



SALEM CORPORATION

**INVITED TO SUBMIT TECHNICAL
AND FINANCIAL PROPOSALS
TO IMPART SKILL DEVELOPMENT
TRAINING TO THE BENEFICIARIES
UNDER THE SCHEME
OF
SWARNA JAYANTHI SAHARI
ROZKAR YOJANA (SJSRY)**



சேலம் மாநகராட்சி

தொழில்திறன் வளர்க்கும் பயிற்சி அளிப்பதற்கு விருப்பம் தெரிவிக்க கோரும் அழைப்பு (EOI)

ந.க.எண். எப்2 /15797 / 2011

நாள். 14 .12. 2011.

சேலம் மாநகராட்சிக்குட்பட்ட பகுதிகளில் தேர்ந்தெடுக்கப்படவுள்ள பயனாளிகளுக்கு தொழில்திறன் வளர்க்கும் பயிற்சி அளிப்பதற்கு விருப்பம் தெரிவிக்கக் கோரும் நிறுவனங்கள் / கல்லூரிகளிடமிருந்து கருத்துருக்கள் ஆணையர் அல்லது அவரது அதிகாரம் பெற்றவரால் அட்டவணையில் கண்டுள்ள நாளில் வரவேற்கப்படுகிறது. பெறப்பட்ட கருத்துருக்களை எந்த ஒரு காரணமும் இன்றி ஏற்றுக்கொள்ளவோ அல்லது நிராகரிக்கவோ ஆணையருக்கு முழு அதிகாரம் உண்டு.

வ.எண்.	வேலையின் தன்மை	விவரம்
1	2	3
1	சேலம் மாநகராட்சிக்குட்பட்ட பகுதிகளில் வாழும் வறுமை கோட்டிற்கு கீழ் உள்ள நபர்களுக்கு பயிற்சி அளித்தல் மற்றும் பயிற்சி வளாகங்களை அமைப்பதற்கு இதற்கான நியதி மற்றும் நிபந்தனைகளில் வரையறுக்கப்பட்டுள்ளபடி போதுமான திறன் மற்றும் தகுதியுடைய பயிற்சி நிறுவனங்கள் / கல்லூரிகளில் இருந்தும் “விருப்பம் தெரிவிக்கும்” கருத்துருக்கள் சேலம் மாநகராட்சி ஆணையாளரால் வரவேற்கப்படுகிறது.	இதற்கான அதிகப்பட்சம் பயிற்சிக் காலம் 180 நாட்கள் வரை
2	விருப்பம் தெரிவிக்கக் கோரும் கருத்துருக்கள் அனுப்ப வேண்டிய முகவரி	ஆணையாளர், சேலம் மாநகராட்சி , சேலம்-1
3	விருப்பம் தெரிவிக்கக் கோரும் கருத்துருக்கள் அனுப்ப வேண்டிய கடைசி நாள்.	18 .01.2012 பிற்பகல் 03.00மணி வரை

குறிப்பு :- நியதி மற்றும் நிபந்தனைகளை <http://www.salemcorporation.gov.in> என்ற இணைய தளத்தில் இலவசமாக இறக்கம் செய்துக் கொள்ளலாம். காலம் கடந்து பெறப்படும் விண்ணப்பங்கள் ஏற்றுக்கொள்ளப்படமாட்டாது.

ஆணையாளர்,

சேலம் மாநகராட்சி.

SALEM CITY MUNICIPAL CORPORATION

From

Tmt. Lakshmipriya., I.A.S.,
Commissioner,
Salem City Municipal Corporation,
Salem - 636001.
Email: commr.salem@tn.gov.in

To

Letter No: F2/15797/2011 Dated: 12.12.2011

LETTER OF INVITATION

Dear Sir / Madam,

Sub: SJSRY- Salem Corporation - Skill Development Training to beneficiaries of the urban poor for their employment promotion under SJSRY scheme – Identification of training institutions - Proposals requested – regarding.

Ref: From the Director of Municipal Administration, Chennai, vide
Lr.Roc.No.12919/2011/UPA3 Dated 16.06.2011

You are hereby invited to submit technical and financial proposals to impart skill development training to the beneficiaries under the scheme of Swarna Jayanthi Sahari Rozgar Yojana (SJSRY) in the following and similar other trades/skills.

