



**Madhya Pradesh Tourism Board**

**(CIN): U75302MP2017NPL043078**

**6th Floor, Lily Trade Wing, Jahangirabad, Bhopal**

**Pradesh, India. Pin code – 462008**

**Website: [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in)**

## **Request For Technical Proposal for Empanelment of Private Training Service Providers in Tourism, Hospitality and Allied Sectors For Implementing Skill Development Program**

**NIT No: 5409/2023/TSP/MPTB**

**System No: 2023\_MPTB\_299078**

**14<sup>th</sup> August 2023**

Bids are invited for empanelment of **PRIVATE TRAINING SERVICE PROVIDERS IN TOURISM, HOSPITALITY AND ALLIED SECTORS FOR IMPLEMENTING SKILL DEVELOPMENT PROGRAM**. The detailed terms & conditions can be downloaded from website <https://www.mptenders.gov.in/> [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in) For any other information, contact **+91-9407057416** or email on [cs.mptb@mp.gov.in](mailto:cs.mptb@mp.gov.in) contact no. **0755-2780600** or email on: [dirskill.mptb@mp.gov.in](mailto:dirskill.mptb@mp.gov.in) . Last date and Time for online Purchase and submission is 11<sup>th</sup> September 2023- 03:00 PM PM.

**Managing Director**

## **Request For Technical Proposal for Empanelment of Private Training Service Providers in Tourism, Hospitality and Allied Sectors for Implementing Skill Development Program**



The heart of  
**Incredible India**

**Madhya Pradesh Tourism Board**

**Bhopal, India**

**2023**

## DISCLAIMER

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Agency. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Agency and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## List of Abbreviations

Terms	Description
<b>EMD</b>	Earnest Money Deposit
<b>GoI</b>	Government of India
<b>ITI</b>	Industrial Training Institute
<b>MES</b>	Modular Employable Skills
<b>MoSDE</b>	Ministry of Skill Development and Entrepreneurship
<b>MPCVET</b>	Madhya Pradesh Council for Vocational Education & Training
<b>MPTB</b>	Madhya Pradesh Tourism Board
<b>NOS</b>	National Occupational Standard
<b>NSDC</b>	National Skill Development Corporation
<b>PG</b>	Performance Guarantee
<b>QP</b>	Qualification Pack
<b>RFP</b>	Request for Proposal
<b>SDC</b>	Skill Development Centre
<b>SSC</b>	Sector Skill Council
<b>ToR</b>	Terms of Reference
<b>TSP</b>	Training Service Provider

## DATA SHEET

1	Name of the Authority: Managing Director, Madhya Pradesh Tourism Board, Bhopal
2	Method of Selection: <b>QBS</b> (Quality Based Selection)
3	Issue of Bid documents: 14 <sup>th</sup> August 2023
4	A Pre-Bid Conference will be held: <b>Yes</b> Date: 22 <sup>th</sup> August 2023 Time:12:00 PM Venue: Madhya Pradesh Tourism Board (MPTB) 6th Floor, Lily Trade Wing, Jahangirabad Bhopal – 462008
5	Proposal should remain valid for <b>120 days</b> from the proposal due date
6	The Agency/Firm is required to include with its Proposal written confirmation of authorization to sign on behalf of the Firm: <b>Yes</b>
7	The Agency/Firm must submit the proposal online only
8	Cost of RFP document to be paid: Yes, Rs.11,800/- (Rs. Eleven Thousand Eight Hundred only) including GST to be paid online only through MP E- procurement portal towards non-refundable RFP Document Fees and Rs. 295/- (Rupees Two hundred and ninety-five only) towards non-refundable e-procurement processing fees through online payment at e-Procurement portal ( <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> ).
9	The Amount for EMD: <b>Rs. 2,00,000/- only (Rupees Two Lakh only)</b> to be submitted <b>online only</b> through MP E Procurement portal ( <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> ) by NEFT/RTGS/Net Banking or Card Payment only.
10	EMD will be returned not later than <b>180 days</b> from Proposal Due Date, except in case of the 2 Lowest-ranked bidders. EMD of the 2nd ranked bidder shall be returned on signing of the agreement with the selected bidder. The selected bidder's EMD shall be returned upon completion of the proposed assignment. Bids not accompanied by the EMD shall be rejected.
11	<b>Performance Guarantee</b> 10% of total work order cost in form of Demand Draft to be submitted in favour of MPTB, Bhopal within 7 days from date of issuing of each work order.
12	All correspondence shall be addressed to: Managing Director, Madhya Pradesh Tourism Board (MPTB) 6th Floor, Lily Trade Wing, Jahangirabad Bhopal – 462008 Contact No. 0755-2780600 Email: <a href="mailto:dirskill.mptb@mp.gov.in">dirskill.mptb@mp.gov.in</a> Website: <a href="http://www.mptourism.com">www.mptourism.com</a>

13	Online Tender Purchase Start Date : 04 <sup>th</sup> September 2023, 05:00 PM
14	Last date for Online submission : 11 <sup>th</sup> September 2023, 15:00 PM
15	Date for Opening of Proposal:12 <sup>th</sup> September 2023, 15:00 PM

## Definitions and Glossary

Terms	Description
<b>Aadhar linked Biometric Attendance</b>	Aadhar linked Biometric attendance machine captures unique biological/physical feature such as finger(s) print cross verified with data fetched through the UIDAI portal for identity verification. All centres must capture the biometric attendance of trainers and trainees as per the specifications provided on the web-portal of MPTB.
<b>Agreement/Empanelment</b>	Contract between MPTB and selected TSPs for implementing Skill Development program signed in form of a Memorandum of Understanding (MoU).
<b>Batch Size</b>	The total no. of candidates getting trained in a particular job role at a particular time in a single classroom or practical room. The approved batch size, under these schemes, is minimum 20 candidates to maximum 30 candidates.
<b>Centre affiliation fees</b>	All TSPs are required to get their training centres affiliated from concerned sector skill council.
<b>Client/Authority</b>	The Managing Director Madhya Pradesh Tourism Board (MPTB), who has invited proposals for empanelment with whom the selected Training Service Provider signs the Contract for the Services and to whom the selected Training Service Provider shall provide services as per the terms and conditions and Terms of Reference (ToR) of the contract.
<b>Disqualification</b>	The exclusion of the Applicant from the empanelment process or de-empanelment due to any of the following reasons: <ul style="list-style-type: none"> <li>• The Applicant has wrongly stated/manipulated the facts and figures in the proposal at any stage before/after the award of the Assignment</li> <li>• The Applicant tries to influence the evaluation process by any means.</li> </ul> In case of disqualification, Earnest Money Deposit or Performance Guarantee, as applicable, shall be forfeited.
<b>Mobilization</b>	Conveying the correct message to the target audience, thereby motivating them to participate/register for schemes.
<b>National Occupational Standards (NOS)</b>	National Occupational Standards (NOS) specify the standard of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Essentially NOS are benchmark of good practices. Each NOS defines one key function in a job role. NOS describe functions of performance and



	knowledge/understanding. The NOS are laid down by employers (through their SSCs). A set of NOS, aligned to a job role, called Qualification Pack (QP), would be available for every job role in each industry sector. These drive both the creation of curriculum and assessments.
<b>National Skill Development Corporation (NSDC)</b>	National Skill Development Corporation (NSDC) aims to promote skill development by catalysing creation of large, quality, for-profit vocational institutions. It provides funding to build scalable, for-profit vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships.
<b>Placement</b>	<p>Placement under schemes is defined if a candidate fulfils the following criteria: -</p> <ul style="list-style-type: none"> <li>• He/ she continue in job for 03 months or run his/her own set-up for 03 months, post completion of training programme.</li> <li>• Salary received as per the minimum wages of Semi-Skilled labour in the state of Madhya Pradesh or earned income as per the minimum wages of Semi- Skilled labour in the state of Madhya Pradesh.</li> <li>• He/she should receive the salary in his/her dedicated bank account or should have earned the income in his/her dedicated bank account</li> </ul> <p>The mandatory documentary proof of every candidate placed should be uploaded on the MPTB portal.</p>
<b>Placement Rate</b>	The number of students placed as a proportion number of students completed training of the batch size.
<b>Qualifications Pack (QP)</b>	QP comprises the set of Occupational Standards, together with the educational, training and other criteria required to perform a job role.
<b>Sector Skill Councils (SSCs)</b>	<p>SSCs are national partnership organizations that bring together all the stakeholders – industry, labor and the academia, for the common purpose of workforce development in particular industry sectors. They operate as autonomous bodies. These councils are registered as a Section 25 Co.(under Companies Act 1956), or Society. Funding is initially done by NSDC &amp; Industry.</p> <p>Objectives of SSCs:</p> <ul style="list-style-type: none"> <li>• Conducting Research</li> <li>• Building Quality Assurance</li> <li>• Providing training curriculum</li> <li>• Affiliation of training centres</li> <li>• Assessment &amp; certification</li> <li>• Setting up sectoral Centre of Excellences (CoE)</li> </ul>
<b>Post Placement Tracking</b>	Tracking of candidates for a period of 6 months (at least once every month) post completion of training. Candidate wise records are to be maintained regarding mode of tracking, date of tracking, person by whom tracking was done, latest status of the candidate (working/not working, satisfied/unsatisfied with job, wants new job etc.) and remedial measures to be taken (if required). A three-tier mechanism would be followed to track the candidates after placement:-



	<ul style="list-style-type: none"> <li>• Desk verification.</li> <li>• SMS and Telephonic Verification.</li> <li>• Physical Verification</li> </ul>
<b>Training Service Provider(TSP) Terms of Reference (ToR)</b>	Any entity which has submitted its proposal and may provide Services to the Client under the Contract. ToR means the document included in the RFP, which explains the objectives, scope of work, activities and tasks to be performed, respective responsibilities of the Client and the Training Service Provider, and expected results and deliverables of the Assignment/job.
<b>Sponsoring Agency</b>	For the purpose of this RFP, the sponsoring agency is defined as any State Government/Central Government /Ministry/Department/Government Agency / bilateral agency/ any company conducting CSR activities or any accreditation body as defined in the respective eligibility criteria which has empanel the Training Service Provider to conduct training programs and funded the training project of the Training Service Provider.
<b>Validity of the proposal</b>	The proposal shall remain valid for a period of 120 days from the last date of submission specified in the tender document. However, it may be extended by MPTB. In such a case, consent from the applicant TSPs would be sought in advance. If the applicant is not willing to provide its consent for extension, then its proposal with EMD would be returned.

## Section A – Preface

### 1. Introduction to MPTB

Madhya Pradesh Tourism Board, under Tourism Department is established as a separate entity and is constituted as a non-profit company under Companies Act. Madhya Pradesh Tourism Board also referred to as the 'MPTB', was established in 2017 with an objective to promote tourism in the state of Madhya Pradesh.

### 2. The key objectives of MPTB are:

- Development of tourism with Public Private Partnership in sustainable manner
- Investor Facilitation
- Publicity/Promotion of Tourist destinations Nationally & Internationally
- Identification and Development of Tourism Infrastructure through Public-Private Partnership (PPP).

### 3. Architecture and Strategy for Schemes' Implementation

MPTB plans to engage TSPs through this RFP who would act as the Implementing Agencies for the skill development program by mobilizing, training, placing and tracking the candidates in following sectors:

- Tourism & Hospitality Sector-** The proposed job roles are mentioned in ANNEXURE 2K and
- Allied Sectors** which are as follows:

1. Electricals	2. Electronics	3. Plumbing
4. Management	5. Retail	6. Gems & Jewellery
7. Automobile	8. Media & entertainment	9. Beauty & wellness
10. Domestic	11. Banking and finance	

The TSPs will be responsible for candidate mobilization, training, placement and post placement tracking under the overall supervision of skill development program. MPTB shall monitor the program performance as per the envisaged monitoring & evaluation framework. The entire task of Programme Monitoring and Evaluation shall be completed through an online portal based MIS (Management Information System) that would be designed, developed and deployed by MPTB/ or any exiting government scheme.

