



**Office of the Deputy Commissioner, Sahibganj
District Planning Office, Sahibganj**

Ground floor, Vikash Bhawan Sahibganj-816109

Email: dposhg@hotmail.com Website: www.sahibganj.nic.in

Tender Reference No:

Date:

Request for Proposal (RFP): The District Administration of Sahibganj is seeking proposals from qualified entities to develop a sustainable livelihood solution for PVTG (particularly vulnerable tribal), STs, SCs, and OBCs communities residing around Rajmahal hills by utilizing funds available under untied fund as per training pattern of MMLKUVB. The project focuses on the Skill Development for various handicraft products. The goal is to create a confirmed supply chain to uplift the socio-economic status of the trainees. The implementing agency is encouraged to propose additional pilot interventions that adhere to sustainability and explore other marketing opportunities within the district.

Sl.no	Information	Details
	Name of the work	District Administration, Sahibganj, invites proposals from qualified proprietors/Agencies/companies/Trusts for generating livelihoods through Skill Development Training based on the various crafts detailed in Annexure 4.
1	Period of Work	3 months from the date of the agreement
2	Date of Publication of Bid	07.02.2025
3	Bid form Cost	₹ 5,200.00(Five thousand two hundred only) in the form of DD in favor of DC Sahibganj
4	Earnest money to be deposited (EMD money)	₹ 52,000.00(Rupees fifty-two thousand only) in the form of DD (Valid for at least three months from the last date of submission of the Bid) in favor of DC Sahibganj. The successful bidder will have to submit a performance security deposit amounting to 2% of the L1 rate within the time frame stated in the work order.
5	Estimated Project Cost	26.02 Lakhs
6	Scheduled date of Field Survey	08.02.2025 to 11.02.2025
7	Pre-Bid meeting	13.02.2025 at 11.00 A.M
8	Last date and time of receipt of Bid	Date: 15.02.2025 by 12:00 Noon
9	Date and time of opening of Bid	Date: 15.02.2025 by 03:00 PM
10	Technical Presentation	Date: 15.02.2025 by 3:30 PM
11	Financial Bidding of selected bidders	Date: 15.02.2025 by 04:00 PM
12	Bid submission Place	District planning office, Sahibganj-816109
13	Bid Opening Place	Conference Room Vikas Bhawan, Sahibganj-816109

DISTRICT PLANNING OFFICER,
SAHIBGANJ

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Request for Proposal (RFP)

1. Background

The competent authority invites Requests for Proposals (from now on referred to as 'RFPs') from proprietors, agencies, companies, trusts, and NGOs (from now on referred to as the 'Implementing Agency' or 'IA') with experience in skill development and craft training in Sahibganj district. The project aims to train women/youth from various villages in the Sahibganj district.

2. Brief Background Information of Sahibganj district: -

Sahibganj district, nestled in the Rajmahal hills of Jharkhand, is endowed with rich natural resources, including a variety of flora such as bamboo. The district's proximity to eco-sensitive zones and diverse tribal populations makes it a prime candidate for developing sustainable craft industries. Bamboo, an abundant and renewable resource in the area, holds immense potential for crafting products such as baskets, mats, furniture, and decorative items. The tribal communities

of Sahibganj have a long history of artisan skills, often using locally sourced materials to create functional and artistic products. However, these skills remain untapped on a larger commercial scale. Establishing skill training programs in bamboo and soft toy crafts would empower local artisans, particularly women and youth, by providing them with structured training, technical knowledge, and access to markets.

Moreover, the district's strategic location near key markets in eastern India and its growing connectivity through rail and road networks provide opportunities to transform Sahibganj into a regional hub for eco-friendly crafts. By leveraging its natural resources, traditional knowledge, and community involvement, Sahibganj can emerge as a sustainable center for bamboo and soft-toy craft training, contributing to socio-economic development and environmental conservation.

3. Project Objectives:

Craft Training Program for the Youth of Sahibganj

3.1 Skill Development in Traditional and Modern Crafts:

Train the youth of Sahibganj to master the art of creating soft toys, and bamboo crafts blending traditional techniques with modern design aesthetics to enhance product appeal and marketability.

3.2 Empowerment Through Artisan Training:

Develop a pool of skilled artisans who can leverage their craft to generate sustainable livelihoods, thereby uplifting the socio-economic conditions of the region.

