**Inviting Request for Expression of Interest (REOI) from eligible Organizations for Empanelment as Skill Training Implementing Agency Under ‘Seekho aur Kamao’ scheme of MAEF**

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Last Date of Submission of proposal is 27 November, 2020

**Chaudhary Ranbir Singh University,**

**Rohtak Bypass Road, Jind,**

**Haryana PIN- 126102.**

**Introduction:**

Chaudhary Ranbir Singh University invites proposals for implementation of “SeekhoaurKamao” scheme for training courses aligned to National Skills Qualifications Framework (NSQF) and Common Norms under Ministry of Skill Development and Entrepreneurship (MSDE). The scheme would aim at upgrading the skills of the minority youth in various modern/ traditional vocations depending on their educational qualification, present economic trends and the market potential, which can earn them a suitable employment or make them suitably skilled to go for self-employment.

Proposals may be submitted by post to ‘The Registrar, Chaudhary Ranbir Singh University’ Jind latest by 27 November, 2020.

The indicative trades and sectors for skill development training are as under:

|  |  |  |
| --- | --- | --- |
| S. No. | Sector | Trade |
| 1 | Healthcare | Dialysis Technician |
| 2 | Healthcare | Medical Lab Technician |
| 3 | Healthcare | Dental Assistant |
| 4 | Automotive | Repair Painter – Auto body |

**Eligibility Criteria:**

1. Organizations/NGO/TRUST requested to submit the proposal form implementation of the training target under “SeekhoaurKamao” scheme of the MAEF, Ministry of Minority Affairs.

2. The organization should have been active and operational in the field of Skill Development and vocational training for a minimum of five years as on 27 November, 2020.

3. The organization should have a total turnover of ₹ 6.00 Crore or more in the past three consecutive years (2017-18, 2018-19 & 2019-20). The organization is required to submit a copy of audited financials for the last three years along with Certificate for Turnover of the organization issued by the Chartered Accountant.

4. The organization should have trained minimum 200 trainees in each year for 3 years and have provided placement to not less than 75% of total trained in last three (3) years. The details should be furnished by the organization.

5. The organization is required to submit details of skill development training centers located in the State/UT of India, which are functional/ operational as on date of application.

6. The organization 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) are available at training locations.

7. The organization should not have been blacklisted by any Central Government/ State Government/ Govt. Department/ PSUs or any other funding/ donor organization. A self-declaration affidavit to this effect must be submitted on Rs.100/- stamp paper.

8. Any other criteria laid down by the Ministry of Minority Affairs/ MAEF/ Ministry of Skill Development & Entrepreneurship at the time of execution of MoU would be applicable.

**Scope of Work:**

1. The scheme will be implemented for the benefits of six notified minority communities under National Commission for Minorities Act 1992 (viz. Muslim, Christian, Sikhs, Buddhists, Parsis and Jains). However, in the States/UTs where some other minority communities notified by respective State/UT Governments exists, they may also be considered for the programme but they will not occupy more than 5% of the total seats.

2. The Organization should have Accreditation & Affiliation Certificate/ Letter of Registration (LoR) issued by National Skill Development Corporation (NSDC), If not available the organization will get it issued before commencement of the training programme.

3. The training programmes would be implemented in NSQF aligned courses approved by Ministry of Minority Affairs.

4. The organization shall not induct candidates who are either professionally qualified or have already obtained any such training in any previous such programme of Ministry of Minority Affairs for skills.

5. The organization would ensure that there is no duplicity in the details of the trainees in terms of name, address, Aadhaar number and bank details etc.

6. The training programme must include soft skills training, basic IT training, basic English training and other skills as per need.

7. It would be imperative on the part of the implementing organization to assess the employment potential in a particular area in advance depending upon the educational qualification of the targeted population, present economic trend and market potential before proposing the trades.

8. The organization shall also establish linkages with placement services. For the candidates interested in self-employment after availing the training, the organization shall arrange easy micro finance/ soft loans for them through Financial Institutions, National Minority Development Finance Corporation (NMDFC), Banks, etc.

9. The organization should also be able to identify and mobilize the beneficiaries belonging to the minority communities particularly women. The organization will ensure minimum 33% female seats for minority girls/women candidates.

10. The organization would ensure minimum of 75% overall placement percentage for total trained and certified trainees and out of that at least 50% placement should be in organized sector.

11. All training programme should be non-residential.

12. 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).

13. Trainers with suitable qualifications/experience being hired and each trainer should have undergone Training of Trainers (ToT).

14. The entire training program should be covered with live CCTV cameras, having recording facility and provide the live feeds of the training programme for online monitoring to the MAEF and other stakeholders through Static IP Address.

15. The organization would install Aadhaar linked GPRS enabled biometric machine for daily attendance (in & out) of trainers and trainees at the skill development training centers, which has to be compatible for linking with the online portal of the scheme.

16. The organization would ensure that uniform (if required), Photo ID card, welcome kit, training aids etc. should be handed over to beneficiaries at the time of batch freezing.

17. The organization would 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. and will submitted to the MAEF.

18. The organization will have to display boards/ hoardings / banners in its premises land at entrance indicating that the specified skill training program is running under Maulana Azad Education Foundation, Ministry of Minority Affairs, Govt. of India.

19. Regular internal assessments should be conducted by the organization, details of internal assessment along with sample answer sheets should be submitted to the MAEF regularly.

20. The organization would ensure the independent assessment and certification by third party agencies through Sector Skill Councils (SSCs) or approved Third Party Assessment Agencies.

21. Arrangement of guest lecture to ensure interaction with industry expert and owners of the household enterprises of minorities, working in the particular trade / skill sector should be arranged to motivate trainees to opt the employment opportunities.

22. The organization shall comply with the extant requirements of the scheme guidelines: fulfill the requirement of 3rd Party evaluation in terms of Ministry of Skill Development & Entrepreneurship guidelines and compliance of norms of placement: Common Norms Notification of MSDE issued from time to time.

23. The organization shall ensure that monitoring mechanism as approved by the Ministry is strictly followed including data seeding on the SeekhoaurKamao Portal.

**Placement & Post Placement Support:**

1. On the Job Training (OJT) may also be incorporated into the training module as per the requirement of the course/trades.

2. The organization is required to arrange continuous employment for minimum 75% (minimum 50% in organized sector) of beneficiaries out of total trained for a minimum period of not less than 3 months.

3. The beneficiaries should have worked and received payment for three continuous months, proof of which can either be in the form of a salary slip or a certificate indicating salary paid duly signed by the employer and salary received by the person with a bank statement. PF/ESIC records or as per other available records to support this. Details of bank accounts of trainees where the salary is deposited should be made available to MAEF for tracking of the trainees.

4. The organization has to ensure Post placement tracking and monitoring the extent of retention in the new jobs for a period of one year from the date of employment and develop Management Information System as per scheme guidelines.

**Funding Norms:**

1. Training Cost would be as per Common Norms Notification /Circulars issued by the Ministry of Skill Development & Entrepreneurship (as amended from time to time).

2. Monthly stipend & post placement support for trainees trained under “SeekhoaurKamao” scheme would be transferred to the beneficiary’s bank account directly by MAEF as per the scheme.

**Expression of Interest (EOI)**

**Annexure – A**

**(Format of the Covering Letter)**

**(The Covering Letter is to be submitted by Authorized Representative/**

**Signatory on Agency’s Letterhead with date, Signature and Seal)**

To,

The Registrar,

Chaudhary Ranbir Singh University,

Rohtak Bypass Road, Jind,

Haryana PIN- 126102.

**Sub: Request for Empanelment as Training Partner under SeekhoaurKamao Scheme.**

Sir,

Please find the enclosed proposal in response to the advertisement issued

byChaudhary Ranbir Singh University,for Empanelment as Training Partner under SeekhoaurKamao scheme.

We agree and undertake to abide by all these terms and conditions stipulated under SeekhoaurKamao scheme.

The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge. We would be solely responsible for any errors or omissions in our application.

We acknowledge that CRSU reserve the right to reject or accept the application 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 onbehalfof: Signature of AuthorizedRepresentative/

Signatory:

Name: Designation (CompanySeal)

**Annexure – B**

# Details of Agency

(On the Letter head of Agency with date, Signature &Seal)

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description** | **Details** |
| 1 | Name of Organization |  |
| 2 | Legal Status (Private Limited Company/ Public Limited Company/ Society/ Trust/ Government institutions/Partnership Firm/ Public Sector Undertaking/ NGOs/Universities) |  |
| 3 | Registration No. & Date of Registration ofOrganization |  |
| 4 | NGO Darpan ID of NITI Aayog |  |
| 5 | PAN Card Number of the Agency | (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.) |  |

For and on behalfofAgency: Signature of Authorized Representative/Signatory:

Name: Designation: (CompanySeal)

# Brief profile of theagency

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Criteria** | **Details** | **Documents required** |
| 1 | No. of years of existence and operation of the PIA (Minimum requirement of three years in the field of skill development training) | (in Years) | Incorporation Certificate |
| 2 | Total number of Skill Development Projects funded by Central/ State Govt./Deptt. implemented by the Agency. Single Sanction order (even with various locations) will be considered as one project. | Total No. of Projects | Sanction Order/ Letter of Intent/ Memorandum of Understanding Signed with Funding Partner, along with the programme completion certificate issued bythefunding agency |
| 3 | Total number of skill development projects implemented exclusively for minority youth funded by the Central/State Government/ Departments in last threeyears. | Total No. of Projects | Sanction Order/ Letter of Intent/ Memorandum of Understanding Signed with Funding Partner, along with the programme completion certificate issued by the fundingagency. |
| Details of the Projects: |
| FinancialYear | Name of Schemes/ programme | Funded by Central/ State Govt. / Deptt. (Name of Funding Agency) | Courses/Trades | Total Trained | Total Placed |
| 2017 – 18 |  |  |  | List of Trainees along withcontact Number. |
| 2018 – 19 |  |  |  |
| 2019 – 20 |  |  |  |

**4. Financial Details of theAgency**

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

Itiscertifythatthe(NameofAgency)havingitsregisteredofficeat(Address)hasantotal

Turnover of ……… ₹ Crore or more in last three consecutive years (2017 – 18, 2018– 19,2019– 20). The total turnovers of the agency are as under –

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Financial Year** | **Annual Turnover (INR)** |
| 1 | 2017 – 18 |  |
| 2 | 2018 – 19 |  |
| 3 | 2019 – 20 |  |

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

**5. Details of Operational Training Centers of theAgency**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Address of Training Center | State | Contact Details | Courses being implemented | Whether the training center is accredited & affiliatedwith SMART Portal of NSDC– Yes/ No |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**6. Details of Operational Training Center(s) of theAgency**

 For each training centre the details should be furnished in the given format as indicated below:

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Particulars** | **Details** |
| 1 | Name of Training Centre |  |
| 2 | Name of Trade(s) to be implemented |  |
| 3 | Address of Training Centre with landmark | Enclose Address Proof – Telephone bills, water bill, electricity bill etc. |
| 4 | Whether the training centre is affiliated with SMART Portal of NSDC– Yes/ No | If yes, enclose the accreditation certificate for the proposed trade. |
| 5 | Contact Person Name & Contact Number |  |
| 6 | Type of Ownership of the building | Enclose copy of ownership proof |
| 7 | Total Area of Training Centre (In Sq. Ft.) |  |
| 8 | Number of Classroom & sitting capacity | Enclose the Photographs |
| 10 | Number of Domain Lab & sitting capacity | Enclose the Photographs |
| 11 | Number of IT Lab & sitting capacity (along with Total No. of Computer System) | Enclose the Photographs |
| 12 | Trade(s)/ Course(s) being run at the centre |  |
| 14 | Provision for Power backup at the training centre | Enclose the Photographs |
| 15 | Provision of Separate Toilets for girls & boys | Enclose the Photographs |
| 16 | Provision for Safe drinking water at the centre | Enclose the Photographs |

**Annexure–C**

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

**AFFIDAVIT for NON BLACKLISTED / NON BANNED PARTY**

It is hereby certified that M/s ……………………………is not blacklisted/debarred by Govt. of India or its undertakings /any State Govt. or its undertaking or any other Govt. of India & State Govt. funding agencies / regulatory authorities as ondate.

M/s ………………………………………….is not involved in any major litigation that may have an impact or affect that may compromise the delivery of services as required under the Memorandum of Understanding executed with Chaudhary Ranbir Singh Universityfor implementation of SeekhoaurKamaoScheme.

M/s would immediately inform CRSU in case of any change in the situation any time here inafter.

For and onbehalfof: Signature of AuthorizedRepresentative/

Signatory:

Name: Designation (CompanySeal)