## Section B – Instruction to Applicants

### 4. Introduction to RFP

MPTB invites technical proposals from the Training Service Providers in Tourism, Hospitality and Allied Sector for empanelment with the department for implementing skill development program.

Applicants are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Failure to furnish all information required as mentioned in the documents or submission of a proposal not substantially responsive to RFP in every aspect will be at the Applicant's risk and may result in rejection of the proposal.

### 5. Compliant Process/Completeness of Response

Applicants are advised to study all instructions, forms, terms, requirements and other information in the documents carefully. Submission of the proposal should be deemed to have been done after careful study and examination of the document with full understanding of its implications. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicants should:

- i. Include all documentation specified in this document
- ii. Follow the format of this document and respond to each element in the order as set out in this document
- iii. Comply with all the requirements as set out within this document.

### 6. Language of the Proposal

The proposal as well as all the supporting documents relating to the proposal exchanged by the Applicant shall be written in English or Hindi language only. Proposal received in any other language shall not be allowed / evaluated.

### 7. Right to Terminate the Process

MPTB may terminate the Proposal Evaluation process at any point of time and without assigning any reason thereof. MPTB makes no commitments, expressed or implied that this process will result in a business transaction with anyone.

This document does not constitute an offer by MPTB. The Applicant's participation in this process may result in MPTB selecting the proposal to engage towards execution of the contract.

## 8. Conflict of Interest

MPTB requires that the empanelled Training Service Providers provide professional, objective and impartial services and at all times hold the client's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interest and act without any consideration for future work. Without limitation on the generality of the foregoing, the Training Service Provider shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. **Conflicting Assignment/Job:** A Training Service Provider selected to provide Skill Development Training for this project shall be disqualified from providing subsequent downstream works or services resulting from or directly related to this project if the Training Service Provider is found to provide any other activity to the Client under the same Scheme resulting in clash of interest.
- ii. **Conflicting Relationships:** A Training Service Provider that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract. Training Service Providers have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the norms of technical proposal provided herewith. If the Training Service Provider fails to disclose said situations and if the Client comes to know about any such situation at any time, it may lead to the disqualification of the Training Service Provider during bidding process or the termination of its contract during execution of the assignment. Training Service Provider shall submit only one proposal for this project. If a Training Service Provider submits or participates in more than one proposal, such proposals shall be disqualified.

## 9. Confidentiality

- i. From the time, the submitted proposals are opened to the time the Empanelment is announced, the Applicant should not contact MPTB on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Applicants who have submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.
- ii. Any attempt by shortlisted Applicants or anyone on behalf of the Applicant to influence the Client improperly in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal.
- iii. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of empanelment notification, if an Applicant wishes to contact MPTB on any matter related to the selection process, it should do so only in writing.

## 10. Disqualification

The proposal would be disqualified at any time during the Technical Evaluation process at the sole discretion of the MPTB, for the following reasons:

- i. Made misleading or false representations or suppressed relevant information in the proposal (including documents, forms, statements, attachments, etc.)  
submitted as proof of the eligibility requirements or as part of their proposal;
- iii. Incomplete proposals or proposals with incomplete information may be rejected.  
Applicants may be asked to submit any supplementary information / document / clarification after submission of proposal to MPTB. Any such request by MPTB for submission of additionally required information / clarification by applicant TSPs would be made in writing;
- iv. Failure to meet any of the eligibility criteria as mentioned in the document; and
- v. Blacklisted or bankrupt by the Government of India (GoI), State Government or any other Government owned agency including quasi-Government sector organization or company or any bank, for corrupt, fraudulent practices or reasons related to non performance in an engagement on the date of opening of proposal

## 11. Right to Accept Any Proposal and to Reject Any or All Proposals

MPTB reserves the right to accept or reject any proposal, and to annul the evaluation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected proposal or Applicants or any obligation to inform the affected proposal or Applicants of the grounds for MPTB action.

## 12. Clarifications

- i) Agency may request a clarification on any of the bid documents in Pre-Bid Meeting on the indicated date. MPTB will respond to such requests and will post the response on MP E- Procurement Portal: [www.mptenders.gov.in](http://www.mptenders.gov.in) and will inform the Pre- Bid Attendees by Email.
- ii) At any time before the submission of Proposals, MPTB may, for any reason, whether at its own initiative or in response to a clarification request by an invited firm, modify the bid documents (RFP) by amendment on MP E- Procurement Portal: [www.mptenders.gov.in](http://www.mptenders.gov.in) and may inform the Pre- Bid Attendees by Email. MPTB may, at its discretion, extend the deadline for the submission of Proposals.

## 13. Amendments Modification of RFP

- i) At any time prior to the deadline for submission of RFP, Authority may, for any reason, whatsoever at its own initiative or in response to clarifications requested by Bidder, modify the RFP by the issuance of Addendum.
- ii) Any Amendments/ Clarifications/Addendum thus issued will be posted on E - tendering website: [www.mptenders.gov.in](http://www.mptenders.gov.in) and may be informed to the Pre- Bid Attendees by Email.
- iii) All such amendments/addendum will become part of the bidding document.

- iv) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Authority may, at its own discretion, extend the Bid Submission Last Date.

## 14. PREPARATION & SUBMISSION OF BIDS

### 14.1 Format & signing of Bid

- i. The Bidder shall prepare one original copy of the documents comprising the Bid as described in the RFP. The Bidder bidding for the project has to submit a signed and complete Bid of the Project duly along with all relevant required documents and EMD.
- ii. The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.
- iii. The Bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Authority, or as necessary to correct errors made by the Bidder, in which case all such corrections shall be initialled by the person or persons bidder to sign the Bid.
- iv. **The Bid document shall be in serial number and properly arranged.**

### 14.2 Submission of Bid

The Bidder shall submit the Bid on the website [www.mptendres.gov.in](http://www.mptendres.gov.in) containing the Documents listed in annexures.

### 14.3 Bid Due Date

- i) Bids should be submitted on or before date, provided in the RFP in the manner and form as detailed in this RFP.
- ii) The Authority may, in its sole discretion, extend the Bid Due Date in accordance with the RFP



#### **14.4 Late Bids**

Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

#### **14.5 Modifications/ Substitution/ Withdrawal of Bids**

No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

#### **14.6 Correspondence with the Bidder**

The Authority shall not entertain any correspondence with from any Bidder in relation to acceptance or rejection of any Bid.

## Section C – Preparation of Proposals

### 15. General Considerations

- i. In preparing the Proposal, the Applicant is expected to examine this RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal and will be the sole responsibility of the Applicant.
- ii. The Applicants shall bear all costs associated with the preparation and submission of its Proposal. MPTB shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. MPTB is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the Empanelment, without thereby incurring any liability to the Applicant.
- iii. All correspondence and documents relating to the Proposal exchanged between the Applicant and MPTB shall be written in English or Hindi language only.  
Correspondence by e-mail would also be considered official.

### 16. Proposal Validity

- i The Applicant's Proposal must remain valid for at least 120 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by MPTB as non-responsive bid.
- ii During this period, the Applicant shall maintain its original Proposal without any change.
- iii In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Applicants to extend the period of validity of their Proposals.
- iv Further, the client may ask any information / clarification / document from any or all bidders before the notification of empanelment, if so required. Any such request for submission of any information / clarification / document from any or all bidders would be made in writing through the web-portal.

## 17. Subcontracting or Franchising

- i Training Service Providers cannot sub contract the conduct of training.
- ii Training Service Providers cannot operate the training centres via franchise agreement.
- iii In case any Training Service Provider is found violating Clause 15 (i) & (ii), the Client may consider cancelling the contract, withholding all payments and forfeiture of the PG. The Client may also blacklist the Training Service Provider who violates this condition.

## 18. Empanelment to be non-exclusive

This common empanelment of the Training Service Providers is being done on non-exclusive basis. MPTB reserves the right to empanel more Training Service Providers as and when required, for any geography/location, sectors or for any other reason and in the manner in the sole discretion of MPTB.

## 19. Earnest Money Deposit

- i Every applicant participating in the bidding process must furnish the required Earnest Money Deposit (EMD) (to be submitted online only).
- ii The EMD shall be converted to bid security of the selected bidder.
- iii **Refund of EMD:** The EMD of unsuccessful applicants shall be refunded within 30 days of completion of agreement signing process.
- iv **Forfeiture of EMD:** The EMD taken from the applicant shall be forfeited in the following cases:
  - i When the applicant does not signs the contract within the stipulated period as mentioned in the "Schedule of Activities".
  - ii When the Applicant withdraws or modifies the proposal after opening of proposals.
  - iii Rejection of proposal on account of Corrupt and Fraudulent Practices.
  - iv Breach of Confidentiality.
  - v Failure to deposit PG within 07 days from issuing work order.
  - vi On failure to ensure acceptance/execution of work order (even one) issued from time to time it would result in de-empanelment of the selected agency as well as forfeiture of EMD.

## 20. Performance Guarantee

After the notification of selected TSPs is issued, the TSP has to submit the PG (10% of total work order cost in form of Demand Draft to be submitted in favour of MPTB, Bhopal within 7 days from date of issuing of each work order.), failing which the agreement with MPTB will not be signed and the empanelment of the TSP will stand cancelled.

**Return of PG:** The PG shall be returned after 6 months from the date of completion of project after adjustment for any deductions.

**Forfeiture of PG:** PG shall be forfeited in the following cases unless decided otherwise by MPTB:

- a. When any terms and conditions of the Agreement/Mou are breached.
- b. When the TSP fails to provide the services as specified in the RFP & sanction order within the timeframe provided
- c. If the TSP is found to be indulged in any fraudulent or corrupt practices, the PG will be forfeited.
- d. In case of de-empanelment as stated in point c) of Clause 38.

No interest will be paid by MPTB on the EMD or PG amount. Notice will be given to the TSP before forfeiting the PG. Forfeiture of PG shall be without prejudice to any other right of MPTB to claim any damages as admissible under the law as well as to take such action against the TSP such as severing future business relation or black listing, etc.

## Section D – Proposal Submission and Evaluation

### 21. Submission of Proposals

- i The Proposal shall comprise all the documents as listed in **Annexure - 2A** to **Annexure- 2J**.
- ii The Applicants shall bear all costs associated with the preparation and submission of its proposal, and MPTB shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. MPTB is not bound to accept any proposal, and reserves the right to cancel the selection process at any time prior to the Empanelment, without thereby incurring any liability to the Applicant.
- iii An authorized representative of the Applicant should sign the original submission letters in the required formats (**Annexure –2A**) for the Proposal. The authorization should be in the form of a written power of attorney (Annexure –2B), executed on a non-judicial stamp paper of Rs. 500.00 duly notarized / registered and attached with the Proposal. The Power of Attorney should be duly signed and sealed by the Principal and the Attorney in presence of two witnesses. This document should be in accordance to the by-laws / MoA / Trust Deed / any such other document of the organization.
- iv All pages of the proposal and where corrections or amendments have been made should be signed by the authorized signatory except where the attestation by Chartered Accountant is required. In case of detection of any forgery, the proposal may summarily be rejected, and MPTB may also resort to a legal action against the Applicant(s).
- v Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initials done by the person signing the Proposal.
- vi A soft copy of the details of candidates trained and placed shall be submitted in the specified format as per Annexure –2F & 2G respectively in an editable MS Excel Format.

