

MAHATMA PHULE BACKWARD CLASS DEVELOPMENT CORPORATION LTD. (MPBCDC)

Juhu Supreme Shopping Centre, Gulmohar Cross Road No. 9,

J.V.P.D. Scheme, Juhu, Mumbai 400 049.

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Skill Development Training for Scheduled Caste

**MAHATMA PHULE BACKWARD CLASS
DEVELOPMENT CORPORATION LTD.
(Govt. of Maharashtra Undertaking)**

Eligibility Criteria:

1. The agency should be registered under Vocational Board. The registration/ incorporation certificate of the agency should be submitted with the proposal.
2. Joint- Venture (JV)/ Consortium will not be permitted to submit the proposal.
3. Institute Should be ISO 27001:2013 certified.
4. The agency should have been active and operational anywhere in the Maharashtra for the minimum last three years.
5. The agency should have average turnover of Rs. 2.00 Cr. or above in the last three years. The agency is required to submit copy of audited financials for the last three years along with Certificate Issued by Chartered Accountant, as per Annexure – A.
6. The Agency should have MOU with Government of Maharashtra or Undertaking of Government of Maharashtra.
7. The Agency should have MOU with Industries.
8. Job role should be NSQF Compliant.
9. The Agency should have work experience in all over Maharashtra.
10. Agency is required to submit details of skill development training centers located in the Maharashtra State, which are functional/ operational as on date of application.
11. The Skill Development Training Centers of the agency should be as per the given specifications/guidelines of MPBCDC and NSQF or any other affiliating body in terms of infrastructural facilities and trained faculty members for the applied trades. The Agency will ensure that sufficient space, furniture, equipment, tools, training aids, raw material, electricity, water supply and other essentials required for imparting training to beneficiaries in the proposed course(s).
12. MPBCDC specifically prohibits the agency to Lease /sub-lease /outsourcing /franchise the skill development programme sanctioned by MPBCDC at any stage. In instance of Lease /sub-lease /outsourcing /franchise of any activity related to training program will lead to disqualification and blacklisting of the agency. Similarly, intimation will be made to all other stakeholders including Ministries/Departments of the State Governments and other penal action as per law will also be taken against such agency.
13. The agency should not have been blacklisted by any Central Government/ State Government/ Govt. Department/ PSUs or any other funding/ donor agency. A self-declaration affidavit must be submitted on Rs.100/- stamp paper as per Annexure – B.

Scope of Work:

1. Benefits of the skill development courses/trades and its outcomes in terms of employment/job opportunities (Wage/Self-employment) after successful completion of the courses;
2. The duration of the training programme should be in between 3 to 6 months only.
3. All training programmes should be non-residential.
4. Course curriculum for training should be in accordance with the current requirement of industry/trades which should be aligned with the National Skills Qualifications Framework (NSQF).
5. Trainers with suitable qualifications/experience being hired and each trainer to having undergone Training of Trainers (TOT).
6. The agency will install biometric machine for daily attendance (in & out) of trainers and trainees at the skill development training centers.
7. The agency will ensure that uniform (if required), Photo ID card, welcome kit,
8. training aids etc. should be handed over to beneficiaries at the time of batch freezing.
9. The agency will ensure the documentation of the training programme i.e. application forms of the trainees, internal assessment details, course curriculum, session plan/ daily time table etc. will be submitted to the MPBCDC.
10. The agency will have to display boards/ hoardings / banners in its premises indicating that the specified skill training program is running under MPBCDC for Scheduled Caste beneficiaries.
11. Regular internal assessments should be conducted by the agency, details of internal assessment along with sample answer sheets should be submitted to the MPBCDC.
12. The agency will ensure the independent assessment and certification through Sector Skill Councils (SSCs) assessment agency.
13. Arrangement of guest lecture to ensure interaction with industry expert and owners of the household enterprises of Scheduled Caste, working in the particular trade / skill sector should be arranged to motivate trainees to opt the employment opportunities.
14. The agency will furnish a Performance Bank Guarantee (PBG) to MPBCDC of 10% of the Total Project Cost Sanctioned by the MPBCDC. The Performance Bank Guarantee shall remain valid for a period of one year from the date of signing of MOU or issuance of PBG.
15. A soft copy of proposal should also be submitted by the agency on CD along with the physical copy of the proposal.
16. Proposal along with the enclosures should be indexed and pages be numbered.
17. Each page of the Proposal, Annexures etc. attached with reference to various columns of the form, should be signed and stamped.

