



Notice for Empanel of Service Provider
EOI No: PPDCM/7(1)/2024-25/Trg 4.0 dt. 08-11-2024



EOI for empanel of Service Provider (SP)

MSME-Technology Development Centre (PPDC), Meerut invites expression of interest (EOI) from reputed organisation for empanellment of Service Provider (SP) for providing service to conduct training programmes during 2024-25. The complete details of scope of work and terms & conditions is available on PPDC website www.ppdcm Meerut.com. Interested SP having relevant work experience may submit their EOI by 17.00 Hrs of 16.11.2024 to Principal Director (I/c), MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut- 250002, Uttar Pradesh.

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 Empanelment of Service Providers for providing services for conducting Training Programmes at various locations in order to ensure imparting skills to the candidates under the supervision of MSME-Technology Development centre (PPDC), Meerut.

MSME - Technology Development Centre (PPDC), Meerut, Ministry of MSME, Government of India, invites EOI in sealed envelope from willing entities under **Single bid system (Technical and financial) for empanelment of Service provider** for imparting and assisting the ensuing NSQF compliance Training Programmes at various locations given in **Annexure A**.

The Tender/EOI are displayed on website address; www.ppdcmeerut.com.

For any clarification kindly contact help desk no 0121-3500091.

DETAILS OF tender/EOI:

Sl. No	Particulars	Details
a.	Tender/EOI Reference	No: PPDCM/7(1)/2024-25/Trg 4.0 dt. 08-11-2024
b.	Last date and Time for submitting of EOI	16 th November 2024 by 17:00hrs.
c.	Date and Time for Opening of offers	18 th November 2024 by 11:00 hrs.
d.	Place of offer 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.
e.	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)** The last date of submission of Bids is 16th November 2024 by 17:00 hrs.
- b)** 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, drawn on any public sector bank, preferably through online payment.

- c) **The offer shall be considered only out of the bidder who qualify the bench mark setup in respect of Capacity Verification and Technical bid.**
- d) Offers received after last date & time of submission and without EMD, are liable to be rejected.
- e) The SP are requested to submit the offer including the following format: _____
1. Name & Address of SP:
 2. Lowest rates offered by SP for providing services for conducting NSQF compliant training programmes, will be submitted in the format enclosed as **Annexure A**:
- f) Programmes/ Job roles given at **S. No. 1 in Annexure A** will be conducted in the premises of PPDC Meerut. Hence infrastructure and TOT certified trainers for the training programmes will be provided by PPDC Meerut for these Programmes/ Job roles.
- g) The hourly rates for services cover the following cost components for different job roles at various locations:

I) Programmes/ Job roles given at S. No. 1 in Annexure A

- (i) Mobilization of the candidates as per need of the job role.
- (ii) Cost of raw material required for practical training to the trainees.
- (iii) Coordination charges for day to day activities related to training progs.
- (iv) To upload the requisite data on MIS Portal.
- (v) Miscellaneous work related to training progs. like banners and branding, marketing etc.
- (vi) Installation of Aadhar Enabled Biometric Attendance System as per guidelines of PPDC Meerut.
- (vii) Arrangement of 3rd party assessment activities
- (viii) Placement expenses.

II) Programmes/ Job roles given at S. No. 2 in Annexure A

- (i) Mobilization of the candidates as per need of the job role
- (ii) Salary of Trainers along with ToT certification expenditure.
- (iii) Rent of training centre.
- (iv) Rent of Equipment (As detailed in **Annexure X**).
- (v) Rent of infrastructure costs/utilities (As detailed in **Annexure X**).
- (vi) Rent of Teaching aid (As detailed in **Annexure X**).
- (vii) Cost of raw material required for practical training to the trainees.
- (viii) Coordination charges for day to day activities related to training progs.
- (ix) To upload the requisite data on MIS Portal.