3.3 Establishment of Training and Production Centers:

Set up a dedicated training hub equipped with the necessary tools and materials to facilitate hands-on learning and production in bamboo fostering an environment of creativity and innovation.

3.4 Market Linkage and Supply Chain Development:

Create reliable market linkages for the products through collaborations with local, national, and international buyers, e-commerce platforms, and retail outlets, ensuring consistent demand and fair prices for the artisans.

3.5 Promotion of Eco-Friendly and Sustainable Practices:

Encourage the use of locally available, eco-friendly raw materials like bamboo, minimizing environmental impact and promoting sustainable craft practices.

3.6 Fostering Entrepreneurship and Self-Reliance:

Provide entrepreneurial training and business development support to help artisans transition from trainees to self-sufficient entrepreneurs capable of managing their production and sales.

3.7 Community Engagement and Cultural Preservation:

Involve local communities in preserving and revitalizing traditional craft forms while introducing innovative product lines that resonate with contemporary markets.

3.8 Capacity Building and Certification:

Conduct structured training programs leading to certifications recognized by relevant industry bodies, boosting the credibility and employability of the trainees in broader markets.

3.9 Monitoring and Continuous Support:

Establish mechanisms for monitoring the program's impact and providing ongoing mentorship, technical support, and marketing assistance to ensure the sustained success of the artisans and their products.

By addressing these objectives, the program aims to transform Sahibganj into a thriving hub for artisan-based industries, enhancing both individual livelihoods and regional development

4. Roles & Responsibilities of Training Partner

1. Training Partner will provide hand-holding and buy-back to beneficiary groups for two (2) years to ensure regular income generation for beneficiaries.
2. Training Partner to provide marketing linkage during the hand-holding period.
3. Training Partner to ensure training of commercial products based on current market trends, which indicate good demand.
4. Training Partner to ensure proper documentation along with photographs, videography, etc. of the training.
5. All training implements, raw materials, and produce incurred during the training period will be handed over to beneficiary groups for further production by the group. 5 % of the goods produced during the training will be submitted to the MMLKUVB office-Sahibganj as a sample.

5. Eligibility Criteria for RFP Submission

Sl.no	Eligibility Criteria	Documentary Proof
1	Registration of Firm (Company/Partnership/Proprietorship/LLP/Society/Trust)	A copy of the Registration/incorporation must be submitted
2	Should not have defaulted/blacklisted by any Govt. Dept./PSU of India, there should be no pending litigation against a bidder with the Central/State government department.	A self-declared Affidavit on Non-Judicial Stamp
3	Should have valid GST Registration (Not applicable for NGOs)	A copy of the authorized agency's valid certificate and GST must be

		submitted.
4	Should have a valid PAN registration number	Self-certified copy of PAN to be submitted
5	Should have worked in projects, under government/semi-government agencies across the Country/State/ District.	A self-attested Copy of the invoice or Work Order copy must be submitted. (At least 2 work orders in last 3 years)
6	Must have a minimum turnover of 13 lakh annually in the last 3 FYs years in a similar craft training project	A copy of the valid certificate from an authorized CA needs to be submitted.
7	Should be a reputed vendor and have operated the skill development project in the last 3 years.	Self-attested copy of the invoice/ financial statement Work Order /MoU certificate must be submitted
8	Must have Chartered Accountant verified audited balance sheet for last 3 FYs.	Self-attested copy of the valid certificate from an authorized Chartered Accountant to be submitted.
9	Experience working in under-skill development projects/craft-based training projects.	Self-attested copy of the invoice/financial statement/ Work Order /MoU certificate must be submitted
10	Must have a valid ITR for the last 3 FYs.	Self-Attested Copy of a valid ITR must be submitted.
11	Site visit letter and photo	To be submitted as specified in RFP.

6. Project Impact will be evaluated by the following parameters

- 6.1 Impact on Beneficiaries:** The effectiveness of the project in improving the socio-economic status of the targeted community.
- 6.2 Sustainability:** The ability to maintain and scale the project over time without adverse environmental impact.
- 6.3 Innovation:** The creativity and feasibility of proposed additional interventions that support sustainable livelihoods.
- 6.4 Efficiency:** The operational efficiency in establishing centers, training beneficiaries, and developing the supply chain.

