

# Expression of Interest (EoI)

EoI No. RSLDC/MMYKY 2.0  
(State)/EoI/2023-24/01

Issued Date: 15 - July - 2023

End Date: 25 - July - 2023

Empanelment of Training Partners to undertake the project under Mukhya Mantri Yuva Kaushal Yojana 2.0 (MMYKY 2.0) scheme of RSLDC in the State of Rajasthan (2023-2024)"



Issued by: -

**Rajasthan Skill and Livelihood Development Corporation**  
Kaushal Bhawan, EMI Campus, J-8-A, Jhalana Institutional Area, Jaipur - 302004  
Phone No.-0141-2701174

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*Handwritten signature*

**RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION**

Kaushal Bhawan, J-8-B, Jhalana Institutional Area, Jaipur - 302004

Telephone No.: (0141) 2715800 [www.livelihood.rajasthan.gov.in](http://www.livelihood.rajasthan.gov.in)**Expression of Interest (EoI) (GENERAL)**

for submission (Apply Online through SSO ID on RSLDC portal) of proposal to undertake the project under Mukhya Mantri Yuva Kaushal Yojana 2.0 (MMYKY 2.0) Date of Issue of EoI: - .....

**1. Background:**

Rajasthan Skill and Livelihoods Development Corporation (RSLDC) is mandated to implement the short-term skill development programmes in the State. The unorganized sector is facing number of challenges with respect to skill development. Facilities for training in informal sector are grossly inadequate. To meet this kind of inadequacy, RSLDC has already issued EOIs earlier to invite proposals for setting up Skill Development Centers (SDCs) and is implementing state sponsored skill training programmes in collaboration with large number of training partners. RSLDC is constantly embracing effective measures to enable easy access to training and skill development to the youth across the State. In order to accelerate this initiative, RSLDC is inviting this EOI from various Government Institutions/ Public Sector Units/Universities/Higher educational institutes including technical and professional institutes, colleges, private ITIs, polytechnics and other skill training provider institutions to partner with RSLDC as a training provider to execute skill competency based Vocational Courses under MMYKY 2.0 scheme.

As part of this initiative to enhance the skill sets amongst college students and provide skill-based learning, RSLDC aims to impart soft skills & domain-based skills to youth studying in regular Govt. colleges through computer-based training (CBT), distance learning, E-learning, where training will be imparted through digital platform and no lab/classroom is required for training. RSLDC & CCE will be offering online domain and Soft Skills courses to improve employability of college graduates.

**2. Invitation:**

RSLDC now invites Expression of Interest (EOI) from eligible national agencies and business houses, industry bodies, Government Institutions, etc. engaged in providing vocational skill training or in administering educational services, with keen interest to operate, maintain and manage MMYKY at Rajasthan, and in imparting industry relevant skills. Interested agencies with required qualification and experience may submit their EOI applications as per the prescribed format attached under Annexures of this document, along with details and supporting documents as specified therein.

**3. Objective of EoI:**

The objective of this scheme is to provide employability skills through a combination of soft skills and domain-based skills to students across multiple Government colleges in Rajasthan. All students undergoing Graduation (UG) II & III year and Post-Graduation (PG) I & II year are eligible to enroll themselves in this scheme. MMYKY scheme aims to impart soft skills & domain-based skills in youth studying in regular Govt. colleges through computer-based training (CBT), distance learning, E-learning, where training will be imparted through digital platform and no lab/classroom is required for training. RSLDC & CCE will be offering online domain and Soft Skills courses to improve employability of college graduates.

The main objective of this EoI is to:

- To attract proposals from professional skill training provider /Project Implementation Agencies to empanel them as Training Partners of RSLDC to execute online short-term skill training programme for eligible and interested students.
- To provide Industry-specific training to youth studying in regular Govt. colleges.
- To improve employability opportunities of college graduates and post graduates.
- To make the youth ready for the employment and for entrepreneurship.



