

**Government of Tripura  
Directorate of Skill Development  
Department of Industries and Commerce  
ITI Road, Indranagar, Agartala-799 006  
Telephone: 0381-2355518, Toll Free No: 18003453683  
Email: - skilltripura@gmail.com.**

NO.F.6(189)/TSDM/2020/16,210

Dated: 26<sup>th</sup> April, 2021

**Request for Proposal (RFP)**

Directorate of Skill Development, Government of Tripura invites 'Request for Proposal (RFP)' from the interested National Skill Development Corporation (NSDC), SMART Portal / Skill India Portal registered Training Providers and all who are currently imparting any training programme under Directorate of Skill Development, Government of Tripura for conducting Short Term Training under DWS fund preferably in West, Sipahijala, North and Dhalai Districts. The eligible interested agencies may submit proposals in sealed envelopes only as per prescribed format by **16<sup>th</sup> May 2021, 5:00P.M.**

The complete RFP document may be downloaded from the State Government portal [www.tripura.gov.in](http://www.tripura.gov.in).

  
Sd/-  
The Director  
Skill Development  
Government of Tripura

**Government of Tripura**  
**Directorate of Skill Department**  
**Department of Industries and Commerce**  
**Indranagar, Agartala-799006**  
**Phone: (0381) 2353166/ 2355518, Toll Free No: 18003453683**  
**Email: [skilltripura@gmail.com](mailto:skilltripura@gmail.com)**

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The objective of this RFP is to conduct for **Short Term Training (STT)** under DWS fund preferably in West, Sipahijala, North and Dhalai District of Tripura for the unemployed youths through Government/Private Training Providers (TPs) of the state. The Short Term training programme shall be imparted on **NSQF** aligned course curriculum and in compliance with the **Standard Operating Procedure** issued by Directorate of Skill Development, Govt. of Tripura.

Interested Training Provider may submit the sealed proposal to the office of the undersigned, super scribed with **“Project Application for conducting STT under DWS Scheme”**.

The job role wise details of the **STT Training** which needs to be undertaken are mentioned below:

<b>Sl No</b>	<b>Job role</b>	<b>Duration in Hrs.</b>	<b>Numbers of candidates</b>
1	Plumber General (PSCQ)	320	240
2	Assistant Electrician	400	120
		Total	360

\* The training centre has to be set up in as per the SoP provided by DSD within stipulated timeline.

TP shall mobilize candidates with support from DWS Dept/District/ Block Administration and submit the final list of candidate to DSD before initiation of the training. The other criteria that can be followed are as below:

- **Advertisement:** All the concerned **Training Partners/Provider** (TP) have to issue appropriate advertisement for the mobilization of the candidates in local newspaper.
- **Counselling centre:** TP has to conduct counselling of the candidates. Necessary counselling detailing about the scope of the training, opportunities available after the course should be provided to the aspiring candidates.
- **Distribution of Job Role Specific Kit:** TP shall provide a special kit to all the candidates during Orientation Programme. Pay out for orientation is inclusive of job role specific kit.
  - Writing Pad and Pen
  - Induction Kit
  - Cap, Gloves
  - Training T - Shirt with Skill Tripura and DWS Logo
  - Any other relevant
- **Batch Size:** Minimum Batch Size is **20 and Max. is 30** candidates per Batch
- **Preferred Location:** West, Sipahijala, Dhalai and North Tripura Districts.

The Training providers are expected to submit the **Project Proposal** in the prescribed **Project Application Form (PAF)** enclosed in Annexure-I. The soft copy of the same document may be sent to [skilltripura@gmail.com](mailto:skilltripura@gmail.com). The project proposals will be evaluated and presented in front of **State Project Approval Committee (SPAC)**. The SPAC reserves all the rights to reject any proposal/allocate any number of targets to any participating Agency. The RFP is open to all entities that fulfil the eligibility criteria as prescribed in Annexure-II.

The Training centre requirements for specified job roles are mentioned in Annexure-III. The last date of submission of proposal is **16<sup>th</sup>May 2021, by 5.00PM.**

Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of target for the said project. The proposal should be of maximum 80 pages (the translated Bengali version of the course curriculum shall be considered in addition to 80 pages of the proposal) and each page has to be duly signed and stamped. Without proper indexing detailing the page numbers along with properly spiral binding, the proposal is liable to be cancelled.

Directorate of Skill Development reserves all the rights to cancel the application/ penalize the Project Implementing Agency (PIA), if any information is found to be incorrect/ false during and after project execution, at its sole discretion and without assigning any reason. DSD also reserves right to cancel the RFP at any point of time without providing any explanation.

  
Sd/-  
The Director,  
Skill Development

**ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura), Tel: (+91) 381-235-**

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**Project Application Form (PAF)**

## I. APPLICANT PROFILE

*Provide a brief profile of the Applicant in the format mentioned below:*

1.1 Name of the Organization	
1.2 Type of the Organization (Government Institute / Company/ Firm/ Society/ Trust/ Proprietorship)	
1.3 Name and contact details of the Authorised Signatory of the Organization	
1.3.1 Relevant years of experience in skill development training domain in the state	
1.4 Address of Head Office	
1.5 Name of the Single Point Of Contact (SPOC) for proposed training centres	
1.6 Contact details of SPOC	Contact no.: Email ID:
1.7 Office address of SPOC	
1.8 Job Roles and the target applied for	1. 2.

## II. EXPERIENCE IN SKILL DEVELOPMENT PROGRAMS

*Provide a brief description of Organization's past experience in conducting Short Term Skill Development Programs in last three (3) financial years.*

<b>Financial Year</b>	<b>Govt. Funded scheme</b>	<b>Corporate Social Responsibility(CSR) scheme</b>	<b>Self-Paid scheme</b>	<b>STT in Construction Sector</b>
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	Trained	Certified	Trained	Certified	Trained	Certified	Trained	Certified
2017-18								
2018-19								
2019-20								

### III. PROPOSED TARGET GROUPS & JOB ROLE:

Sl. no.	Target group (Specify)	Sector	Job Role	Duration in hours	Proposed Target	Course curriculum along with detailed session plan to be attached with the

### IV. DETAILS OF PROPOSED TRAINING CENTRE:

Sl. no.	TC name	Training centre address	Proposed job role	Centre readiness (Ready/ Will be ready within 15 days of work order)		
				Ownership	Trainer	Equipment's
1	2	3	4	5	6	7

Shortlisted TP has to set up training centre (within 15 days) by fulfilling requirements of training centre in the specified locations enclosed in **Annexure-III**.

**V. PROPOSED PLACEMENT/ENTREPRENEURSHIP PLAN:** Specify the strategy to be followed for each job role separately along with placement tie up letters. For entrepreneurship, the TPs have to provide a detailed plan along with the process of supporting the SHGs/Candidates for setting up enterprises.

## VI. CERTIFICATES TO BE PRODUCED:

- a. Certified that provisions of the RFP have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development.
- b. Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development.

**VII. CHECK LIST DOCUMENT:** Self-attested photocopies of the following documents to be attached with the proposal.

Sl. No	Particulars	Enclosed (Yes/ No)	Remarks if any
1.	Organization Registration Certificate		
2.	Experience Document related (Work Order) to skill development.		
3.	Ownership document such as Registered Rent/ Lease Agreement copy/ Electricity bill etc. of		
4.	Complete CV of Trainers along with photograph and with photocopy of certificates (highest qualification mark sheet, experience document, if any, Relevant certificate from prominent institute on specific field for which trainer is		
5.	TOT Certificate of the Trainers		
6	Submission of Bengali version of the NSQF aligned handbook of the job roles applied for		
7.	Certificates as per Sl.No.VI		

**Note:**

- a) All the pages should be numbered and properly indexed, mentioning the name of the submitting agency. If any of the RFP proposal is found to be without proper signature, name of the submitting agency, scheme name on the submitted envelop for which the proposal is being submitted, it will be liable for rejection.

Authorized signatory of the Organization  
With seal Name/Designation/Address

Date

Place:



**Eligibility criteria** for applying the **Request for Proposal** for conducting STT under DWS - Scheme.

- I. Must be an NSDC Training Partner or registered Training Provider.
- II. Should have experience in conducting STT in NSQF compliance courses for the **Construction and Plumbing Sector** in last 2 years from the date of submission of the proposal.
- III. Should have experience in conducting training in the relevant job roles under PMKVY/ any other State funded scheme for which proposal is submitted in any State.
- IV. Should have domain expertise of at least 2 years in the relevant sector applied for.
- V. The RFP proposal should be submitted to the Office of the undersigned on or **before 16<sup>th</sup> May 2021 by 5.00 PM**. Application received after the given time will not be accepted.
- VI. The agency can apply for maximum of **Two Job Roles** and **Five Batches**.
- VII. The total number of pages for the proposal shall be maximum of 80 pages with duly signed on every page
- VIII. The proposal should be indexed well along with page numbers. In submission of proposals without a proper index shall lead to cancellation.

The selected Training Providers will have to mobilize candidates by involving the **District Skill Committees (DSC)**. The roles and responsibilities of the DSC are as follows:

- To conduct awareness and dissemination of information about the Skill Development activities in each district.
- To conduct publicity for mobilization through different format (Newspaper advertisement, Miking, TV Scrolls, Shows of films/ Documentaries, Radio advertisement, Leaflets etc).
- To mobilize, counsel and select candidates for the interested job roles.
- Facilitate **Placement Opportunities** for the trained candidates.

**Training Centre Requirements:**

Shortlisted TPs have to set up Training Centre (within 15 days) by fulfilling following criteria:

- Training Infrastructure: The Facilitator Agency /TP shall arrange the necessary training infrastructure and required laboratory/equipment at the STT location, as per the requirements of the job role or as per guidelines of Directorate of Skill Development if any.
- Facilitator Agency /TP shall ensure that the overall training infrastructure especially the training aids for the proposed job role is as per the industry benchmark.
- Training Centre (TC) should have Reception Cum Placement Cell and Washroom (separate male and female).
- Training centre should be well equipped with all the amenities (**including COVID prevention facilities like sanitizer and enough room space**) within 15 days of receiving the work order and necessary arrangement shall be complete before commencement of any training.
- Training centre must have job role wise separate Classroom and Laboratory (minimum 10 sq.ft per candidate)/ as per SSC Specifications.
- Availability of Safe Drinking Water.
- Availability of First Aid Kit & Fire Extinguisher.
- TC has to do branding as per the guideline provide by DSD.

**Criteria for evaluation of the proposals submitted:**

<b>Mandatory Parameter</b>	<b>Preferred</b>	<b>Desirable parameters</b>
1. Submission of proposal as per PAF template. Failure to meet any of the mentioned criteria will lead to rejection of Proposal.	1) Training Centre ready in all aspects as per Annexure-III. If any TC is ready <u>Geo Tagged Photographs</u>	1) Previous experience of skilling in under Schemes implemented by Directorate of Skill Development. 2) Placement/Entrepreneurship support plan & tie ups. 3) Detailed Mobilization strategy for each location 4) Detailed plan for <u>Livelihood Generation or Market Linkage</u> for the certified Candidates for each job role applied for
2. Overall monitoring feedback on implementation of any scheme under DSD, GoT	have to be attached for the mentioned TC	

**SPAC is the final authority to select eligible training partner and allocated targets. SPAC reserves the right to cancel or disqualify any training provider without providing any explanation.**