

## **Document for Expression of Interest (EOI)**

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

Process Cum Product Development Centre (PPDC), 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) FOR Empanel of Training Service Provider (TSP) for providing services for conducting sponsored Training Programmes proposed to be conducted at different locations in Sundargarh district of Odisha state under District Mineral Foundation Fund (DMFT) :**

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) in **two bids system (Technical and financial)** for providing services for conducting sponsored Training Programmes proposed to be conducted at different locations in Sundargarh district of Odisha state under District Mineral Foundation Fund during FY 2022-23 . **All the training services will be provided as per DMFT and PPDC, Meerut Terms & conditions applicable time to time for conducting training.** The Tender/EOI is available on [www.ppdcmeerut.com](http://www.ppdcmeerut.com). May contact help desk no 0121-2404991 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)/2022-23/DMFS dt. 20-06-2022.
<b>b.</b>	Last date and Time for submitting of EOI	28 <sup>th</sup> June 2022 by 17:00hrs.
<b>c.</b>	Date and Time for Opening of tender	29 <sup>th</sup> June 2022 at 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 Tenderers who wish to be present on the occasion on their own expenses.
<b>e.</b>	EMD	Rs. 50000/- (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).

## **SUBMISSION OF BIDS:**

- a) Bids/offers are invited in two bids System. (1) Technical and (2) Financial and shall be submitted offline for providing services for conducting NSQF complince sponsored training courses/progs.
- b) Bids shall be submitted on or before last date 28<sup>th</sup> June 2022 by 17:00 hrs. This office will not be responsible for any reasons beyond the control of this office.
- c) EMD of Rs.50000/- (Rupees fifty thousand only) in form of account Payee Demand Draft/Bankers Cheque in favour of PPDC, Meerut, payable at Meerut 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 by bidder. Technical Bids of received eligible bidders will be opened on pre scheduled date, time & venue. No other mode of payment is acceptable. Without EMD offer will be immediately rejected.
- d) Date and time for opening the financial bids will be decided after finalization of Technical Bids. A notice shall be given, by Speed Post/Registered Post/E-Mail/Courier, to the bidders whose Technical Bid is accepted after scrutiny of technical bids of tender/EOI and satisfactory report of the Committee that desired infrastructure found satisfactory as per norms. However opening of financial e-bids of a tender shall be without any commitment whatsoever.**
- e) bids received after last date & time of submission and without EMD, are liable to be rejected.

PPDC, Meerut is willing to associate with the TSP having good experience for providing services for conducting training programmes. The training services will be provided for conducting sponsored Training Programmes as detailed in **Annexure X** (enclosed) proposed to be conducted at different locations in Sundargarh district of Odisha state under District Mineral Foundation Fund.

The TSP shall be responsible for:

- a. Mobilization of the candidates/ Advertisement in news papers etc./Pamphlets distribution by hand and through news papers/Mass mobilization through PRI institutions/ Through Banner Poster/ Social Media approach for publicity of the training programmes to fetch the admission. Content of the publicity will be approved by Principal Director, PPDC, Meerut before publishing/ putting/ distributing.
- b. Registration of the candidates on the portal (details will be provided with the order), if desired by sponsored agency..
- c. Organising Selection Committee meeting to select the candidates for training.
- d. Arranging the desired Infrastructure/ Utilities, teaching aid with maintaining COVID-19 protocol as per guidelines of Govt./NQR/Skill India portal for conducting NSQF compliant training Programmes at each training centre.
- e. Arranging desired curriculum for distributing the trainees.
- f. Providing Raw Material to the trainees for the practical training.
- g. applying operational guidelines issued by this institute and applicable time to time for conducting training.
- h. Ensuring quality Skill Training & Placement to provide skills to unskilled candidates to enable them setting up self employment ventures and for salaried jobs.
- i. Obtaining Feedback form from the trainees on the prescribed format.