4. Eligibility Criteria. The Bidder/Proposer must fulfill the following eligibility criteria and submit the required documentary evidence: -

S.No	Paramotor	Must Meet criteria	Documents to be attached
1.	Application by Bidder addressed to Managing Director RSLDC, in response to the EoI	Must Meet	As per Annexure 1
2.	The Agency should be a registered Partnership Firm/Private Limited Company/Public Limited Company/ Society/Trust/Association/ Government Institutions/ Public Sector Units/Universities/Higher educational Institutes including technical and professional institutes having affiliation or recognition of relevant Board or Council and submit Covering letter as per Annexure-1 and applicant details with relevant documents as per Annexure-2.AND Bidder should have been in existence and operational continuously in India for last 5 years. JV is Allowed. Annexure-9	Must Meet	1. Certificate of Incorporation or any other registration certificate; 2. GST registration certificate 3. Copy of PAN card 4. Details to be given along with Declaration as per Annexure 2  • Annexure 9 Terms & Conditions for Joint Ventures/ Consortium applicants.
3.	The bidder should not currently be or have been debarred and / or blacklisted and / or Suspended by any Central / State Government Department/any multilateral agency nor should have any litigation or enquiry pending with regards to the works executed by it.	Must Meet	Undertaking to be submitted on letter head of the entity. (Format as per Annexure 6)
4.	<u>For agencies already operating in the skill development field:</u> Must have an average annual turnover of minimum INR 20 Lakhs or more in the past three consecutive financial years (2019-20, 2020-21, and 2021-22).  <u>For agencies not presently working in skill development field:</u> Must have an average annual turnover of minimum INR 1 Crore or more in the past three consecutive financial years (2020-21, 2021-22, and 2022-23).	Must Meet	A CA certificate on Skilling and Education Services turnover over the last three financial years including annual audited account to verify the turnover. As per Annexure 3A & Annexure 3B.
5.	The Bidder must have a minimum of 3 (three) skill development training centers located in the State/UT of	Must Meet	Rent Agreement and Letter from the relevant State/Central Government Skill Department regarding the same. As per Annexure 4

1.	India, which have been functional/operational for more than 03 years as per Annexure-4.		
6.	The Bidder must have experience of Online training at least 1000 youths in any state or central government scheme in last three (3) years (2019-20, 2020-21, and 2021-22) combined as per Annexure-5.	Must Meet	Copies of Work order, contracts or/and Agreement or Letter from Client or copy of Invoices raised to clients or/and Completion certificate clearly mentioning the scope of work. As per Annexure 6
7.	The Bidder should have conducted minimum three skill-based training programs in at least 03 of the sectors/subjects out of the list of offered courses by RSLDC or under any of the state or central government schemes in the last three financial years 2019-20, 2020-21 and 2021-22).	Must Meet	As per Annexure 7
8.	The Bidder must have the following minimum Infra and Hardware Configuration to conduct the online classes:- a) Classroom Studio of size Minimum 150 sq.ft and should be Rajasthan state. b) Laptop/PC with minimum 2GHZ Intel or AMD Processor with 4GB RAM, 250 HDD, Microphone and Headsets. c) Smart Interactive Board d) IP CCTV Camera with 1080P resolution to cover trainer from at least two sides / one side. e) Internet connectivity with minimum 50 MBPS Speed. f) Online platform with licensed version for conduct of classes.	Must Meet	Self-Certificate on company letter head As per Annexure 8

**5. Other Terms and Conditions.**

- a) Government institutions shall be exempted from all eligibility criteria. However, all applicants shall have to submit their fields of expertise in which they wish to conduct training once shortlisted and approved based on the list of courses finalized by RSLDC. (Annexure 10).
- b) The applicant/agency must read the MMYKY guidelines and circulars issued by RSLDC (as amended from time to time) before filing the proposal. The applicants are required to provide self-declaration in consonance with common norms for the following: -

- i. To arrange sufficient equipment, licensed version online training platform, tools, drive to save recordings, training aids, course material, supply and other essentials required for imparting training to youth in the proposed course (s)
- ii. To mobilize and counsel youth for training, wherever available
- iii. To hire/engage competent and eligible trainer(s) of Post Graduate Degree (in the relevant field) with at least 5 years' experience in the field of teaching/Skilling or Post Graduate with B.Ed. and 03 years to teaching experience in the relevant field are available for the courses approved.



- iv. To prepare and share daily attendance in prescribed format (In & out) at the online session with duration which has to be integrated with ISMS system of RSLDC and provide other information required by RSLDC.
- v. To arrange assessment and certification of trained youth as per guidelines within 15 days of completion of the training program.
- vi. To maintain records of training including the expenditure made for setting up and conduct of skill training programmes for 03 years.
- vii. Document Required: All applicants will have to submit a self-certificate/declaration as per Annexure-8.

- Ensure training partner have at least 3 years of online training experience.

