture of Performance Guarantee**.

9.2 Termination for Insolvency

- UPSDM may terminate the Agreement with 30 days' notice if the PTP becomes **bankrupt or insolvent**, without liability for compensation.
-

9.3 Termination for Convenience

- UPSDM may terminate the Agreement **at its discretion** with a 30-day written notice. Compensation (if any) may be granted on **mutually agreed terms**.
-

9.4 Termination by PTP

- PTP may terminate the Agreement by a 30-day written notice if:
 - UPSDM **breaches** material obligations.
 - Force Majeure affects services for **60+ days**.
 - UPSDM **fails to honour final arbitration**.
-

9.5 Termination for Poor Performance

- If UPSDM finds performance **unsatisfactory during annual review**, it may issue a **reasoned order** and terminate the Agreement early.
-

10. Suspension

- UPSDM may suspend payments or services if PTP breaches the Agreement. A **30-day cure period** will be provided before enforcing suspension.
-

11. Cessation of Rights and Obligations

Upon expiration or termination:

- All accrued rights and obligations shall survive.
 - PTP must:
 - Cease services orderly and cost-effectively.
 - Continue confidentiality and allow audit/inspection of records.
-

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12. Dispute Resolution

12.1 Amicable Settlement

- Parties shall **attempt in good faith** to resolve disputes through mutual consultation.

12.2 Arbitration

- Unresolved disputes shall be referred to **arbitration** under the **Arbitration and Conciliation Act, 1996**.
- The **Additional Chief Secretary/Principal Secretary/Secretary**, Department of Vocational Education and Skill Development, GoUP, shall act as **sole arbitrator**.
- Venue:** Lucknow; **Language:** English.
- The **arbitrator's decision is final and binding**. Costs may be awarded to the prevailing party.

13. Limitation of Liability

- Neither party shall be liable for **indirect, incidental, or punitive damages**.
- PTP's total liability shall not exceed the **annual value** of training cost and incentives (including invoiced but unpaid amounts).

14. COVID-19 Clarification

- Due to the COVID-19 pandemic, performance evaluation under Clause 34 shall **apply from FY 2021–22**.
- PTPs who have been empanelled in a particular financial year will be **assessed in the successive month of March** using the standard performance matrix.

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ANNEXURE – A

List of New Age Technologies, Digital, Green and Future Skills Sectors in Uttar Pradesh Skill Development Mission

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List of New Age Technologies, Digital, Green and Future Skills Sectors under Uttar Pradesh Skill Development Mission (UPSDM)

S. No.	Sector	No. of Courses
1	Aerospace & Aviation	03
2	Agriculture	04
3	Automotive	47
4	Capital Goods Manufacturing	14
5	Electronics & HW	08
6	Environmental Science	25
7	Healthcare	02
8	Hydrocarbon	25
9	Iron & Steel	02
10	IT-ITeS	08
11	Life Sciences	10
12	Media & Entertainment	03
13	Persons with Disability	06
14	Power	03
15	Retail	02
16	Telecom	05
17	Tourism & Hospitality	02
18	Transportation, Logistics & Warehousing	17
19	Wood & Carpentry	06
Total		192

Note:

The detailed list of job roles under each sector is available on the UPSDM official website and NQR.

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ANNEXURE – B

FORMATS FOR PROPOSAL SUBMISSION

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TECH 1: Proposal Submission Cover Letter

(To be printed on the official letterhead of the Applicant Organization)

{Location}, {Date}

To,
The Mission Director
Uttar Pradesh Skill Development Mission
ITI Aliganj Campus,
Aliganj, Lucknow – 226024

Subject: Proposal Submission for Empanelment as Private Training Partner under UPSDM

Respected Sir / Madam,

We, the undersigned, hereby submit our Proposal for empanelment as a **Private Training Partner** with the **Uttar Pradesh Skill Development Mission (UPSDM)** in response to your **Request for Empanelment (RFE)** dated _____.