Placement & Post Placement Support:

- A. On the Job Training (OJT) may also be incorporated into the training module as per the requirement of the course/trades.
- B. The agency is required to arrange continuous employment for minimum 70% (50% Wage and 20% Self-Employment) of beneficiaries out of total trained for a minimum period of not less than 3 months.

Funding Norms:

- A. Funding under MPBCDC Skill Development Training for Scheduled Caste will be as per MPBCDC guidelines.
- B. Monthly stipend for trainees trained under MPBCDC Skill Development Training for Scheduled Caste scheme would be Rs.1000 per month to the Institute.

Project Monitoring:

1. Effective monitoring and evaluation is the corner stone for the success of all the skills training programme and achievement of desired goals from them. Effective and Continuous Monitoring of the skill development programme under MPBCDC is considered crucial for efficient delivery and outcomes of the training programme. Continuous Monitoring is envisaged to regularly assess the effectiveness of the ongoing skill development programme at various locations of the State of Maharashtra. Mechanism to ensure continuous monitoring of the programme is as under –
2. Installation of Bio-metric devices at the every training center to capture live daily attendance of trainers and trainees. The attendance of trainees and trainers will be saved.
3. Physical inspection of the ongoing skill development programme will be carried out by the authorities of MPBCDC on periodically.
4. The Programme Monitoring Unit along with independent inspecting authorities of MPBCDC shall monitor the overall implementation of skill development programme, timely completion and performance of the project implementing agencies time to time.

Application Form for Skill Development Training for Scheduled Caste

(The Covering Letter is to be submitted by Authorized Representative/ Signatory on Agency's Letterhead with date, Signature and Seal)

To,
The Managing Director,
Mahatma Phule Backward Class Development Corporation Ltd,
Juhu Supreme Shopping Centre,
Gulmohar Cross Road No. 9, J.V.P.D. Scheme,
Juhu, Mumbai 400 049.

**Sub: Request for Training Programme Implementing Agency under
MPBCDC Skill Development Training for Scheduled Castes.**

Sir,

Please find the enclosed Proposal in response to Expression of Interest (EOI) documents issued by MPBCDC as Programme Implementing Agency under MPBCDC Skill Development Training for Scheduled Castes.

We agree and undertake to abide by all these terms and conditions Stipulated in the EOI Document issued by MPBCDC. The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge and as per the directions of the EOI documents. We would be solely responsible for any errors or omissions in our Proposal.

We acknowledge that MPBCDC reserves the right to reject or accept the proposal without assigning any reason or otherwise.

It is to certify that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

Thanking you,

For and on behalf of:
Signature of Authorized
Representative/ Signatory:
Name:
Designation:
(Company Seal)
Date

Sign & Seal

1. Details of the Agency:-

Sr. No.	Description	Details
1.	Name of Organization	
2.	Registration Copy	(Attach Incorporation/ Registration Certificate of the Agency)
3.	Approval of Vocational Board	(Attach Vocational Board copy of the Agency, i.e. 2016-17 Renew Copy)
4.	Registration No. & Date of Registration of Agency	
5.	PAN Card Number	(Submit copy of PAN Card)
6.	Registered/Head Office Address of the Agency	
7.	Name(s) of CEO/Director(s)/Chairman	
8.	Phone No.	
9.	Fax No.	
10.	Email Id.	
11.	Website Address of the Agency	
12.	Name of Authorized Representative	(Enclose Authorization Letter)
13.	Designation of Representative	
14.	Contact Details of Representative (Mobile No. / Email Id.)	

2. Brief history of the organization, its affiliations and current nature of training institute being run and set of skills in which the agency has enough expertise mentioning the capacity to impart quality training along with addresses of its centers specially in Scheduled Caste concentrated areas:-

3. Prior exposure of the agency in the field of Skill Development:-

Sr. No.	Financial Year	Name of Schemes/ programme & Funded by	Courses /Trades	Total Trained*	Total Placed**

List of trainees will be required after sanctioning the Agency.