#### 6. Proposal Submission Guidelines

Sr.no.	Parameters	Conditions/Provisions
I	Proposal Processing Fee	Training Providers have to pay a non-refundable Proposal Processing Fee of Rs. 25000/- (Rupees Twenty-Five Thousand only). This will be paid Online on ISMS Portal only. Proposals that are not accompanied by the Proposal Processing Fee shall be rejected by RSLDC.
II	Earnest Money Deposit (EMD)	<p>Training Providers are requested to submit a refundable Earnest Money Deposit (EMD) of Rs 100,000/- (Rupees one Lakh only) paid Online on ISMS Portal only. Proposals that are not accompanied by the above Earnest Money Deposit (EMD) shall not be considered. Proposals received after due date shall be rejected and submitted processing fee and EMD amount shall be refunded.</p> <ul style="list-style-type: none"> <li>• The EMD of the unsuccessful Training Provider would be returned (without interest) as soon as possible after decision of rejection. In case of shortlisted Training Provider, the EMD would remain with RSLDC till signing of MoU and will return thereafter.</li> <li>• The EMD will be forfeited on account of one or more of the following reasons: <ul style="list-style-type: none"> <li>a. In case, applicant withdraws from an EoI during the period of validity of EoI (EoI shall be valid for 180 days from date of submission of proposal);</li> <li>b. In case, applicant does not participate in the subsequent process of EoI (Presentation before the committee, Signing of MoU) after having been shortlisted.</li> </ul> </li> </ul> <p><b>All the payments (Processing fee &amp; EMD) will be paid online through RSLDC ISMS PORTAL.</b></p> <p><b>Note: Government Institutions shall be exempted from EMD.</b></p>
III	Performance Security Deposit (PSD)	<p>The shortlisted agency should furnish a Security Deposit (SD) of Rs 50,000/- (Fifty Thousand only), in favor of RSLDC at the time of <u>establishment of virtual Skill Development Centre (SDC)</u>. The SD shall remain with RSLDC Upto the closure of SDC. If TP fails to deliver or comply with guidelines (as amended from time to time), RSLDC will forfeit SD amount for that particular SDC.</p> <p><b>Note: Government Institutions shall be exempted from PSD.</b></p>
IV.	Duration of the Project	One year from the date of signing MOU and extendable to one year at a time as per the requirement.
V.	Funding pattern	As per RSLDC's MMYKY guidelines/circulars (as amended from time to time).

VI.	Organization of Training	The Applicant has to follow RSLDC's guidelines/circulars issued for MMYKY scheme (as amended from time to time) for Training delivery, Assessment & Certification, Payment disbursement and other details as required by RSLDC.
VIII.	Submission of Proposal	<p>Interested agencies fulfilling eligibility conditions as mentioned above can <i>Apply Online through SSO ID (SSO Portal) on RSLDC portal</i> with their detailed proposal for undertaking execution of MMYKY scheme in the State on or before ..... by 18.00 evening.</p> <p>The proposal should carry following documents as per checklist given in the EoI:</p> <ol style="list-style-type: none"> <li>1. Covering Letter-Annexure-1</li> <li>2. Applicant details along with required documents as per Annexure-2</li> <li>3. Copy of audited financials (Annual Turnover) for the last 3 years along with required documents as per Annexure-3</li> <li>4. Details of one (1) active skill development centers as per Annexure-4</li> <li>5. Trainees details with required documents as per Annexure-5</li> <li>6. An affidavit for not being blacklisted Annexure-6</li> <li>7. Experience details as per Annexure-7</li> <li>8. Self-declaration as per Annexure-8</li> <li>9. Details of Joint ventures/Consortium Annexure-9</li> <li>10. Details of Placement partnership/Tie-ups with Company/Industry as per Annexure-11</li> <li>11. Details of working experience in relevant sector as per Annexure-12</li> </ol> <p>The Managing Director, RSLDC reserves the right to accept or reject any proposal without providing any reason, what so ever. The decision of RSLDC shall be final and binding upon the Company/Agency. For further details, visit website <a href="http://www.livelihood.rajasthan.gov.in">www.livelihood.rajasthan.gov.in</a>  <b>Note : Hardcopy of EoI is Not Accepted after the submission of Online Proposal.</b></p>

7. Funding pattern: As per MMYKY's norms and as per RSLDC's guidelines/circulars (as amended from time to time).

8. Roles and Responsibilities of Selected Training Partners. The responsibility of the Training Partner will be as below:

- Ensuring complete Guidelines of MMYKY are read and followed.
- Ensuring the minimum hardware, Infra and Internet facilities as given at 4 (7) above are available with the selected TP prior to commencement of training. A certificate with geo tagged photos of the Class Room Studio with Rent Agreement will be provided by the TP at least 15 days prior to the commencement of online training. Non-compliance of requirements is liable to make the TP Ineligible for commencement of training. Decision of RSLDC will be final in this regard.
- Ensuring Trainers with minimum qualification of Post Graduate Degree (in the relevant field) with at least 5 years' experience in the field of teaching/Skilling or Post Graduate with B.Ed. and 03 years to teaching experience in relevant field are available for the courses approved. Required certificates with CVs will be provided by the TP



along with the infra details. All trainers must have adequate fluency (both written and verbal) in English and Hindi to conduct the online training program.

