INVITATION FOR REQUEST FOR PROPOSAL FROM SKILL DEVELOPMENT TRAINING INSTITUTIONS FOR THE YEAR 2020-21

1. Introduction

TAHDCO, an organization registered under Companies Act and an unit of Adi-Dravidar Tribal Welfare Department, Govt. of Tamilnadu inviting proposals from Agencies /Organizations/ Institutes (duly registered /established in India under relevant acts and rules) for providing Skill Development Training exclusively to the unemployed youth of Scheduled Caste and Scheduled Tribe of Tamilnadu during the year 2020-2021.

TAHDCO has endeavored for causes which support and encourage the following:

• Empowerment of marginalized and weaker sections of the society

• Evaluation of various welfare measures and projects implemented by the Government for such disadvantaged sections of the society

• Contribution to the field of Equality and Social Justice through policy recommendations, advice and training programs

Skill Development at TAHDCO

TAHDCO has embarked on an ambitious and noble mission of imparting skill training to unemployed youth of SC and ST community who are socially disadvantaged and weaker sections and thereby enabling them to get job in various industries. TAHDCO gives paramount importance to quality based skill training under its initiative to promote skill training.

Objectives

• To conduct skill development trainings especially for unemployed Scheduled Caste and Scheduled Tribe youth

• To tie up with reputed training institutes having state of the art training facilities, infrastructure, and excellent placement records.

• To formulate location and trade specific strategies for maximizing employment opportunities on a sustainable basis in the State supported by private sector

• To facilitate a coordinated approach in achieving the above objectives for maximizing the benefits over time and space and in reaching out the most needy sections of the population.

Currently, TAHDCO is supporting 50+ short / mid-term Skills Development courses in potential high employment sectors. TAHDCO has, through various Training Service Providers (TSPs) successfully trained and placements made.

Request for proposal (RFP) is invited from well established training institutes for organizing **Short Term skill development training programmes** and placement in various courses as per National Skill Qualification Frame Work (NSQF), National Occupational Standards (NOS) and Qualification Packs (QP) in different Sector / Trades / Course / Levels to youth aged between 18 to 45 years in the state of Tamil Nadu. It is proposed to impart skill development training in Sector / Trades / Course / Levels which are of relevance to the industry and to provide placement support to youth ensuring decent livelihood.

2. Training Providers Proposal must adhere the following:

TAHDCO invites proposal for providing Short Term Courses (focus on women and self-employment) and the duration of the training programmes will be normally 200 hours to 600 hours and up-to 5 months or as stipulated in National Occupational Standards (NOS) and Qualification Packs (QPs). Skill Development training exclusively to the unemployed youth of Scheduled Caste & Scheduled Tribes.

- **Separate proposals needs to be submitted for Scheduled Caste**
- **Separate proposals needs to be submitted for Scheduled Tribe**

3. Eligibility Criteria for the Training Institutions

The Corporations / Organizations / Companies / Institutions which have empanelment with TNSDC or Accreditated by NSDC having Accreditation Certificate/ Conditional Accreditation certificate. And having suitable experience in conducting short term skill development training programmes and placement in accordance with prescribed norms of NSDC are hereinafter referred to as "Training Provider". The training agency should satisfy the following criteria:

a) State Skill Development Missions (SSDMs) who are expected to have ground level knowledge of the skill aspirations and employment opportunities in their state as also access to literature on Skill Gap analysis carried out by National Skill Development Corporation (NSDC).

b) Affiliated Training Providers (TPs) of SSDM/SSCs/TIs.

c) The institutes Proof of valid affiliation and other details in this regard must be checked. **Any further outsourcing by the affiliated TPs of Training is strictly prohibited**

d) The Skill Training Programmes should have been implemented only in Centres owned by the Training Partners and not in Centres of Franchisee/Partners.

e) The Training Provider should have tie up with industry in the form of MoU for placements.

f) Have qualified faculty members / instructor / Placement officer in relevant fields on its rolls with adequate teaching experience.

g) Should have training set up with infrastructure facilities.

h) The Training Provider should accept third party certification for testing proficiency of trained candidates. The certifying agency [DET/SSC] will be an approved assessing body.

i) Should not have been black listed by any State Government / Central Government or by any other statutory body.

j) Be capable to submit the data of the trainees to TAHDCO with unique ID details to avoid duplication. The agency should also furnish placement details of each of the candidates with the salary component.

k) Weightage shall be given to the Training provider having more number of industry tie-up for placements, Practice labs of desired standards, ready to use infrastructure facility, well qualified and experienced faculty.

l) **Regulations for conducting Training may be adhered scrupulously for 2019-20 onwards following G.O.(Ms)No.447 Revenue and Disaster Management(D.M.IV) Department dated 31.08.2020, till the provision of the G.O is withdrawn by the Government.**

4. Roles and responsibilities of the Training Provider:

1. **Centre Address**: Existence of the training Centre as per the address registered on PMKVY/TNSDC.
2. **Infrastructure**: Training Centre infrastructure readiness in terms of size of the center, number of classrooms, number of labs, computers, biometric attendance system and other relevant details.