- (x) Miscellaneous work related to training progs. like banners and branding, marketing etc.
- (xi) Installation of Aadhar Enabled Biometric Attendance System as per guidelines of PPDC Meerut.
- (xii) Arrangement of 3rd party assessment activities
- (xiii) Placement expenses.

h) A third-party assessment of the trainees will be conducted by the Assessment Agencies arranged by PPDC, Meerut. Cost for assessment and certification of trained candidates shall be payable to the empanelled assessment agency separately.

i) OBLIGATIONS OF THE SERVICE PROVIDER:

The Service Provider shall be responsible for the following:

- (i) Execution of the terms & conditions and responsibilities of this EOI document.
- (ii) Providing the training centers with requisite infrastructure and facilities for each job role as prescribed in the **Annexure X** enclosed at their own cost during the implementation of training programmes.
- (iv) Ensuring compliance on all terms & conditions and recommendations as stipulated in EOI document, and any other communication issued by the PPDC, Meerut from time to time.
- (v) Ensuring that the approved Training Centers Lab and Class Room are used only for conducting training under this EOI document.
- (vi) Mobilization of desired and interested candidates as per need of the job roles
- (vii) Ensuring correct use of MIS for overall recording of activities and facilitating the monitoring and providing the requisite data in the formats as provided by PPDC, Meerut.
- (viii) Furnishing all requisite information and reports including progressreports on implementation of the training programmes.
- (ix) Participating in all the meetings convened for the review of the services for training programme by PPDC, Meerut.
- (x) Service Provider to mandatorily upload photo through Mobile App of live training for each of the batches of all the live training centers on daily basis.
- (xi) Service provider to mandatorily install Aadhaar Enabled Biometric Attendance System (AEBAS) at own cost integrated with centralized MIS to ensure real time attendance of the trainers and the trainees on daily basis.
- (xii) Ensuring training of candidates by certified Trainers having Training of Trainers (ToT) certification as per need of job role.
- (xiii) Ensuring quality skill training and placement to the enrolled candidates to enable them setting up self-employment and wage employment.
- (xiv) Obtaining Feedback form from the candidates on the prescribed format.
- (xv) Ensuring capture photos of practical and theory classes on daily basis and share on the whatsapp group to be maintained by PPDC Meerut.

- (xvi) Ensuring more than 75% attendance of the candidates of each batch. A minimum of more than 75% attendance is mandatory for a trainee to be eligible for assessment.
- (xvii) Ensuring provide raw material for practical training to the candidates as per need of curriculum of each job role and obtained the receiving from the candidates.
- (xviii) Ensuring provide desired stationary, day wise plan and course material to each candidate and obtained the receiving from the candidates.
- (xix) Co ordinating day to day activities of the training programmes.
- (xx) Maintaining day to day documentation related to each training programme.
- (xxi) Amount to be released only for the certified candidates by the concerned assessment agency.

(xxii) **ON THE JOB TRAINING**

- (a) OJT (where is applicable) will be applicable in Job Roles as per details given in **Annexure A**.
- (b) It shall be the responsibility of the Service Provider to arrange for establishments and tie up with them to offer OJT to candidates.
- (c) Basic details of the establishment by the Service Provider before the commencement of OJT. All establishments are also to indicate the intake capacity for OJT.
- (d) The establishments offering OJT will give a certificate at the end of OJT indicating the duration and attendance of the candidate.
- (e) PPDC Meerut may physically visit the establishment during OJT at least twice to ensure that all candidates are undertaking the same.
- (f) It will be the responsibility of the SP to ensure attendance of the candidates.
- (g) The final assessment of the candidates will be carried out after completion of OJT, and it shall be the responsibility of the Service provider to ensure the presence of all eligible candidates for the assessment after completion of OJT.

(xxiii) **Placement:**

- (a) 70% placement of the successful trainees in the job role of organised sector, should be in wage employment. However, in case of traditional sector (Handloom, Handicraft, Silk & Jute), at least 50% should be in wage employment with balance in self-employment, after the assessment, the Service provider shall ensure placement of successful candidates within 2 months of completion of training.
- (b) PPDC Meerut will physically/virtually verify the placement provided/submitted by Service provider, before releasing the payment of 2nd installment.
- (c) In case of wage employment, candidates should be placed in jobs that provide wages at least equal to the minimum wages prescribed and such candidates should continue to be in job.