- Although RSLDC and CCE will assist the TPs in mobilization of candidates but the sole responsibility of mobilization of candidates will be on TPs.
- Screening and induction of mobilized candidates in the appropriate trade as per the interest, aptitude and the candidate must be from regular student in Govt. college of Rajasthan, which must be strictly adhered to, without which candidates shall be treated as not eligible.
- Imparting training in strict adherence as per the curriculum and job roles / trades-based courses prescribed under course module approved by RSLDC.
- Structuring the required training inputs including training material, content and curriculum, training infrastructure, assessment methodology etc.
- Regular monitoring to ensuring quality of training as per the required standards and specifications. Attendance will be provided daily through the virtual platform screen shots at the beginning and end of the class.
- Preparing the candidates for third party assessment and certification as well as cooperating with the RSLDC and the Assessment Agencies for the same.
- Ensuring Training Partner or its staff address the concern, queries and grievance of its trainees & staff members immediately or within maximum 24 hours.
- Making the data available for random audits during training and after training for 3 months.
- Any other requirements as per RSLDC guidelines.

*Note: Sub-letting or franchise mode of training in any form shall not be permitted. If such practice is found to be followed, RSLDC reserves the right to initiate strict penal action against the agencies.*

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9. Evaluation Criteria. Criteria, sub criteria and point system for evaluation to be followed under this procedure is as under:

**EVALUATION CRITERIA (Skill Category)**  
Annexure -13 (Proposal Evaluation Matrix)ss

S. No.	Criteria	Max Marks	Marks Distribution
1	Average annual turnover for the last three financial years i.e. 2019-20, 2020-21, and 2021-22 from skill related projects	25	20 Lakh – 40 Lakh – 5 Marks 41 Lakh – 60 Lakh – 10 Marks 61 Lakh – 80 Lakh – 20 Marks More than 80 Lakh – 25 marks
2	Number of SDC established in last 02 years	15	1 – 2 SDC – 5 marks 3 – 5 SDC – 10 marks More than 5 SDC – 15 marks
3	Youth trained through skill training programme in any Ministry/State/central Govt./UT Administration/ Semi- Govt. Organization/PSU/Reputed Private Limited Company in last 03 years	17.5	500-750 trained – 5 marks 750 – 1000 trained – 10 marks Above 1000 – 17.5 marks
4	Youth placed through skill training programme in any Ministry/State/central Govt./UT Administration/ Semi- Govt. Organization/PSU/Reputed Private Limited Company in last 03 years	17.5	400-550 placed – 5 marks 550-700 placed – 10 marks More than 700 placed – 17.5 marks
5	Number of Placement Partnership/Tie-ups with other reputed company/industries as per Annexure-11	25	01-05 Tie-ups – 10 marks 06- 10 Tie-ups – 20 marks More than 10 Tie-ups – 25 marks
	<b>Total Marks</b>	<b>100</b>	

**EVALUATION CRITERIA (Non-skill Category)**

S. No.	Criteria for Non Skilling	Max Marks	Marks Distribution
1	Average annual turnover for the last three financial years i.e., 2019-20, 2020-21 and 2021-22 from other business activities	30	1.0– 2.0 crores – 10 Marks 2.01 – 5 crores – 20 Marks More than 5 crores – 30 marks
2	Number of placement partnership/tie ups	40	01-05 Tie-ups – 15 marks 06- 10 Tie-ups – 30 marks More than 10 Tie-ups – 40 marks



3	Working Experience in relevant sector specific experience as per Annexure 12	30	<u>For non-relevant exp. In proposed sector</u> Minimum 3 year – 10 marks More than 3 years – 15 marks <u>For relevant exp. In proposed sector</u> minimum 3 years – 20 marks more than 3 years – 30 marks
	Total Marks	100	

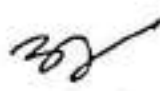
#### 10. Mechanism for approval of the Project