1. Female / Male Nursing Assistant
2. Lab Technical Assistant
3. Vocational music courses
4. Industrial sewing machine operator/Garment making training
5. Catering
6. Housekeeping
7. Banking, Accounting & Finance
8. Jewellery & Jewel appraiser
9. Photography and Photo Developing
10. Security guard training
11. BPO training (Voice or Non voice)
12. Computer Hardware & Networking
13. Computer Hardware & Cell phone servicing
14. Computer Accountant
15. AutoCAD and 3D Animation training
16. Desk Top Publishing and 2D Animation
17. Web designing with Multimedia
18. Driving and Four wheeler mechanism
19. Refrigeration & AC servicing
20. Electronic and Home appliances servicing
21. Plumbing
22. Life kit - House wiring
23. Cables & industrial Equipments (Inverter, Lead Acid Battery & Operation of DG set)

24. Two wheeler Motor Vehicles Repairing
25. J C B Operators
26. Paper products and Pakku Mattai products manufacturing

and similar **PROPOSALS IN ANY OTHER SUITABLE TRADE OR SKILL (RELEVANT TO CURRENT AND EMERGING MARKET EMPLOYMENT OPPORTUNITIES) FROM SUITABLE INSTITUTIONS** will also be taken up for consideration.

This could form the basis for future negotiations and ultimately a contract between your Institute and the Commissioner of Salem City Municipal Corporation.

The Commissioner of Salem Corporation also has the right to reject or select the proposal without any reason.

2. The purpose of this assignment is:

To impart training, to provide assistance for skill formation / upgradation of the urban poor to enhance their capacity to undertake self-employment as well as access better salaried employment through the trades proposed.

3. The following documents are enclosed in this tender document to enable the submission of the proposal.

- (a) Terms of reference (TOR) (Annexure 1);
- (b) Supplementary information for training institutes, including a suggested format of curriculum vitae (Annexure 2); and
- (c) A Sample Form of Contract for the training under which the services will be performed (Annexure 3).

4. The Commissioner of Salem City Municipal Corporation (client), (hereinafter referred to as "O/o. The Commissioner of Salem City Municipal Corporation) is the designated nodal agency for selecting a training Institute / Academy to impart training for the beneficiaries under SJSRY, identified by the Salem Corporation and intends to select proper training institute for this contract. Payments will be made by Salem Corporation based on the number of trainees.

5. In order to obtain first hand information on the assignment and the local conditions, it is desirable that a representative of your Institute shall visit the Office of the Commissioner of Salem city Municipal Corporation before the proposal is submitted. Your representative shall meet any of the following officials:

1. The Commissioner
2. City Health Officer

Please ensure that advance intimation regarding your visit is sent to this office to enable us to make appropriate arrangements.

6. A pre-proposal conference open to all prospective institutes will be held on 9.1.2012 @ 15.00 hrs in the O/o the Commissioner, Salem corporation. The prospective institutes will have an opportunity to obtain clarification regarding the scope of the work, terms of reference, Contract conditions and any other pertinent information.

7. The Submission of Proposals: The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the "Supplementary Information for Institutes."

7.1 The "Technical" and "Financial" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information for Institutes. The first envelope marked "TECHNICAL PROPOSAL" should include the description of the institute/organization, the institute's general experience in the field of assignment, the qualification and competency of the personnel proposed for the assignment and the proposed training plan methodology and approach in response to suggested terms of reference. The first envelope should not contain any cost information whatsoever. The second envelope marked 'FINANCIAL PROPOSAL' must also be sealed with sealing wax and initialed twice across the seal and should contain the detailed price offer for the skill development training.

You shall provide detailed breakup costs and fees as follows:

- Course Fees including practical and training fees and exposure visits (if applicable)
- Cost of Course Material
- Cost of Tool kit
- Refreshment charges
- Stipend offered for Candidate

Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of The Commissioner of Salem City Municipal Corporation, Salem **upto 15.00 hrs on 18.1.2012.**

7. Opening of proposal

The proposals (first envelope containing technical proposal only) will be opened by the Commissioner of Salem City Municipal Corporation, Salem or his authorized representative in his office at **15.30 hrs on 18.1.2012.** It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved and notified to all Institutes.

8. Evaluation

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation completed prior to financial proposals being opened. The technical proposals will be evaluated using the following criteria:

- (i) The Institute's recognition and relevant experience for the assignment (15 marks)
- (ii) The quality of the methodology proposed for the training (In house/ Theory /Practical) (20 marks)
- (iii) The qualifications & experience of the key staff/trainers proposed for the assignment (in the prescribed format) (25 marks).
- (iv) Institutional facilities, Infrastructure availability (25 marks).
- (v) Past Employment Record (15 marks)

Curriculum vitae of senior personnel in each discipline for assessing the qualifications and experience of the personnel proposed to be deployed for the studies should be included with the proposal (in the format of the sample curriculum vitae). These personnel will be rated in accordance with:

- (i) General qualifications
- (ii) Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the Institute etc)
- (iii) Language and experience in Tamil Nadu
- (iv) Familiarity in the Region, involvement in skills transfer program and training ability.