7. Eligibility/ Pre-Qualification related Document Submission

The details below are mandatory to qualify for the Technical Bid Opening process. The process is open to all Bidders who fulfill the eligibility criteria set out below and per the terms & conditions of this RFP document. The Bidders should furnish necessary documentary evidence supporting meeting the eligibility criteria provided in the bidding process. RFPs not fulfilling the eligibility criteria will be rejected.

1. The Bidder should submit (self-attested) proof of a document supporting each of the above conditions. The incomplete offers will summarily be rejected without any further correspondence.
2. The Bidder must also submit an affidavit of assurance of no change in the quoted price for one year. The quoted price shall be valid for a year, i.e., FY 2024-25.
3. The bidders qualifying for the above criteria will only be called for the technical presentation Round of the RFP.
4. The Bidder must submit a copy of the **presentation (PPT) and detailed proposal in hard copy** in the technical Bid.
5. PPT - *(15 mins each -10 mins proposed plan and 5 min Q&A)*
6. Raising of queries/clarifications on the RFP document: The Bidders requiring any clarification on this document should submit their written queries to email id dposbg@hotmail.com. Any suggestions/feedback may also be sent to the above email id.
7. Bidders are advised to study the RFP Document carefully. Submission of the RFP will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms, and requirement specifications in the RFP document with a complete understanding of its implications.

8. Terms & Conditions:

1. Prices shall be quoted in Indian rupees and shall be inclusive of all applicable taxes. The taxes will be shown separately. TDS & GST deductions shall be made as per the prevailing Govt. Laws/notifications.
2. Bidders are requested to quote the price for the complete Bill of Materials (BOM) or services as per the requirement of the project.
3. All the training programs shall commence within 30 days from the date of the work order and signing of the Agreement.
4. The Agency must provide a warranty/guarantee of any mechanical

equipment used as per the given scope of work.

5. The agencies must resolve any technical issues reported from the training center within 72 hours.
6. The Agency will be responsible for the operation and maintenance of the machinery & equipment installed in the Processing Centre.
7. Modification in Request for RFP document: At any time before the deadline for submission of RFPs, the DPO Sahibganj office may modify any part of this document. Such change(s), if any, may be in the form of an addendum/corrigendum and will be uploaded on the NIC website: <https://sahibganj.nic.in> All such changes will automatically become part of this RFP and will be binding on all Bidders. Interested Bidders are advised to regularly refer to the NIC website referred to above for any updates.
8. Site Survey of identified villages (details can be obtained from MMLKUVB office Sahibganj) of Sahibganj District is optional: Bidder has their responsibility to incur the cost & risk on their own during the visit and examine the site of works and obtain all information that may be necessary for preparing a Technical Proposal for the Bid and entering a contract for execution of the works. DPO Sahibganj shall not bear the costs of visits to the site. The site visit is mandatory for all bidders the details of training sites can be obtained from the district coordinator MMLKUVB. Site visit geo-tagged photograph and certificate from district coordinator MMLKUVB is mandatory and needs to be submitted along with the tender document.
9. The Bidder has to get prior approval from the competent authority for the site survey. The "Site Survey" request letter is attached in the Annexure 1. It can be emailed with the necessary documents asked for approval on dposbg@hotmail.com.

9. Submissions of Bids:

The bids have to be submitted in physical form at Vikas Bhavan, Sahibganj, with technical cum Pre-qualification bid and PPT in one envelope (**Named - Technical Bid**) and financial bid (**Named Financial Bid**) in another envelope. Both envelopes should be kept in one envelope with the name of the bidder superscripted on it.

10. Evaluation of Bids

Technical Bid:-

The EMD amount is interest-free, and all unsuccessful bidders will be refunded

by DPO within 45 days of the finalization of the contract. The EMD, for the amount mentioned above, of the successful Bidder would be returned upon submission of the **Performance Guarantee/Security Deposit**, which will be **3% of the total project cost** (Refer to GFR 2017 Rule no-171& amendment OM no F.1/2/2023-PPD, ministry of finance).

- The **Performance Guarantee/Security Deposit** must be submitted in the form of a Demand Draft Valid for at least one year from the agreement/MoU date) duly pledged in favor of DC Sahibganj.