Note: Training programmes given in this document are proposed to be started within one week from the date of work order. SP must have to arrange above given at S. No. "j" (OBLIGATIONS OF THE SERVICE PROVIDER) as well as to arrange desired and interested candidates needed to start each batch of 30 candidates, within one-week from the date of work order. In case of any delay, the work order of SP may be canceled

TERMS & CONDITIONS

- 1 The Service Provider (SP) should read the EOI document paper carefully. Submission of tender/EOI shall mean that the SP 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 SP 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 (I/c), 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. 50000/- shall be deposited by the SP 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 SP.
- 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 PPDC, Meerut to release payment against invoice have to be maintained by SP and same to be submit to PPDC, Meerut, as and when needed by PPDC, Meerut.
- 9 The SP 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 SP found to have misled PPDC, Meerut by submitting incorrect information of deliberately suppressing relevant information, PPDC may consider to blacklist the SP.
- 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. A Committee formed by the Principal Director (I/c), PPDC, will visit (physically or virtual) the training**

centre within one week after opening the offers to verify the desired infrastructure as per details in Annexure X. Offer of bidder will be acceptable only on satisfactory report of the Committee that desired infrastructure found as per details given in Annexure X. Principal Director (I/c), 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 (I/c), MSME-TDC (PPDC), Meerut shall be final and binding on the parties.
- 14 All the services for conducting training programmes will be as per PPDC, Meerut obligations /terms & conditions and amendments in future if any.
- 15 All the training programmes are to be completed as per schedule, will be provided by PPDC, Meerut with the work order.
- 16 The actual number of trainees/job role/course maybe decrease or increase due to any reasons or any other administrative reasons. Payment will be made on actual pass out trainees. The rates of any additional job role/course will be given to the TSP in the same ratio to the cost category of common norms, as per rates of courses given in work order to be placed.
- 17 **Payment will be made after receiving payment from the sponsored Organisation and in same ratio after submitting desired documents like Feedback Forms, Bills, theory and practical photographs etc. (as and when required as per checklists enclosed) to PPDC, Meerut subject to satisfactory performance and adherence of terms & conditions of the EOI document. Any amount (except TDS) deducted by the sponsored Organisation same will be deducted from SP.**
- 18 If the funder cancels any training programme due to any discrepancy, the Service Provider shall be bound to return all payments already made by PPDC Meerut for the respective programme.
- 19 Stationary and Study material have to be given within 3 days of commencement of each batch to all participants, and requisite has to be submitted to PPDC Meerut.
- 20 A rent agreement has to be signed with the PPDC, Meerut and owner of the premises of each training centre. Rent for the same has to be paid by SP.
- 21 **Study material to each participant will be given in Hard copy.**
- 22 Failure and Termination:

Any deviation from the prescribed terms and condition would constitute a breach of order, on the discretion of the PPDC.
- 23 The empanelment of SP will be valid for providing services for this work order but may be extended further after assessing the performance and adherence of terms & conditions in the EOI document.
- 24 **SP shall not charge any fee/amount from the trainees.**
- 25 SP shall be responsible for managing teaching aids, qualified faculty, infrastructure, internet, CCTV camera etc. at venue. No addition amount will be paid.
- 26 All the disputes arising out of the contract shall be subject to Meerut, (U.P. India) jurisdiction only.
- 27 **SP should have office in Delhi NCR.**

- 28 The training centres and job roles may be increased or decreased in future, but requisite infrastructure and facilities have to be arranged by SP on the same rate. A capacity verification will be done by the PPDC, Meerut.
- 29 The interested SP needs to be fulfilled 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 8th November, 2024.
 - (ii) Must have turnover of Rs 20.00 Lakhs in skill development activities in last 2 years or more as on 8th November, 2024.
 - (iii) Must have ToT certified Trainers for Job roles given at S. No. 2 in **Annexure A**.
 - (iv) CA Audited Financial Report of last 2 years with Annual turnover (in lakhs).
 - (v) Must provide the training centre detail along with full address for training programme mentioned at **S. No. 2 in Annexure A**.
 - (vi) Must have experience of 3 Years to conduct training of job roles given in the documents.