- The applicant has to submit a complete proposal on ISMS portal and make a presentation before RSLDC, which will be evaluated by the RSLDC committee. Additionally, a soft and hard copy of the entire proposal will have to be submitted in the form of CD/DVD/EMAIL/PEN DRIVE/proposal document.
- The proposal should consist of all the documents as required under the Eligibility Criteria.
- The credentials, claims, awards, etc. in support of proposal, if any, must be submitted along with the proposal, along with a brief writeup to justify their proposed association with RSLDC, along with justification of proposed demand of the skilled worked force that will be met through training programme and how the employment of the trained candidate will be ensured.
- The syllabus, duration and course curriculum (learning material) in which training will be imparted will have to be contained in the proposal. The decision of RSLDC with respect to approval of course will be final. The course approval will be required every time a new consortium is proposed under this arrangement.
- The evaluation of proposals and marking will be based on the criteria and table given at 9 above. The shortlisted applicants will be called for a presentation in front of Project Approval Committee (PAC) on a date and time intimated subsequently. A hard copy of presentation will also have to be submitted on the presentation date. The final approval of targets will be based on the evaluation of the The Project Approval Committee based on evaluation parameters and the presentation by the applicant/bidder.  
If approved, applicant will be given Empanelment Order, Sanction Order and allowed establishment of online SDVP (Skill Development Virtual Platform).
- In case of any grievance regarding selection or rejection, agency may appeal before MD, RSLDC within 15 days from the date of issuing empanelment order.
- Post selection, the successful applicant must create virtual online training platform and accordingly have to create batches on the ISMS portal of RSLDC by following due online registration processes and terms and conditions. The ISMS portal will also cover the entire value chain of skill development implementation from registration of candidates, monitoring, evaluation of training to tracking along with SDVP registration, payment management etc.

**Note :** Proposal evaluation matrix to be adopted by project approval committee is given on Annexure 13.

**11. Right to Terminate the Process/ Issue of Corrigendum/Other Rights**

- RSLDC may, for any reason, modify the Eol document by issuing a corrigendum and may, at its discretion, extend the last date for the receipt of proposals.
- RSLDC may terminate the RFP/Eol process at any time without assigning any reason. RSLDC makes no commitments, express or implied, that this process will result in a business transaction with anyone or between anyone.
- RSLDC reserves the right to modify and amend any of the condition/criterion as stipulated in whole/parts of this Eol document depending upon project priorities vis-à-vis urgent commitments.

- Note:**
1. RSLDC reserves the right to amend courses and guidelines from time to time.
  2. The RSLDC has full powers to decide about the number of candidates to be trained in a particular course. Its decision will be binding on all organizations submitting the proposals.
  3. Disclaimer: - All Terms and Conditions of RTPP act will be applicable as per rule and will be applicable on Eol.
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12. Checklist for proposal submission (online) under MMYKY (General)

S. No.	Document Description	Page number	
		from	To
1.	Covering Letter as per Annexure-1		
2.	Applicant's Details along with required documents as per Annexure-2		
	<input type="checkbox"/> Relevant document for Proprietorship/ Partnership Firm/Private Limited Company/ Public Limited Company/ Society/Trust/Association/Government Institutions/Public Sector Units/Universities/Higher educational institutes including technical and professional institutes having affiliation or recognition of relevant board or council		
	<input type="checkbox"/> Copy of PAN Card		
	<input type="checkbox"/> Trade license/ Sales tax registration/IT registration (if any)		
	<input type="checkbox"/> GST Registration		
3.	Audited Financials (Average Annual Turnover) for last three financial years as per Annexure-3(A), & 3(B)		
	Balance sheet of last 3 years		
	FY 2020-21		
	FY 2021-22		
	FY 2022-23		
	Income Tax Return Acknowledgment for last 3 years		
	FY 2020-21		
	FY 2021-22		
	FY 2022-23		
4.	Details of One (1) active skill development centers as per Annexure-4		
5.	Training and Placement details as per Annexure-5		
6.	An affidavit for not being blacklisted as per Annexure- 6		
7.	Experience Details as per Annexure- 7		
8.	Self-declaration as per Annexure-8		
9.	Details of Joint ventures/ Consortium as per Annexure-9		
10.	Details of Placement partnership/Tie-ups with Company/Industry as per Annexure-11		
11.	Details of working experience in relevant sector as per Annexure-12		

Note: Agency must have to submit EoI documents as per the above checklist, any shortcoming in the document submission, will not be considered and proposal will be rejected.