We declare the following:

1. We have deposited the **RFE cost of Rs. 10,000/-** in the designated bank account via **UTR/Receipt No. _____ dated _____**. *(Copy enclosed separately)*
2. All the information and statements made in this Proposal are true and correct to the best of our knowledge. We acknowledge that any misrepresentation may lead to disqualification by UPSDM.
3. Our Proposal shall remain valid and binding upon us for the period specified in **Clause 7.1** of the RFE.
4. We confirm that there is **no conflict of interest** as defined in the RFE.
5. We meet the **eligibility criteria** as specified in the RFE.
6. We shall comply with the applicable laws and regulations, including those pertaining to fraud, corruption, and bribery, during the empanelment process and execution of work, if empanelled.
7. This Proposal is binding upon us and subject only to modifications arising from any subsequent Agreement negotiations.
8. If our Proposal is accepted and an Agreement is signed, we undertake to **commence training activities** no later than the date specified by UPSDM.

We understand that UPSDM is under no obligation to accept any Proposal it receives.

We remain,

Yours sincerely,

Vetted
S.V. Singh

Authorized Signature: _____

Name of the Signatory: _____

Title/Designation: _____

Name of the Applicant Organization: _____

Address: _____

Contact Information:

Phone: _____

Email: _____

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TECH 2: Format for Power of Attorney for Signing of Application

(To be submitted along with Covering Letter – Refer Clause 10.1 of the RFE)

POWER OF ATTORNEY

Know all men by these presents, that we, [Name of the Firm], a company/firm registered under the laws of India and having its registered office at [Full Address], do hereby **irrevocably constitute, nominate, appoint and authorize**:

Mr./Ms. [Full Name],
Son/Daughter/Wife of [Name of Parent/Spouse],
Presently residing at [Full Residential Address],
And currently employed with us as [Designation],

as our **true and lawful attorney** (hereinafter referred to as the “Attorney”) to act in our name and on our behalf to do all such acts, deeds and things as are necessary or required in connection with or incidental to the submission of our proposal for the:

Empanelment of Private Training Partners in Uttar Pradesh for the Uttar Pradesh Skill Development Programme,
being implemented by the **Uttar Pradesh Skill Development Mission (UPSDM)**.

The Attorney is fully authorized to:

- Provide information and responses to UPSDM,
- Represent us in all matters before UPSDM,
- Conduct negotiations,
- Sign and execute all documents including the Memorandum of Understanding and undertakings consequent to acceptance of our proposal,
- And generally to act in all matters in connection with or relating to the proposal and agreement for empanelment.

We hereby **agree to ratify and confirm** and do hereby **ratify and confirm** all acts, deeds and things lawfully done by our said Attorney by virtue of this Power of Attorney and that all such lawful acts, deeds and things done by our Attorney shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF, we, the above-named [Name of the Firm], have executed this **Power of Attorney** on this [Day] of [Month, Year] at [Place].

For [Name of the Firm]:
(Signature)
Name:

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Designation:
Address:

Accepted:

(Signature of Attorney)

Name:
Designation:
Address:

Witnesses:

1. Signature: _____
Name: _____
Address: _____
 2. Signature: _____
Name: _____
Address: _____
-

Notes:

- This Power of Attorney must be executed on a **Rs. 100/- non-judicial stamp paper**.
- The execution should be as per applicable law and the firm's charter documents (e.g., Board Resolution, Partnership Deed).
- Where required, the Power of Attorney should bear the **common seal** of the firm/company.

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TECH 3: Firm Overview & Application Parameters

1. Name and Details of the Applicant and Authorized Representative

Field	Details
Name of Organization / Institution	
Type of Organization	☐ Industry ☐ Industry Association ☐ Training / Education / Learning / Skill Development Service Provider
Registered Address	
Corporate Head Office Address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted by any Govt./Semi-Govt. organization	☐ No ☐ Yes (If yes, provide details below)
If Yes, mention the Name of Authority and Reason	
Name of Authorized Representative	
Designation of Authorized Representative	
Mobile of Authorized Representative	
Email of Authorized Representative	
Districts Applied for	
Proposed Training Targets (as per clause 23.1)	

Please ensure:

- You **refer to Clause 23.1** for minimum target requirements while filling the "Proposed Training Targets".
- All data is **supported by documentary evidence** wherever necessary.
- You submit this form **duly signed and stamped** by the Authorized Representative.

Vetted
S.V. Ganga

TECH 4: Eligibility Related Information

Eligibility Parameter	Value	Supporting Document(s)	Page No(s) (Mandatory)
Organization Type (Company / Partnership / Society / Trust/Proprietorship) more than 3 years old		Certificate of Incorporation / Registration and Copy of Bylaws	
Registration Date		Certificate of Registration	
Average Turnover from conducting Trainings (Last 3 Years)		- Audited Financial Statements - CA Certificate - Self-Certificate (in TECH 4A)	
Net Worth as on 31.03.2019 (in ₹ Lakhs)		- Audited Financial Statements - CA Certificate - Self-Certificate (in TECH 4A) - UDI No.	
Training Capability (for last 3 years)		- Copies of Proof (MoUs / Sanction Letters) - Self-Certificate - CD with list (TECH 4B)	
Placement Capability (for last 3 years)		- Employer References - Self-Certificate - CD with list (TECH 4C)	
Operational Capability		- Self-Certificate - List of Centers (TECH 4D)	
No. of States Operated In		Self-Certificate (TECH 4D)	
No. of Districts Operated In		Self-Certificate (TECH 4D)	
No. of Centers Operated		Self-Certificate (TECH 4D)	

Note:

- All values must be clearly supported by valid documents.
- Mention **exact page numbers** where supporting documents are attached.
- All self-certificates should be submitted in prescribed TECH 4A, 4B, 4C, and 4D formats.
- All CDs/ Pendrive must be properly labeled and attached with the physical submission.

*Verified
S.V. Singh*

TECH 4A – Financial Capability Certificate

(On the Letterhead of the Applicant Organization)

Ref. No.: _____

Date: _____

Certificate

With reference to Clause No. **13.2 (a)** (Financial Capability) of the present **Request for Empanelment (RFE)**, this is to certify the following financial details of our organization:

S. No.	Financial Year	Total Turnover / Receipts (₹ in Lakhs)	Turnover from Conducting Training Programs (₹ in Lakhs)
1			
2			
3			
Total	—	[Total of 3 years]	[Training Total of 3 years]

Note: The above figures are based on audited financial statements and certified by our Chartered Accountant.

We confirm that the above details are true and correct to the best of our knowledge and belief.

Authorized Signatory
(Signature with Name & Designation)
(Organization Seal/Stamp)

Vetted
S.V. Singh

[Chartered Accountant's Letterhead]

(With Firm Name, Registration Number, Address, Contact Details)

CA CERTIFICATE

Date: _____

To Whomsoever It May Concern

This is to certify the below details for **[Company Name]**, having its registered office at **[Full Address]**:

S. No.	Financial Year	Total Turnover / Receipts (<i>₹ in Lakhs</i>)	Turnover from Conducting Training Programs (<i>₹ in Lakhs</i>)
1			
2			
3			
Total	—	[Total Turnover]	[Total Training Turnover]

The details above have been verified from the books of accounts and audited financial statements of the organization and are true and correct to the best of our knowledge and belief.

Present RFE No.: [Insert RFE Number]

UDI No.: [Insert UDI from Digital Signature]

For [CA Firm Name]

(Chartered Accountants)

Firm Registration No.: _____

[Signature]

Name: _____

Membership No.: _____

Place: _____

Date: _____

(Seal and Signature of Chartered Accountant)

Vetted
S.V. Singh

TECH 4B – Technical Capability Self-Certificate

[Organization Letterhead]

Ref. No.: _____

Date: _____

Self-Certificate

(TECH 4B – Technical Capability)

With reference to Clause No. 13.3 (Technical Capability) of the present Request for Empanelment (RFE), this is to certify that our organization, **[Name of Organization]**, has trained **[insert number]** candidates over the last three financial years as specified in the RFE document.

The skill development training provided to these candidates relates to vocational training of a minimum duration of 100 hours in one or more of the following:

1. Courses or modules or job roles notified by **NCVT / SCVT / Sector Skill Councils (SSCs)**.
2. Training programmes sponsored by **Central or State Government departments/ministries, CSR programmes of PSUs**, or under **NSDC**.

We certify that the above information is true to the best of our knowledge and based on verifiable records available in our organization.

Authorized Signatory
(Signature with Stamp)

Name: _____

Designation: _____

Organization: _____

Seal: _____

Vetted
→
S.V. Singh

Trainee Details –

S.No.	Trainee Name	Contact Number	Sector and Course of Training	Training Sponsoring Agency	Training Completion Date (dd/mm/yyyy)
1					
2					
3					

✓ Important Instructions:

- Prepare **three Excel sheets** with the above format: one each for FY **2021–22**, **2022–23**, and **2023–24**.
- Ensure each row is **fully and correctly filled**, especially **contact numbers** and **completion dates**.
- Save all three sheets as .xlsx files on a **CD** labeled clearly (e.g., “TECH 4B – Trainee Data for RFE 2025”).
- Add a **cover letter** in the CD folder referencing the data.