3. **Equipment**: Availability of necessary equipment list as prescribed by the respective SSCs required imparting the training as per the job role requirement.
4. **Trainers**: Availability of qualified and experienced trainers, certified by the concerned SSCs.

5. **Content/Curriculum:** Availability of the training content pertaining to the job role requirement. Alignment of the curriculum to National Skill Qualification Framework (NSQF), and approved by the Standards & quality Assurance Department of NSDC.
6. **Branding**: Training Centre's branding as per PMKVY/TNSDC guidelines.
7. **Adequacy of centre**: The Training centre adequacy in terms of other relevant aspects, as per the job role specification.
8. **Placement desk/ Placement Coordinator**: Availability of a mentor/placement coordinator/ placement desk at the training centre.
9. **Training related forms**: Availability of enrolment form, Trainee Feedback Forms and other relevant forms. In case the trainees are enrolled at the concerned centre.

5. Selection of Beneficiary Trainees:

5.1 **participation of atleast 30% women candidates may be ensured in the skill development programmes.**

5.2 Mobilization of the candidates will be done through various means of publicity by the State and/or District Administration.

5.3 Selection Committee Meetings will be held for selection of the candidates which fwill mandatorily include a functionary of the State govt./District Administration and/or their undertaking, esp. in case of private training partners.

5.4 Identification of beneficiaries should be carried carefully after assessing the interest of the candidates in the skill proposed to be imparted. For ensuring transparency in the process, the State Governments Training Partner/their TP should issue advertisement in print media, social media etc. and thereafter holding of selection meeting.

5.5 Alternatively, the State Skill Development Missions (SSDMs) and identified Govt. Training Institutes(TI)/Sector Skill Councils (SSCs) may also identify available artisan clusters taking help of State Channelizing Agencies of National Scheduled Castes Finance

and Development Corporation (NSFDC) / National SafaiKarmcharis Finance and Development Cor poration (NSKFDC) and other Government agencies especially for undertaking up-skilling/re-skilling programmes for such persons at convenient locations & time schedule so that their livelihood is ot affected.

6. Expected Outcomes:

6.1 **The trained candidates should be facilitated for placement in wage/self-employment. Third party assessment and certification of the candidates will be done after successful completion of the training programme.**

6.2 The targeted outcome of the Skill Development Programmes will be as under:

a) Up-skilling Programmes: Enhancement of earnings of livelihood as self-certified by the beneficiaries.
b) Short Term Training Programmes: The overall placement of the trained persons should by 70% in wage/self-employment.

7. Training Costs:

The compensation of training cost should be limited to the extent of Common Cost Norms (CCN) or NCVT Guidelines as applicable from time to time. The payment should be done on milestone basis only.

8. Required Feature of Training programmes

a. Short term Skill Development Training programmes having good potential for wage employment will be considered. The scheme envisages training in batches in different streams / modules of employment oriented courses as per National Skill Qualification Framework (NSQF) levels Qualification Pack (QP) & National Occupational Standards (NOS) / Modular Employable Skills (NCVT).

b. Rural unemployed youth / Women should be given preference during the training programmes.

c. The programmes should be industry oriented and the NSQF curriculum should include a combination of technical skills **combined with soft skills** necessary for developing livelihood earning capabilities for the candidates.

d. The Training delivery (medium of instruction) should be using a combination of English and Tamil.

e. A training manual should be given to each trainee preferably in Tamil or English.

f. The training provider should prepare an action plan and furnish a training calendar on receipt of training orders from TAHDCO.

g. Final 20% of the Total Training cost will be paid only when 70% of placement is ensured after training by the Training provider.

h. In case of self employment, candidates should have been employed gainfully in livelihood enhancement occupations[proof submitted as per common norms) is ensured after training by the Training provider.

i. Proper attendance (biometric) for trainees should be maintained.

j) The training provider should have clean rooms with latest infrastructure and internet connectivity.

k) All the trainees identified must have a separate bank account and the trainees should furnish copy of the bank account at the time of admission.

9. General

a. The capacity of training minimum number of candidates and batch size per centre under the course wise may be specified. The batch size should normally between 20 to 30. **Minimum of 20 students to 50 students as per the space availability of the training centre class room.**

b. The proposal documents are available on website **https://tahdco.com**

c. Training Provider interested has to submit all the required documents **by hardcopy.**

d. **The application fee Rs.2,000/- is required to be deposited by DD drawn in favour of "Managing Director, TAHDCO, Chennai-18 ".** (Remittance by DD should be submitted separately for Application Fee and EMD).

e. The EMD **Rs.15,000/-** is required to **be deposited by DD drawn in favour of "Managing Director, TAHDCO, Chennai"**. (Remittance by DD should be submitted separately for Application Fee and EMD)

1. The EMD shall be denominated in Indian Rupees only.
2. No interest will be payable to the proposer on the amount of the EMD.
3. Proposal submitted without adequate EMD will be liable for rejection.
4. Unsuccessful ""Training Providers"" EMD shall be returned after completion of selection process
5. EMD of Successful "Training Providers"will either be returned after the award of contract and submission of the performance security or adjusted for performance security within specified time and in accordance with the format given in the RFP.
6. EMD shall be non-transferable.
7. The EMD may be forfeited:
   i. If a "Training Providers" withdraws his proposal or revises/ increases his proposal during the period of **proposal** validity or its extended period, if any.
   ii. If successful ""Training Providers"" fails to sign the Contract or to furnish Performance SECURITY within specified time in accordance with the format given in the RFP.
   iii. If during the process, a "Training providers" indulges in deliberate act that would jeopardise or unnecessarily delay the process of proposal evaluation and finalization. The decision of the TAHDCO regarding forfeiture of the EMD Security shall be final and binding upon "Training Providers" Right to reject any or all the proposals is reserved by Managing Director, TAHDCO, Chennai.

f. All proposals intended should be superscribed on the cover **"RFP- Skill training 2020-21"**

Proposal for Short term Skill Training

Under Tamil Nadu Adi Dravidar Housing and Development Corporation(TAHDCO)

Annexure -I

1. Name and Address of the approved Training Provider by TNSDC/NSDC	
2. Name and Address of the Training Centre [should be approved by TNSDC or Accreditated by NSDC]	
3. Phone No. Fax No. & E-mail	
4. Details of Empanelment of Training Providers – a. Accreditation Certificate/ Conditional Accreditation Certificate / TNSDC Recognition order No. & Date: b. Name & Code of Modules, No. of Batches & Duration of training approved: c. **Present validity** / renewal should be applied Date:	(Please enclose Document proof)
5. PROPOSAL: Courses / Modules applied now [NSQF aligned courses] with Duration of training & Target (No. of persons to be	
6. Statutory details of financial matters for making payments: a. Sales tax Registration No: b. PAN No: c. Bank Account Details: i. Name of Account holder: ii. Name of Bank: iii. Branch Name: iv. Account No: v. IFSC Code:	(Please enclose Document proof)

7. Infrastructure details: a. Own / Rental / Lease Building: b. If Rental / Lease, validity period: c. Validity period of Fire Safety certificate: d. Validity period of Building stability certificate: e. Whether all the tools / equipments / Machineries are in good working condition to start the proposed courses / modules in Sl No.4: f. Name, Qualification & Experience of Faculty / Instructor for the proposed courses / modules in Sl No.4:	Own / Rental / Lease (Please √) Yes / No
8. Details of Tie-ups with Industries regarding placements for the proposed courses / modules in Sl No.4:	(Please enclose Document proof)
9. Proposed cost of training for the courses / modules mentioned in Sl.No.4: (Furnish the split-up details in Annexure – II)	
10. If any write-ups or booklet with respect to applicant Training Provider is available that has to be bound separately and enclosed with the proposal	
11. **Regulations for conducting Training may be adhered scrupulously for 2019-20 onwards following G.O.(Ms)No.447 Revenue and Disaster Management (D.M.IV) Department dated 31.08.2020, till the provision of the G.O is withdrawn**	
Stamp / Seal of the Training Agency Place: Date:	 Authorized Signatory (Name & Designation)

Proposed Skill Training and Cost Details

Annexure –II

Sl. No	*Skill Training Course			No. of trainees	**Cost per hour	Duration In Hours			No of Days	Base cost (Col.3x4x5)	Transport Rate (col.3x6x Rs.32.25 per day)
	Sector Name	NSQF Course Code	Course Name			Practi-cal	Theory	Total			
1	2			3	4			5	6	7	8
1											
2											
3											
4											
	TOTAL									A	B
Grand Total										A+B	

* Skill Training Course code may be NSQF aligned Courses for which TNSDC Empanelment/ Accreditation Certificate / Conditional Accreditation Certificate is mandatory.

** Cost as per the notification of Ministry of Skill Development and Entrepreneurship dated 15th July 2015 & amended if any thereafter.

Details of Government Funded Training Programmes conducted so far (Last 3 years only)

Annexure –III

Year	Sl No.	Sector	NSQF Code	Name of the Course	Duration in Hours	No. of Persons Trained so far	Name of Department / Ministry	Funds received in INR
2016-17	1							
	2							
	3							
	4							
2017-18	1							
	2							
	3							
	4							
2018-19	1							
	2							
	3							
	4							