For and on behalf of:

Signature:  
Name:  
Designation:  
(Authorized Representative and Signatory)  
(Organization Seal)  
Date:



**Annexure -1:  
Format of the Covering Letter**

(The Covering Letter is to be submitted by (Name of Agency) on his/ her organization letterhead  
with registration number, dated Signed and Seal by authorized signatory)

To

Managing Director  
Rajasthan Skill and Livelihoods Development  
Corporation  
Kaushal Bhawan, J-8-B, Jhalana Institutional Area, Jaipur - 302  
004

Dear Sir,

**Sub: Request for empanelment as training partner under Mukhya Mantri Yuva Kaushal  
Yojana (MMYKY) scheme of RSLDC**

Please find enclosed Proposal in respect of the Expression of Interest (Eoi) (GENERAL) for submission of  
proposal to undertake the project under Mukhya Mantri Yuva Kaushal Yojana (MMYKY) scheme of RSLDC.  
Issued by the Rajasthan Skill and Livelihoods Development Corporation (RSLDC) on ..... (date of Eoi  
published)

We hereby confirm that:

1. The proposal is being submitted by \_\_\_\_\_ (name of the agency who is  
the applicant, in accordance with the conditions stipulated in the Eoi).
2. We have examined in detail and have understood the terms and conditions stipulated in the Eoi  
Document issued by RSLDC and in any subsequent communication sent by RSLDC. We agree and  
undertake to abide by all these terms and conditions. Our Proposal is consistent with all the  
requirements of submission as stated in the Eoi or in any of the subsequent communications from  
RSLDC.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated  
in the Eoi, and is correct to the best of our knowledge and understanding. We would be solely  
responsible for any errors or omissions in our Proposal. We acknowledge that RSLDC will be relying  
on the information provided in the Proposal and the documents accompanying such Proposal for  
empanelment of the applicant for the aforesaid programme and we certify that all information provided  
in the application is true and correct; nothing has been omitted which renders such information  
misleading; and all documents accompanying such Proposal are true copies of their respective originals.
4. We acknowledge the right of RSLDC to reject our Proposal without assigning any reason or  
otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the  
same on any account whatsoever.
5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the Eoi.
6. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the  
Eoi.



7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

This Proposal is made for expressing our interest for the purpose of empanelment under MMYKY Scheme/programme of RSLDC

8. The brief information about processing fee and EMD is as under: -

Particular	Amount (INR)	DD No./Receipt no	Date	Bank
Processing Fee	25,000/-			
EMD	1,00,000/-			

\*Processing fee is non-refundable

Proposed Course Detail:

S.N.	Sector Name	Course Name	Proposed Target

In witness thereof, we submit this Proposal under and in accordance with the terms of the EoI document.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and  
Signatory) (Organization Seal)

Date:

**Annexure -2:  
Applicant Details**

(Declaration by (Name of Agency) on his/ her organization letterhead with registration number, dated Sign and Seal by authorized signatory)

S. No.	Description	Details
1.	Name of Legal Constitution of Agency	
2.	Status / Constitution of the Agency	
3.	Name of Authorized Signatory	
4.	Designation of Authorized signatory	
5.	Contact address and number	
6.	Type of agency (registered Proprietorship/Partnership Firm/Private Limited Company/Public Limited Company/Society/Trust/Association/Government institutions/Public Sector Units/Universities/Higher educational institutes including technical and professional institutes having affiliation or recognition of relevant Board or Council)	
7.	Registration Number	
8.	Date of Registration	
9.	Place of Registration	
10.	PAN Card Number	
11.	Copy of trade license/sales tax registration/IT registration/ GSTIN	
12.	Name of Primary point of contact (For all sort of communication purpose)	
13.	Contact Number and E-mail	

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

(Organization Seal)

Date:

Note: Copy of the registration certificate from the appropriate Registering Authority should be enclosed as given below:

- If Proprietorship Firm: Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant.
- If Partnership Firm: Copy of Registered Partnership Deed/Certificate of the Partnership duly certified by a Chartered Accountant.
- If Public/ Private Limited Company: Copy of Registration/Incorporation Certificate and Memorandum and Articles of Association.
- If Society / Trust / Association: Copy of Registration Certificate and Bylaws of Society / Trust / Association.



**Annexure -3 A:**  
**Financial Details (For Skill Category)**

(Declaration by Chartered Accountant on Letterhead with his/her dated Sign and Seal)

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of ₹ 20Lakh (Twenty Lakh) or more from skill development and placement linked programs and positive net worth in the past three consecutive years (2019-20, 2020-21, 2021-2022). The details of annual turnover are mentioned below:

S. No.	Financial Year	Annual Turnover (INR) in lakh	Net Worth (INR)
1	2019-2020		
2	2020-2021		
3	2021-2022		
	Total		
	Average		

Note: Audited balance sheet and ITR for the past three years (2019-20, 2020-21, and 2021-2022) should be submitted by the Applicant, which must support Annual turnover and net worth.

