

# Institute of Leadership Development

6/2, Jamdoli, Jaipur-302031

INVITES EXPRESSION OF INTEREST (EOI) FROM ELIGIBLE FIRM/ ORGANISATION TO EMPANEL WITH ILD, JAIPUR AS TRAINING PARTNER TO CONDUCT EMPLOYMENT SKILL TRAINING & PLACEMENT PROGRAMS (EST&P) UNDER DAY-NULM (DEEN DAYAL ANTODYA YOJNA-NATIONAL URBAN LIVELIHOOD MISSION) SCHEME OF MINISTRY OF HOUSING & URBAN AFFAIRS, GOVT. OF INDIA

**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 last two and half decades institute has emerged out as an integrated centre for teaching & training in all areas across all sector of leadership development. ILD is mandated to implement the short term skill development programs in the state. The unorganized sector is facing number of challenges with respect to skill development. Facilities for training in informal sector are grossly inadequate. To meet out this kind of inadequacy, ILD is already conducting Skill Development Programs in the entire state with Training Partners. Meanwhile, Ministry of Urban & Housing Affairs, Government of India under DeendayalAntodyaYojna - National Urban Livelihood Mission (DAY-NULM) has entrusted ILD for providing Employment oriented Skill Training to urban unemployed youth during the year 2019-20. In view of this, EOI is inviting for setting up of Skill Development Centres (SDCs) in the State of Rajasthan to conduct skill training programs in various employment oriented sectors.

S No.	Parameters	Conditions /Provisions
1.	Eligibility Criteria	<p>The Training Partner should 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 three years on the date of advertisement.</p> <p>Document Required: A self- certificate must be submitted as per Annexure-1 and 2.</p>

		<p>The Training Partner's annual average turnover from skill development and placement linked programs operation in the past two consecutive years (2016-17, 2017-18) should be above Rs. 5Lac</p> <p>Note: Financial statements, Balance sheet and Profit &amp; Loss Accounts for the past two years (2016-17&amp;2017-18) should be submitted by the Training Partner.</p> <p>Documents Required: Declaration/Certificate from Chartered Accountant must be submitted as per Annexure-3</p>
		<p>The Training Partner should have trained not less than 200 youth in last two years (2016-17, 2017-18). The Training Partner should have provided placement to not less than total 150 youth in last 2 years (2016-17 and 2017-18) in relevant sectors as per NSDC guidelines.</p> <p>Documents Required: Declaration by Company must be submitted as per Annexure-4</p>
		<p>The Training Partner should have a minimum of one training center located in state that are functional / operational for more than 2 years on the date of application. The capacity utilization of each training centre shall not be less than 100 youth per year.</p> <p>Documents Required: A self -certificate must be submitted as per Annexure-5</p>
		<p>The Training Partner 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>

		<p><b><u>Preference:</u></b></p> <p>Preference shall be given to Training Partner who is already a partner of the National Skill Development Corporation (NSDC) and affiliated with Sector Skill Councils (SSC's) &amp; National Council for Vocational Training (NCVT). However, such Training Partner shall submit appropriate certificate such as certificate from NSDC (in case of NSDC partners/SSC affiliation).</p> <p>(Note: The prospective partners would be required to make a presentation after submission/short listing of their proposal)</p>
2.	Proposal Processing and Inspection Fee	<p>Training Partner have to pay a non-refundable Proposal Processing Fee of Rs.15,000/- (Rupees Fifteen Thousands only) + 18% GST. This includes Rs.5,000/- + 18% GST as Proposal Processing Fees and Rs.10,000/- + 18% GST as Inspection Fees This will be paid in the form of a Demand Draft Payable to "Institute of Leadership Development" payable at Jaipur, drawn on any scheduled commercial bank and must accompany with covering Letter in cover of the any Proposal document. Proposals that are not accompanied by the Proposal Processing Fee shall be rejected by ILD. (Note: The inspection fee of Rs.10,000/- shall be refunded if application is rejected before site visit by ILD officials)</p>
3.	Earnest Money Deposit (EMD)	<p>Training Partner 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 a Demand Draft Payable to "Institute of Leadership Development" payable at Jaipur, drawn on any scheduled commercial bank and must accompany with Covering Letter in Cover of the Proposal Document. Proposals that are not accompanied by the above Earnest Money Deposit (EMD) shall not be considered.</p> <p>The EMD of the unsuccessful Training Partner (TP) would be returned (without interest) within 60 days of decision of rejection. In case of shortlisted Training Partner, the EMD would remain with ILD till the</p>