### 22. Proposal Evaluation

- i The Project Appraisal / Bid Evaluation Committee constituted by MPTB shall evaluate the responses to the Proposals and all supporting documents/ documentary evidence. The decision of the Committee in the evaluation of responses to the proposal shall be final.
- ii The Committee reserves the right to reject any or all proposals on the basis of any deviations. The Committee, under approval by the MPTB, may ask for clarifications and / or additional information from any or all applicants, if required. Each of the responses would be evaluated as per the criterions and requirements specified in this document.

## 23. Eligible Organizations

### 23.1 General Eligibility

- i An agency **currently empanelled/ Working** in following Flagship skill Development and Placement Program in the Madhya Pradesh -
  - **Deen Dayal Upadhyaya Grammen Kaushal Yojna ( DDUGKY).**
  - **Deen Dayal Antoyday National Urban Livelihood Mission ( DAY NULM)**
- ii Agency is **currently empanelled with both or any one** the departments are eligible to apply for this bid. The agency needs to provide empanelment letter and works orders of above mentioned programs defining sectors, area and targets clearly.

### 23.2 Apart from point 21.1 a & b, The agency need to fulfil the following criteria:

- i A company/partnership/society/trust with a minimum of **05 years** of existence as on 31.03.2023.
- ii Organizations must **not be black-listed** or bankrupt from any government/semi-government/other entities. Consortiums are not allowed under the schemes. *(Certificate of Incorporation under relevant Act, PAN Card, GST,TAN No. (if applicable) and Self declaration regarding non-blacklisting (as per Annexure-2I) need to be submitted.)*
- iii Agency must have successful skill development training and placement working experience of minimum 03 years in the state.

### 23.3 Financial Capability

Any Organization defined in Clause 21.1, and 21.2

Should have an average annual turnover of **INR 03 crore** from **conducting skill training programs** during the last **three financial years (FY2020-21, FY2021-22 and FY 2022-23)**. *(Audited P&L/Income statements for and FY2020-21, FY2021-22 and FY 2022-23 (provisional balance sheet may be accepted for FY 2022-23) CA Certificate as per Annexure – 2H indicating turnover from skilling need to be submitted.)*

Audited Balance Sheet for last three years (provisional balance sheet may be accepted for FY 2022-23) and CA Certificate as per Annexure – 2H indicating net-worth need to be submitted.

### 23.4 Technical Capability

Any Organization defined in Clause 21.1, 21.2 and 21.3

Should have successfully trained at least **3,000 candidates** on a consolidated basis (**in any sector**) in last three years and minimum **500 trained in Tourism & Hospitality Sector** during the three years.

*“Trained” means vocational training of duration more than 120 hours in the sectors or modules pertaining to Modules or job roles notified by DGT under Modular Employable Skills / Sector Skill Councils or any Training programmes sponsored by any state or central government department/ministry/CSR initiatives. for completed projects and certificate from the sponsoring agency mentioning the sector-wise number of trainees trained as on 31.03.2023. Ongoing training /projects will not be considered as trained. Documentary evidence of number of candidates trained needs to be provided as per Annexure 2F.*

### 23.5 Placement Capability

Any Organization defined in Clause 21.1, 21.2, 21.3 and 21.4

Should have placed at least 2000 candidates in employment on a consolidated basis ( in any sector) and 300 in Tourism & Hospitality Sector during the last three financial years.

*“Placed” means wage employment for minimum three months post completion of training.*

*Project completion certificates mentioning the sector-wise no. of trainees placed for completed projects and certificate from the sponsoring agency mentioning the sector-wise number of trainees placed as on 31.03.2023. Documentary evidence of number of candidates placed needs to be provided as per Annexure 2G.*

### 23.6 Operational Capability

- Any Organization defined in Clause 21.1, 21.2, 21.3 and 21.4 must have operations in Madhya Pradesh from last three years and must have presence in **minimum 05 districts (within state)** with a track record of operating a minimum of **05 training centres** in last **three years**.
- The centres must be accredited with the **Concerned SSC** and must have **minimum 04-star rating**. Certificate from the sponsoring agency / SSC, mentioning the addresses of the Training Centres operated by the Training Service Provider clearly mentioning the name of state, district and training centre.
- The applicant organization should have either owned or rented premises for training. In case of rented premises copy of the rent agreement on stamp paper is required. If the premises is own ownership. Letter is to submit a proof of



## 24. Criteria for Technical Evaluation

A Project Appraisal Committee constituted by MPTB will carry out evaluation of the Technical Proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal. In order to reach such a determination, the committee will examine the information furnished by the Applicants, and shall evaluate the same as per the evaluation criteria specified in this proposal.

## 25. Document based evaluation of the Technical Proposal

Final score will be assigned to the Applicants after assessing Technical Proposal document. The Project Appraisal Committee of the MPTB shall evaluate all eligible proposals, based on the criteria of this RFP.

Evaluation will be done on the basis of document submitted in the proposal and marks obtained on presentation. The agency who are technically qualified will be called for presentation. A detailed presentation (10 minutes) including innovation, approach of training, candidate data base, placement assistance and tip us and other handholding support.

**The minimum qualifying marks will be 75 out of 100 Marks.** Marking criteria for document based technical evaluation will include the following parameters:

S. No	Marking Dimensions	Means of Documentary Proof	Verification / Marking Pattern	Max Marks
<b>Overall Training Capability (in all Sector)</b>				
1	<b>No. of trainees trained in last 03 years.</b>	Certificate Completion from Sponsoring Agency / Details uploaded on portal (duly Singed by Sponsoring Agency	For every 100 trainees trained above 3000 (the eligibility requirement), one mark will be given subject to maximum 20 marks. No marks will be given for less than 50 trainees trained (*NOTE).	<b>20</b>
<b>Sector Specific Training Capability (in Tourism &amp; Hospitality Sector )</b>				
2	<b>No. of trainees trained particular sector in last 03 years.</b>	Certificate Completion from Sponsoring Agency / Details uploaded on portal (duly Singed by Sponsoring Agency	For every 100 trainees trained above 500 (the eligibility requirement ), one mark will be given subject to maximum 10 marks. No marks will be given for less than 50 trainees trained(*NOTE).	<b>10</b>
<b>Overall Placement Capability (in all Sector)</b>				
3	<b>No. of trainees Placed in last 03 years.</b>	Certificate Completion from Sponsoring Agency / Details uploaded on portal (duly Singed by Sponsoring Agency	For every 100 trainees trained above 2000 (the eligibility requirement) , one mark will be given subject to maximum 10 marks. No marks will be given for less than 50 trainees trained(*NOTE).	<b>10</b>
<b>Sector Specific Placement Capability (in Tourism &amp; Hospitality Sector)</b>				
4	<b>No. of trainees Placed particular sector in last 03 years.</b>	Certificate Completion from Sponsoring Agency / Details uploaded on portal (duly Singed by Sponsoring Agency	For every 100 trainees trained above 300 (the eligibility requirement) , one mark will be given subject to maximum 10 marks. No marks will be given for less than 50 trainees trained(*NOTE).	<b>10</b>
<b>Placement Tie-ups / MoUs</b>				
5	<b>Industry Tie-ups / MoUs for Placement</b>	Tie-ups / MoUs with the Industry and placement Partners for FY 2022-23& 2023-24 mentioning the number of Trainees to be hired, Job role, salary and any other relevant role, salary and any other relevant details of employment	For every sector specific Tie-up/MoUs for placements ,for every 100 candidates two marks will be awarded subject to maximum of 10 marks	<b>10</b>
<b>Training Centres</b>				
6	<b>Madhya Pradesh ( No. of Training Centres)</b>	Certificate Completion from Sponsoring Agency / Details uploaded on portal (duly Singed by Sponsoring Agency. Name address, sector clearly mentioned.	For every training centre two marks will be given subject to maximum of 10 marks	<b>10</b>
<b>Trainers</b>				
7	<b>Qualified Faculty/Trainers</b>	CV of trainers as per Annexure – 2E with the	For every trainer certified by Tourism and hospitality sector skill council two	<b>10</b>

	(Certified by valid certificate of Training of Trainers by SSC)	mark will be given subject to maximum of 10 marks.	
8	<b>Presentations</b>		<b>20</b>
	<b>Total</b>		<b>100</b>

**\*NOTE**

#### Illustration For The Purpose Of Assigning Marks

No. of trainees trained above the eligibility requirement	Computation	Marks awarded
100		1
130	For 1 <sup>st</sup> 100 trainees = 1 mark For next 30 trainees = 0 marks	1
180	For 1 <sup>st</sup> 100 trainees = 1 mark For next 80 trainees = 1 mark	2

## Section E – Scope of Work

The scope of work to be undertaken by the empanelled Training Service Provider will be as follows:

### 26. Mobilization, counselling and registration of eligible candidates

- Awareness creation in the district in which the TSP has been empanelled
- Counselling for the job seekers
- Registration of interested candidates for the courses being run by the TSP
- Selected TSPs ensure that there is no duplication in terms of selection of trainees i.e. the enrolled trainees should not be trained under DDU-GKY / PMKVY / NULM/ any other schemes sponsored by Central / State Government or District Administration in the particular QP/Trade/Module for the trainees is enrolled in a batch. Similarly s/he should also not be trained in any other QP/Trade/Module under aforementioned schemes/ programmes in the past six months. The MPTB may cross-verify the databases of enrolled trainees under these schemes with the databases of other schemes. If the Second Party is found violating this condition, strict action up to the extent of blacklisting the Second Party, would be taken by the MPTB.
- Candidate Pre-Counseling: Counseling job seekers registered on the MPTB portal for their training needs, career options and career planning
- Listing out the type and categories of jobs and mapping them with available modules.
- Counseling the candidates and their parents on the available job opportunities / training locations and set their expectations on jobs, relocation requirements and compensation.
- The above data shall be provided to MPTB for display on its website.

## 27. Course and curriculum design

- i The TSP shall follow QP/NOS based courses.
- ii TSP needs to mention the sector in which it intends to provide training in the Technical Proposal.
- iii TSP would inform MPTB the QP/NOS selected by them, post empanelment.
- iv Training Service Provider will have to prepare the course content as per the QP/NOS norms prescribed by the concerned Sector Skill Council (SSC) and the same will have to be validated by MPTB before initiation of the training programmes or at the time of Centre Affiliation.
- v In case QP/NOS for a trade is not available, then the Empowered Committee of State Government may decide on commencement of such training programmes. The norms of the training would be decided by this committee on case-to-case basis.

## 28. Training

- i Setting up of Training Centre by the Training Service Provider
  - ii Getting the training centre affiliated by Sector Skill Council/MPTB
  - iii Installation of biometric devices and CCTV cameras (as per the specifications specified by PMKVY3.0 at the training centre has to be ensured prior to the commencement of the training
  - iv The TSPs will have to assign trainers to the batches
  - v The trainers for QP/NOS batches will have to be certified by respective SSCs
  - vi Conducting training of the registered candidates
- G. Ensuring involvement of local and sectoral industries for
- Conducting training programmes as per industry needs
  - Quality assessment of training programmes
  - On-the-Job training
  - Placement of trained candidates

## 29. Placement of candidates

A minimum placement of 70% (minimum 50% wage and maximum 20% self-employment) would be mandatory for Training Service Providers. Failing to achieve minimum placement requirement may lead to monetary penalty or de-registration of Training Service Provider. The TSP will make sure of the following:

- i Placing the trained candidates in industries through placement tie-ups
- ii Bank linkages for candidates who opt for self-employment
- iii Videos & Photo proof of employee.

### 30. Post placement tracking

- i The TSP will have to maintain a tracking system of all candidates placed and report the status on a monthly basis. MPTB retains the right to validate the reports from the employer/trainees.
- ii Post placement tracking of the candidates who are placed in the industries

Selected TSPs shall comply with the norms as specified under PMKVY3.0 , the circulars issued by the MPTB or any other additional requirements arising out of revisions / modifications / clarifications/addendum in the SOP thereto. In case of any revision / addendum / modification / clarification in the SOP, a revised version of the SOP will be made public and supersede the earlier version of the SOP. The revised version of the SOP would become the part of the contract. The conditions and the processes laid down in the prevailing SOP would become the mandatory norms for implementation of the project by all the stakeholders.

## Section F – Key Terms Related To Empanelment

### 31. Selection of area/destination:-

The Training Service Provider only needs to provide the list of locations in which the TSP is willing to work. It will be considered that the locations mentioned by the TSP are an expression of interest by the TSP to work in that district. There is no minimum or maximum restriction on the no. of locations that a Training Service Provider can choose.

The applicants would be ranked in accordance with the technical score obtained by them as per technical evaluation scoring criteria mentioned in Section D above. Postscoring of TSPs, a consolidated / final score for all TSPs would be calculated.

In the course of target allocation, if the targets are exhausted / not available of the preferred locations by the TSPs; then the MPTB would allocate targets based on the existing needs of the other locations on mutual consultation with the TSP.

The major conditions for allotment of targets to TSPs would be –

- i MPTB reserve the right to forfeit the target if the performance of a TSP is not found satisfactory.
- ii The target allocated under this RFP, can be increase/ decrease based on the training outcome by the TSPs.
- iii MPTB reserves the right to modify aforementioned conditions for target allotment.

## 32. Training Target

- I. The training target for a TSP will depend on availability resources with MPTB.
- I. **Area Vise Targets:-**
  - a. Initially the targets are being given up to one year from the date of signing of contract. The allotted targets would be reviewed on a quarterly basis or as decided by MPTB. The TSPs should make all possible efforts for inclusion of STs, SCs, OBCs, and other marginalized sections of society as per their proportion in the total population in the location based on their interests and preferences. This would be one of the important parameters during the quarterly review and target extension.
  - b. The targets for subsequent years, upon the discretion of the MPTB, may be allotted keeping in view the performance of the TSPs and based on geographical / sectoral needs as per the prevalent policies and norms.
- II. **No. of Trainees :-**
  - a. The MPTB would allocate the targets for the number of trainees to be trained to the Training Service Provider every year as per the requirement.
  - b. The TSP must ensure a minimum of 70% attendance for trainees. The trainees who do not complete 70% attendance would not be eligible for assessment.
  - c. **Batch Size:** The minimum and maximum number of trainees in a short term training batch should be 15 and 27 respectively.

## 33. Training Cost and Norms

The training shall be implemented/ monitored as per the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 3.0 (2020-21). Training cost shall be paid on a per hour basis as per the Training Cost guidelines issued by MoSDE based on the recommendations of the Common Cost Norms committee. The rate will be updated as and when the Common Norms are revised by MoSDE, GoI through its notification. The training cost will be applicable on the Qualification Packs based on the category in which the course falls.

## 34. Payment Terms

Training cost payments would be paid by MPTB in three installments as per the latest Common Norms Notification issued by MoSDE, GoI.

- i The Training Service Providers (TSP) shall not receive any income in connection with the engagement except as provided for in the Agreement. The TSPs shall not engage in training/ Assessment activities that are in conflict with the interest of the MPTB under the Agreement.
- ii The TSPs shall not charge any amount or fees from the candidates for the training being conducted pursuant to this RFP.
- iii Neither the TSPs nor any of their affiliates shall be engaged in any assignment that, by its nature, meaning or implication runs in conflict with the present assignment.

### 35. Signing of Contract and Issuing of Work Order

After the notification of empanelment of Training Service Providers, MPTB will sign an agreement with the empanelled Training Service Provider. The agreement template will be shared with applicants who become eligible for empanelment after evaluation of Technical Proposals.

The term of agreement would be initially for one financial year effective from the date of signing of the contract. However the agreement may be considered for renewal upto 2 years if the performance of the training Provider assessed satisfactory and the MPTB so decided.

MPTB will then issue work order and the selected bidders shall have to submit the PG (10% of total work order cost in form of Demand Draft in favour of MPTB, Bhopal within 7 days from date of issuing of each work order.)

The empanelled TSPs are expected to commence the work within 30 days from the date of issue of work order. This would include:

- Mobilization of manpower for candidate registration and setting up a training centre
- Submission of work plan for the districts for which the TSP is empanelled.

### 36. Deliverables and Timelines

The Training Service Provider would be required to follow the timeline with respect to training, assessment and employment as detailed in the common norms or courses modules of particular trades developed by concern SSC & approved by NSDC.

### 37. Performance Review

The performance of the TSP would be evaluated on quarterly basis of any given financial year. In the preliminary evaluation undertaken in December of any given financial year. The TSP would be informed about their ranking and they would be required to ensure improvement in their performance both in terms of achieving the targets of training and placement of trained candidates. The evaluation would be as per the following matrix:-

- i The TSP would be allotted targets in the first quarter (April-June) of any financial year which they were ought to complete by December and of the reference year with respect to the candidates against the targets and getting them assessed also. The last quarter of the year (January-March) would be utilized specifically to ensure the placement of successful candidates.
- ii In a scoring matrix of 100 marks, distributed equally between the number of candidates trained against the targets during the reference year and number of candidates placed against the successfully trained candidates.



### Example:-

Following illustration is given to elaborate the above provision.

### Illustration:

Performance Matrix (Illustration) for Training			
Particulars	Details	Particulars	Details
Annual Training Targets	500	Target for Placement	300
Trained (Passed Assessment)	300	Placed Candidates	150
Percentage Achievement	60%	Percentage Achievement	50%
<b>Weightage (marks)</b>	<b>50</b>	<b>Weightage (marks)</b>	<b>50</b>
<b>Marks Obtained</b>	<b>30</b>	<b>Marks Obtained</b>	<b>25</b>

**Total Score= 75 (30+25)**

**The above figures are assumptive and merely for illustration.**

\*The composite score would be the basis on which target for the next Financial Year will be decided.

### 38. Clause for De-empanelment:

Based on the score obtained as stated in Clause 36, a TSP would be put in one of the four categories:

Score	Category
81 to 100	“High Performance”
61 to 80	“Satisfactory Performance”
41 to 60	“Needs Improvement”
<=40	“Poor”

- A TSP which scores  $\leq 40$  shall be treated as Poor performing and will face immediate de-empanelment.
- A TSP which scores more than 40 and upto 60 marks shall be treated in the category “Needs improvement”. Such TSP will have to achieve score of more than 60 within the next 3 months or else would be de-empanelment.
- In the event of a de-empanelment as stated above, the entire Performance Guarantee amount shall be forfeited. Any advance that has been extended to the TSP on the basis of the Performance Guarantee shall also be recovered.
- A TSP which scores more than 60 and upto 80 shall be treated in the category of “Satisfactory Performance” and shall be asked to submit a Plan on how it will move to the category of “High performance”.

### 39. Process Guidelines

The TSP will need to follow the Standard Operating Procedures (SOP) of Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 3.0 ( 2020-21) and circular/ guidelines issued by MPTB from time to time for conduct any of the activities. The changes made to the guidelines will be done as addendum and will be binding on all the applicants for any/all future activities with respect to the program

#### 40. Service level agreement

The selected TSP needs to follow the minimum acceptable level of service standards in implementation of the project under the scheme.

#### 41. Imposition of Penalties: -

Sr. No.	Description	Penalty
1	Delay in provision of training by service provider	<p><math>\leq 1</math> week – no penalty</p> <p><math>&gt; 1</math> week and <math>\leq 2</math> weeks – 2% of batch training cost</p> <p>For every week delay, additional 2% of the batch training cost shall be deducted from the invoice amount. The maximum limit of penalty shall be 10%, beyond which MPTB might cancel the empanelment if felt necessary.</p>
2	Assessment result of the trainees - On comparison of the pre-training and post-training assessment of the knowledge level of the trainees, at least 80% of the trainees should show positive growth (Video Recording of the same should be provided)	<p><math>&gt; 90\%</math> - No penalty</p> <p><math>\leq 90\%</math> and <math>&gt; 85\%</math> - 5% deduction of the batch training cost</p> <p><math>\leq 85\%</math> and <math>&gt; 80\%</math> - 10% deduction of the batch training cost</p> <p><math>&lt; 80\%</math> - the TSP shall be required to repeat the training programme without any additional cost</p>

## Section F – General Terms And Conditions

42. **Governing Law:** The Agreement shall be governed by and interpreted in accordance with the laws of India and under the jurisdiction of Bhopal Courts.

### 43. Force Majeure

#### 43.1 Definition

a) For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.

c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

d) MPTB will decide the eventuality of Force Majeure which will be binding on both the parties.

e) If it is found that the TSP has sublet any part of the conducting or providing the training under the franchise arrangement, the agreement would immediately terminated with for-feature performance guarantee.

- 43.2 **No Breach of Agreement:** The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

#### 43.3 Measures to be Taken

a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party’s inability to fulfill its obligations hereunder with a minimum of delay.

b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

- 43.4 **Extension of Time:** Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 43.5 **Payments:** No payment shall be made during the period of TSP's inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.
- 43.6 **Consultation:** Not later than thirty (30) days after the TSP has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

#### 44. Change Orders and Agreement Amendments

- 44.1 MPTB may at any time, order the TSPs through Notice, to make changes within the general scope of the Agreement in case of services to be provided by the TSP and the same would be considered as to be integral part of the agreement.
- 44.2 3.2 If any such change causes an increase or decrease in the cost of, or the time required for, the TSPs' performance of any provisions under the Agreement, an equitable adjustment shall be made in the Delivery and Completion Schedule and the Agreement shall accordingly be amended.

#### 45. Roles and Responsibilities of the MPTB

- 45.1 Timely Monitoring and Evaluation of the TSP Performance.
- 45.2 The Roles and Responsibilities of the MPTB shall be discharged on a best effort basis and they do not absolve the TSP from discharging the activities outlined under the Scope of Work section of this RFP document to achieve the targets as earmarked for them.

#### 46. Termination of the Agreement

- 46.1 Termination for Default: MPTB may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the TSP, terminate the Agreement in whole or in part (provided a cure period of not less than 30 days is given to the TSP to rectify the breach).
- a) The agreement may be terminated if it is discovered at any stage that the TSP has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to programme.
  - b) If the TSP, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
  - c) If the TSP commits breach of any condition of the Agreement.
  - d) If it is found that the TSP has sublet any part of the conducting or providing the training under the franchise arrangement, the agreement would immediately stand terminated with forfeiture of performance guarantee.

- 46.2 Termination for Convenience** - MPTB, by a written notice of at least 30 days sent to the TSP, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for MPTB's convenience, the extent to which performance of the selected Applicant under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the selected Applicant may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement if any due to such termination.
- 46.3 Limitation of Liability** - In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The Selected Applicant shall not be liable to the other hereunder or in relation hereto (whether in Agreement, tort, strict liability or otherwise) for more than the annual value of the training cost and any incentive paid (including any amounts invoiced but not yet paid) under this Agreement.
- 46.4 Termination by the Client** - The Client may, by not less than thirty (30) days' written notice of termination to the TSP, such notice to be given after the occurrence of any of the events, terminate this Agreement, if:
- a) the TSP fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently granted in writing;
  - b) the TSP becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
  - c) the TSP fails to comply with any final decision reached as a result of arbitration proceedings.
  - d) if the TSP fails to comply to the decisions of MPTB.
  - e) the TSP submits to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the TSP knows to be false;
  - f) any document, information, data or statement submitted by the TSP in its Proposals, based on which the TSP was considered eligible or successful, is found to be false, incorrect or misleading; or
  - g) as the result of Force Majeure, the TSP is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
  - h) The performance of the TSP is rated as to be unsatisfactory after annual reviews, the currency of the agreement would be shortened and the agreement would cease to exist thereafter. The MPTB would communicate such decision to the TSP by a reasoned order and the agreement will stand terminated from the date the MPTB so decides.

## 47. Cessation of Rights, Obligations and Services

47.1 Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except

- a) such rights and obligations as may have accrued on the date of termination or expiration,
- b) the obligation of confidentiality set forth in RFE,
- c) The TSP's obligation to permit inspection, copying and auditing of its accounts and records by MPTB.

47.2 Upon termination of this Agreement by notice of either Party to the other the TSP shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

## 48. Disputes Resolution

48.1 **Amicable Settlement:** The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice.

### 48.2 Arbitration

- a) In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitral proceedings shall be conducted by the Additional Chief Secretary/ Principle Secretary/ Secretary (as the case may be) of the Department of Vocational Education and Skill Development, Government of UP who will act a sole arbitrator to resolve such a dispute. Arbitration proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the award shall be made in English language. Arbitration proceedings shall be conducted at Lucknow and following are agreed.
- b) The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement

The Training Cost for each Cost Category of courses would be similar to that prescribed by the Ministry of Skill Development and Entrepreneurship Government of India, under its notification of Common Cost Norms (with amendments made time to time, if any)

Annexure - 1: Format for submission of Pre Bid Queries

Sl. No.	Section	Sub section	Reference/Subject	Clarifications sought



## **Annexure – 2 A: Proposal Submission Cover Letter**

(On the letterhead)

No.: ...../MPTB/S&T/2012-23

To:

Managing Director

Madhya Pradesh Tourism Board

Jahangirabad

Bhopal – 462008

{Location, Date}

Subject: - Submission of Technical Proposal for empanelment as a Training Service Provider under Skill Development Program.

Dear Sir / Madam,

We, the undersigned, wish to be empaneled as Training Partner with Madhya Pradesh Tourism Board in accordance with your request for proposal no. ..../MPTB/S&T/2022-23 dated\_\_\_\_\_ (T); we are hereby submitting our proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by MPTB.
- b. We have no conflict of interest as stated in this document.
- c. We meet the eligibility requirements as stated in this document.
- d. Our proposal shall remain valid for 120 days from the last date of bid submission deadline.
- e. In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per document.
- f. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.
- g. We undertake, if our Proposal is accepted, we will be entered into an Agreement to initiate the Training no later than the date specified by MPTB.
- i. We understand that MPTB is not bound to accept any Proposal that MPTB receives.

Yours sincerely,

Authorized Signature

{ In full and initials }

Name and Designation of Signatory:

Name of Applicant Organization:

Address:

Contact information (phone and e-mail)

## Annexure - 2B: Format for Power of Attorney for Signing of Application

(To be submitted along with stamp paper of Rs.500)

Know all men by these present that We..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name) ..... son/daughter/wife of ..... and presently residing at..... who is presently employed with us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the "Empanelment as a Training Service Provider under Skill Development Program". The attorney is fully authorized for providing information/ responses to the MPTB, representing us in all matters before the MPTB including negotiations with the MPTB, signing and execution of all agreements and undertakings consequent to acceptance of our proposal, and generally dealing with the MPTB in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

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

IN WITNESS WHEREOF WE,.....(Name of Organization) THE ABOVE NAMED

PRINCIPAL (Name & Designation of Executant) HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAY OF ..... IN.....;

(Signature, name, designation and address)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. \_\_\_\_\_
2. \_\_\_\_\_

### **Notes:**

1. To be executed on Rs. 100/- non-judicial stamp paper
2. By-laws / Memorandum of Association need to be attached.
3. Signatures of Attorney, Principal and two witnesses are must.
4. It must be notarized

### **Name and details of the Applicant and Authorized representative**

<b>Annexure -2C: Applicant's Overview and Application Parameters</b>	
<b>Name of Organization/Institution Type</b>	
<b>Registered address</b>	
<b>Corporate Head Office address</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Website</b>	
<b>Whether blacklisted or bankrupt by any Govt./semi Govt. organization/any bank (If yes, by whom)</b>	
<b>Name of authorized Representative</b>	
<b>Designation</b>	
<b>Mobile</b>	
<b>Email</b>	

Annexure – 2D: Qualifying Documents/Eligibility Related Documents

Sl. No.	Criteria	Mandatory Documents
1	<b>Past Experience</b> <ul style="list-style-type: none"> <li>Organization Type: Company/Partnership/Society /Trust</li> <li>Number of years in operations of firm as on 31.03.2023</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Incorporation under relevant Act. PAN card, TAN number Affiliation from NCVT/SSC/ SCVT/AICTE</li> <li>MoU signed with NSDC (wherever SCVT/AICTE</li> <li>MoU / Sanction Order from NSDC under</li> <li>Self-Certificate for non-blacklisting</li> </ul>
2	<b>Financial Capability</b> <ul style="list-style-type: none"> <li>Average Annual Turnover from conducting training programs</li> </ul>	<ul style="list-style-type: none"> <li>Audited P&amp;L / Income Statements for three FYs (FY2020-21, FY2021-22 and FY 2022-23) and CA Certificate in required format</li> <li>Audited balance sheet for FY2020-21, FY2021-22 and provisional shall be accepted for FY 2022-23 and CA Certificate in required format</li> </ul>
3	<b>Technical Capability</b> <ul style="list-style-type: none"> <li>Successfully trained at least minimum no. of candidates on a consolidated basis in last three FY years</li> </ul>	<ul style="list-style-type: none"> <li>Project completion certificates from sponsoring agency clearly highlighting the number of trainees trained.</li> </ul>
4	<b>Placement Capability</b> <ul style="list-style-type: none"> <li>Should have placed at least minimum no. of candidates a consolidated basis during the last three FY</li> </ul>	<ul style="list-style-type: none"> <li>Project completion certificates from sponsoring agency clearly highlighting the number of trainees placed.</li> </ul>
5	<b>Operational Capability</b> <ul style="list-style-type: none"> <li>Should have operations in minimum 05 Districts in the state with operating 05 training centres in last three FY</li> </ul>	<ul style="list-style-type: none"> <li>Certificate from the sponsoring agency / Conacred SSC, By clearly mentioning the location, sector/ category of the Training Centres operated by the agency.</li> </ul>
6	<b>Qualified Faculty / Trainers</b>	<ul style="list-style-type: none"> <li>CVs of faculty / trainers along with their appointment letter,</li> <li>Certification document from SSC</li> </ul>

## Annexure – 2E: Curriculum Vitae Template for Trainer

- 1.Name of the trainer:
- 2.UID (AADHAR) No. -
- 3.Sector& Module:
- 4.Date of Birth:
- 5.Educational qualifications:

No.	Education Qualification	University and College/Location	Passing Year	Marks Secured/GPA

### Work Experience

No.	Employer	Designation	Date From	Date To	Duration (in months)	Brief Description of Responsibilities

### 7. Details of project

No.	Name of The Client	Name of the project	Employer	Start Date	End Date	Duration (in months)	Brief Description of Responsibilities

### 8. Details of special achievements like certifications, trainings, etc.

No.	Type of Achievement	Date	Details of Achievement	Marks if any

9. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of trainer]

(Authorized signatory)  
Stamped and signed

Please enclose appointment letter and certification document received from SSC



## Annexure – 2F– Technical Capability

(“On the Letter Head of the Organization” Ref. No.: Date)

### Self-Certificate

This is to certify that we have trained.....candidates over the last three years as specified in the document.

The skill development training provided to the candidates as mentioned above relates to vocational training duration of more than 120 hours in the sectors or modules pertaining to one or more of the following courses or modules or job roles notified by SSC/MES sponsored by any state or central government department/ministry or CSR initiatives.

Training details (mandatory):

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed/ Ongoing)	Financial Year	Name of Sector	Number of Trainees trained

(Authorized signatory)  
Stamped and signed

Notes – This self-attested document should be enclosed with –

- Project completion certificates from sponsoring agency clearly highlighting the sector-wise number of trainees trained, in case of completed projects
- Certificate from sponsoring agency specifying the sector-wise number of trainees trained till 31.03.2023, in case of ongoing projects
- Work Orders/Sanction order/ MoU / Agreement / any other document mentioning the sector-wise no. of trainees trained / to be trained for completed / ongoing projects

### **Trainee Details\*:**

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year	Name of Sector	Name of trainee	Mobile No.

\*Supporting documents to be submitted in softcopy.  
DD/MM/YYYY format to be followed

## Annexure – 2G– Placement capability

(“On the Letter Head of the Organization” Ref. No.: Date)

### Self-Certificate

This is to certify that we have placed.....candidates which is ....% of the trained candidates over a period of three years as specified in the document.

Placement details (mandatory):

Sl. No.	Project sponsoring agency/ Self Sponsored	Name of the Project	Project Status (Completed / Ongoing)	Financial Year	Name of Sector	Number of Trainees placed

(Authorized signatory)

Stamped and signed

Notes – This self-attested document should be enclosed with –

- Project completion certificates from sponsoring agency clearly highlighting the number of trainees placed, in case of completed projects
- Certificate from sponsoring agency specifying number of trainees placed till 31.03.2023, in case of ongoing projects
- Self certificate / any other document mentioning the sector-wise no. of trainees placed for completed projects.

### **Placement (wage employment) Details\*:**

Sl. No.	Project sponsoring agency	Name Of the Project	Project Status (Completed /Ongoing)	Financial Year (2016-17/ 2017-18)	Name of Sector	Name of trainee placed	Mobile No.	Employer Name & Contact	Monthly Wage (inINR)

\*Supporting documents *to be submitted in softcopy*

**Annexure –2H: Financial Capability**  
**“On the Letter Head of the Organization”**

Ref. No.:

Date:

Certificate

With reference to the Clause No. 24 (ii) (Financial Capability) of the RFP No. 01/MPTB, this is to certify the below:

No.	Financial Year*	Expenditure/Receipts (in Rs. Lakhs)	
		Capital Expenditure	Expenditure on Skill Development Training programs
	2020-21		
	2021-22		
	2022-23		

(Authorized Signatory)

Stamped and signed

## CA Certificate

This is to certify the below details for the company .....

No.	Financial Year*	Expenditure/Receipts (in Rs. Lakhs)	
		Capital Expenditure	Expenditure on Skill Development Training Programs
	2020-21		
	2021-22		
	2022-23		

(Signature and Seal)

Certified by CA

Membership No.:

UDIN:

## Annexure – 2I- Format for Declaration of Non-Blacklisted Organization

(On the letter head of the TSP)

### TO WHOMSOEVER THIS MAY CONCERN

This is to certify that we \_\_\_\_\_ (Name of the TSP) registered  
under \_\_\_\_\_ (Name of the Act) vide registration no.

\_\_\_\_\_ do hereby declare and confirm that we have neither been black-listed nor  
bankrupt by any Ministry/ Department/ Board/Corporation / Any other entity of the  
Central or State Government or by any quasi-government or any Public Sector  
Undertaking or any bank or any Other Entity till date.

(Authorized signatory)

Stamped and signed

## Annexure – 2J– Common Norms for Skill Development Schemes

No. H-22011/2/2014-SDE-I—In order to bring about uniformity and standardization in the implementation of various Skill Development Schemes by different Central Ministries / Departments, the Government of India has approved constitution of a Common Norm Committee as the apex body to update and suitably revise the Common Norms.

Such common norms and amendments made thereto have been included as a part of the **Annexure J** of this RFP.





## Annexure – 2K– PROPOSED JOB ROLES FOR TOURISM & HOSPITALITY SECTOR

### Proposed Job Roles

S.No	Name of the QP	QP Ref.ID
1	Adventure Travel Guide	THC/Q8601(v1.0)
2	Assistant Chef	THC/Q2702(v2.0)
3	Assistant Instructor -Rope Activities	THC/Q8802(v1.0)
4	Assistant Rafting Guide	THC/Q8901(v1.0)
5	Banquet Manager (Operation)	THC/Q0304(v1.0)
6	Bartender	THC/Q0302(v2.0)
7	Barista Executive	THC/Q0308 (V1.0)
8	Billing Executive	THC/Q5801 (v2.0)
9	Cafeteria Supervisor	THC/Q5905(v1.0)
10	Camp Helper	THC/Q8602(v1.0)
11	Catering Manager	THC/Q5901(v2.0)
12	Chef de Partie	THC/Q0404 (v2.0)
13	Commis Chef	THC/Q0406(v2.0)
14	Concierge Manager	THC/Q0114(v2.0)
15	Counter Sales Executive-Tourism and Hospitality	THC/Q2903(v3.0)
16	Customer Service Executive (Meet & Greet)	THC/Q4205 (v2.0)
	Elective 1- Meet & Greet Officer	
	Elective 2- Tour Escort	
17	Demi Chef De Partie	THC/Q0405 (v2.0)
18	Duty Manager	THC/Q0106(v2.0)
19	Eatery Owner	THC/Q3004(v1.0)
20	Executive Chef	THC/Q0402 (v2.0)
21	Executive Housekeeper	THC/Q0206 (v2.0)
22	Facility Management Executive	THC/Q5708 (v2.0)
23	Facility Manager	THC/Q5707 (v2.0)
24	Food & Beverage Controller	THC/Q3101 (v2.0)
25	Food & Beverage Service - Associate	THC/Q0301(v2.0)
26	Food & Beverage Service Assistant	THC/Q0307(v2.0)
27	Food & Beverage Service Manager	THC/Q0303 (v2.0)
28	Food Delivery Associate	THC/Q2902(v2.0)
29	Food Outlet Manager	THC/Q0305(v1.0)
30	Front Office Manager	THC/Q0105 (v2.0)

31	Front Office Trainee	THC/Q0110(v2.0)
32	Ground Crew Chief	THC/Q4509 (v1.0)
33	Ground Staff (Paratrike, Paramotoring, Paragliding)	THC/Q9002 (v1.0)
34	Guest House Caretaker	THC/Q0501(v2.0)
35	Guest Service Associate (Front Office)	THC/Q0102(v3.0)
	Elective I- Front Office Associate	
	Elective 2- Guest Reservation Associate	
36	Guest Service Associate (Housekeeping)	THC/Q202(v2.0)
	Elective 1- Carpet Cleaner	
	Elective 2- Floor/Surface Polisher	
	Elective 3- Room Attendant	
37	Guest Service Executive (Front Office)	THC/Q0109(v3.0)
	Elective I	
	Elective II	
38	High Altitude Trekking Guide	THC/Q8603(v1.0)
39	Himalayan Expedition Logistics and Pathfinder (HAP)	THC/Q8605 (v1.0)
40	Home Stay Host	THC/Q0504 (v1.0)
41	Housekeeping Manager	THC/Q0207 (v2.0)
42	Housekeeping Supervisor	THC/Q0201(v2.0)
43	Housekeeping Trainee	THC/Q0209(v2.0)
44	Instructor - Rope Activities	THC/Q8801(v1.0)
45	Kitchen Helper	THC/Q3303(v2.0)
46	Kitchen Steward	THC/Q0401(v2.0)
47	Kitchen Stewarding Supervisor	THC/Q0411(v2.0)
48	Laundry Associate	THC/Q0204(v2.0)
49	Laundry Supervisor	THC/Q0210(v1.0)
50	Meeting Conference & Event Planner	THC/Q4401(v2.0)
51	Mountain Cuisine Chef	THC/Q4524(v2.0)
52	Mountaineering Instructor	THC/Q4522(v1.0)
53	Multi - Purpose Associate	THC/Q5808(v1.0)
54	Nature Guide	THC/Q8701(v1.0)
55	Naturalist (wildlife tourism)	THC/Q4505 (v1.0)
56	Pantry Associate	THC/Q6011(v2.0)
57	Paragliding Tandem Pilot	THC/Q4508(v1.0)
58	Parasailing (Equipment) Driver	THC/Q4516(v1.0)
59	Parasailing (Equipment) Supervisor	THC/Q4515 (v1.0)
60	Parasailing Launcher/Receiver	THC/Q9001(v1.0)

61	Pastry/Bakery Commis	THC/Q2708(v2.0)
62	Property Manager (FM)	THC/Q5803(v1.0)
63	Quality Control Manager-Tourism and Hospitality	THC/Q2802(v1.0)
64	Rafting Guide/Safety Kayker	THC/Q4510
	Elective 1	
	Elective 2	
65	Restaurant Captain	THC/Q0306(v1.0)
66	Restaurant Manager	THC/Q2703(v2.0)
67	Revenue Manager	THC/Q0112 (v2.0)
68	Sardar	THC/Q8604 (v1.0)
69	Ski Instructor	THC/Q8702(v1.0)
70	Sous Chef	THC/Q0403 (v2.0)
71	Store Assistant- Tourism and Hospitality	THC/Q2602(v1.0)
72	Street Food Vendor - Standalone	THC/Q3008(v2.0)
73	Team Leader- Travel	THC/Q4304(v2.0)
74	Tour Guide	THC/Q4407(v1.0)
75	Tour Manager	THC/Q4405 (v2.0)
76	Transport Coordinator-Tourism and Hospitality	THC/Q4201(v2.0)
77	Transport Duty Manager	THC/Q4203(v2.0)
78	Travel Advisor	THC/Q4404(v3.0)
79	Cleaner-Roadside Eatery	THC/Q3002
80	Food Server-Roadside Eateries	THC/Q3009

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

New Delhi-110001, the 15<sup>th</sup> July 2015

No. H-22011/2/2014-SDE-I—In order to bring about uniformity and standardization in the implementation of various Skill Development Schemes by different Central Ministries / Departments, the Government of India has approved constitution of a Common Norm Committee as the apex body to update and suitably revise the Common Norms with the following composition:-

- (i) Secretary, Ministry of Skill Development and Entrepreneurship - Chairman
  - (ii) Director General, National Skill Development Agency (NSDA) - Member
  - (iii) MD & CEO, National Skill Development Corporation (NSDC) - Member
  - (iv) Representative not below the rank of Joint Secretary of Department of Expenditure, Ministry of Finance - Member
  - (v) Representative not below the rank of Joint Secretary of three ministries engaged in skill development programmes - Member
  - (vi) Principal Secretary in charge of skill development programme/mission in three states (on rotational basis) - Member
  - (vii) Joint Secretary, Ministry of Skill Development and Entrepreneurship - Member Secretary.
2. The Committee may invite Training Providers, Institute of Cost Accountants of India (ICAI) and other such experts and stakeholders as it may consider necessary in discharge of its functions.
  3. Terms of Reference of Common Norms Committee:-
    - (i) To harmonize the functioning of various skill development schemes and bring about uniformity and standardization among them.
    - (ii) To review/revise training cost for skill development programmes
    - (iii) To review/revise funding norms for skill development programmes
    - (iv) To review/revise categorization of courses/trade for training cost
    - (v) To designate an agency and approve the process of empanelment of Training Providers/Assessors at the national level through that agency and validate the process to be adopted by the State Government through that agency.
  4. The Committee will be empowered to amend/revise the Schedules of the Notification at Annexure-I.
  5. The Committee shall meet once every year or upon request of any Ministry/Department/other stakeholders. Provided that there shall be a minimum of six months between any two reviews of the Common Norms Committee. In its first meeting, the Common Norms Committee shall prepare a document specifying how the review, monitoring and adjustment will be done by the Committee, and what the review/evaluation will cover both qualitatively and quantitatively.
  6. Coverage: The above Common Norms will be applicable to the Skill Development Schemes of the Government of India being implemented through various Ministries/Departments. The State Governments are also expected to align their skill development schemes with the Common Norms so as to bring in uniformity and standardization.
  7. The provisions of this Notification will come into force from the date of its Notification. All the current projects underway would be completed as per the existing scheme and new batches would transform into new norms in every scheme and full transition would be effected from 1st April 2016.
  8. TA/ DA, Sitting Fee and other expenditure on account of the conduct of the Meetings as admissible under the rules shall be met out of the budget provision of the Ministry of Skill Development and Entrepreneurship.

Annexure-1

The Common Norms for Skill Development Schemes implemented by Government of India are hereby notified as under.

1. Skill Development

Skill Development, for the purpose of any Government scheme, is defined as any domain specific demand led skill training activity leading to employment or any outcome oriented activity that enables a participant to acquire a Skill, duly assessed and certified by an independent third party agency, and which enables him/her to get wage/self-employment leading to increased earnings, and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training and shall fall in the categories as per below:

- (i) For fresh entrants to the job market, the training duration to be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute.
- (ii) In case of re-skilling or skill up-gradation of persons already engaged in an occupation, training programmes having a minimum duration of 80 hours of trainings including practical and/or on-the-job training.
- (iii) In the case of persons who have acquired Skill through informal, non-formal or experiential training in any vocational trade or craft, formal recognition and certification of such skill, if necessary after imparting bridge courses, to be treated as Skill Development.

Extension work, such as that carried out in the fields of agricultural and related activities, public health etc. would be recorded as an activity distinct from skill development. These would need to be programmes of durations of 32 hours or more, which leads to any economic or social benefit that may not be immediately measurable, and the Common cost norms would not be applicable to such extension work.

## 2. Skill Development Courses

Soft skills (which would include computer literacy, language and workplace inter-personal skills relevant for the sector/trade) would be an integral part of the skills training process and must be suitably integrated into the course modules of all the above-mentioned categories in section 1.

### 2.1. Alignment with the National Skills Qualifications Framework (NSQF)

All Skill Development courses offered under the scheme framework must conform to the National Skill Qualification Framework (NSQF) notified on 27.12.2013 which provides for transition of all training/educational programmes/courses so as to be NSQF compliant by the third anniversary date of the notification of the NSQF (i.e., after 27.12.2016). Government funding would not be available for any training or educational programme/course if it is not NSQF compliant. All training providers empanelled/approved by the various Ministries/Departments of the Government of India/State Governments/NSDA/NSDC/Sector Skill Councils would need to comply with this requirement of the NSQF failure to do which would lead to their de-listing by the concerned empanelling/approving authority.

## 3. Input Standards

3.1 While all training programmes funded under any scheme of the Government of India need to ensure that the outcomes are achieved as per these Common Norms, the following inputs may also be considered so as to ensure that adequate training infrastructure and capacity exists:

- (i) The overall training infrastructure specially the training aids and equipment being as per industry benchmarks.
- (ii) Trainers with suitable qualifications/experience being hired and each trainer to having undergone Training of Trainers (ToT).
- (iii) Industry relevant content, appropriate to the learning groups, and conforming to the requirements of NSQF/SDIS, being used.
- (iv) The student and trainer enrollment linked to Aadhar.
- (v) Assessments being video recorded if required.

## 4. Outcome of Skill Development

In addition to independent third party certification of the skilled individual, the outcomes from skill development programmes shall be as under:

4.1. For training of fresh entrants to the workforce, outcome shall be defined to include all of the following:

- (i) Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment;

Provided that the Ministries/Departments shall have freedom to alter the percentage of wage and self-employment based on specifics of the scheme that have been designed exclusively for self-employment/entrepreneurship, nature of activity, local economy, social conditions, etc.

- (ii) In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer.
- (iii) In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the respective Ministry/Department.