(Chartered Accountant):

Signature  
Name:  
Registration No:  
Contact No.

Seal

Date:



**Annexure -3 B**  
**Financial Details (For Non-Skill Category)**

(Declaration by Chartered Accountant on Letterhead with his/her dated Sign and Seal)

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rs. 1 Crore or more from various activities and positive net worth, in the past three consecutive years (2019-20, 2020-21, 2021-2022). The details of annual turnover are mentioned below:

S. No.	Financial Year	Annual Turnover (INR) In lakh	Net Worth (INR)
1	2019-2020		
2	2020-2021		
3	2021-2022		
	Total		
	Average		

Note: Audited balance sheet and ITR for the past three years (2019-20, 2020-21, and 2021-2022) should be submitted by the Applicant, which must support Annual turnover and net worth.

(Chartered Accountant):

Signature  
Name:  
Registration No:  
Contact No.

Seal

Date:





**Annexure - 5:**  
**Trainees details**

(Declaration by (Name of Agency) on his/ her organization letterhead with registration number, dated Sign and Seal by authorized signatory)

Financial Year	Sector	Total No. of candidate trained	Details of supporting Proof provided
2020-21			
2021-22			
2022-23			
Total			

For and on behalf of:

Signature:  
Name:  
Designation:  
(Authorized Representative and Signatory)  
(Organization Seal)

Date:

Notes:

Please provide documentary Supporting proof as given below:

For Trainings conducted, self-attested copies of any of the following documents:

- Documents indicating experience in conducting 'Skill Training Programme' in the related field of Sector with number of youths trained (self-attested printouts of verifiable information given by Government or donor agency will be accepted)
- Self-attested detailed list of youth trained in proposed sectors



**Annexure -6:**  
**An affidavit for not being blacklisted**

(An affidavit on a non-judicial stamp paper of minimum Rs. 100/- by agency's Secretary/ Authorized Signatory with his/her dated Sign and Seal)

**AFFIDAVIT**

We, (Name of Agency) having its registered office at (Office address) do hereby declare that the Applicant hasn't been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

(Organization Seal)

Date:





**Annexure -4:**  
**Training Centre Details**

(Declaration by (Name of Agency) on his/ her organization letterhead with registration number, dated Sign  
and  
Seal by authorized  
signatory)

For active skill development center:

Sr. No	Particulars	Centre-1	Documentary evidences enclosed
1.	State		
2.	District		
3.	Name of Contact person and contact details for the Centre		
4.	Name of the training Center		
5.	Full address		
6.	Number of Classrooms (minimum capacity of the Centre should be not less than 30)		
7.	Number of Labs Available		
8.	Separate Wash Rooms for Boys and Girls (Yes/No)		
9.	Address of residential facility (if applicable)		
10.	Residential accommodation capacity – Boys/girls (if applicable)		

Note: Please enclose Documentary Evidence regarding training infrastructure available in the form of Two photos per Training Center, rent/ownership agreement. In the case of training centers with Residential Facilities separate photos for Residential accommodation including facilities such as Kitchen, Dining Hall and Living Room should be provided. Please provide separate sheet for each centre.

For and

behalf of:

Signature:

Name:

Designat

ion:

(Authorized Representative and Signatory)

(Organization

Seal) Date:



**Annexure -7:  
Experience Details**

(Declaration by (Name of Agency) on his/ her organization letterhead with registration number, dated Sign  
and  
Seal by authorized  
signatory)

Course Experience Details:  
Name of the Organization:

Sr. No	Course Name (from the List given at Annexure 10)	Project /Scheme name	Training Mode (Online/Offline)	Duration of training	Financial Year	Documentary evidences enclosed
1.						
2.						
3.						
4.						
5.						

Note: Please enclose Documentary Evidence regarding Training carried out in the fields of expertise.