		assignment is completed by the Training Partner. Once the TP has signed the MoU with ILD, EMD can be adjusted against Performance Security Deposit (PSD).
4.	Performance Security Deposit (PSD)	The shortlisted Training Provider should furnish a PSD of Rs. 1,00,000/- (Rupees One Lac only) per centre, in the form of a Bank Guarantee at the time of signing of MoU for Empanelment. The PSD shall remain valid for a period of one year from the date of signing of MoU or till the completion of project whichever is earlier. If the performance of the Training Partner is not found to be satisfactory the PSD will be forfeited.
5.	Duration of the Project	One year from the date of signing of MoU or till the completion of Training Program whichever is later.
6.	Coverage	Entire State- Nagar Palika/Nagar Parishad/Nagar Nigam. Each centre should have a capacity of imparting training to minimum 100 youth per year.
7.	Economic Sector-wise Courses.	As per DAY-NULM approved list of courses (As amended from time to time). <b>Note :</b> The entire list of courses and associated tool lists including trainers qualification are available in the approved guideline document of DAY-NULM (As amended from time to time).
8.	Organization of Skill Training Programs	As per the guidelines of DAY-NULM and/or NSDC (As amended from time to time).
9.	Assessment and Certification	The applicant has to get the Third Party Assessment (TPA) and Certification from SSC's / NCVT / Any other approved certification Agency/body for all the batches. The applicant/organization, if affiliated with SSC/NCVT, will be preferred.
10.	Employment and Retention	As per NULM's guideline (As amended from time to time). "Minimum 70% of the trained youth should be provided wage and self employment by the Training Partner within 15 days of completion of the training program. The wage employment must be at least 50% out of minimum 70%".

		<p>Essential: The applicant will have to submit the Letter of Intent from the potential employer before commencement of each course/batch)</p> <p>"Employment for the purpose of EST&amp;P is defined as continuous employment for a minimum period of one year as per guidelines of DAY-NULM".</p>
11.	Incentive for Employment	<p>As per DAY-NULM's guideline (As amended from time to time).</p> <p>If a Training Partner provides higher placement and longer duration retention in job, then incentive payable to the Training Partner will be as per DAY-NULM guideline.</p>
12.	Submission of Proposal	<p>Interested Firms/Companies/Agencies/Organizations/fulfilling eligibility conditions as mentioned above can submit their detailed proposal for empanelling themselves with ILD as Training Partner to undertake Employment Training &amp; Placement Programs in the State to the Executive Director, ILD on or before 5:00 PM on <b>October15, 2019</b>.</p> <p>The proposal should carry:</p> <ol style="list-style-type: none"> <li>a) Covering Letter-Annexure 1</li> <li>b) Company Profile along with Annexure 2</li> <li>c) Copy of audited financials for the last two years along with Annexure 3</li> <li>d) Documentary proof of employment arranged and livelihoods status of youth trained in major skill training projects related to sectors/ courses undertaken during the last two years along with Annexure 4</li> <li>e) Training Infrastructure- Annexure 5</li> <li>f) An affidavit for not being blacklisted- Annexure 6</li> <li>g) Action plan in terms of number of centers and courses and likely number of youth to be trained and time needed for setting up the centers.</li> </ol> <p>The Executive Director, 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</p>