9. Deciding Award of Contract

Quality and competence of the consulting service shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

(a) Technical proposals scoring not less than 75 % of the total marks will only be considered for financial evaluation. The price envelopes of others will not be considered and returned unopened.

(b) The price envelope of the highest technically ranked Institute will be opened first and they will be invited for negotiations.

The institute must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by them, as may be required to adjudge the reasonableness of their price proposals. If the negotiations with this institute are successful, the award will be made to them and all other envelopes containing financial proposals will be returned unopened to the respective Institutes. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consultant, the price envelope of the second highest technically ranked consultant will be opened and that institute will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

10. Please note that the Commissioner, Salem City Municipal Corporation is not bound to select any of the Institutes submitting proposals.

11. It is estimated that about 90-180 man days of services will be required for the assignment according to the nature of the training course and generally you should base your financial proposal on this figure. However, you should feel free to submit your proposal on the basis on reasonable man days or hours considered necessary by you to undertake the assignment.

12. You are requested to hold your proposal valid for 90 days from the date of submission without changing the personnel proposed for the assignment and your proposed price quote. The Commissioner of Salem City Municipal Corporation will make the best efforts to select an institute within this period.

13. Please note that the cost of preparing a proposal and of negotiating a contract including visits to the O/o The Commissioner of Salem City Municipal Corporation, if any is not reimbursable as a direct cost of the assignment.

14. Please note that if you consider that your Institute does not have all the expertise for the assignment, there is no objection to your Institute associating with another Institute to enable a full range of expertise to be presented. However, **joint ventures between Institutes on the shortlist are not permitted except with the prior approval of the Commissioner of Salem City Municipal Corporation.** The request for a joint venture should be accompanied with full details of the proposed association.

15. Please note that the remuneration, which you receive from the contract, will be subject to normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard if required.

16. We would appreciate if you inform us by E-mail: commr.salem@tn.gov.in

- (a) Your acknowledgment of the receipt of this letter of invitation; and
- (b) Whether or not will you be submitting a proposal?

Yours faithfully,

Commissioner,
Salem City Municipal Corporation

Enclosures:

1. Terms of Reference.
2. Supplementary Information to Institutes.
3. Draft contract under which the service will be performed.

Annexure – 1

TERMS OF REFERENCE (TOR) FOR IMPARTING SKILL DEVELOPMENT TRAINING ON VARIOUS TRADES TO THE BENEFICIARIES IDENTIFIED BY THE SALEM CORPORATION

1. Background:

The Swarna Jayanthi Sahari Rozgar Yojana (SJSRY) Scheme, aims at (i) addressing urban poverty alleviation through gainful employment to the urban unemployed or underemployed poor; (ii) supporting skill development and training to enable the urban poor have access to employment opportunities provided by the market or undertake self-employment; and (iii) empowering the community to tackle the issues of urban poverty through suitable self managed community structures and capacity building programmes. The Scheme has five major components, namely:

- I. Urban Self Employment Programme (USEP)
- II. Urban Women Self-help Programme (UWSP)
- III. Skill Training for Employment Promotion amongst Urban Poor (STEP UP)
- IV. Urban Wage Employment Programme (UWEP)
- V. Urban Community Development Network (UCDN)

The Skills Training for Employment Promotion amongst Urban Poor (STEPUP) component of SJSRY needs to be aligned to the goals of the National Skill Development Policy which are as follows:

- a) Creating opportunities for all to acquire skills throughout life and especially for youth, women and disadvantaged groups.
- b) Promoting commitment by all stakeholders to own skill development initiatives.
- c) Developing a high-quality skilled workforce/entrepreneur relevant to current and emerging employment market needs.
- d) Facilitating the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of stakeholders.
- e) Enabling effective coordination between different ministries, the Centre and the States and public and private providers.

STEPUP aims at the following

- Poverty alleviation in urban areas by facilitating skill development through well structured market-oriented programmes that can make the poor and unskilled employable as wage workers or successful microentrepreneurs,
- Promote economic growth and contribution of the urban economy to National GDP by ensuring a supply of appropriate skilled manpower at the lower end, thus enabling inclusive growth.

2. Objectives of the Training Programme:

The main objectives of the programme are:

- To provide training to the urban poor in a variety of service, business and manufacturing activities as well as in local skills and local crafts so that they can set up self-employment ventures or secure salaried employment with enhanced remuneration.

3. Scope of the Training Programme and an outline of the task to be performed by the Institute:

3.1 The training is designed to be imparted to beneficiaries identified by the Salem Corporation under SJSRY scheme. There are about **1113 persons** to be given training in this Corporation.

3.2 They need to be trained in batches of not more than **30 participants** per batch.

3.3 The duration of the training programme will be about **90 - 180 mandays or 360 - 720 hrs** depending on the total training period required for satisfactory skill upgradation (including apprenticeship, if any) of the particular training course.

3.4 The training should ensure achievements of the objectives set out above.

3.5 The training approach includes but not limited to the following - each trainee should be given practical learning and access to various aspects on the particular field.

3.6 The detailed training module is enclosed in Attachment-1.

3.7 Scope of work of the assignment shall include:

(i) Preparation of course material (printed form) for the training programme provided in Attachment-I and obtaining approval of the same from the Commissioner, Salem Corporation prior to the Commencement of first batch of training course. At the end of the programme the course material and other reports should be submitted in the form of CD for the purpose of information exchange and subsequent reference for new members.

(ii) Course materials to contain both reading material and hand outs in the form of learners note, guidelines, quick reference guide including tools for further practice etc. All the materials developed as part of course kit should be in Tamil and English. The toolkit includes specific essential tools required for the respective training course. The reasonable minimum requirement of essential toolkit/course materials will be decided by the Commissioner as per requirement of the course.

(iii) You may offer comments, suggestions and improvements with justification on the TOR.

(iv) Each participant will be evaluated using a short test before and after the training (pre and post evaluation). The difference between the two tests can be considered as training gain.

(v) Submission of documentation report at the end of the programme comprising the salient features of the training activity under this programme, suggestions and recommendations emerging from the participants, compilation and an analytical note of the evaluation sheet (pre evaluation and post evaluation) submitted by the participants and over all summary report on completion of the entire programme.

(vi) The course materials/tools should be provided to participants along with scribbling pad, pen, folders, etc.

(vii) Instructors / Trainers with relevant specific experience and expertise are selected for the each specific session given in the training programme.

(viii) The training activities should provide more scope for teamwork, individual practice on the skill and interaction of the participants.

(ix) Arrangement of better venue with training accessories and provision of tea and snacks in the morning/evening.

(x) The consultant has to identify 3 to 5 prospective participant in each batch for further training and to utilize as TOT.

4. Schedule for Completion of task:

4.1 The training programme may commence in **February 2012**.

The duration of batch is a minimum of **4 hours per day** with tea break.

4.2 The training shall be organized in a suitable training venue that may include training institution's provision of necessary infrastructure available to the satisfaction of the Commissioner, Salem Corporation.

4.3 Cost Estimates:

Your financial proposal shall be within the prescribed limit of SJSRY guide line, including material cost, trainers' fees, tool kit cost, other miscellaneous expenses to be incurred by the training institution and the monthly stipend, to be paid to the trainee.

4.4 Your proposal shall adhere with SJSRY guideline given in Attachment-III.

4.5 Your proposal shall be with the details of the owner ship of the training institute building. If the building is rented one, the proof of agreement between the trainer lessee and the building owner should be enclosed.

4.6 The stability certificate for the building of the institute and other sanitary (toilets, drinking water supply, ventilation etc) facilities should be submitted with necessary drawings and photographs.

5. Final output required from the Institute / Institutes:

(i) The Institute / Academy are expected to give a set of course material comprising the reading material, brief summary note on each session for reference of the participants and trainers note for each session. **This output should be produced before commencement of the session.**

(ii) A report on the evaluation (including pre evaluation with a set of "knowledge questions" and post evaluation to see "knowledge gain") of each batch and a comprehensive evaluation report of the entire programme giving the evaluation of various aspects of the programme from the point of view of the participants emerged as part of feedback and various suggestions and comments which will be useful as input for the future programmes and improve their performance in the working environment.

(iii) At the end of each training programme the institute will identify three to five trainers from each batch who can be utilized as resource person in future.

6. Composition of the Review Committee and Review Procedure to Monitor Consultant's work:

6.1 The committee consisting of the following officers will review and evaluate the training proposal, the coverage and quality of course material, the progress and the quality of training programme as and when necessary. (The Institute or the institutions is expected to prepare a comprehensive feed back report of the participants with over all final bill. The review committee will review the same before releasing the final payment. In case any deficiency found in the content of the feedback and the course evaluation report the Institute will be requested to revise it suitably)

1. The Commissioner, Salem City Municipal Corporation
2. The City Health Officer, Salem City Municipal Corporation

6.2 The Commissioner Salem City Municipal Corporation reserves the right to cancel the further conduct of training at any point of time, if the performance is found to be unsatisfactory.

OFFICE CONTACT NO: 0427-2212844

7. List of Key positions:

The list of resource persons (for preparation of course material of the session) whose CV and experience would be evaluated is/should be as given in the attachment II.

ANNEXURE-2

SUPPLEMENTARY INFORMATION FOR INSTITUTE'S PROPOSALS:

(1) Proposals should include the following information:

(a) TECHNICAL PROPOSAL

(i) A brief description of the Institute/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 3 years in the format given in Form F-2.

(ii) Any comments or suggestions of the consultant on the Terms of Reference (TOR).

(iii) A description of the manner in which Institutes would plan to execute the work. Training plan with time schedule in Form F-3 and approach or methodology proposed for carrying out the required work.

(iv) The composition of the team of personnel including **trainers which the institute would propose to provide and the tasks which would be assigned to each team member in Form F-4.**

(v) Curriculum vitae of the individual key staff members including trainers/faculty members to be assigned to the training and of the team leader who would be responsible for supervision of each programme. The curriculum vitae should follow the attached Format (F-5) duly signed by the concerned personnel.

(vi) The Institute's comments, if any, on the data, services and facilities to be provided by the Commissioner of Salem Corporation, Salem indicated in the Terms of Reference (TOR).

(b) FINANCIAL PROPOSALS:

The financial proposals should include the following:

1. Schedule of Price Bid in Form No.F-6 with cost break-up.
2. Training program and time schedule for key personnel in Form-F7.

(2) Four copies of the proposals should be submitted to The Commissioner of Salem Corporation., Salem.

(3) CONTRACT NEGOTIATIONS:

The aim of the negotiation is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Institute's proposal, the proposed training plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the bar chart, which will indicate personnel, periods in the field and office, man-months, and reporting schedule. Once these matters have been agreed financial negotiations will take place and will begin with a discussion of your proposed personnel rates, which should be expressed in man-months.

(4) CONTRACTS WITH TEAM MEMBERS:

Bearing in mind that rates are negotiable, Institutes are advised against making necessary financial arrangements with prospective faculty members/trainers prior to negotiations.

(5) NOMINATION OF EXPERTS:

Having selected an Institute partly on the basis of an evaluation of personnel presented in the Institute's proposal, the Commissioner of Salem City Municipal corporation expects to negotiate a contract on the basis of the experts named in the proposal and, prior to contract negotiations, will require guarantees that these experts shall, in fact, be made available. As the expected date of mobilization is given in the letter inviting proposals, the Commissioner of Salem City Municipal Corporation will not consider substitution after contract negotiations, except in cases of unexpected delays on the starting date or incapacity of an expert for reasons of health, or leaving the Institute. The desire of an Institute to use an expert on another institute shall not be accepted for substitution of personnel.

(6) TERMS OF PAYMENT:

The mode of payments to be made in consideration of the work to be performed by the consultant shall be as follows:

- I) 20% of contract value: After acceptance of letter of award and acceptance of the course material
- II) 25 % of contract value: On successful completion of 50% of the training programme.
- III) 25% of contract value: On successful completion of all batches of the training and submission of all relevant reports/ documents and after the Review Committee reviewed the comprehensive feed back of the participants.
- IV) 20% of contract value: After the placement of atleast 75% of the trainees.
- V) 10% of contract value: Will be released after 3 months of the completion of training after ascertaining the employment provided.

Note: All payments shall be made on submission of pre-receipted bills by the Institutes in quadruplicate for respective stages.

(8) REVIEW OF REPORTS:

A review committee consisting of following officers of the O/o the Commissioner of Salem City Municipal Corporation Salem will review all reports of Institutes and suggest any modifications/changes considered necessary within 15 days of receipt.

1. The Commissioner, Salem City Municipal Corporation.
2. The City Health Officer, Salem City Municipal Corporation.

OFFICE CONTACT NO: 0427-2212844

ATTACHMENT-I

SKILL DEVELOPMENT TRAINING PROGRAMME TO BENEFICIARIES IDENTIFIED BY THE ULB's UNDER SJSRY DETAILS OF TRAINING OF REQUIRED TRADES AND REQUIREMENT OF TRAINING INSTITUTES

1. COURSE CONTENTS:

1. The training programme should focus on various skills development trades such as:

1. Female / Male Nursing Assistant
2. Lab Technical Assistant
3. Vocational music courses
4. Industrial sewing machine operator/Garment making training
5. Catering
6. Housekeeping
7. Banking, Accounting & Finance
8. Jewellery & Jewel appraiser
9. Photography and Photo Developing
10. Security guard training
11. BPO training (Voice or Non voice)
12. Computer Hardware & Networking
13. Computer Hardware & Cell phone servicing
14. Computer Accountant
15. AutoCAD and 3D Animation training
16. Desk Top Publishing and 2D Animation
17. Web designing with Multimedia
18. Driving and Four wheeler mechanism
19. Refrigeration & AC servicing
20. Electronic and Home appliances servicing
21. Plumbing
22. Life kit - House wiring
23. Cables & industrial Equipments (Inverter,
Lead Acid Battery & Operation of DG set)
24. Two wheeler Motor Vehicles Repairing
25. J C B Operators
26. Paper products and Pakku mattai products manufacturing

and similar **PROPOSALS IN ANY OTHER SUITABLE TRADE OR SKILL (RELEVANT TO CURRENT AND EMERGING MARKET EMPLOYMENT OPPORTUNITIES) FROM SUITABLE INSTITUTIONS** will also be taken up for consideration.

This could form the basis for future negotiations and ultimately a contract between your Institute and the Commissioner of Salem City Municipal Corporation.

The Commissioner of Salem Corporation also has the right to reject or select the proposal without any reason.

2. DURATION: About 90 - 180 mandays or about 360 - 720 hrs as adjudged for satisfactory completion of the course.

3. INDICATIVE TARGET FOR THE CORPORATION: 1113

4. BATCHING OF BENEFICIARIES: Minimum of two batches, Maximum of six batches of each trade as per the offer and requirement of beneficiaries

5. SIZE OF BATCHES: Each batch should not exceed more than 30

6. REQUIREMENT OF THE TRAINING INSTITUTE:

The following are requirements of the training institute:

i) The Institution shall be recognized by the Government of India or Government of any States or affiliation with any recognized professional college for more than three years and registered society under the college with its registered office situated in the college campus.

ii) The Institute shall have experience in training students in the age group of 18 to 45 years in the following areas and other similar trades and skills which it has applied for:

1. Female / Male Nursing Assistant
2. Lab Technical Assistant
3. Vocational music courses
4. Industrial sewing machine operator/Garment making training
5. Catering
6. Housekeeping
7. Banking, Accounting & Finance
8. Jewellery & Jewel appraiser
9. Photography and Photo Developing
10. Security guard training
11. BPO training (Voice or Non voice)
12. Computer Hardware & Networking
13. Computer Hardware & Cell phone servicing
14. Computer Accountant
15. AutoCAD and 3D Animation training
16. Desk Top Publishing and 2D Animation
17. Web designing with Multimedia
18. Driving and Four wheeler mechanism
19. Refrigeration & AC servicing
20. Electronic and Home appliances servicing
21. Plumbing
22. Life kit - House wiring
23. Cables & industrial Equipments (Inverter, Lead Acid Battery & Operation of DG set)
24. Two wheeler Motor Vehicles Repairing
25. J C B Operators
26. Paper products and Pakku mattai products manufacturing

and should have trained more than 1000 students in the past 3 years across various centers in the State of Tamil Nadu.

Details of employment provided on a particular trade in the last 3 years in which they intend to participate should be enclosed.

iii) The institution should be a reputed institution with experts in the related field with having at least 3 years experience in training and offering placement to at least 50% of the trainees.

Proof for the Employment tie-up provided by the institution/organization has to be enclosed.

iv) The Institute shall have adequate infrastructure viz., class rooms, Labs and equipments, experienced faculties and other basic amenities.

v) The Institute shall arrange for placements assistance and also indicate special efforts taken in developing students in areas (communication, marketing skills etc.) other than the field in which training is imparted.

vi) The Institute should be able to ensure 75% placement to the beneficiaries after completion of training.

vii) At the end of the training, they should give certificate which is acceptable across the state.

viii) The Institute should be capable of starting up additional centres within the city limit as required for the convenience of students.

ix) The floor area of Training Institute should be a minimum of 1000 Sq. ft.

x) The operational guideline for skills training for employment promotion should be adhered to and fulfilled by the training Institute (refer Attachment 3)

xi) The institution should accept the condition for getting 20 % payment after the placement of atleast 75% of the trainees and 10 % payment after 3 months of the completion of training after ascertaining the employment provided.

xii) The institutions should be allotted candidates based on their capacity (Outsourcing by institutions should not be permitted)

xiii) The institution should be prepared to provide flexible timing of sessions as required, for the convenience of the beneficiaries.

ATTACHMENT-II

SKILL DEVELOPMENT TRAINING PROGRAMME TO BENEFICIARIES IDENTIFIED BY THE ULB's UNDER SJSRY

PROPOSED TOTAL NO. OF BENEFICIARIES: 1113

Note: 1 The number of beneficiaries of the Salem corporation has been tentatively proposed based on the funds allotted by reserving 85% of fund for this skill training.

Note: 2 Among the allotment of Beneficiaries, the percentage of women beneficiaries shall not be less than 30% and a special provision of 3% reserved for differently abled persons. Hence the Institution is expected to have adequate facilities to accommodate these proportionate beneficiaries.

ATTACHMENT-III

OPERATIONAL GUIDELINES FOR SKILLS TRAINING FOR EMPLOYMENT PROMOTION AMONGST URBAN POOR (STEP-UP):

- Skill Training to be linked to accreditation, certification and preferably be taken on Public-Private-Partnership (PPP) mode with the involvement of reputed institutions.

- The size of a training class may not be more than 30.

- The total training period for skill upgradation (including apprenticeship, if any) may be satisfactory.

- The cost of toolkit has been included in the average training cost of Rs. 10,000/- per capita. However, in case the toolkit cost exceeds the above ceiling, there is no objection to the excess amount being met from funds other than this programme funds or bank loan or even as beneficiary's contribution.

- Monthly expenditure on training per trainee including material cost, trainer's fees, toolkit cost, other miscellaneous expenses to be incurred by training institution as well as monthly stipend to trainee, may vary depending upon the trade and duration of training. States/UTs should issue guidelines in these regards.

Skill Development Process:

The following process may be adopted for developing/upgrading skills of the urban poor:

- (i) Market Scan/Surveys to identify the needs of industry, business and service sectors and emerging job opportunities – local, district, state and national and upgrade the information at regular intervals;

- (ii) Livelihoods Survey, Training Needs Assessment, Baseline and Identifications of Gaps;

- (iii) Identification of Lead (National or State) and Nodal (City Level) Institutions – finalize modalities for accreditation, preparation of modules, training of trainers, mentoring, certification, training, etc

- iv) Memorandum of Agreement between State Nodal Agency / Urban Local Body (Urban Poverty Alleviation Cell) and Lead / Nodal Training Institutions and between Lead and Nodal institutions;

- v) Guidelines for Accreditation by Lead Institution, accreditation process and identification of nodal training institutions/agencies to undertake training;

- vi) Memorandum of Agreement between Lead Institution and Nodal/training institutions/agencies including eminent agencies or institutes in the private sector;

- vii) Selection of trainees by the ULBs with the help of community Structures / Organizations / NGOs based on their education, level of training, experience, aptitude etc.,

viii) Preparation of Training Calendar and assignment of Trainees to Institutions, Conduct of Training, Examination, Certification Process, Apprenticeship with Industry; and placement coordination

ix) Monitoring, Quality Control, Review, Evaluation and Corrective Measures.

x) Post-training Handholding.

Skills Training Institutes:

- Focus will be on skills of high-value for which there is market demand. Skills may be differentiated in categories on the basis of entry level qualification.

- Matriculate pass candidates can be provided technical vocational training of high standard whereas 8th pass candidates can be provided training requiring less technical knowledge.

- Persons below 8th pass can be provided specially designed training which does not generally require technical skills.

- States/UTs may empanel activity-specific lead institutes (an eminent National or State Government institute like IIT or NIT for each specific technical vocational skill) supported by regional/city level nodal institutions, which will work closely with the lead institution.

- The Lead Institution will be responsible for the accreditation of training institute in the fields concerned (public and private both) and certification.

- The Nodal (city level) institutes will be responsible for training of trainers, supervision of training, mentoring and placement coordination.

- The Lead and Nodal institutions will undertake preparation of high quality training modules, development of curriculum standards, materials for training of instructors and trainees and undertake certification process for the particular skills.

- Public-Private-Partnership models for imparting skills training will be encouraged.

Note: Guidelines for undertaking skill development/up gradation will be issued by the Government of India from time to time, as required.

FORM F-1

From

To_____

Sir:

Imparting Skill Development Training for the beneficiaries under SJSRY for the
_____of Programme _____ - Regarding

I/We _____ Institute/college /organization herewith enclose Technical
and Financial Proposal for selection of my/our Institute as Training Institute
for_____

We undertake that, in competing for (and, if the award is made to us, in executing) the above
contract, we will strictly observe the laws against fraud and corruption in force in India namely
“Prevention of Corruption Act 1988”.

Yours faithfully,

Signature : _____

Full name

and address: _____

(Authorized Representative)

FORM F-2

**ASSIGNMENTS OF SIMILAR ASSIGNMENTS SUCCESSFULLY COMPLETED
IN THE LAST 3 YEARS**

1. Brief Description of the Institute / Organization :

2. Outline of recent experience on assignments of similar nature :

Sl. No.	Name of Assignment	Name of Project	Owner or sponsoring Authority	Cost of Assignment	Date of Commencement	Date of Completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employer by way of documentary proof.

FORM F – 3

Month wise & week wise details of the topics to be covered for the proposed training course and the time duration required to be furnished as following:

1. Name of the course
2. No. of candidates / batch
3. Total No. of man days required
4. Full syllabus of the course to be enclosed separately

Month	Week	Topics to be covered	No. of man days	Duration (in hours)
1 st Month	1 st	 Days	
	2 nd	 Days	
	3 rd	 Days	
	4 th	 Days	
2 nd Month	1 st	 Days	
	2 nd	 Days	
	3 rd	 Days	
	4 th	 Days	
Month				

Total Months	Total Weeks	Total Man Days	Total Hours

SIGNATURE

Note: Please specify the schedule of lab activities, practical classes and exposure visits.

FORM NO F – 4

Composition of the Team Personnel and the task which would be assigned to each Team Member

1. Training / Faculty Staff

Sl. No.	Name	Position	Task assignment
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2. Supporting Staff

Sl. No.	Name	Position	Task assignment
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Declaration

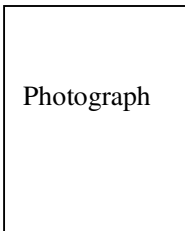
I submit that all the faculty / key personal proposed in the tender document form 4 and 5 only will be engaged without any default / deviation for each training programme.

If there is any change in the faculty due to unavoidable reasons, the faculty will be replaced by an equally qualified person and informed to the Commissioner, Salem Corporation.

Signature

FORM F – 5

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF



Proposed position: _____

Name of Institute: _____

Name of Staff : _____

Profession : _____

Date of Birth : _____

Years with Institute / Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks an assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page].

Education:

[Summarize college / university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page].

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages].

Languages:

[For each language, indicate proficiency: excellent/good/fair/poor in speaking, reading and writing].

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

/ Signature of staff member and authorized representative of the Institute / day / Month / Year

Full name of staff: _____

Full name of the authorized representative: _____

FORM NO F – 6

SCHEDULE OF PRICE BID

<u>Item No.</u>	<u>Name of the item</u>	<u>In figures</u>	<u>Amount</u>	<u>In words</u>
1.	Course fee per candidate :			
2.	Cost of course materials per Candidate :			
3.	Cost of Toolkit to be supplied Per Candidate :			
4.	Refreshment charge :			
5.	Stipend per month per candidate : (A) X No. of Month (B) = Total Amount (C) - Rs.			
	Total :			

Authorized Signatory with seal

Note:

1. Since the maximum course fee has been prescribed as Rs.10, 000 (Rupees Ten Thousand only) per candidate, the breakup details for each items should be furnished. The total cost of training should not exceed Rs.10, 000/- per candidate.
2. Details of Toolkit to be provided for each course have to be given in the Technical bid.
3. Details of the Course Material/Textbooks with Authors name intended to be provided have to be enclosed in the Technical bid of the Tender and a physical copy has to be submitted to the Corporation on execution of agreement.
4. Minimum stipend of Rs. 400 per month has to be given to the Trainee.

FORM NO F – 7

WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

MONTHS

<u>Sl. No.</u>	<u>Name</u>	<u>Position</u>	<u>Details of Modules / Syllabus</u>	<u>Number of Months</u>
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Total

Total Activities and Duration:

Total duration in months:

Signature

Enclosures:

1. Terms of Reference.
2. Supplementary Information to Institutes.
3. Draft contract under which service will be performed.

Check List

SJSRY-STEP-UP TENDER - DOCUMENTS TO BE ATTACHED

- Institution Recognition certificate (GOTN/GOI/NCVT/AICTE)
- Lay out drawing of class room with lab facility, water supply with stability certificate and sanitary certificate.
- Document for Address proof/Local existence.
- Detailed syllabus.
- Week wise lesson schedule - for theory, practical exposure visit sessions.
- Each Faculty CV with photograph for respective course and qualification certificate of the faculty.
- List of course material and Tool kit related to the courses.
- Infrastructure availability details for each courses.
- Details of employment provided in last three years with company offer letters.
- Documents for ownership of building/agreement copy in case of rental building.
- Fire safety certificate.
- Experience certificate
- Joint venture MOU document in case of franchise unit