(Authorized Signatory)

[Signature with Stamp]

Name: _____

Designation: _____

Organization: _____

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S.V. Singh

TECH 4C – Placement Capability

[On the Letterhead of the Organization]

Ref. No.: _____

Date: _____

Certificate

With reference to **Clause No. 13.4 (Placement Capability)** of the Present RFE, this is to certify that we have **placed** _____ **(number)** candidates over the past **three financial years** as specified in the RFE document.

We further certify that:

- The candidates have been **placed in the sector of their training**, ensuring sector-aligned employment.
- The **wages offered** to the placed candidates are **not less than the minimum wages** applicable in the **respective state of employment** at the time of their employment.
- In cases where candidates have been **engaged under contractual agreements** (of minimum one-year duration), the **wage structure (piece-rate based)** has ensured that the **average daily earnings for a 30-day cycle exceeded** the applicable **minimum daily wages** of the respective state.

This certificate is issued in compliance with the RFE requirements and is true to the best of our knowledge and records.

(Authorised Signatory)

[Signature with Stamp]

Name: _____

Designation: _____

Organization Name: _____

Vetted
S.V. Singh

Placement Details –

S.No.	Trainee Name	Contact Number	Recruiter Name & Contact	Monthly Wage (₹)	Placement Date (dd/mm/yyyy)
1					
2					
3					
...					

✓ Instructions for Submission:

- Three Separate Sheets**
 - Create one spreadsheet per FY (e.g. 2023–24, 2024–25).
- Mandatory Fields**
 - All columns** must be completed. Any row with missing data will invalidate the entire sheet.
- Date Format**
 - Use **dd/mm/yyyy** strictly, reflecting the **latest placement dates** within that FY.
- Financial Year Definition**
 - Each FY runs from **1 April** to **31 March** of the next calendar year.
- File Format & Delivery**
 - Save the three sheets in a single CD folder named:
TECH_4C_Placement_Data_RFE_[YourOrganizationName]
 - Include a short **cover note** on the CD specifying your organization name, RFE number, and contact person.
- Validation**
 - Double-check phone numbers, recruiter details, wages, and dates for accuracy before burning the CD/ Pendrive.

(Authorised Signatory)

[Signature with Stamp]

Name: _____

Designation: _____

Organization Name: _____

Vetted
S.V. Singh

TECH 4D – Operational Capability

(To be printed on the Letter Head of the Organization)

Ref. No.: [Your Reference Number]

Date: [dd/mm/yyyy]

Certificate

With reference to Clause No. 13.5 of the Present RFE, this is to certify that we have a track record of operating **[insert number]** training centers in the following districts and states:

- **Districts:** [Insert district names, comma separated]
- **States:** [Insert state names, comma separated]

These centers are engaged in delivering training in one or more of the sectors for which we have applied under the current RFE issued by Uttar Pradesh Skill Development Mission (UPSDM).

We further certify that detailed information regarding **at least 6 of our training centers** has been enclosed as part of the proposal, as per the requirements stated in the RFE.

We confirm the authenticity and accuracy of the information provided and understand that any misrepresentation may lead to disqualification.

Authorized Signatory

(Signature)

(Name)

(Designation)

(Organization Name)

(Seal & Stamp)

Ve Hcd
S.V. Singh

Training Centre Details (mandatory)

(To be submitted as annexure to TECH 4D and included in CD submission as applicable)

S.No.	Centre Name (also specify the Scheme)	Sector(s) in which Training is / was imparted	Contact Details Authorized Representative: Phone: Address: District Name: State:	Other Remarks (if any)
1				
2				
3				
4				
5				
6				

• You may extend the table if you want to show more than 6 centers. Please ensure all columns are filled completely. Do not leave any blank fields.

(Authorised Signatory)

(Signature)

(Name)

(Designation)

(Organization Name)

(Seal & Stamp)

Ve Hcl
S.V. Singh

TECH 5 – Future Placement Capability

(To be submitted on the Letterhead of Recruiting Organization)

Ref. No.:

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that [Name of Recruiting Organization], having its registered office at [Full Address], hereby expresses its intent and willingness to recruit trained candidates from [Name of Training Partner Organization], under the Uttar Pradesh Skill Development Mission (UPSDM), subject to availability of suitable trained candidates in relevant job roles.

