

## **Expression of Interest (EOI) for Empanel of Training Service Provider**

### **MEME-TECHNOLOGY DEVELOPMENT CENTRE, MEERUT**

(Process Cum Product Development Centre), Meerut

An Autonomous Organisation

Under

Ministry of Micro Small and Medium Enterprises

Govt. of India

***(To be returned in original after signing and stamped appropriately)***

**Invitation for Expression of Interest (EOI) TO Impanel of Training Service Provider (TSP) for providing training services to this centre for conducting National Backward Classes Finance and Development Corporation (NBCFDC) sponsored " Short Term Training and Up Skilling Programmes" for Backward Classes (OBC) having Annual family income below Rs. 3.00 lakhs, economically Backward Classes (EBC) having Annual family income below Rs. 1.00 lakh, De-notified Nomadic and Semi-Nomadic Tribe, Sr. Citizens, Members of Beggars community, Transgenders and Victims of substance abuse during 2021-22:**

MSME - Technology Development Centre (PPDC), Meerut, Ministry of MSME, Government of India, invites expression of Interest (EOI) in sealed envelope from reputed institute for empanel of Training Service Provider (TSP) for providing training services during 2021-22 for conducting Short term and UP skilling Training Programmes at various locations. **All the training services will be as per the Terms & conditions of NBCFDC, New Delhi, applicable for conducting training.** The EOI document is available on [www.ppdcm Meerut.com](http://www.ppdcm Meerut.com). May contact help desk no 0121-2511779 for any queries.

#### **DETAILS OF tender/EOI:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
<b>a.</b>	Tender/EOI Reference	No: PPDCM/7(1)/2021-22/NBCFDC dt. 07-09-2021.
<b>b.</b>	Last date and Time for submitting of tender	16 <sup>th</sup> September 2021 by 17:00hrs.
<b>c.</b>	Date and Time for Opening of tender	17 <sup>th</sup> September 2021 by 11:00hrs.
<b>d.</b>	Place of Tender opening	MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut-250002, Uttar Pradesh, in presence of intending bidders who wish to be present on the occasion.
<b>e.</b>	EMD	Rs. 5000/- (account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or Bank Guarantee from any of the commercial Banks or payment online in an acceptable form, in favor of PPDC, Meerut , payable at Meerut, shall be submitted in this office before last date and time of submission)

**Details of work:**

- National Backward Classes Finance and Development Corporation (NBCFDC) sponsored short term and up skilling Training Programmes are to be conducted at Meerut and other locations during 2021-22 for the candidates who are specifically categorized . All the training services will be done as per NBCFDC's Terms & conditions and guidelines (enclosed herewith) and applicable time to time.**

The list of training programmes proposed to be conducted at this centre, is as follows:

S. N.	Job Role	Location	Duration	No. of trainees	Total offered amount (Rs.) inclusive GST etc. by TSP.
<b>Short Term Training (STT):</b>					
1.	Assistant Beauty Therapist	PPDC, Meerut U.P.)	250 Hrs. (2 Months)	30	
2.	Self Employed Tailor		340 Hrs. (3 Months)	30	
3.	CNC Operator Turning		400 Hrs. (3Months)	25	
4.	CNC Operator Vertical Machine centre		300 Hrs. (3Months)	25	
5.	Self Employed Tailor	Varanasi (U.P.)	340 Hrs. (3 Months)	25	
6.	Hand Embroiderer	Varanasi (U.P.)	200 Hrs. (2 Months)	25	
7.	Carpet Weaver-Tufted	Badohi (U.P.)	270 Hrs. (2 Months)	30	
8.	Self Employed Tailor	Fatehpur (U.P.)	340 Hrs. (3 Months)	30	
9.	Assistant Beauty Therapist	Mirzapur (U.P.)	250 Hrs. (2 Months)	30	
10.	Self Employed Tailor	Jaipur (Raj.)	340 Hrs. (3 Months)	30	
11.	Assistant Beauty Therapist	Dausa (Raj.)	250 Hrs. (2 Months)	30	
<b>UP Skilling (Upsk):</b>					
S. N.	Job Role	Location	Duration	No. of trainees	Total offered amount (Rs.) inclusive

					GST etc. by TSP.
1.	Certificate Course in Cricket Bat Manufacturing	Meerut (U.P.)	80 Hrs.	75	
2.	Certificate Course in Cricket Ball Manufacturing		80 Hrs.	75	
3.	CNC Operator Turning		80 Hrs.	50	
4.	CNC Operator Vertical Machine centre		80 Hrs.	50	

**Note: Name, qualification, duration and number of NSQF compliant training programmes may be changed, increased or decreased.**

The responsibilities of TSP:

- a. Mobilization of the candidates/ Advertisement in news papers for publicity of the training programmes to fetch the admission, if needed.
- b. Post Placement tracking/monitoring.
- c. To conduct NSQF compliant Programmes as per operational guidelines issued by NBCFDC, New Delhi and applicable time to time..
- d. To ensure quality Skill Training & Placement to provide skills to unskilled candidates to enable them setting up self employment ventures and for salaried jobs.
- e. To arrange the Infrastructure/ Utilities with maintaining COVID-19 protocol as per Govt. guidelines for conducting NSQF compliant training Programmes at each venue.
- f. To provide Teaching Aid for the programme.
- g. To obtain Feedback form from the trainees on the prescribed format.
- h. To provide Raw Material to the trainees for training.
- i. To provide stationary and course material as per guidelines of NBCFDC.
- j. To Coordinate day to day training activities for conducting the programme.
- k. To maintain day to day documentation related to programmes as per NBCFDC.
- l. To ensure quality of training.
- m. To arrange 3<sup>rd</sup> party Independent and unbiased assessment of trained candidates as per NBCFDC guidelines.
- n. To conduct Job Fair/Placement tie up as NBCFDC guidelines.
- o. Placement / self employment of the pass out trainees.
- p. Any other work related to training programmes as per NBCFDC and PPDC, Meerut requirement.

The TSP are requested to submit the proposal including the following format:

1. Name & Address of TSP:
2. Lowest rates offered by TSP for providing training services for conducting NSQF compliant training programmes as per NBCFDC

guidelines will be submitted in the following format:

S. No.	Name of the Prog.	Offered Amount (in Rs.) by TSP per hr. per prog. inclusive GST etc.	Remarks
1.			
2.			
3.			

**Note: \*\* Advertisement will be published through PPDC, Meerut on DAVP rates but amount for the same will be deducted from the TSP offered amount.**

**1. Rates shall be inclusive of cost component such as:**

- a. Post Placement tracking/monitoring.
- b. Curriculum.
- c. Training & Placement.
- d. Trainer's Training.
- e. Teaching Aid will be arranged by those are not available with PPDC, Meerut.
- f. Raw Material.
- g. Documentation of programme.
- h. Stationary and course/study material.
- i. Salary of trainers and other staff.
- j. Co ordination charges.
- k. To maintain day to day document related to programmes.
- l. To arrange Third Party Certification & Assessment of the trainees. Assessment charges will be provided by TSP as per NBCFDC guidelines.
- m. Placement/self employment of pass out trainees.
- n. Any other work related to training programmes as per Terms & conditions of NBCFDC which is enclosed herewith.

**TERMS & CONDITIONS**

- 1 The Training Service Provider (TSP) should read the EOI document paper carefully. Submission of tender/EOI shall mean that the TSP has read and understood all the terms & conditions of the tender/EOI and agrees and binds himself to the same. **All pages of the tender/EOI document should be signed and stamped by the TSP and submitted with the offer.**
- 2 The sealed tenders/EOI super-scribing tender/EOI number, name of the work and last date of submission of tender/EOI on the left side of the envelope and should be addressed to the Principal Director, MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut -250 002. (U.P.).
- 3 Tender/EOI received after last date & time of submission and without submission of EMD, are liable to be rejected.
- 4 A security deposit of Rs. 25000/- should be deposited by the TSP through account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or Bank Guarantee from any of the commercial Banks or payment online in an acceptable form, in favor of PPDC, Meerut, payable at Meerut, within 7 days of receipt of acceptance of the order. The security deposit is refundable without interest after 15 days of completion of all contractual obligations by the TSP.

- 5 PPDC, Meerut reserves the right to alter, cancel, accept, modify, split, vary the quantities, any terms, conditions etc., or reject or postpone the order either fully or partly without assigning any reason there off.
- 6 Where counter terms and conditions of service have been offered, O/o MSME-Technology Development Centre (PPDC), Meerut shall not be deemed to be governed by these and bound by them unless specific written acceptance thereof has been given by PPDC, Meerut.
- 7 The offers quoted shall be in **Indian Rupees**.
- 8 All documents required by NBCFDC, N. Delhi to release payment of sanction amount have to be maintained by TSP and same to be submit to PPDC, Meerut so that same may be submit to NBCFDC by time.
- 9 The TSP should impart all training keeping in mind of the Govt. guidelines for prevention of COVID-19. PPDC, Meerut will stand indemnified against any suits/case etc. on imparting on training in violation of guidelines and /or of others claims by beneficiaries about negligence in pursuance of the guidelines during the training.
- 10 The PPDC, Meerut reserves the right to withhold the payment and wherever deemed appropriate and demand refund of payment with bank interest, if the TSP found to have misled PPDC, Meerut by submitting incorrect information of deliberately suppressing relevant information, PPDC may consider to blacklist the TSP.
- 11 Mere participation in the tender and offering of lowest rates does not confer any right on any party for placing order on them.
- 12 In all the matters concerned to and not covered in the terms & conditions, the decision of the Principal Director, MSME-TDC (PPDC), Meerut shall be final and binding on the parties.
- 13 All the training programmes will be conducted as per NSQF model curriculum/syllabus and amendments in future if any.
- 14 All the training programmes are to completed as per per schedule desired by NBCFDC.
- 15 The actual number of trainees for training may be decrease due to lack of nomination or any other administrative reasons.
- 16 Quality of services have to be insured.
- 17 Payment will be made after receiving payment from the NBCFDC, Delhi and in same ratio after submitting Application Form of the trainees, Feedback Forms, Bills, theory and practical photographs along with statement of expenditure to PPDC, Meerut. Any amount (except TDS) deducted by the NBCFDC same will be deducted from TSP.
- 18 Assessment cost will be born by NBCFDC, New Delhi.

- 19 Quoted rates should be inclusive of GST etc.
- 20 Study material have to be given within 3 days of commencement of course to all participants.
- 21 **Receiving of study material etc. have to obtain from the each participant and same will have to submit to PPDC, Meerut.**
- 22 All the documents related to the programmes have to maintain as per Guidelines issued by NBCFDC and amendments in future and same have to submit to PPDC, Meerut.
- 23 Candidates registration to be done on PM-Daksh portal (link: [www.pmdaksh.dosje.gov.in](http://www.pmdaksh.dosje.gov.in)) as per portal need and as per guidelines of NBCFDC.
- 24 All the guidelines issued by NBCFDC are enclosed herewith are indicated to Training Institute but same will also be applicable to TSP.
- 25 Failure and Termination: On acceptance of tender/EOI, if the TSP whose tender/EOI is accepted fails to complete the work within the period fixed in the contract or as extended period by the Principal Director. Principal Director PPDC, Meerut has rights to cancel the full contract or a portion and has rights to forfeit the security amount in full or part.
- 26 The empanel will be valid for conducting programmes only mentioned in this tender/EOI document, and may be extended after assessing the performance and adherence of terms & conditions in the tender document.
- 27 No fee will be charged from the trainees.
- 28 Statement of expenditure (Format enclosed) certified by CA have to submit before payment.
- 29 All the expenses of all programmes including faculty charges, certificate preparation and printing, study material, audio-visual aids, charges for assessment of the trainees, course material, raw material etc. for conducting programmes and miscellaneous etc. will be borne by TSP.
- 30 TSP will be responsible for managing teaching aids, qualified faculty, infrastructure, internet, CCTV camera etc. at venue.
- 31 Quality of the training programme have to be maintained by TSP. Performance may be reviewed any time. In case any degradation in quality of any training programme or any violence of agreement, the same will be liable to cancel the work order.
- 32 TSP has to ensure attendance of the trainees as per guidelines of the NBCFDC.
- 33 All the disputes arising out of the contract shall be subject to Meerut, (U.P. India) jurisdiction only.
- 34 TSP should have office in Delhi NCR.
- 35 The interested TSP needs to be fulfill all the given requirements in order to associate with PPDC, Meerut:

- (i) Must be proprietorship firm/ NGO/registered company with PAN/GST which must be in operations for 2 years or more as on 16<sup>th</sup> September, 2021.
- (ii) Must have turnover of Rs 20.00 Lakhs in skill development activities in last 2 years or more as on 16<sup>th</sup> September, 2021.
- (iii) Must have experienced faculty.
- (iv) Audited Report of last 2 years with Annual turnover (in lakhs).

Signature of the TSP with stamp Designation-----

Place-----

Date-----

**Letter Head of TSP**

PROFORMA FOR STATEMENT OF AUDITED EXPENDITURE  
(To be submitted for each programe separately)

**Short Terms and Up Skill Training under NBCFDC, New Delhi**

**Name of the Training Programme** : (list enclosed)  
**Scheme Sponsored Dept.** :  
**Duration** : (list enclosed)  
**VENUE** : (list enclosed)  
**NAME OF THE TSP** :  
**ADDRESS** :  
**MSME-TDC (PPDC), MEERUT WORK ORDER No.** :  
**DATE OF ISSUE** :

**Expenses Details:**

Sr. No.	Particulars	Expenditure incurred (Rs.)
1	2	3
1	Training Expenses	
2	Charges for technical inputs/expertise	
3	Travel & Factory visits	
4	Miscellaneous & Contingencies	
5	Expenses of Coordination work for conducting the programme.	
6.	Stationary and study material	
8.	Miscellaneous & Contingencies	
9.	Administrative Expenses	
<b>Total</b>		

**Total Rs. -----**

Rupees in words: ( -----)

Certified that we have satisfied ourselves that the conditions on which the amount was released are being fulfilled and that we have exercised the following checks to see that the money was actually utilized for the purpose for which it was released.

Kind of checked exercised:

1. Verification of payment vouchers.
2. Verification of payment release advises (PRA) register/ledger.
3. Verification of Bank passbook/bank certificates.

Signature  
Head of TSP  
(With rubber Stamp)

Signature  
Auditor(CA)  
(With Rubber stamp)  
Registration No.-----