For and behalf

of Signature:

Name:

Designation:

on:

(Authorized Representative and Signatory)

(Organization Seal) Date





**Annexure - 8:  
Self-Declaration**

(Declaration by (Name of Agency) on his/ her organization letterhead with registration number, dated Sign and Seal by authorized signatory)

To whomsoever it may concern

On the basis of registration document/certificates, we M/s (Name of agency), having office at (Office address), hereby give our consent for following as per norms of RSLDC (As amended from time to time):

- I. To set-up dedicated Skill Development virtual Platform (SDVP) as per given specification in the guideline or any other specification by RSLDC.
- II. To arrange sufficient equipment, licensed version online training platform, tools, drive to save recordings, training aids, course material, supply and other essentials required for imparting training to youth in the proposed course (s).
- III. To enroll and counsel youth for training.
- IV. To hire/engage competent and eligible trainer(s) with minimum qualification of Post Graduate Degree (in the relevant field) with at least 5 years' experience in the field of teaching/Skilling or Post Graduate with B.Ed. and 03 years' experience in the field of teaching/skilling.
- V. To prepare and share daily attendance in prescribed format (in & out) at the online session with duration which has to be integrated with ISMS system of RSLDC and provide other information required by RSLDC.
- VI. To arrange assessment and certification of trained youth as per the guidelines.
- VII. To maintain records of training including the expenditure made for conducting online training.

For and on behalf of:

Signature:

Name:

Designation:


(Authorized Representative and Signatory)

(Organization Seal)

Date:



#### Annexure - 9: Terms & Conditions for Joint Ventures/Consortium applicants

- a) The JV/consortium shall be based on a legal agreement among members where the Lead Member of the JV/consortium is clearly stated.
  - b) The Lead Member shall bear entire financial responsibility for the project, including fulfilment of demand/recovery by the Government in case of any default or deviations in the project or for which work has not been completed as per the sanction.
  - c) The Lead Member cannot walkout after the project is approved. All the commitments as per the sanction order for project delivery have to be met by the Lead Member in case the applicant PIA fails to do so.
  - d) The Lead Member undertakes to develop the capabilities of the other members also.
  - e) The Lead Member shall also fulfil all financial eligibility criteria in terms of the Guidelines.
  - f) The applicant PIA shall be responsible for delivery of the project as per sanction.
  - g) The project shall be sanctioned in the name of the applicant PIA, and it shall be clearly mentioned that the project is being undertaken as a JV/consortium.
  - h) There is a clear division of the responsibilities among the members in the JV/consortium.
  - i) The oversight mechanism of the Lead Member is explicit and adequate.
  - j) All the members of JV/consortium may claim credit for the work done under a JV/consortium for categorization in future projects.
- 



List of Courses under Mukhya Mantri Yuva Kaushal Yojana (MMYKY)

SR. No.	Sector Name	Course Names	QP Code	Total Duration (in Hours)
1.	Automotive	Executive Sales and Value-Added Services	ASC/Q1012	245
2.	Automotive	Showroom - Customer Relationship Executive	ASC/Q1111	245
3.	BFSI	Skills for Business Correspondence & Facilitation	BSC/Q0301	175
4.	BFSI	Accounts & Tax Assistant	BSC/Q8101	245
5.	BFSI	Stock Market Skills	BSC/Q0601-201	210
6.	BFSI	Skills for Life Insurance Agent	BSC/Q0101	210
7.	IT/ITes	CRM Skills Voice	SSC/Q2210	280
8.	IT/ITes	Data Entry Skills	SSC/Q2212	245
9.	Management	Office Management Skills	MEP/Q0202-5-7	210
10.	Management	Spoken English & Communication	SEC/001	210
11.	Retail	Sales Associate Skills	RAS/Q0104	210
12.	Telecom	Customer Care - Relationship Centre Skills	TEL/Q0101	210
13.	Tourism and Hospitality	Travel Consultant Skills	THC/Q4404	231
14.	Tourism and Hospitality	Skills for Tour Manager	THC/Q4405	210
15.	Media & Entertainment	Digital Photography & Videography Skills	MES/101-102	175

**Annexure - 11: Placement Partnership/Tie-ups**

S.No.	Name of Company/Industry	Sector/Job role	No. of Placement Tie-ups	Details of supporting documents provided

**Note:** Please enclose Documentary Evidence regarding placement partnership/Tie ups.

**For and on behalf of:**

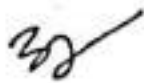
**Signature:**

**Name:**

**Designation:**

**(Authorized Representative and Signatory)**

**(Organization Seal)**



**Date:**

**Annexure - 12: Working Experience in relevant sector  
(For Non-Skill Category)**

S.No.	Proposed Sector/Job role	Working Experience (In Years)	Details of supporting documents provided

**Note:** Please enclose Documentary Evidence regarding working experience in relevant sector.

**For and on behalf of:**

**Signature:**

**Name:**

**Designation:**

**(Authorized Representative and Signatory)**

**(Organization Seal)**



**Date:**