

# Institute of Leadership Development (ILD)

6/2, Jamdoli, Jaipur-302031

## **ILD INVITES EXPRESSION OF INTEREST (EOI) FOR THE EMPANELMENT OF AFFILIATE TRAINING PARTNERS FOR CONDUCTING VARIOUS CENTRAL GOVERNMENT, STATE GOVERNMENT and CSR RELATED SCHEMES.**

**Background:** Institute of Leadership Development (ILD), Jaipur, set up in the year 1992 is a non-profit registered society promoted by IFCI Ltd., a leading financial institution in India (A Govt. of India Undertaking) with a broad objective of developing an enlightened and motivated work force all over India through education, training, research, consultancy and counseling of workers & workers organization. In the last two and half decades Institute has emerged out as an integrated Centre for teaching & training in all areas across all sectors of Leadership Development.

With a view to widen its ambit, ILD proposes to empanel 'Affiliate Training Partners' with it so as to have its penetration across states and across various districts of Rajasthan. The eligibility criteria and other details for empaneling the ATPs are given below.

<b>S No.</b>	<b>Parameters</b>	<b>Conditions /Provisions</b>
1.	Eligibility Criteria	<p>The AFFILIATE TRAINING PARTNER (ATP) should have an Accreditation from NSDC as a Training Centre. ATP has to be a Registered Proprietorship / Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust / Limited Liability Partnership and should have been active and operational continuously anywhere in the country for the last five years on the date of advertisement.</p> <p>Document Required: A self- certificate must be</p>

	Submitted as per Annexure-1 and 2.
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	<p>The ATP's annual average turnover from skill development and placement linked programs operation and other Training Programs of Central &amp; State Govt in the past three consecutive years should be above Rs. 1 Cr. Preference would be given to those ATP who have worked for any International Organization.</p> <p>Note: Financial statements, Balance sheet and Profit &amp; Loss Accounts for the past three years should be submitted by the ATP.</p> <p>Documents Required: Declaration/Certificate from Chartered Accountant must be submitted as per Annexure-3</p>
	<p>The ATP should have trained not less than 500 youth in last three years. The ATP should have provided placement to not less than a total 400 youth in last 3 years in relevant sectors as per MSDE guidelines. Documents Required: Declaration by ATP must be submitted as per Annexure-4. Details of the Training Centre/Centres be given as per Annexure 5.</p>
	<p>The ATP should not have been blacklisted by any agency of State Government/ Central Government.</p> <p>Documents Required: A self-certificate must be submitted as per Annexure-6</p>

2.	Proposal Processing and Inspection Fee	<p>ATP has to pay a non-refundable Proposal Processing Fee of Rs.30,000/- (Rupees Fifteen Thousands only). This includes Rs.5,000/- as Proposal Processing Fees and Rs.25,000/- as Inspection Fees. Provide NEFT details/DD. Proposals that are not accompanied by the Proposal Processing Fee shall be rejected by ILD.</p> <p>(Note: The inspection fee of Rs.25,000/- shall be refunded if application is rejected before site visit by ILD officials)</p>																		
3.	Earnest Money Deposit (EMD)	<p>ATPs are requested to submit a refundable Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only). This will be paid in the form of NEFT/RTGS/DD Payable to "Institute of Leadership Development" payable at Jaipur, drawn on any scheduled commercial bank.</p> <table border="1" data-bbox="695 831 1430 1220"> <tr> <td>1.</td> <td>Bank Account No.</td> <td>675705601478</td> </tr> <tr> <td>2.</td> <td>Account Name (Beneficiary)</td> <td>Institute of Leadership Development</td> </tr> <tr> <td>3.</td> <td>Bank Name</td> <td>ICICI Bank</td> </tr> <tr> <td>4.</td> <td>Bank Branch Address</td> <td>Janta Colony Branch Adarsh Nagar Jaipur</td> </tr> <tr> <td>5.</td> <td>IFSC Code</td> <td>ICIC0006757</td> </tr> <tr> <td>6.</td> <td>Pan details of Beneficiary</td> <td>PAN: AABFI2668D</td> </tr> </table> <p>The EMD of the unsuccessful ATP would be returned (without interest) within 60 days of decision of rejection. In case of shortlisted ATP, the EMD would remain with ILD till the assignment is completed by the ATP. Once the ATP has signed the MoU with ILD.</p>	1.	Bank Account No.	675705601478	2.	Account Name (Beneficiary)	Institute of Leadership Development	3.	Bank Name	ICICI Bank	4.	Bank Branch Address	Janta Colony Branch Adarsh Nagar Jaipur	5.	IFSC Code	ICIC0006757	6.	Pan details of Beneficiary	PAN: AABFI2668D
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4.	Coverage	Rajasthan, Delhi NCR, Madhya Pradesh, Haryana.																		

7.	Assessment and Certification	From the respective SSC of NSDC.
8.	Employment and Retention	<p>The ATP shall ensure the following guidelines of NULM/MSDE/NSDC/SSC</p> <p>As per NULM's guideline (As amended from time to time).</p> <p>"Minimum 70% of the trained youth should be provided wage and self-employment by the ATP within 30 days of completion of the training program. The wage employment must be at least 50% out of minimum 70%" or as per the norms of Ministry of Skill Development and Entrepreneurship (MSDE).</p> <p>The applicant will have to submit the Letter of Intent from the potential employer before commencement of each course/batch)</p>
9.	Submission of Proposal	<p>Interested Firms/Companies/Agencies/Organizations/fulfilling eligibility conditions as mentioned above can submit their detailed proposal for empaneling themselves with ILD as ATP to undertake Employment Training &amp; Placement Programs in the State to the Head – Admin and Programmes , ILD on or before 5:00 PM on October 10, 2023.</p> <p>The proposal should carry:</p> <ul style="list-style-type: none"> <li>a) Covering Letter-Annexure 1</li> <li>b) Copy of the NSDC's Accreditation Certificate</li> <li>c) Company Profile along with Annexure 2</li> <li>d) Copy of audited financials for the last three years along with Annexure 3</li> <li>e) Documentary proof of employment arranged and livelihoods status of youth trained in major skill training projects related to sectors/ courses undertaken during the last three years along with Annexure 4</li> </ul>

		<p>f) Training Infrastructure- Annexure 5  g) An affidavit for not being blacklisted- Annexure 6  h) Action plan in terms of number of centers and courses and likely number of youth to be trained.</p> <p>ILD reserves the right to accept or reject any proposal without assigning reasons, what so ever. The decision of ILD shall be final and binding on the Company/ Agency. For further details, interested Firms /Organization/Agencies may contact ILD on the below mentioned address.</p> <p>Contact Person : Dr. Shubham Kaushik,  Assistant Registrar  Contact Info: 9664418133  Email: <a href="mailto:info@ildindia.org">info@ildindia.org</a>/shubham.kaushik@ildindia.org</p>

10.	Mechanism for approval of the Programs	<p>a) Evaluation of the proposals by committee of ILD  b) Presentation of the shortlisted ATPs  c) Site inspection of the SDC's  d) Final Selection of ATPs  e) Signing of MoU</p>
11.	Infrastructure	<p>As per DAY-NULM/NSDC/SSC guidelines(Amended from time to time).  May refer NSDC  Website. <a href="http://www.nsdcindia.org">www.nsdcindia.org</a></p>
		<p><b>Note :</b></p> <ol style="list-style-type: none"> <li>1. ILD reserves the right to amend sectors, courses and terms &amp; condition from time to time.</li> <li>2. ILD has full powers to decide about the number of youth to be trained in a particular sector/course/SDC. His decision will be binding on all Firm/Agencies/Organizations submitting the proposals.</li> <li>3. The Firm/Agencies/Organizations who are working in the area of Skill Development in the state of Rajasthan and their Head Office &amp;Corporate office is located in the state of Rajasthan should apply. The agency whose Head Office/Corporate office (Delhi-NCR, Madhya Pradesh, Haryana) is located outside the state of Rajasthan may also apply.</li> </ol>

		4. ILD reserves the right to reject any application without assigning any reason and amend any term of the EOI as per requirements.
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Checklist for proposals to be submitted in response to EoI.

<b>S No.</b>	<b>Document Description</b>	<b>Page Number</b>
1.	Covering Letter as per Annexure 1 of EoI document	
2.	NSDC Accreditation Certificate	
3.	Proposal Processing Fee (non-refundable)-	
4.	Earnest Money Deposit (refundable as per terms and conditions of EoI document)	
5.	Training Provider's Details as per Annexure 2 of EoI document	
6.	Certificate of the Proprietorship/Partnership Deed/Incorporation of Company and Memorandum and Articles of Association/Registration of Society/Trust/Association/LLP (Copy)	
7.	Pan Card (Copy)	
8.	Aadhar Card (Copy)	
9.	Income Tax Return Acknowledgment, Balance Sheet and Profit& Loss Statement (Copy)	
10.	Trade license/Sales tax registration/IT registration (Copy)	
11.	Training provider's Financial Details as per Annexure 3 (Original)	
12.	Training provider's Training and Placement Details along with supporting document as mentioned in Annexure 4 of EoI Document (Original)	
13.	Training Centre Details along with supporting document and photographs as mentioned in Annexure 5 of EoI Document (Original)	
14.	An Affidavit for not being blacklisted as per Annexure 6 of EoI Document (Original)	
15.	Copy of EoI Document with sign and seal of Company Secretary/ Authorized Representative and Signatory on each page of EoI documents	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

Date:

## **Annexure-1: Format of the Covering Letter**

<< The covering Letter is to be submitted by Company Secretary/ Authorized Representative and Signatory on Company's Letterhead with his /her dated, Sign and Seal>>

To

The Assistant Registrar

Institute of Leadership Development  
6/2, Jamdoli, Jaipur

Dear Sir,

**Sub: Empanelment with ILD as ATP for undertaking 'Various Central Government, State Government Training Programmes and CSR Related Schemes'.**

Please find enclosed one (1) Original + one (1) Copy of our Proposal in respect of the Empanelment for 'For Various Central & State Government Training Programmes Schemes' in ILD, in response to the Expression of Interest (EOI) Document issued by the Institute of Leadership Development (ILD), dated-----  
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1. The proposal is being submitted by-----  
(name of the ATP) in accordance with the conditions stipulated in the EOI.
2. We have examined in detail and have understood the terms and conditions stipulated in the EOI. Document issued by ILD and in any subsequent communication sent by ILD, we agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from ILD.
3. The information submitted in our Proposal is complete and is strictly as per the requirements as stipulated in the EOI, and is correct to the best of our knowledge and understanding, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.



4. We acknowledge the right of ILD to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the EOI.

6. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the EOI.

7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. This Proposal is made for the express purpose of empanelment under 'Various Central & State Government Training Programmes and CSR Schemes' for the following Course under Sector:

<b>S No.</b>	<b>Name of Sector</b>	<b>Name of Course</b>

9. We hereby undertake that we shall not sub let any training assigned to us to any other organization.

10. We hereby confirm that each page of the proposal has been signed & stamped by our authorized signatory.

11. In witness thereof, we submit this Proposal under and in accordance with the terms of the EOI document

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

### Annexure -2: Training Provider's Details

S. No.	Description	Details
1	Name of Legal Constitution of ATP	
2	Status / Constitution of the Firm	
3	Name of Registration Authority	
4	Registration Number	
5	Date of Registration	
6	Place of Registration	
7	Pan Card Number	
8	Aadhar Card	
9	GST details	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

**Note:** Please provide copy of the registration certificate from appropriate Registering Authority.

### **Annexure-3: Financial Details**

<< Declaration by Chartered Accountant on letterhead with his/her dated Sign and Seal>>

#### **To whomsoever it may concern**

On the basis of financial statements, we hereby certify that <<M/s Entity name >>, having registered office at << Office address>>, have an annual turnover from skill development and placement linked programs operation in past two consecutive financial years not less than Rs 1 Cr during each year. The details of annual turnover are mentioned below:

**Note:** Financial statements for the past two years should be submitted by the ATP.

S No.	Financial Year	Annual Turnover (INR)	Annual Turnover from Skill Development and Placement linked programs / operation only (INR)
01			
02			
03			

<< Chartered Accountant:

Signature

Name

Registration No

Contact No.

Seal>>

Date:

### Annexure -4: Training and Placement Details

<< Declaration by Company Secretary /Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal>>

Name of Sector	Financial Year	Total No. of candidates trained	Details of supporting proof provided	Placement provided to the number of candidates trained	Details of supporting proof provided
Total					

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

## Annexure-5 Training Centre Details

For each skill development Centre:

1	District /City	
2	Name of the training Center	
3	Full address and telephone number	
4	Nearest landmark	
5	Number of Classrooms (Minimum capacity of 30)	
6	Number of practical rooms	
7	Separate Wash Rooms for Boys and Girls (Yes/No)	
8	Lab Infrastructure available	
9	Address of residential facility (If applicable)	
a)	Residential accommodation – Boys (If applicable)	
b)	Residential accommodation – Girls (If applicable)	

### Notes:

- 1 Please enclose Documentary Evidences regarding training Infrastructure available in the form of :
  - a. Two photos per Training Center. In the case of training centers with Residential Facilities separate photos for Residential accommodation including facilities such as Kitchen, Dining Hall and Living Room may be provided.
  - b. The ATP should have its own /rented space and facilities for conducting the Training Programs. The ATP in the form of ownership document/lease agreement. In case the facility is proposed to be taken by the ATP, document evidencing payment of token advance and / or firm letter of commitment by the owner of the facility along with ownership document shall be provided.

2. The Evaluation Committee may also inspect the premises of each Institute for verifying the Infrastructure Presented in the proposal. The documentary proof has to be made available at respective training centers also for verification.

**Annexure -6: An affidavit for not being blacklisted**

<< An affidavit on a non-judicial stamp paper of INR 500/- by Company Secretary/ Authorized Representative and Signatory of the ATP with his/her dated Sign and Seal>>

**AFFIDAVIT**

We, <<M/s. ATP name .....>>, having its registered office at <<office address.....>>, do hereby declare that the ATP hasn't been blacklisted / debarred by any donor agency /State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date: