

GOVERNMENT OF MANIPUR

DEPARTMENT OF LABOUR & EMPLOYMENT

MANIPUR SOCIETY FOR SKILL DEVELOPMENT

State Guest House, Sanjenthong

Imphal-795001, Manipur

No. 1/MSSD/BCW/SD/2015

Dated 27/02/2015

**INVITTTION FOR PROPOSALS FOR EXPRESSION OF INTEREST
IN SKILL DEVELOPMENT, TRAINING & PLACEMENT**

Sd/-

SECRETARY

MANIPUR SOCIETY FOR SKILL DEVELOPMENT (MSSD)

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1.1 Schedule of the Proposal Process

S. No.	Activity	Date	Time
1	Proposal document made available to VTPs	2 nd March, to 14 th March, 2015	Online as well as from Office of MSSD, State Guest House, Sanjenthong, Imphal.
2	Last date of submission of proposal with all supporting documents in correct format	23 rd March, 2015	03:00 p.m.
3	Scrutiny & assessment of proposals and due diligence as applicable	24 th March to 4 th April, 2015	-
4	Intimation of selection of VTP and award of contract	13 th April, 2015	-
5	Signing of MOU with selected VTPs	20 th April to 27 th April, 2015	-
6	Commencement of activities by selected VTPs	18 th May, 2015	-
7	Completion of training of targeted number of candidates	As per training schedule.	-
8	Completion of placement of targeted number of candidates	Within one month of completion of training.	-
9	Submission of final report by selected VTP with supporting documents	Within one month of completion of placement	-

MSSD shall try to adhere to above dates, however, in case of any emergency/contingency the dates may have to be changed, which shall be intimated to all concerned. In such case MSSD shall not be held liable for any such action on its part.

1.2 Introduction

The Manipur Society for Skill Development (MSSD) under Department of Labour & Employment, Government of Manipur plans to offer job-linked skill training through high quality Vocational Training Providers (VTPs) to the registered building workers and their spouses, dependents, siblings and children as provided under clause 4(j) and 5 of the Manipur Building & Other Construction Workers Welfare Scheme. The training cost/course fee, including the cost of lodging, boarding (where applicable) and local conveyance (including the cost of to and fro travel to the place of training) of the selected trainees, will be sponsored under this program. The Department will sign a Memorandum of Understanding (MoU) with the selected VTPs.

Proposals are hereby invited from eligible Government or Non-Government Institutions / Organizations / Agencies / Clubs / Associations / Societies with minimum experience of 2 years of imparting job-linked skill training for empanelment as VTPs in MSSD.

For any training course a maximum of three (3) VTPs shall be empanelled according to their scoring.

1.3 Scope of Assignment

The eligible Vocational Training Providers shall carry out assessment, counseling, training, certification and placement of the selected youth under this program.

Emphasis is made on the necessity to provide suitable and attractive employment options in high-growth sectors of the Industry.

1.4 Eligibility Criteria

- Government or Non-Government Institutions / Organizations / Agencies / Clubs / Associations / Societies with minimum experience of 2 years of imparting job-linked skill training.
- Training imparted should directly lead to a job.
- A minimum of 70% Placement Guarantee should be provided.
- Must already have sufficient number of Classrooms, Faculty, etc.
- For Trainings outside the State of Manipur (or outstation trainees within the state of Manipur), Vocational Training Providers must have a secure, well-maintained and comfortable Hostel (Separate for Boys & Girls) along with arrangements for providing wholesome food and other facilities as reasonably expected.
- Must have training content, trainers and requisite infrastructure for imparting the Training.
- Must conform to other factors forming part of the Evaluation Criteria for Vocational Training Providers for this program.

1.5 Obligations of Vocational Training Provider:

- Counseling and screening candidates for training
- Providing high-quality, Industry-linked training to the selected candidates
- Providing jobs meeting the standards set for the same to a minimum 70% of the total number of candidates within 30 days of completion of training
- Post placement support to the placed candidates for a minimum period of 3 months after completion of training
- Maintaining all records and documents related to the program and making them available for inspection by the Department if required

1.6 Training Curriculum

The Vocational Training Provider will have complete freedom to design the training curriculum and duration of training. Preference will be given to Vocational Training Providers whose curricula are aligned to the guidelines of the National Skill Development Corporation and the applicable Sector Skill Councils.

1.7 Trainee Mobilisation & Selection

The Department will give wide publicity for enrolment in the selected courses and will compile a list of eligible students after conducting an initial scrutiny of candidates. This list of candidates will be made available to the Training Providers for counseling and screening. The candidates can choose the training program/ Training Provider according to his/her preferences. The Vocational Training Provider will have the final decision on the selection of candidates for its training programs.

1.8 Placement Criteria

- I. The Vocational Training Provider is required to place a minimum of 70% of the trained youth with salary ('Cost-to-Company' basis – Salary-in-hand plus benefits plus incentives & other payments) not below Rs.5, 000/- per month salary for placement within the State and not below Rs.8, 000/- per month salary for placement outside the State.
- II. The Vocational Training Provider shall place 70% of the sponsored candidates within 1 month from the date of completion of the training program.

- III. Along with placement reports, the Training Provider will be required to furnish a copy of the Offer Letter/ Appointment Letter.
- IV. A candidate, apart from the normal placement, shall also be deemed placed in the following circumstances -
 - a) Trainees who successfully complete the course but want to pursue further studies and do not want to take up a job after training.
 - b) Trainees who successfully complete the course but desire to start their own business.
 - c) Trainees who successfully complete the course and are also selected in their Job Interview but decline to join.
 - d) Trainees who successfully complete the course but repeatedly fail to appear for job interviews.
 - e) Trainees who drop out or are rusticated (reasons to be informed to Trainees, Parents and the Department) from the course.
- V. The Vocational Training Provider shall provide Post Placement counseling and support for a minimum period of 3 months after placement.

1.9 Payment Terms/Welfare Benefits and Facilities.

- I. 15% of total payment due (1st installment) shall be made within 15 working days after the signing of the MOU with the selected Vocational Training Provider.
- II. 25% payment (2nd installment) shall be made within 15 working days of the commencement of training of the selected candidates.
- III. 25% payment (3rd installment) shall be made within 15 working days after the completion of 50% of the training, as measured by the number of days of training completed against the total number of training days
- IV. 25% payment (4th installment) shall be made within 15 working days after the completion of placement of the candidates successfully completing the training, and on submission of a student-wise report listing the job designation, recruiting company, salary break-up, joining date and joining location.
- V. 10% payment (5th installment) shall be made within 15 working days after the submission of a final report along with photocopies of the Certificate, Offer/ Appointment Letter, etc.

2.0 Evaluation & Weightage

- Selection of VTPs shall be done strictly based on the information provided in the prescribed format. The applicant has to provide the requisite supporting documents, failing which the Application will be rejected and will not be evaluated.
- Incomplete Applications or Applicants that do not meet the Qualification Criteria will be rejected.
- The contract will be awarded to the applicants whose proposals have been determined to be suitable and meeting the Evaluation Criteria as follows:-
 - 45% weightage will be given to the Credentials and proven Capabilities of the Applicant and will be evaluated on the basis of –
 - Total number of Candidates placed in jobs from 01.04.2013 to 28.02.2015.
 - Prior experience in Government of India and State Government projects/ programs.
 - Years of Experience (Format 2).
 - Training Locations & Infrastructure (Format 3).
 - 45% Weightage shall be given to the capability and quality of Placement of Candidates and will be evaluated on the basis of
 - Guaranteed Placement Percentage (Format 4).
 - Candidates Trained & Placed details.
 - Company Tie-ups for Placements.
 - 10% Weightage shall be given in respect of Competitive Pricing which will be evaluated on the basis of the Training Costs Break-up (Format 5)

Preference shall be given to approved Vocational Training Providers of the National Skill Development Corporation and those empanelled with the relevant Sector Skill Councils.

- The Scoring Pattern and Evaluation Criteria are as follows –

- **Credentials and proven Capabilities of the Applicant**

Parameter	Options	Score
Total number of candidates placed in jobs from 01.04.2013 to 28.02. 2015.	Less than 1000	1
	1001 to 3000	2
	More than 3000	3
Prior experience in Government of India and State Government projects/ programs	Yes/ No (GoI Projects/ Programs)	Yes = 2 No = 0
	Yes/ No (State Govt. Projects/ Programs)	Yes = 2 No = 0
Years of experience	2 to 3 Years	1
	4 to 5 years	2
	More than 5 years	3
Training Locations	In Manipur	4
	In Guwahati	3
	In Kolkata	2
	Other Locations	1

- **Placement of Candidates**

Parameter	Options	Score
Guaranteed Placement %-age committed in proposal	Minimum 70%	1
	Minimum 85%	2
	100%	4

- **Competitive Pricing**

Parameter	Options	Score
Training Fee slab	Less than Rs.10,000/-	5
	From Rs.10,001 to Rs.20,000/-	4
	From Rs.20,001 to Rs.30,000/-	3
	From Rs.30,001 to Rs.40,000/-	2
	More than Rs.40,000/-	1

- The Scoring Pattern and Evaluation Criteria will be entered and evaluated in the prescribed Score Sheet below –

Parameter	Score (A)	Weightage (B)	Weighted Score (A x B)
Credentials and proven Capabilities of the Applicant	(total score of all listed parameters)	0.45	
Placement of Candidates	(total score of all listed parameters)	0.45	
Competitive Pricing	(total score of all listed parameters)	0.10	
Total Weighted Score			(sum of above)

2.1 GENERAL TERMS & CONDITIONS

- The selected Vocational Training Provider will have to execute a Legal Agreement/ MoU with the Manipur Society for Skill Development under Department of Labour & Employment, Government of Manipur. A copy of such MoU will be given to the selected Vocational Training Provider after signing by both Parties.
- The rates quoted by the applicant must remain valid upto 30.06.2016. In case of delay in Award of Contract, the selected Vocational Training Provider may be requested to extend validity period, if mutually agreed upon.
- Notwithstanding the above, the Society reserves the right to accept or reject any of Proposals and to cancel the process and reject all proposals at any time prior to the award of Contract.
- This Request for proposal shall be interpreted, enforced and otherwise governed by the Laws of India, without reference to its conflict of law principles and the Courts at Manipur, India, shall have the exclusive jurisdiction in respect of matters arising in relation to this Request for Proposal.

2.2 HOW TO APPLY?

- Eligible Training Providers willing to partner with the Society on the above terms and conditions are requested to indicate their interest and capability through a covering letter on the Company/ Organisation letter, duly stamped and signed by the Authorised Signatory.
- Applications should be for a minimum of 100 candidates
- The application should include the following, with supporting documents substantiating that they are qualified to perform the services, failing which the proposal will be summarily rejected -
 - Specific and Detailed proposal, including Organisational Profile and summary of experience and capabilities
 - Detailed Fee structure
 - *Boarding & Lodging Costs (For Training outside the State and for outstation trainees within the State of Manipur)*
 - Travel & Conveyance costs (This should be borne by the trainees or partially funded)
 - Details of any other costs
 - Good Quality Images of the Campus, Classrooms, Hostel Building, Rooms, Facilities etc.
 - Summary profiles of Top Management Team and Trainers.
 - Non Refundable Cost of Proposal Document Rs.1,000/- (Rupees One Thousand only) in the form of Demand Draft/ Pay Order in favour of Secretary, Manipur Society for Skill Development, payable at Imphal, Manipur.
 - Earnest money of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/ Pay Order in favour of Secretary, Manipur Society for Skill Development, payable at Imphal, Manipur. Proposals not accompanied with Earnest Money will be summarily rejected. The Earnest Money shall be returned / refunded to unsuccessful VTPs within 21 working days after award of Contracts.
 - Information regarding fulfillment of eligibility criteria is to be provided in tabular form (Formats 1 to 5)

2.3 FORMAT 1A: DETAILS OF THE VTP

Name and Details of the VTP and Authorized Representative	
Name of Organization / Institution	
Regd. / Head Office Address:	
Phones	
Fax	
Mobile	
Email	
Website	
Addresses of Branch Offices (If any?)in Manipur: Phone Fax Mobile Nos. Email IDs Date of Establishment	
Name of Authorized Representative	
Designation	
Mobile	
Email	

Signature:

(Seal)

Name:

Designation:

(Authorized Representative and Signatory)

2.4 FORMAT 1B: LEGAL CONSTITUTION

1. Status / Constitution of the VTP:

2. Name of Registering Authority:

3. Registration No.:

4. Date of Registration:

5. Place of Registration:

6. Legal Constitution of VTP:

(Public Limited/Private Limited/

Partnership/Proprietorship etc)

Note: Please provide copy of the registration certificate from the appropriate

Registering Authority as given below:

Entity	Substantiating Documents Required (Please tick in appropriate box)
Proprietorship Firm	<ul style="list-style-type: none"><input type="checkbox"/> Certificate of the Proprietorship duly certified by a Chartered Accountant.<input type="checkbox"/> Copy of trade license/sales tax registration/IT registration
Partnership Firm	<ul style="list-style-type: none"><input type="checkbox"/> Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.<input type="checkbox"/> Copy of trade license/sales tax registration/IT registration
Private Limited Company	<ul style="list-style-type: none"><input type="checkbox"/> Registration Certificate and Memorandum & Articles of Association.<input type="checkbox"/> Copy of trade license/sales tax registration/IT registration.
Public Limited Company	<ul style="list-style-type: none"><input type="checkbox"/> Registration Certificate and Memorandum & Articles of Association.<input type="checkbox"/> Copy of trade license/sales tax registration/IT registration
Society / Trust / Association	<ul style="list-style-type: none"><input type="checkbox"/> Registration Certificate, Memorandum & Articles of Association and Byelaws of Society / Trust / Association.<input type="checkbox"/> Copy of trade license/sales tax registration/IT registration
Vocational Training Providers	<ul style="list-style-type: none"><input type="checkbox"/> Registration Certificate<input type="checkbox"/> Copy of trade license/sales tax registration/IT registration

Signature: (Seal)

Name:

Designation:

(Authorized Representative and Signatory)

2.6 FORMAT 3: TRAINING LOCATION

Name of Sector	Name of Course	Location of Training

For and on behalf of: (Seal)

Signature

Name:

Designation:

(Authorized Representative and Signatory)

2.7 FORMAT 4: MINIMUM GUARANTEED PLACEMENT

Name of Sector	Name of Course	Minimum Guaranteed Placement

For and on behalf of: (Seal)

Signature

Name:

Designation:

2.8 FORMAT 5: Training Cost Break-up

SN	Course	Duration of training		Total Number of Trainees (A)	Training Fee per Trainee (B)	Lodging & Boarding Cost per Trainee (if any) (C)	Cost Per Trainee (B+C)=(D)	Total Cost (DxA)
		In Hours	In Months / Weeks					

Note: All rates quoted should be inclusive of all Taxes, as applicable

For and on behalf of: (Seal)

Signature

Name:

Designation:

(Authorized Representative and Signatory)

2.9 APPENDIX I: Memorandum of Understanding (MoU) shall vary depending on the training course.