2. Security Deposit: Technically, the successful tenderer shall deposit 3% (Refer to GFR 2017 Rule no-171& amendment OM no F.1/2/2023-PPD, ministry of finance) of the total amount of work awarded as a refundable security deposit in the form of DD after adjusting the EMD already deposited with this RFP, after getting the confirmed order, and before the commencement of work. The security deposit shall be refunded to the successful Bidder after the completion of the work after 1 year of market-linkage post-project duration.

3. The selected Agency will be responsible for the implementation of the project in consultation with the Competent authority.

4. The Bidder should provide a **Detailed Technical Proposal** in the format given in Annexure 2.

Financial Bid: -

- i. The Bidder should quote only one rate for the Bid, partial bids are not accepted otherwise, the proposal will not be considered (head-wise price quoting as per annexure-3 is compulsory).
- ii. All rates quoted by the Bidder shall include GST. The office will not bear the burden of any extra GST or other taxes relating to the project/scope of work.
- iii. Financial bids shall be submitted component-wise, as mentioned in the scope of work.
- iv. Addition to the scope of work is permissible (but must be added as a sub-component).
- v. The bidders should mention the overall budget cost under budget-subheads of items to be procured and manpower budget.
- vi. The bidder must submit a plan to market the prepared craft items

C. Others

- **District Administration reserves the right to cancel/modify the Bid at any stage.**

- **Validity Period of RFP:** The price quoted shall remain valid for 12 months after the scheduled date of RFP submission.
- **Insurance:** The equipment supplied vide this RFP will be fully insured against loss or damage incidental to manufacture or acquisition during transportation, storage, delivery, installation, and handover to the respective Head of Institution.

11. Payment Terms:

Payment terms will be as below (subject to the release of the work order from the district planning officer, Sahibganj)

Advanced payment will not be made under any circumstances.

- 30% payment will be disbursed after the successful completion of the following scope of work as per the success parameter.

Registration of beneficiaries	Registration details & providing trainee ID to each one of them
Distribution of tool-kit	Tool-kit to be distributed to each beneficiary before the commencement of training program. The quality and distribution-related certification needs to be certified by the block coordinator MMLKUVB.
Site selection for a training center and completing set-up to impart training	To be certified by the panchayat sachiv of the respective panchayat.

- 50% Payment will be disbursed after the successful completion of the following scope of work as per the success parameter.

Scope of work	Success Parameter
Training of the beneficiaries	Attendance of the Beneficiaries (bio-metric attendance is preferable in case of network issues geotagged photograph can be considered)
Assessment of the	Proof of assessment through a certified third-party assessment agency



beneficiaries	
Certification of the beneficiaries	Proof of certificate through training agency and linking each one to "PEHCHAN scheme" providing artisan card to each trainee.

- 20% payment will be disbursed after the successful completion of the following scope of work as per the success parameter

Scope of work	Success Parameter
Market linkages	Sale of the product through vendors or craft shops
Economic benefits	Proof of income to the beneficiaries
Market Exposure	Stall or Shop exposure for the sale of products

12. Penalty:

The successful Tenderer shall strictly observe the time allowed for carrying out the jobs as detailed in the scope of the RFP. The job shall, throughout the stipulated period of the order, proceed with all the diligence. The successful tenderer shall pay DC-Sahibganj an amount equal to 2% of the amount of the order value as a security deposit which may be seized by the competent authority.

13. Fraud document Produce:

If it is found by the tendering committee any agency/bidder has submitted/produced any fraud document during the bidding process, it shall be considered a criminal offense under **Section 463 & 464 in The Indian Penal Code**. A further course of action will be taken as per legal rule.

- Bad quality of training module will not be accepted and, if carried out, is liable to be rejected and should be rectified by the successful tenderer at his cost as per specifications and directions given by the authorized representatives.
- The successful tenderer shall not under any circumstances whatsoever transfer wholly or partly the contract/agreement/Purchase Order to any other person(s)/firm/company or assign the Agreement or benefits of this Agreement to any other party for any reason whatsoever. Otherwise, the

order/ agreement will automatically be canceled.

14. Termination of Default: -

The Competent Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate this contract in whole or in part.

- If the contractor/vendor fails to deliver any or all the services/goods within the period specified in the contract or any extension granted by the Competent Authority.
- If the contractor/vendor fails to perform any other obligation (s) under the contract.
- If the contractor/vendor, in either of the above circumstances, the contractor/vendor does not remedy his failure within the designated period as per work order (or more extended period as the competent authority may authorize in writing) after receipt of the default notice from the Tendering Authority.