4.2 In case of re-skilling or skill up-gradation of persons already engaged in an occupation, at least 70% of such persons shall have an increase of at least 3% in remuneration within 14 months of completion of the skill development training.

4.3 In case of persons who have acquired skills, through informal, non-formal or experiential training in any vocational trade or craft, the formal recognition and certification of such skills, (after imparting bridge courses if necessary) that provide appropriate increase in wages in the skill category of the candidate for immediate and subsequent production cycle in case of wage employment or meets the conditions under 3.1 (iii) in case of self-employment will be treated as the outcome of this effort.

## 5. Funding Norms

Funding under skill development schemes is available for either of the following:

- (i) Meeting the capital expenditure for creation/up gradation of infrastructure for skill development training; and
- (ii) Meeting the recurring cost of training individual trainees including post-placement costs.

5.1 Rationalization of funding norms across Ministries/Departments shall enable them to monitor inputs and outcomes effectively. This shall also streamline the quality of training programmes delivered across Training Providers. Therefore, the funding norms as given in SCHEDULE-I apply to all existing and new skill development schemes that fund the training costs of individual trainees.

Provided that Skill Development schemes/components of schemes catering to the creation/ augmentation of infrastructure for training should continue functioning as per their existing norms as decided by the concerned Ministries/Departments.

5.2 Base costs Skill Development training costs under any scheme of the Government of India should be paid at the rates as given in SCHEDULE-I and as per SCHEDULE-IV in respect of each trainee who successfully completes the training and is certified:

5.3 The trades/job roles listed in category I, II, III of SCHEDULE-II shall be aligned to National Skill Qualification Framework (NSQF) as notified vide Cabinet Notification No.8/6/2013-Invt.dated 27.12.2013. These categories were classified based on the level of capital expenditure and operational expenditure for imparting a course. The Ministries/Departments are free to identify the courses which can be classified under any of these categories and in case of those that are not covered in this list, it can be done in consultation with the industry, and thereafter seeking the approval of the Common Norms Committee.

5.4 The hourly rates shall be inclusive of cost components such as:

- i. Mobilization of candidates
- ii. Post-placement tracking/monitoring
- iii. Curriculum
- iv. Placement expenses



- v. Trainers' training
- vi. Equipment
- vii. Amortization of Infrastructure costs/Utilities
- viii. Teaching Aid
- ix. Raw material
- x. Salary of trainers

5.5 Any deviation from these norms would be permissible after the approval of the Common Norms Committee.

5.6 Support for Boarding & Lodging: Certain additional cost heads would be permissible as per below:

- (i) For :
  - a) residential training and/or
  - b) in respect of all skill development training programmes where trainees from Special Areas (as defined in SCHEDULE-I ) are trained outside these Special Areas, and/or
  - c) training programmes anywhere in the country where women trainees have to travel more than 80 kms from their homes to reach the nearest training centre and who are availing of boarding and lodging arrangements made for them.

Ministries/Departments shall reimburse Boarding & Lodging costs at actuals, subject to a maximum per trainee per day as per SCHEDULE-I. The List of categories of cities for this purpose is given at SCHEDULE-III.

- (ii) Transport costs: For candidates from Special Areas undergoing training outside these Special Areas, to and fro transport cost as given in SCHEDULE-I shall be payable.

5.7 Pooling of Resources: In case of geographies/sectors and trainee groups where the training cost is significantly higher than the norms specified in this Notification, the Training Providers are free to pool additional funding support from State Governments, Corporates, Employers, Philanthropic Institutions etc. However such dovetailing of funds shall have the approval of the respective Ministries/Departments.

5.8 Refundable security deposit chargeable to all candidates: To ensure that candidates selected for the training programmes are undertaking the training with seriousness, and also to reduce the drop-out rates during the course of training, Training Providers shall charge a refundable security deposit of Rs. 1000/- per candidate (for NSQF Level 5 and above), Rs. 500/- (for NSQF Levels 3 & 4), and Rs. 250/- (for NSQF Levels 1 & 2) at the commencement of the training. The amount would be refunded to every candidate who completes the training programme and is successfully certified. Proof of refund should be taken from Training Provider along with claims of training costs.

5.9 Third Party Certification & Assessment Costs: To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an independent third party including a university / institute authorized for conducting assessments and certifications. Third Party Certification & Assessment Costs to paid is given in SCHEDULE-I.

- 6. Fund Flow Mechanism : The payments to the Training Providers shall be based on the outcomes achieved, and shall be released in a manner as given in SCHEDULE-IV to implement the programmes effectively.

- 7. Monitoring &Tracking

7.1 Different skill training schemes shall have access to an open, common and extensible data standards to ensure that their IT systems can share data and do transactions in a scalable way. Standardized Application Program Interface (APIs) will also be defined for use in the Management Information System (MIS) of various skills training programs. Also, the Ministry of Skill Development and Entrepreneurship shall facilitate the development of an integrated and interactive MIS based on the above standards and APIS which should thereafter be available for use by all Ministries/Departments. This integrated MIS should serve as an aggregator from the ERP/MIS solutions of States and Ministries/Departments of specific programmes.

To facilitate this, an Agency designated by the Ministry of Skill Development and Entrepreneurship shall put in place a system for pulling in information from different data structures and provide necessary technical support to



the States/Ministries/Departments for the required integration and seamless exchange of information. Such an interactive MIS should facilitate deeper qualitative insights which could be used for policy formulation.

7.2 All the trainees trained under a project will be tracked for a period of one year in case of fresh entrants/ 14 months in case of reskilling and upskilling from the date of completion/certification of training with respect to their career progression, retention and other parameters. An Innovative system for tracking to be developed that shall use technology (web and mobile based) and has incentives for the trainees to respond to the tracking system.

The following shall apply to the Monitoring & Tracking Mechanism:

- (i) If particulars pertaining to 90% of the candidates in any batch are fed into the central MIS, then this would account for successful tracking of the candidates of that particular batch. Completion of this step would entitle the training provider to seek disbursement of one installment of the training cost from the concerned Ministry, which would be 10% of the training cost, or an amount of Rs 5,000/- per candidate, whichever is less.
- (ii) Each candidate would be tracked once every month for a period of one year in case of fresh entrants/ 14 months in case of reskilling and upskilling after she/he completes her/his training. The parameters on to be tracked would be as under:
  - a) Placement should be within 3 months of completion of training
  - b) Once placed, remuneration/incremental remuneration per month
  - c) Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer)
  - d) If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.
- (iii) All Government of India funded schemes for skill development will be evaluated every three years by the Ministry or Agency designated by the Ministry, and continuance of schemes not achieving the Outcomes shall be reviewed. Performance here would be defined in both quantitative (Outcomes met) as well as qualitative terms (feedback from candidates/ States/training providers, degree of NSQF compliance, etc.)

## 8. Advocacy and Awareness Building

While the Ministry of Skill Development & Entrepreneurship would design and launch a coordinated countrywide awareness campaign, each of the Ministries/Departments would devise a strategy to reach out to the respective target groups/beneficiaries, with special focus on sector/geographies which are in need of skill development initiatives. The sensitization of other stakeholders, particularly employer industry, will be an integral part of such campaign.

## 9. Empanelment of Training Providers/Assessors

All Central Government programmes/schemes will be implemented through Training Providers/Assessors that are empanelled at the national level or through a validated process at the state level. At the national level, a single process for empanelment of Training Providers/Assessors would be put in place. This process would factor in sector specific issues/nuances in consultation with the related Ministries/Departments and the Sector Skill Councils. States would get their process of empanelment of Training Providers/Assessors validated by a designated agency at the national level.

## SCHEDULE-I

### SCHEDULE OF COST

#### 1. Base cost

##### 1.1 The Base Cost for different Sectors will be as under.

- (i) Rs.38.50 per hour of training for trades/sectors listed in Category I of SCHEDULE-II.
- (ii) Rs.33/- per hour of training trades/sectors listed in Category II of SCHEDULE-II.
- (iii) Rs.27.50 per hour of training trades/sectors listed in Category III of SCHEDULE-II.

Costs would be subject to a periodic enhancement of 10% annually or as decided by the Common Norms Committee provided minimum duration between any 2 revisions would be at least six months.

#### 2. Transport costs

2.1 For candidates from Special Areas undergoing training outside such Special Areas, to and fro transport cost as per actuals, subject to a maximum of Rs. 5000/- per trainee, shall be payable.

- (i) For :
- Residential trainings, and/or
  - in respect of all skill development training programmes where trainees from Special Areas (as defined herein) are trained outside these Special Areas, and/or
  - training programmes anywhere in the country where women trainees have to travel more than 80 kms from their homes to reach the nearest training centre and who are availing of boarding and lodging arrangements made for them.

Ministries will reimburse Boarding & Lodging Costs at actuals, subject to maximum per trainee per day as per table below:

i. X Category Cities/Town per day per Trainee	Rs.300/-
ii. Y Category Cities/Town per day per Trainee	Rs.250/-
iii. Z Category Cities/Towns per day per Trainee	Rs.200/-
iv. Rural Areas and any Area not notified as a municipal/town area	Rs.175/-

(The List of categories of cities is given at SCHEDULE-III)

4. Third Party Certification & Assessment Costs

4.1 To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an independent third party authorized for conducting assessments and certifications. This amount shall be over and above the Base Cost, and shall range from Rs. 600/- to Rs. 1500/- per candidate as decided by individual Ministries/Departments.

5. Additional Support for Special Areas/ Groups

5.1 Training in Special Areas: Over and above the Base Cost, an additional amount equal to 10% of the Base Cost should be permitted for Skill Development programmes conducted in the North Eastern States, Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nicobar Islands, Lakshadweep and districts affected by Left Wing Extremism (LWE) as identified by the M/O Home Affairs for the Integrated Action Plan (hereinafter referred to as "Special Areas").

5.2 Upon successful completion of non-residential skill training programmes, and after certification, all women candidates as well as persons with disability will be reimbursed the cost incurred in travelling to and from the training centre at the following rates:

Reimbursement of Conveyance Costs per month	Amount (in Rs.)
1) Training Centre within District of domicile	1000/-
2) Training Centre outside District of domicile	1500/-

5.3. Post Placement Support: In order to enable the newly skilled persons to settle into their new jobs/vocations, post placement support would be provided directly to the candidate at the rate of Rs 1500/- per month for the following durations:

Post Placement Support @ Rs 1500 per month	Men	Women
1) Placement within District of domicile	1 month	2 months
2) Placement outside District of domicile	2 months	3 months

5.4 Training for Persons with Disability (PwD): Over and above the Base Cost, an additional amount equal to 10% of the Base Cost should be provided for skill development programmes imparted to Persons with Disability (PwD). Provided that in the case of training of PwD in the Special Areas, the total cost permissible will be 120% of the Base Cost. At least 3% of total training done by every Ministry in each year shall be reserved for persons with disabilities, in trades as decided by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment in conjunction with the NSDA.

SCHEDULE -II

List of Trades as per the Cost Category Prescribed

S.No.	Industry/ Sectors	Sub-Sector/Trades		
		Category-I	Category-II	Category-III
1.	Agriculture	Farm Machinery, Animal Husbandry, Farm Mechanisation, Precision farming, Fisheries and allied Sector	Agriculture, Plantation, Horticulture Floriculture, Poultry	Apiculture, Home Décor Art - Bonsai, Flower, water fall; Minor Forest Product processing and value addition, Natural Fibre product processing and value addition (Sericulture, Jute, cotton, hemp and Diversified Products)
2.	Apparel	Garment Manufacturing, Fashion Design	Garment making	
3.	Automotive	Manufacturing, Automotive repair	Automotive Sales	
4.	Beauty & Wellness		Spa and Wellness, Beauty Culture & Hair Dressing, Naturopathy	Home Décor Art Mehandi
5.	BFSI			Banking, Accounting, Insurance
6.	Capital Goods	Fabrication, Electro- Mechanical		
7.	Chemicals	Manufacture of Chemicals and bio- Chemicals Plastics Processing	Fragrance Flavour & Perfume	
8.	Construction	Construction Equipment, Fabrication	Paint, Wood Works, Bamboo Fabrication, Carpentry	
9.	Education & Skill Development		Education, Skill Development	Counselling Skills
10.	Electronics	Electronics System Design, and Manufacture  Refrigeration and Air Conditioning	Consumer Electronics - Sales & Service	
11.	Fast Moving Consumer Goods			Fast Moving Consumer Goods

12.	Food Processing Industries	Food Processing Sectors		Food Processing Sectors such as Dairy Products, Fruit & Vegetable Products, Cereals and Cereal Products, Food Grain (including milling), Edible Oil and Fats, Meat and Meat Products, Fish and Fish Products, Sweets and Confectionery, Bread and Bakery, Spices and Condiments, Beverage, Aerated Water and Soft Drinks, Packaging of food products
13.	Furniture & Furnishing		Furniture Making	
14.	Gems & Jewellery	Gems & Jewellery Manufacturing		Home Décor Art Jewellery
15.	Green Skills	Renewable energy		Rain Water Harvesting, Green retail, Allied green skills
16.	Handloom & Handicrafts	Handlooms	Brassware, Khadi, Carpet, Handicrafts	Handmade Paper and Paper Products, Home décor art Ceramic Painting, Home Décor Art Wood
17.	Healthcare	Medical and Nursing Healthcare - Machine Technician	Community Healthcare, Healthcare – Assistants, Preventive Healthcare (including Nutrition & Health Education and Health Counselling)	Allied Healthcare,
18.	Instrumentation	Process, Instrumentation		
19.	Iron & Steel	Foundry (including Sponge Iron)		
20.	IT-ITES		Information and Communication technology	
21.	Leather	Leather Footwear & Leather Sports Goods Manufacture		
22.	Life Science	Manufacturing of Pharmaceuticals	Pharmaceutical Sales	
23.	Logistics			Courier & Logistics
24.	Management			Materials Management, Business & Commerce

25.	Manufacturing	Production & Manufacturing		
26.	Marine Engineering	Marine Engineering, Ship Construction		
27.	Media & Entertainment	Animation	Production Support, Media, Printing	Film Production
28.	Mining	Mining		
29.	Music	Musical instrument Manufacture	Instrumental Music service	
30.	Plumbing	Plumbing		
31.	Power & Energy	Electrical Industrial Electrician	Domestic Electrician	
32.	Retail		Store Operation, FMCG	Retail
33.	Rubber	Manufacturing	Rubber, Nursery/ Plantation	
34.	Security		Security, fire & Safety Engineering	
35.	Sports	Sports Goods Manufacture	Sports service	
36.	Telecom	Network & Infrastructure, Management	Telecom Service Provider, Handset Sales & Service	
37.	Textiles	Spinning, Weaving, Textiles, Knitting & Processing for Cotton, other Manmade & Synthetic Fibres		
38.	Tourism & Hospitality	Food Production, Cooking	Hospitality, Service F&B & Housekeeping	Travel & Tourism
39	Traditional / conventional sectors	Glassware	Painting Toy Making	Clock and watch Repair
40.	Other Sectors	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above

SCHEDULE-III

Categorization of Indian Cities for Residential Training Costs

S.N.	State	Cities classified as "X" As "X"	Cities classified as "Y"
1	Andhra Pradesh		Vijayawada [Urban Agglomeration (UA)], Visakhapatnam (UA), Guntur
2	Assam		Guwahati (UA)
3	Bihar		Patna (UA)
4	Chandigarh		Chandigarh
5	Chhattisgarh		Durg - Bhilai Nagar (UA); Raipur (UA)
6	Delhi	Delhi NCR (UA)	
7	Gujarat		Ahmedabad (UA), Rajkot (UA), Jamnagar (UA), Vadodara
8	Haryana		Faridabad
9	J&K		Srinagar(UA), Jammu (UA)
10	Jharkhand		Jamshedpur (UA), Dhanbad
11	Karnataka	Bengaluru(UA)	Belgaum (UA), Hubli-Dharwar, Mangalore (UA)
12	Kerala		Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA)
13	Madhya Pradesh		Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur
14	Maharashtra	Greater Mumbai (UA)	Amravati, Nagpur (UA), Aurangabad (UA), Nasik (UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA)
15	Orissa		Cuttack (UA), Bhubaneswar (UA)
16	Puducherry		Puducherry (UA)
17	Punjab		Amritsar (UA), Jalandhar
18	Rajasthan		Bikaner, Jaipur, Jodhpur (UA), Kota
19	Tamil Nadu	Chennai	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirapalli (UA), Madurai (UA)
20	Telangana	Hyderabad (UA)	Warangal (UA)
21	Uttar Pradesh		Moradabad, Meerut (UA), Ghaziabad, Aligarh, Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA),

22	Uttarakhand		Dehradun (UA)
23	West Bengal	Kolkata(UA)	Asansol (UA)

All other cities/towns in various States/UTs which are not covered by classification as “X” or “Y” are classified as “Z”

(The above categorization of cities/towns being adopted from the categorization of Indian cities/towns for payment of HRA as per 2008 - 6<sup>th</sup> Pay Commission)

#### SCHEDULE-IV

##### Fund Flow Mechanism

1. Schedule of release of payments: The funds should be released to the Training Providers as per the following schedule

Instalment	Percentage of total Cost	Output Parameter
1 <sup>st</sup>	30% less aggregate amount of refundable security deposit collected from each trainee	On Commencement of Training Batch
2 <sup>nd</sup>	30%	On utilisation of 70% of the first instalment and continuation of training with at least 70% of initial trainees continuing
3 <sup>rd</sup>	20% plus aggregate amount of refundable security deposit collected from each certified trainee	On Completion of training and certification of the successful trainees
4 <sup>th</sup>	20%	Outcomes based as under

2. The 20% of training cost which is linked to outcome (4<sup>th</sup> instalment) would be released to the Training Provider subject to the following:

- (i) Training Provider shall be eligible for 100% payment on for outcome achievement under para 4.1 (i), (ii) and (iii), 4.2 and 4.3 of Annexure-I.
- (ii) Training Provider will be paid on pro rata basis on achievement in any of the following:
  - a) 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
  - b) 50-69% of certified candidates with increase of at least 3% remuneration within 14 months in case of reskilling and up skilling.
  - c) 50-69% formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate for immediate and subsequent production cycle or meets the conditions provided under Para 4.1 (iii) of Annexure - I in case of self-employment.
- (iii) Training provider will be asked to discontinue the training in that particular trade/centre and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants/ 14 months in case of reskilling and upskilling, is unsatisfactory as defined under:
  - a. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants,
  - b. 49% and below number of certified candidates with increase of at least 3% in remuneration within 14 months in case of reskilling and up skilling.
  - c. 49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate



for immediate and subsequent production cycle or meets the conditions provided under Para 4.1 (iii) of Annexure - I in case of self-employment. In the case of such disengagements, the Ministry concerned would take a prompt decision, after careful consideration of all related factors with respect to performance, whether to disengage such Training Provider from implementation of the Scheme/Project. The de-empanelment by concerned Ministry would be done for the trade under advice to the Ministry/agency designated by the Ministry for informing all other concerned Ministries. The training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of notification of de-empanelment by the concerned Ministry.

- (iv) An amount equal to 10% of the total training cost, subject to a maximum of Rs. 5000 per candidate, shall be linked to and released only upon the particulars relating to at least 90% of the candidates of a batch being fed into the integrated MIS.

3. In order to encourage the Training Provider who exceed the prescribed outcomes, the following additional incentives should be provided:

- (i) For every candidate, where outcome achievement is above 70% to 85%, the Training Provider should be paid an additional amount of Rs.3000/- of the base cost per candidate.
- (ii) For every candidate where outcome achievement is above 85%, the Training Provider should be paid an additional amount of Rs. 5000/- of the base cost per candidate.

JYOTSNA SITLING  
Joint Secretary

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PRINTED BY DIRECTORATE OF PRINTING AT GOVERNMENT OF INDIA PRESS, N.I.T. FARIDABAD AND PUBLISHED BY THE CONTROLLER OF PUBLICATIONS, DELHI, 2015

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DOPGIPF—[PART I—SEC.1]—90 Copies.

## MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

### NOTIFICATION

New Delhi, the 1st January, 2021

**No. H-22011/2/2014-SDE (Vol. IV):** In exercise of the powers conferred by Clause 4 of the Notification No. H-22011/2/2014-SDE-I dated 15.07.2015 concerning Common Norms for Skill Development Schemes of the Government of India, the Common Norms Committee constituted for the purpose makes the following changes further to amend the Schedules of Annexure-1 of the Notification No. H-22011/2/2014-SDE (Vol.IV) dated 11.11.2020, namely:-

1. These amendments may be called Common Norms for Skill Development Schemes Fifth Amendment, 2021.

#### Amendments:

(1) The following sub-clause 1.2 is added to Clause 1 of SCHEDULE-I of Annexure-1:-

1.2 The base cost for different sectors is increased at 5%, rounded off to the next 10 paisa, of the amounts mentioned in Clause 1.1 of SCHEDULE-I with effect from **01.01.2021**

The base cost for the different sectors will be as under with effect from **01.01.2021**:-

- (i) Rs. 49.00 per hour of training for trades/sectors listed in Category I of **SCHEDULE-II**.
- (ii) Rs. 42.00 per hour of training for trades/sectors listed in Category II of **SCHEDULE-II**.
- (iii) Rs. 35.10 per hour of training for trades/sectors listed in Category III of **SCHEDULE-II**.

(2) The following sub-clauses 1.3 and 1.4 shall be added below clause 1.2 of SCHEDULE-I of Annexure-1 regarding mobilization cost, namely:-

1.3 Cost of mobilization will be given to the agency undertaking mobilization activity. This mobilization cost is part of the training cost, and in case it is given to an agency different from the Training Partner, then the training cost would reduce by an equivalent amount.

1.4 In cases where training target is greater than 1,000, 3% will be the mobilization cost and where training target is less than 1,000, 4% will be the mobilization cost. If the Training Partner assists the mobilizing agency in reducing a long list given by the mobilization agency to the actual numbers taken in the batch, then the Training Partner will be entitled to receive 1% out of this 3% or 4% mobilization cost, as the case may be. That is, where the mobilization cost is 3%, it will receive one-third of the mobilization cost and where it is 4%, it will receive one-fourth of the mobilization cost. In case part of the total mobilization target is done by one agency and part by another, the mobilization cost would be shared proportionately between the two agencies.

(3) For clause 3 of SCHEDULE-I of Annexure-1, the following shall be substituted:

3. Boarding and Lodging Costs

For:

- (a) Residential training, and/or
- (b) In respect of all skill development training programmes where trainees from Special Areas (as defined in clause 5.1 of SCHEDULE-I) are trained outside these Special Areas, and/or

- (c) Training programmes, anywhere in the country where women trainees and Persons with Disabilities have to travel more than 0 kms from their homes to reach the nearest training centre (or 40 kms in case of Special Areas) and who are availing of boarding and lodging arrangements made for them.

Ministries will reimburse Boarding Lodging Costs up to a maximum per trainee per day as per table below:

i. Category Cities/ Town per day per Trainee	Rs.375/-
ii. Category Cities/Town per day per Trainee	Rs.315/-
iii. Category Cities/Town per day per Trainee	Rs.250/-
iv. Rural Areas and any Area not notified as a municipal/town area	Rs.220/-

(The List of categories of cities is given at SCHEDULE-III)

SHAIL ALAM, Economic Adviser