*The supporting proof should be enclosed for training conducted in last three years by Agency (Sanction Order/ Letter of Intent/ Memorandum of Understanding Signed with Funding Partner/ along with the programme completion certificate issued by the funding agency/Declaration Certificate issued by Chartered Accountant stating that number of trainees have been placed by agency in last three years).

**The supporting Proof should be enclosed for placement of the trained candidate (Completion Certificate issued by funding agency/ letter issued by the employer where the trainees have been placed in last three years/ Declaration Certificate issued by Chartered Accountant stating that number of trainees have been placed by agency in last three years)

4. Details of Existing (operational) Training Centers & Staff of the Agency:-

a. For each training center the details should be furnished in the given format as indicated below:

S. No.	Particulars	Details
1	Name of Training Centre	
2	Address of Training Centre with landmark	Enclose Address Proof – Telephone bills, water bill, electricity bill etc.
3	Contact Person Name & Contact Number	
4	Type of Ownership of the building	Enclose copy of ownership proof
5	Total Area of Training Centre (In Sq. Ft.)	
6	Number of Classroom & sitting capacity	Enclose the Photographs
7	Number of Domain Lab & sitting capacity	Enclose the Photographs
8	Number of IT Lab & sitting capacity (along with Total No. of Computer System)	Enclose the Photographs
10	Trade(s)/ Course(s) being run at the centre	
11	Provision for Power backup at the training centre	Enclose the Photographs
12	Provision of Separate Toilets for girls & boys	Enclose the Photographs
13	Provision for Safe drinking water at the centre	Enclose the Photographs
14	Installation of Biometric devices for attendance of Trainers / Trainees	Enclose the Photographs
15	Installation of CCTV cameras For live coverage of training – Theory / practical	Enclose the Photographs

b. Details of Centre Staff -

S. No.	Name of Trainer/Academic staff	Designation	Contact No.	Academic Qualification	Technical Qualification	Industry Experience	Employment Status (Regular / Contractual / Part Time)

c. Have the Trainers / Demonstrators undergone any specialized training? Is their qualification / experience as per industry norms for specific skill training- SSC/ NSQF/ or any other affiliating body? _____.

Annexure - A
Financial Details of the Agency

(On the Letter head of Chartered Accountant with date, Signature, Registration No.
& Seal)

It is certify that the (Name of Agency) having its registered office at (Address) has an average turnover of ₹2.00 Cr. or above in last three consecutive years (FY1, FY2, FY3). The annual turnovers of the agency are as under -

Sr. No.	Financial Year	Annual Turnover (INR)
1		
2		
3		

(Audited Financial Statement of the agency for last three consecutive years are enclosed)

For and on behalf of:
Chartered Accountant Signature:
Name:
Registration No.:
Seal:
Date:

Sign & Seal -

Annexure - B

(An affidavit on a non-judicial stamp paper of Rs.100/- by Authorized Representative of the Agency)

AFFIDAVIT for NON BLACKLISTED / NON BANNED PARTY

I/We, (Name of Agency) having its registered office at (Office address) hereby confirm that we have not been blacklisted/banned by any Central Government/State Government/ Semi Govt. Organizations/PSUs or any other Funding Agency.

For and on behalf of:

Signature of Authorized Representative/

Signatory:

Name:

Designation:

(Company Seal) Date:

Sign & Seal -

LIST OF DOCUMENTS TO BE ENCLOSED WITH PROPOSAL

S. No.	List of Enclosures	Yes / No
1)	Copy of Registration /Incorporation Certificate	
2)	Approval Copy of Vocational Board Year 2016-17	
3)	Copy of PAN and IT Return	
4)	Copy of Audited Financial Statements (last 3 years) along with Annexure - A	
5)	Copy of Affiliation Certificate of the agency with respective agency / body - (SSC/ NSDC Partner Certificate etc.)	
6)	Copy of ownership proof of the Centre building	
7)	Enclose Address Proof for centres as applicable - Telephone bills, water bill, electricity bill etc.	
8)	Trained & Placed list along with supporting documents	
9)	Course Curriculum & Session Plan	
10)	Photographs of Training Centers	
11)	Affidavit on non-judicial stamp paper of Rs.100/- (Annexure - B)	