15. Evaluation Process for reward of tender: -

The Agency/ Bidder will be evaluated in the combined Quality cum Cost Based System (QCBS).

The evaluation shall be based on the following weightage across the two score areas.

Evaluation Segments	Score Percentage
Technical PPT and Proposal	70
Financial	30
Total	100

A. Technical Presentation and Proposal: Marks -70

The Technical Proposal will be assessed based on the solution in the **Scope of Work**. The committee will assess them based on the following:

Technical Presentation Marking (70 Marks)				
Sl. No	Parameters	Particulars	Marking Logic	Max Marks
		Similar craft training program work experience in MMLKUVB & NABARD etc.	Maximum weightage getting maximum marks	15

1	Past Experience	Number of projects undertaken by the agency in the field of similar craft skill development with State/ Central Government (*Note: Work order/ Mou/ work completion certificate needs to be submitted)	Maximum relevant projects undertaken will get maximum marks	15
2	Technical Presentation	The Concept of Project Implementation Plan (Training Module) Detailed techniques of training, assessment & supply chain management are to be showcased as per the detailed project proposal	Qualitative	20
		Capacity to purchase and provide a market linkage plan for the products to be created by artisans	The most relevant proposal will get the maximum marks	20
Total				70

Calculation example for maximum marks:

Technical Marking Formula (Maximum getting maximum marking)			
Sl. No.	Example	Formula	Marks
1	A Bidder with 10 projects in 10 years	$10/10*10$	10
2	B Bidder with 8 projects in 10 years	$8/10*10$	8
3	A Bidder with 7 projects in 10 years	$7/10*10$	7

Calculation example for maximum marks:

Technical Marking Formula (minimum getting maximum marking)			
Sl. No.	Example (Average of both categories)	Formula	Marks
1	A Bidder providing	$30/20*5$	3.3
2	B Bidder providing	$25/20*5$	4
3	C Bidder providing	$20/20*5$	5

**Note- Agencies participating in the technical presentation round must submit self-attested copies of all relevant & supporting documents to claim the marks.*

Example 1: Relevant Experience and Operation documents- Work order/ MoU/ Office Order/ Completion certificate.

Example 2: Deployment of Staff- CV and Profile of concerned person.

****Eligible Bidders scoring at least 40 marks in the Technical Presentation Evaluation will be invited for the Financial Bidding process.**

B. Financial Bid Evaluation: Marks 30

I) The Financial Bids should be submitted by the Agency as per the Scope of Work. **Budget classification of Work Sub-Head as specified in Annexure 3 is mandatory**, and it will be opened in the presence of Bidder's representatives. A solely total addition of the budget is **not acceptable** in the Financial Bid. The date, time, and venue of the opening of the financial Bid will be communicated to the technically qualified bidders separately and/or posted on the District Administration website <https://sahibganj.nic.in/>

II) If a Bidder/Agency quotes NIL charges/consideration, the Bid shall be treated as unresponsive and will not be considered.

III) The Agency/Bidder with the lowest qualifying financial Bid (L1) will be awarded a 100% score (amongst the bidders who did not get disqualified based on point (ii) above).

IV) Financial Scores for other than L1 bidders will be evaluated using the following formula: Financial Score of a Bidder (Fn) =

Financial Bid of L1/Financial Bid of the Bidder) X30} (Rounded off to two decimal places)

Financial Making Formula (Minimum quotation getting maximum marking)			
Sl. No.	Example	Formula	Marks
1	A Bidder quotation of Rs. 100	$100/100*30$	30.0
2	B Bidder quotation Rs. 110	$100/110*30$	27.27
3	C Bidder quotation Rs. 120	$100/120*30$	25

V) Financial Bid Price Financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.

VI) The **bid price will include all taxes and levies** and shall be in Indian Rupees. Any unconditional bid would be rejected.

VII) The total score shall be obtained by weighing the technical and financial scores and adding them up. Based on the combined weighted technical and financial score, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined technical and financial score will be ranked as H-1, followed by the proposals securing lesser marks as H2, H3, etc. The Bidder

securing the highest combined marks will be considered for a contract award. **The Bidder scoring maximum total marks ((A) + (B)) would be recommended for selection.**

VIII) Errors & Rectification: Arithmetical errors will be rectified on the following basis:

"If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

Sub-head-wise cost breakup as per annexure-3 is mandatory to submit.