Place-----
Date-----

Signature of the SP with stamp Designation

MSME-Technology Development Centre (PPDC), Meerut

Check list of documents/ instruction

S. No.	Particulars
Documents Required for release the 1st installment	
I.	A rent agreement has to be signed with the PPDC, Meerut and owner of the premises of each training centre. Rent has to be paid by SP.
II.	Bio data of the faculty with desired TOT certificate, qualification and experience as per the need of job role.
III.	List of Trainees (on prescribed Format)
IV.	Admission form duly signed by candidate with complete information along with Passport size color photograph, self-attested Photocopy of Qualification Proof, Aadhar Card, Valid Category/Caste Certificate, Income Certificate, Bank Passbook of the candidate and experience certificate (in any).
V.	Day wise plan according the Training curriculum/Q.P. file of the concern Job role in hard copy and soft copy.
VI.	Study Material and stationery receiving from each candidate.
VII.	80% attendance on entry and exit through Aadhaar Enabled Biometric Attendance System (AEBAS) for the candidate and the trainer to be submitted upto date of invoice for 1 st installment.
VIII.	High resolution Photographs with banner of training start day (group photo), theory, practical and Soft Skill classes.
IX.	Inspection Report and Photographs of the Visitors, if Any.
X.	Any Undertaking, document and information, if required by sponsored department.

Note:

1. Any officer from the sponsored department/Ministry or PPDC, Meerut may visit suddenly to any centre on any working day during training. Any surprise telephonic and video calls may also be made to the coordinator of any training program on any working day during training to ensure the quality of training.

MSME-Technology Development Centre (PPDC), Meerut
Check list of documents/instructions

S. No.	Particulars
Documents Required for release the 2nd and 3rd installment	
I.	List of Successful Trainees with complete details of each trainee with consolidated report of attendance.
II.	High resolution Photographs during the training programmes (with banner), theory, practical and soft skills classes with banner. training end day (group photo) and other Motivational, Theory Class, Practical Group photos. Photos & videos of Health Check of the candidates of each training programme .
III.	Final (Min 70%) attendance on entry and exit through Aadhaar Enabled Biometric Attendance System (AEBAS) for the candidates & trainers and photo graphs at the time of assessment and certificate distribution ceremony of each training programmes.
IV.	Feedback Form filled by each trainee with signature.
V.	Registration on Sampark portal of each candidate, if required.
VI.	Basic details of the establishment before the commencement of OJT
VII.	Certificate at the end of OJT indicating the duration and attendance of the candidate
VIII.	Attendance of the candidates during the period of OJT
IX.	70% placement (Self/ Wages) details with Offer letters of the employers of the total Wage Employed trainees.
X.	Success Story of the Pass out Candidates.
XI.	Any Undertaking, document and information, if required by sponsored department.
XII.	Inspection Report and Photographs of the Visitors, if Any.

Note:

- Any officer from the sponsored department/Ministry or PPDC, Meerut may visit suddenly to any Centre on any working day during training. Any surprise telephonic and video calls may also be made to the monitor of any training program on any working day during training to ensure the quality of training.

Annexure A**MSME-Technology Development Centre (PPDC), Meerut****Details of Job role/ Training programme and location**

S. No.	Location of Training	State	District	Sector	Name of the Programme/ Job role	QP Code	Prog. Duration in hrs.			Quoted rate (Rs.) per candidate per hr. Inclusive other liability by the SP
							Total QP Hours (Theory + Practical + ES)	OJT Hours	Total Duration (Notional Hours)	
1.	Process Cum Product Development Centre (PPDC), Meerut	UTTAR PRADESH	Meerut	Capital Goods	CNC Operator Turning	CSC/Q0115	450	60	510	
				Capital Goods	CNC Operator - Vertical Machining Centre	CSC/Q0116	450	60	510	
				Apparel	Specialised Sewing Machine Operator	AMH/Q2301	420	-	420	
2.	Modipuram	UTTAR PRADESH	Meerut	IT-ITes	Web Developer	SSC/Q0503	330	60	390	

Note: Quoted rate should be per candidate per hr. in INR.

Annexure-X

Details of Trainer's Educational & Experience Eligibility Criteria, General Criteria and equipment & infrastructure required for Web Developer (QP Code: SSC/Q0503) Job role.

Job Role: Web Developer (Level- 4)

QP Code: SSC/Q0503

Sector: IT-ITes

A. Trainer's Education & Experience Eligibility Criteria

Job Role Name	Minimum Educational Qualification of the Trainer	TOTAL Experience (In Years) required for the Trainer	Out of Total Experience, Sector Specific Experience (in years)	Out of Total Experience, Teaching Experience (in years)	Remarks
Web Developer	Graduate (web design/ media design or any other related field;)	3.0	2.0	1.0	Certification in relevant software competencies : Software Development Certifications in C++, Embedded, C#, C, Java etc., is an added advantage.

Note: Trainers having above Education & Experience Eligibility Criteria and Training of Trainers (ToT) certification will be engaged for providing training to the candidates.

B. General Criteria for conducting training (Batch Size-max 30):

1.	A well ventilated, cleaned and suitably illuminated separate class room for all job role measuring not less than 10 Sq ft per trainee.
2.	The class room shall be equipped with
	a. Study chairs for accommodating all trainees
	b. Dias for the Trainer (Desirable)
	c. White board/ Black Board with duster and markers

	d. LCD projector with screen
	e. Computer/laptop connected to LCD projector with speakers
3.	One Computer systems for use by Trainer (Desirable).
4.	Working Aadhar Enabled Biometric Attendance System with power backup.
5.	Internet facility
6.	CCTV camera with adequate resolution to clearly cover the whole area of classroom.
7.	CCTV recordings to be preserved for the period of one year.
8.	A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable)
9.	Office room or reception area of around 100 Sq ft. for counseling with facility for safe storage of stationary and other items (Desirable)
10.	Separate washroom facility for male and female
11.	Ramps, Lifts and Toilets for differently-abled people, wherever required.
12.	Availability of firefighting equipments
13.	Availability of first aid facility
14.	Availability of minimum of 2 numbers of dustbins.
15.	Clean Drinking Water Facility

C. Equipment List (Batch Size-max 30):

Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type
Licensed Software's: HTML5, Javascript, CSS, SQL, Web Builder, Word Press, Joomla and modelling tools such as Visio, UML.	30	Nos
Presentation Tools to support learning activities: Intranet, Email, lms, learning management system e.g. Moodle, Blackboard to enable blended learning	30	Nos
Supporting software / applications for projecting audio, video, recording	6	Nos
Assessment and Test Tools for day to day online Tests and Assessments	30	Nos
For IT Lab sessions: Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook/ other Email Clients	30	Nos
White Board	1	No
Faculty's PC/Laptop with latest configuration and internet connection	2	Nos
Handy Camera	2	Nos

Eraser (Whiteboard duster)	2	Nos
For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.	30	Nos
Projector with screen	1	No
Microphone / voice system for lecture and class activities	2	Nos
Flip chart	1	No
Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.	1	No
Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets	3	Nos
Markers	3	Nos
HTML5, CSS, Flash, Photoshop, Windows media player, Eclipse, XAMPP	30	Nos
Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning	30	Nos

D. Lab Area Details:

Job Role Name	NSQF Level	Mandatory Lab size (Minimum 10sq.ft./candidate or higher as specified by SSCs for any job role)	Do you allow Hybrid arrangement (Lab + Classroom) Yes/ No	Is there any Additional Training Area required (apart from Lab or Classroom) If Yes, Give details	mandatory If Yes, TC would be rejected in case of non-compliance	Minimum Carpet Area of additional Training Area in sq ft	Can the lab for this Job Role be treated as IT Lab (IT lab implies the lab for Live or Soft Skills)
Web Developer	4	300	Yes	No	No	0	Yes