We anticipate placement requirements in the following sectors/job roles:

S.No.	Sector	Proposed Job Role(s)	Approx. Number of Vacancies	Preferred District(s)	Remarks (if any)
1					
2					
3					

We understand that all candidates placed must be trained in the job role under a government-approved skill development program. We also confirm that we will ensure compliance with minimum wage norms and legal employment conditions.

We look forward to a mutually beneficial partnership and to contributing toward the Skill India Mission.

Authorized Signatory

(Signature)

(Name of Authorized Representative)

(Designation)

(Name of Recruiting Organization)

Contact No:

Email:

Official Stamp & Seal

Supporting Documents to Attach:

- Copy of Company Registration Certificate / CIN
- PAN and GST Copy (if applicable)
- MoU or Letter of Intent (if available)
- Any Previous Placement Proof with the same Training Partner (optional but encouraged)

Vetted
S.V. Singh

DOCUMENTS SUBMISSION CHECKLIST

S. No.	Document Description	Submission Format	Attached (✓/X)
1.	Earnest Money Deposit (EMD) in a sealed envelope	Hard Copy (sealed)	
2.	UTR/Receipt for RFE cost payment (₹10,000/-)	Copy (attach separately)	
3.	TECH 1: Proposal Submission Cover Letter	On Letterhead	
4.	TECH 2: Power of Attorney to Sign the Proposal	On ₹100 Stamp Paper	
5.	TECH 3: Firm Overview and Application Parameters	Standard Format	
6.	TECH 4: Eligibility Related Information	Tabulated Format	
6a.	▸ Certificate of Incorporation / Registration	Copy	
6b.	▸ Audited Financial Statements for last 3 years	Copies (signed by CA)	
6c.	▸ TECH 4A: Self-Certificate & CA Certificate (Financial Capability)	On Org. & CA Letterhead	
6d.	▸ TECH 4B: Self-Certificate (Technical Capability) + Trainee Details (in CD)	Soft Copy (CD) + Printed List	
6e.	▸ TECH 4C: Self-Certificate (Placement Capability) + Placement Details (in CD)	Soft Copy (CD) + Printed List	
6f.	▸ TECH 4D: Self-Certificate (Operational Capability) + Training Centre Details	Printed Format	
7.	TECH 5: Placement Tie-up Proof (Letter of Intent / MoU from Recruiters)	On Recruiter Letterhead	
8.	MoA/LoA with Employers	Copies of Valid Documents	
9.	Self-Certificate for Non-Blacklisting	On Letterhead, Signed	

🔄 Submission Instructions:

- A **All printed documents** to be signed, stamped, and **spiral bound** in proper order.
- 🕒 A **CD/DVD/** containing trainee & placement data (TECH 4B and 4C) in Excel format must be enclosed and labeled with organization name.
- 📄 Page numbers should be clearly marked on supporting documents for cross-reference.

✓ HCL
S.V. Singh

ANNEXURE – C

FORMAT FOR PERFORMANCE GUARANTEE

Vetted
S.V. Singh

FORMAT: PERFORMANCE BANK GUARANTEE

To

The Director,
Uttar Pradesh Skill Development Society,
Government ITI Aliganj Campus, Aliganj,
Lucknow – 226001

WHEREAS

_____ (Name of the Private Training Partner)
(hereinafter called “the Private Training Partner”), in pursuance of your Letter No. _____
(refer Letter of Invitation) dated _____, has agreed to provide the services as mentioned in the
Scope of Work in the RFE No. _____ / UPSDM to **Uttar Pradesh Skill Development
Society**, Department of Vocational Education, Government of Uttar Pradesh on the terms and conditions
set forth in the said letter.

AND WHEREAS it has been stipulated in the said letter that the Private Training Partner shall furnish
you with a **Bank Guarantee** issued by a **Scheduled Commercial Bank** as security for compliance with
its obligations under the Agreement.

AND WHEREAS _____ (Bank Name and Registered Address)
has agreed to issue the guarantee on behalf of the Private Training Partner.

NOW THEREFORE, we hereby affirm that we, the Guarantor, are responsible to you, on behalf of the
Private Training Partner, up to a total sum of **Rs.** _____/- (Rupees _____
only), such amount being payable in Indian Rupees.

We undertake to pay you, upon your first written demand and without any demur, reservation, contest,
recourse or protest and without your needing to prove or to show grounds or reasons for your demand
for the sum specified therein, any amount up to the maximum of **Rs.** _____/-.

We hereby waive the necessity of your demanding the said amount from the Private Training Partner
before presenting us with the demand.

We further agree that no change or addition or modification of the terms of the Agreement or of the
services to be performed thereunder or any of the Agreement documents between you and the Private
Training Partner shall in any way release us from any liability under this guarantee and we hereby waive
notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of
the Private Training Partner or of the Bank.

Notwithstanding anything contained hereinabove:

Vetted
S.V. Singh

1. Our liability under this Bank Guarantee is limited to **Rs.** _____/- (Rupees _____ only).
2. This Guarantee shall remain in force until **[dd/mm/yyyy]** (at least **24 months** from the date of signing the Agreement).
3. Unless a demand or claim under this Guarantee is made to us in writing on or before **[dd/mm/yyyy]**, all rights under this Guarantee shall cease, and we shall be discharged from all liabilities hereunder.

IN WITNESS WHEREOF, we have set our hands and seal on this day of _____, 20.

Signature and Seal of the Guarantor

Name _____ **of** _____ **the** _____ **Bank:** _____

Address: _____

In the presence of:

1.

Name:

Signature:

Occupation:

2.

Name:

Signature:

Occupation:

*Verified
S.V. Singh*

Date:

Place:

ANNEXURE – D

Training Centre Specifications

Vetted
S.V. Singh

Guidelines for Approval of Training Center

Centre approval Norms/Standards		
Standards have been classified into two parts:		
S.No.	Standard	Centre's compliance for Approval
(A.1) Common Standards		
1	Classroom area/Capacity of Classroom (For each Classroom): (Total carpet area of the Classroom)/Capacity of the Classroom in terms of number of trainees	
a	Minimum space requirement for each Classroom is 200 square feet. Minimum space requirement per trainee in each Classroom is 10 Square feet. The classrooms shall have proper ventilation. If no ventilation then Air-conditioning is mandatory.	
b	If the Classroom is not meeting above two criteria	
2	Laboratory area/Capacity of Laboratory (For each Laboratory): (Total carpet area of the Laboratory)/Capacity of the Laboratory in terms of number of trainees	
a	Laboratory has to meet SSC/NCVT specifications. Minimum space requirement per trainee in each Laboratory is 200 square feet. Minimum space requirement per trainee in each Laboratory is 10 Square feet. The laboratory shall have proper ventilation. If no ventilation then Air-conditioning is mandatory	Yes
b	If the Laboratory is not meeting above criteria	No
3	Placement/Entrepreneurship Counselling Cell	
a	Availability of a demarcated Placement/Entrepreneurship Counselling Cell with availability of a dedicated/shared full time Placement Coordinator	Yes
b	No separate demarcated Placement/Entrepreneurship Counselling Cell OR No Placement Coordinator deployed by the Training Centre	No
4	Type of Construction of the Building of the Training Centre	
a	All walls of the Training Centre including Classrooms, Laboratories, Library, and Reception etc. should be well plastered, colored/distempered/whitewashed. The walls and roof made of Tin/Bamboo sheets are not allowed. The floor of the Training Centre including Classrooms, Laboratories etc. should be cemented and preferably tiled. (Training Centre which have pre-fabricated structures and containers are exempted from the above)	Yes

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S.V. Singh

	All the Classrooms and Laboratories should be properly ventilated. All the wires and Switchboards in the Training Centre should properly covered and secured.	
b	Non-compliance to any of the above	No
5	Separate Washroom facility for male and female trainees	
a	Availability of separate washroom facility for male and female trainees	Yes
b	Unavailability of separate washroom facility for male and female trainees	No
6	Safe/Clean Drinking Water	
a	Availability of Safe/clean drinking water facility in the form of Reverse Osmosis (RO)/Water purifier/Packaged drinking water dispenser	Yes
b	Unavailability of Safe/clean drinking water facility as per above norms	
7	Cleanliness and Hygiene	
a	Availability of a dedicated housekeeping staff at the Training Centre. Availability of a daily checklist/inspection card as maintained by the Housekeeping staff. Dustbin should be placed in all Classrooms, Laboratories and Reception area.	Yes
b	Non compliance to any of the above	No
8	Health and Safety Facilities: First-Aid Kit and Fire Fighting Equipment	
a	Availability of the First-Aid AND Fire Fighting equipment as per below mentioned norms	Yes
b	Unavailability of the First-Aid kit And Fire Fighting equipment as per below mentioned norms	No
	Training Centre Must COMPLY TO THE BELOW NORMS TO GET ACCREDITED. First-Aid kit should contain a minimum of the below mentioned items, and the First aid box should be wall mounted at the Training Centre Emergency telephone numbers for emergency medical services Sterile gauze pads (dressings) in small and large squares to place over wounds Disinfectants like Dettol or Savlon Roller bandages to hold dressings in place Adhesive tape/Adhesive bandages in assorted sizes Scissors and Tweezers	

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S.V. Singh

	Antiseptic wipes or soap Thermometer Fire-Fighting Equipment-At least one of the following equipments to be available at the Centre: Water based Fire Extinguisher Foam based Fire Extinguisher Dry Powder based Fire Extinguisher Carbon dioxide based Fire extinguisher Wet Chemical based Fire Extinguisher Fire fighting hose pipe However, the Govt. norms have to mandatorily followed. Contact number for fire brigade, hospital, ambulance and other emergency number should be well displayed in Classroom, Laboratories and the Reception area. First safety instructions should be well displayed at key areas of the training Centre along with Fire extinguisher	
9	Aadhar-Enabled GPRS based Biometric Attendance System (AEBAS)	
a	it is mandatory for the Training Centre to have an Aadhar Enabled Biometric System (AEBAS) machine to monitor attendance of all trainees. AEBAS should be preferably placed either at the entrance or the reception area	Yes
b	Non compliance to the above	No
10	Trainer certified in Entrepreneurship by NIESBUD or any similar agency	
a	At least one trainer of the Training Centre has to be certified in Entrepreneurship by NIESBUD or any similar agency Note: In case the Training doesn't have a trainer certified in Entrepreneurship by NIESBUD or any similar agency, Conditional approval may be awarded. However, the Training Centre will need to comply with this indicator within Six months of Conditional approval award date, else. Conditional Accreditation may be withdrawn	Yes

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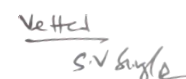
b	Non compliance to the above	No
(A.2)	Course Specific Standards	
1	Student/Trainer Ratio (Total number of trainees who can be simultaneously trained in a Training Centre in a month for the course)/ (Total number of qualified trainers for the course, as per the prescribed minimum requirement)	
a	Ratio of 27:1 or less than 27:1	Yes
b	Ratio of more than 27:1	No
2	Availability of Qualified Trainers (For each course) (Centre to have qualified trainers as per the prescribed minimum requirement of SSC/DGT)	
a	Trainers meets minimum educational qualification as well as minimum work experience, as prescribed by SSC/DGT based on course. (Maximum of six month relaxation allowed in experience but NO relaxation allowed in qualification)	Yes
b	Non compliance to the above	No
3	Trainers certified by SSC/DGT or equivalent authorized agencies (For each course)	
a	All trainers certified Note: In case the Training Centre doesn't have all trainers certified by SSC, Conditional approval may be awarded. However, the Training Centre needs to comply with this indicator within Six months of Conditional approval award date, else, Conditional approval may be withdrawn	
b	Non compliance to the above	
4	Availability of Equipment/Tools/Machinery in Laboratory For each course	
a	Laboratory is equipped with mandatory equipment's (as per SSC/NCVT specified mandatory list) for each course	
b	Laboratory is not equipped with mandatory equipment's (as per SSC/NCVT specified mandatory list) for each course	

Verified
S.V. Sangeetha

Sr. No.	Grading Criterion	Scores
	Part-B Standards	50
1	Centre Area	7
a	Centres with area of 5000 sq. ft. or above dedicated to skill development training program	7
b	Centres with area of 3000 sq. ft. or above and less than 5000 sq. ft., dedicated to skill development training program	6
c	Centres with area of 1500 sq. ft. or above and less than 3000 sq. ft., dedicated to skill development training program	4
d	Centres with area less than 1500 sq. ft. dedicated to skill development training program	3
2	Type of Building of the Training Centre	7
a	Stand-alone Building, with all floors completely dedicated to NSQF aligned Skill Development Training OR Non-Functional Educational institute/Campus utilized as Training Centre (completely dedicated to NSQF aligned Skill Development Training)	
b	Industrial/Commercial Complex (Training Centre is inside a factory/industrial /commercial complex and not a standalone building)	6
c	Functional Educational Institute/Any other Building where a dedicated floor space is assigned for Skill development training (Training Centre is part of Educational institute or any other building and not a standalone building)	4
3	Proximity of the Training Centre to Public Transport System i.e. Bus Stop/Stand, Metro Station, Railway Station etc.	4
a	0-3 km distance	4
b	3.1-5 km distance	2
c	5.1-10 km distance	1
d	More than 10 km distance	0
4	CCTV cameras (with CCTV recording facility)	4

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a	Availability of CCTV cameras (with CCTV recording facility) in all the classrooms, Laboratories, Counselling area, Reception area	
b	Availability of CCTV cameras (with CCTV recording facility) in all the classrooms, Laboratories, but not in other areas	2
c	Availability of CCTV cameras (with CCTV recording facility) in 50% of classrooms, Laboratories but not in other areas	1
d	Availability of CCTV cameras in less than 50% of classrooms, Laboratories and other areas OR Absence of recording facility	0
5	Differently-abled friendly Training Centre	2
a	Availability of Ramps, Lifts and Washroom for differently-abled people If the Training Centre is at Ground Floor, availability of lift is exempted.	2
b	Availability of only one facility i.e. Ramps or Washroom for differently-abled people. (This is applicable for only those Training centers which are NOT on Ground Floor)	
c	No facility available at the Training center for differently-abled people i.e. No Ramps, No Lifts or No Washroom	0
6	Projects in Classrooms	4
a	Availability of any type of projector in all Classrooms	4
b	Availability of any type of projector in at least 50% of the Classrooms but not all Classrooms	
c	Availability of any type of projector in less than 50% of the Classrooms	
7	Internet Connectivity	4
a	Availability of the Internet connectivity at the Training Centre, necessarily at the IT/Computer Laboratory, with speed of 1 mbps and above	4
b	Availability of the Internet connectivity at the Training Centre, necessarily at the IT/Computer Laboratory, but with speed of less than 1 mbps and greater than 512 kbps	2
c	Availability of the Internet connectivity at the Training Centre, necessarily at the IT/Computer Laboratory, with speed of less than 512 kbps Or no internet connectivity at the IT/Computer laboratory	0
8	Additional Infrastructural Facilities	4
a	Availability of Pantry and Parking facility. Parking facility should be available in the premises of Training centre.	4
b	Availability of any one facility i.e. Pantry or Parking facility	2
c	Neither Pantry nor Parking facility availability at the Training Centre	0
9	IT/Computer Laboratory facility	4
a	Availability of IT/Computer Laboratory (a clearly demarcated area with atleast 15 computers/laptops) for life skills/soft skills training, along with Air conditioner Facility	4
b	Availability of IT/Computer Laboratory (a clearly demarcated area with atleast 15 computers/laptops) for life skills/soft skills training, without Air-conditioning	2
10	Power Backup facility	3



a	Availability of the Power backup facility in the form of UPS/Inverter/Genset etc to continue the operations at the Training Centre	
b	Unavailability of the Power backup facility as per above norms	0
11	Library facility	3
a	Availability of Library(a clearly demarcated area with at least 5 books per job role)	3
b	Unavailability of Library (as per above mentioned criteria)	0
12	Air-Conditioned (AC) facility	4
a	Availability of Air-Conditioning in all Classrooms	4
b	Availability of AC in atleast 50% of the Classrooms	2
c	Availability of Ac in less than 50% of the Classrooms	0
Total Scores for Accreditation		50
	Grading Structure	Grade
	85-100%	
	70-84%	4 star
	55-69	3 star
	40-54%	
	Below 40%	1 star

Note: Only centers having more than or equal to 3 star rating will be considered for approval. The sole right to change the center specifications and rating system any times will remain with UPSDM.

Vetted
S.V. Singh

ANNEXURE – E

Sectors in and Locations at which the Training Provider Prefers to Provide Training

Vetted
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S.No.	Proposed Sectors	Proposed Locations (District Name)	Availability status of resources, Material and non material	Remark if any

Note:-

The District location would interiliac cover all the Tehsils in the District.

Sector would mean, all the Job roles included in the particular sector.

Vetted
S.V. Singh