16. Pre-Bid Meeting

1. The Competent Authority shall hold a pre-bid meeting with the prospective bidders as per the schedule provided. Queries received from the bidders in writing or by email (preferably in an Excel file) up to 1 day before the pre-bid meeting shall be addressed. The queries can be sent to the office by email at dpsbgo@hotmail.com.

2. Only those pre-bid queries that are received in the following prescribed format shall be entertained:

Company Name-		Contact Details-	
Relevant Section / Annexure of RFP	RFP Page No	Relevant Content from RFP	Vendor's Query / Comment

3. To join the Pre-bid conference, interested bidders are required to provide the details of the bidder representatives (maximum 2) by emailing "dpsbgo@hotmail.com" 1 day before the scheduled pre-bid meeting date.

17. Acceptance of Work Order

The successful tenderer L1 shall submit the following documents within the time specified in the order:

- I. A copy of a letter of Intent duly signed and stamped as a token of acceptance of the work order.
- II. Non-judicial stamp paper of appropriate value for preparing the Agreement governing the terms and conditions of the contract.
- III. Security Deposit as specified.

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Annexure -1
Permission for Site Visit

To,
District Coordinator,
MMLKUVB,
Udhyog Kendra
Sahibganj

Sub: Permission of site survey for craft training.
Reference: Tender no..... dated.....

Respected Sir/madam

I am.....
promoter/CEO/bidder/representing.....
are interested in participating in the "Request for proposal (RFP): District
administration invites proposals from qualified Implementing Agency craft
training in various villages of Sahibganj district)
Our team members (names 1 and 2) will visit the above-mentioned sites. I seek
your permission to get approval to visit the sites.
I have attached the IDs and the organization details for your reference.

Yours Sincerely

.....
Approval Remarks

30

Annexure -2
Suggestive format for proposal submission

1. Cover Page
2. Contains
3. About the organization/company
4. Abstract
5. Introduction
6. Vision
7. Objectives
8. Methodology
9. Detailed Proposal Plan (refer to the scope of work)
10. Photographs of proposed plans
11. Conclusion
12. Photographs of previous works if any
13. Proposal for Pilot Programs
14. Proof of Documents (refer to Eligibility Criteria and Technical Presentation)
15. Any other attachment

*****Note- Budget/Financial information is highly restricted in the proposal document.***

The financial bid should be submitted as per the sub-heads specified in annexure-3.

Annexure - 3

Sub-heads for bid submission:-

Sl.No	Activity	Number of batch		Number of Participants	Number of days	Total amount	Remarks
		Cost Estimate	Number of batches				
1	Space rent and infrastructure, including services, venue management, etc						To be paid to training agency. Supporting bill/vouchers of venue management etc to be provided by training agency.
2	Estimated amount of raw material						Raw materials @ ₹...../days/trainees to be paid to training agency. Supporting bills for the purchase of raw materials to be provided by the training agency
3	Honorarium for master trainer including of food and other TA, DA allowances.						Master trainer @..... /day/batch to be paid by training agency. Payment receipt/bank transfer/UTI No to be provided by training agency.
4	Honorarium for Assistant master trainer including food and other TA, DA allowances.						Assistant Master trainer @ /day/batch to be paid by training agency. Payment receipt/bank transfer/UTI No to be provided by training agency.
5	Food and snack arrangements for trainees						The training agency will pay for food during the entire training at/trainees/day. The agency will provide supporting bills /vouchers for food /snacks.

6	Marketing support, packaging branding, etc						To provide a marketing platform, buy-back support, packaging, branding, etc to be paid to a training agency.
7	Training cost for training agency max @ 5% per training for supervision, stationary, photography, telephone, publicity, documentation, etc						To be paid to the training agency against submission of documentation, printed
(A)	Sub-Total estimated cost of training						
(B)	Tool kit distribution (details cost of each tool)						

Annexure -4

Sl. No.	Name of Crafts	No. of beneficiaries per batch (Batch Size)	Duration of Training	Number of batches
1.	Cane and Bamboo	20	1 month	5
2.	Doll & soft-toys	20	1 month	3

-----Thank-you-----