- j. Providing desired stationary and course material as per guidelines.
- k. coordinating day to day training activities for conducting the programme.
- l. maintaining day to day documentation related to each course as per this institute needs.
- m. conducting Job Fair/Placement tie up as per guidelines.
- n. Placement / self employment of the pass out trainees as per guidelines.
- o. Post Placement tracking/monitoring.
- p. ensuring that the approved Training Center's Lab and Class Room are used only for conducting training.
- q. ensuring correct use of Management Information System (MIS) for overall recording of activities and facilitating the monitoring by concern authorities and providing the requisite data in the formats as provided by the authorities. The TSP needs to follow MIS discipline without any exception.
- r. furnishing to PPDC, Meerut all requisite information and reports including physical & financial progress as well as on implementation of the training programme.
- s. Participating in all the meetings convened for the review of the training programme by PPDC, Meerut.
- t. mandatorily upload photo through Mobile App of live training for each of the batches of all the live training centers on daily basis.
- u. mandatorily install Aadhaar Enabled Biometric Attendance System (AEBAS) integrated at own cost with centralized MIS to ensure real time attendance of the trainers and the trainees.
- v. Training of candidates by certified Trainers having Training of Trainers (ToT) certification as per norms.
- w. Any other work related to training programmes as per PPDC, Meerut/sponsored agency requirement time to time. No additional amount will be paid.

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 services for conducting NSQF compliant training programmes as per sponsored agency guidelines will be submitted in the format enclosed as **Annexure X**:

**Note:**

The hourly rates for services cover the following cost components involved in skill development training:

- (i) Mobilisation of Candidates
- (ii) Curriculum
- (iii) Trainers's training
- (iv) Equipment
- (v) Amortization of infrastructure costs/utilities
- (vi) Teaching aid
- (vii) Raw material
- (viii) Salary of trainers
- (ix) Placement expenses
- (x) Post-placement tracking/monitoring
- (xi) Rent of training centre.
- (xii) Co ordination charge.
- (xiii) Arrangement of 3<sup>rd</sup> party assessment

- (xiv) Day to day documentation related to the training programmes.
- (xv) Inauguration and valedictory of the each course.
- (xvi) Certificates printing.
- (xvii) Any other work related to the training programmes.

### **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. 100000/- 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 sponsored agency/ PPDC, Meerut to release payment against sanction amount have to be maintained by TSP and same to be submit to PPDC, Meerut so that same may be submit to sponsored agency by time.
- 9 The TSP should impart services for conducting 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/EOI and offering of lowest rates does not confer any right on any party for placing order on them.
- 12 **PPDC, Meerut will verify the desired infrastructure as per norms of NSDC/Ministry of skill development for conducting NSQF compliance training programmes (as detailed in Annexure X) at each training centre before opening the financial offers. A Committee formed by the Principal Director, PPDC, Meerut may visit ( physically or virtual) the each training centre within one week after opening the technical bids to verify the desired infrastructure as per norms. Technical offer will be acceptable only on satisfactory report of the Committee that desired infrastructure found as per norms. PPDC, Meerut may, at his discretion, waive verification at any training centre.**
- 13 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.
- 14 All the services for conducting training programmes will be as per sponsored agency/PPDC, Meerut guidelines/terms & conditions and amendments in future if any.
- 15 All the training programmes are to be completed as per per schedule ( Training Calender enclosed as **Annexure Y**) desired by PPDC, Meerut/sponsored agency.
- 16 The actual number of trainees for training may be decrease of increase due to any reasons or any other administrative reasons. Payment will be made on actual pass out trainees.
- 17 Payment will be made after receiving payment from the sponsored agency and in same ratio after submitting Application Form of the trainees, Feedback Forms, Bills, theory and practical photographs etc. to PPDC, Meerut. Any amount (except TDS) deducted by the sponsored same will be deducted from TSP. Fund Flow Mechanism is enclosed as **Annexure Z**.
- 18 Assessment cost will be born by sponsored agency while all arrangements will be done by TSP.
- 19 Study material have to be given within 3 days of commencement of course to all participants.
- 20 **Receiving of study material etc. have to obtain from the each participant and same will have to submit to PPDC, Meerut.**
- 21 All the documents related to the programmes have to maintain as per Guidelines/terms & conditions of sponsored agency/PPDC, Meerut and amendments in future and same have to submit to PPDC, Meerut.
- 22 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.

- 23 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 EOI document.
- 24 No fee will be charged from the trainees.
- 25 All the expenses like faculty charges, certificate preparation and printing, study material, audio-visual aids, course material, raw material, hiring of infrastructure etc. for conducting programmes and miscellaneous etc. will be borne by TSP.
- 26 TSP shall be responsible for managing teaching aids, qualified faculty, infrastructure, internet, CCTV camera etc. at venue. No addition amount will be paid.
- 27 Quality of the services for conducting training programmes have to be maintained by TSP. Performance may be reviewed any time. In case any degradation in quality of services during training or any violence of agreement, the same will be liable to cancel the work order.
- 28 A third party assessment of the trainees will be conducted by the Assessment Agencies approved and engaged by sponsored agency/PPDC, Meerut . TSP to follow assessment protocols as conveyed by the PPDC, Meerut. A minimum of 80% attendance is mandatory for a trainee to be eligible for assessment.
- 29 All the disputes arising out of the contract shall be subject to Meerut, (U.P. India) jurisdiction only.
- 30 TSP should have office in Delhi NCR.
- 31 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/partnership firm with PAN/GST which must be in operations for 2 years or more as on 20<sup>th</sup> June, 2022.
  - (ii) Must have turnover of Rs 20.00 Lakhs in skill development activities in last 2 years or more as on 20<sup>th</sup> June, 2022.
  - (iii) Must have experienced faculty.
  - (iv) CA Audited Financial Report of last 2 years with Annual turnover (in lakhs).
  - (v) Must provide the list of training centres along with full address where training progs. mentioned in Annexure X are to be conducted.

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

Place-----

Date-----

**Annexure - X**  
**Financial Bid format:**  
**MSME-Technology Development Centre**  
**Training course/ Prog. under PMKKKY Scheme in Sundargarh District**

Lowest rates offered by TSP for providing services for conducting following NSQF compliance training programmes as per sponsored agency guidelines.

Sr, No.	Operational Areas where training courses /prog. are to be conducted	Sector	Trade/ Course/Prog.	NSQF Code	Duration in hrs.	Qualification	Quoted rate/candidate /hr. Inclusive other liability By the TSP	Remarks
1.	Panchyat wise different location of Rajganjpur, Hemgir, Lahunipara, Koida, Kuarmunda, Kutra block  <b>(Training courses are to be conducted in Gram Panchayat only)</b>	Media & Entertainment	Accounts Executive	MES/Q0208	480	Class 12th With one year of relevant experience		
2.		Beauty & Wellness	Beauty Therapist	BWS/Q0102	440	10th		
3.		Agriculture	Dairy Farm Supervisor	AGR/Q4103	480	12th with 1-2 years experience in Dairy farming		
4.		Health Care	General Duty Assistant-Advanced	HSS/Q5103	900	10th		
5.		Mining	Mine Mazdoor/Helper	MIN/Q0201	200	None		
6.		Mining	Mine Electrician	MIN/Q3101	642	10th		
7.		Electronics	Multi Skill Technician (Electrical)	ELE/Q3115	600	10th		
8.		Plumbing	Plumber	PSC/Q0110	720	8th		

			General- II					
9.		Sports	Personal Fitness Trainer	SPF/Q1109	500	12th with 2 years experience in fitness industry		
10.		Media & Entertainment	Sales Manager	ASC/Q1009	720	Graduate or Diploma in Business administration		
11.		Apparel	Fashion Designer	AMH/Q01201	720	12th		
12.		Management	Unarmed Security Guard	MEP/Q7101	160	8th		
13.		Agriculture	Veterinary Clinical Assistant	AGR/Q4802	230	12th		
14.		Healthcare	Home Health Aide	HSS/Q5102	1000	10th		
15.		Hydrocarbon	SCUBA Diver	HYC/Q0201	232	12th/ITI		
16.		Healthcare	Assistant Physiotherapist	HSS/Q7701	700	12th Science		
17.		Media & Entertainment	MODELLER	MES/Q2501	240	10TH		
18.		Sports	Lifeguard Pool	SPF/Q1112	440	8th Class with 4 years of experience working in aquatic facility with live demonstration or 10th Class with 2 years of experience working in aquatic facility with live demonstration		
GST , if applicable								















## Annexure Z

Fund Flow Mechanism is detailed below for conducting skill development training programmes at various locations in the Sundargarh district.

### Fund Flow Mechanism

Sr. No.	Trench	Parameters	Outcome
1.	I	25%	Enrollment of Candidates
2.	II	25%	After Completion 1/3rd Training of Course Duration
3.	III	25%	After Completion 2/3rd Training of Course Duration
4.	IV	25%	After Providing Livelihood Opportunity (SELF/Wage) to min. 70% Trained Candidates or as desired by sponsored agency.

Payments will be disbursed Batch Wise.

Batch wise Invoices will be submitted by TSP to MSME-TDC (PPDC), Meerut.

Payment will be made after receiving payment from the sponsored agency and in same ratio after submitting Application Form of the trainees, Feedback Forms, Bills, theory and practical photographs etc. By the TSP to PPDC, Meerut. Any amount (except TDS) deducted by the sponsored agency same will be deducted from TSP.

Course and block can be changed/incorporated with prior information to CEO DMFT.