		<p>Firms /Organization/Agencies may contact ILD on the below mentioned address.</p> <p>Contact Person : Mr. Manoj D Meshram, Head Academics Contact Info: (0141) 7154222 Email: <a href="mailto:info@ildindia.org">info@ildindia.org</a></p>
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13.	Mechanism for approval of the Programs	<ul style="list-style-type: none"> <li>a) Evaluation of the proposals by committee of ILD</li> <li>b) Presentation of the shortlisted Training Partners</li> <li>c) Site inspection of the SDC's</li> <li>d) Final Section of TP's</li> <li>e) Signing of MoU</li> </ul>
14.	Infrastructure	As per DAY-NULM/NSDC/SSC guideline (Amended from time to time). May refer NSDC web site. <a href="http://www.nsdcindia.org">www.nsdcindia.org</a>
		<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. Executive Director, 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/Corporate office is located in the state of Rajasthan should apply. The agency whose Head Office/Corporate office is located outside the state of Rajasthan need not to apply.</li> <li>4. Those Training Partners who were given target last year and were not found suitable need not apply.</li> <li>5. ILD reserves the right to reject any application without assigning any reason and amend any term of the EOI as per requirements.</li> </ol>

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.	Proposal Processing Fee (non-refundable)- Demand Draft (Copy and Original) of Rs. 15000 drawn in favor of "Institute of Leadership Development" payable at Jaipur	
3.	Earnest Money Deposit (refundable as per terms and conditions of EoI documents )- Demand Draft (Copy and Original) of Rs. 1,00,000 drawn in favor of "Institute of Leadership Development" at Jaipur	
4.	Training Provider's Details as per Annexure 2 of EoI document	
5.	Certificate of the Proprietorship/Partnership Deed/Incorporation of Company and Memorandum and Articles of Association/Registration of Society/Trust/Association/LLP (Copy)	
6.	Pan Card (Copy)	
7.	Aadhar Card (Copy)	
8.	Income Tax Return Acknowledgment, Balance Sheet and Profit& Loss Statement (Copy)	
9.	Trade license/Sales tax registration/IT registration (Copy)	
10.	Training provider's Financial Details as per Annexure 3 (Original)	
11.	Training provider's Training and Placement Details along with supporting document as mentioned in Annexure 4 of EoI Document (Original)	
12.	Training Provider's Training Centre Details along with supporting document and photographs as mentioned in Annexure 5 of EoI Document (Original)	
13.	An Affidavit for not being blacklisted as per Annexure 6 of EoI Document (Original)	
14.	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

Executive Director  
Institute of Leadership Development  
6/2, Jamdoli, Jaipur

Dear Sir,

### **Sub: Empanelment as Training Partner for undertaking 'Employment Skill Training & Placement' in ILD**

Please find enclosed one (1) Original + one (1) Copy of our Proposal in respect of the Empanelment for 'Employment Skill Training & Placement' in ILD, in response to the Expression of Interest (EOI) Document issued by the Institute of Leadership Development (ILD), dated-----

1. The proposal is being submitted by----- (name of the Training Provider) 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, is strictly as per the requirements as stipulated in the EOI, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal. We acknowledge that ILD will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the Training Partner for the aforesaid program, 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 'Employment through Skill Training & Placement (EST&P) Program of ILD 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 organisation.

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**

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

<b>S. No.</b>	<b>Description</b>	<b>Details</b>
1	Name of Legal Constitution of Training Partner	
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	

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 (2016-17,2017-18) not less than Rs 5 Lac during each year. The details of annual turnover are mentioned below:

**Note:**Financial statements for the past two years (2016-17,2017-18) should be submitted by the Training Partner.

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

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

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 Training Partner should have its own /rented space and facilities for conducting the Training Programs. The Training Partner in the form of

ownership document/lease agreement. In case the facility is proposed to be taken by the Training Partner, 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 Training Partner with his/her dated  
Sign and Seal>>

**AFFIDAVIT**

We, <<M/s. Company name .....>>, having its registered  
office at <<office address.....>>, do hereby declare that the  
Training Partner 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: