

RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION

EMI Campus, J-8-A, Jhalana Institutional Area, Jaipur - 302 004

Telephone No. : (0141) 5164224/5164217

www.livelihood.rajasthan.gov.in

Expression of Interest (EOI)

for submission of proposal to undertake the project under Employment Linked Skill Training Programme (ELSTP) for relevant economic sectors for the State – EoI General

Background: Rajasthan Skill and Livelihoods Development Corporation (RSLDC) is mandated to implement the short term skill development programmes in the State. Industry in general and unorganized sector in particular is facing number of challenges with respect to availability of suitable manpower. Facilities for training are grossly inadequate in the State; to meet this kind of inadequacy, RSLDC has already issued number of EOIs earlier to invite proposals for setting up Skill Development Centers (SDCs) and is implementing skill training programmes in collaboration with large number of government and private training partners.

Ministry of Skill Development and Entrepreneurship (MSDE) has come out with Common Norms for implementation of skill development schemes of various Ministries/Departments. Since, the State Government has made RSLDC as a nodal organization to implement all such schemes and therefore RSLDC has adopted common norms for their implementation including ELSTP sponsored by the State Government. In view of adoption of common norms, RSLDC has revised the guidelines and has identified NSQF compliant job roles/MES courses which offer wage/self-employment opportunities within and outside the State. This EoI is being issued for inviting proposals to scale up and diversify the skill development programmes in the State.

S.no.	Parameters	Conditions/Provisions
I.	Eligibility Criteria	<ol style="list-style-type: none"> 1. The Agency should be a registered Proprietorship/Partnership Firm/Private Limited Company/Public Limited Company/Society/Trust/Association/Government institutions/Public Sector Units/Universities/Higher educational institutes including technical and professional institutes having affiliation or recognition of relevant Board or Council and submit Covering letter as per Annexure -1 and applicant details with relevant documents as per Annexure-2. 2. All the agencies mentioned above should <ol style="list-style-type: none"> a. have been active and operational continuously anywhere in the country for the last three years on the date of application. b. have average annual turnover of ₹ 50 lakh or more from skill development and placement linked programs OR ₹ 2.5 Crore or more from various activities, in the past three consecutive years (2013-14, 2014-15, 2015-2016). Agency is required to submit copy of audited financials for the last three years along with Annexure – 3. c. submit details of minimum 5 skill development training centers located in the State/UT of India, which are functional/ operational for more than 3 years on the date of application as per Annexure-4. d. submit details of youths trained not less than 750 through the above mentioned training centres and have provided placement to not less than 500 youth in last three (3) years (2013-14, 2014-15, 2015-2016) in the requested sectors as per Annexure-5. e. not have been blacklisted by any donor agency/ State Government/ Central Government. A self-certificate must be submitted as per Annexure-6. <p>Note:</p> <ul style="list-style-type: none"> • Joint Ventures (JVs)/Special-Purpose Vehicles (SPVs) are also permitted to apply for the program. Atleast one of the partners of JV/SPV should be individually/independently eligible for the eligibility conditions mentioned above. • Government institutions shall be exempted from all the eligibility criteria. • NSDC partner, i.e. where NSDC has a stake, either through equity or loan shall be exempted against the eligibility criteria of financial turnover and experience. • Agency/applicant fulfilling the eligibility criteria will be considered for those sectors in which agency has past skilling experience.

		<p>3. The applicant are required to provide self-declaration in consonance with common norms for the following:</p> <ol style="list-style-type: none"> I. To set-up dedicated Skill Development Center (SDC) as per given specification in the guideline, the capacity of each established SDC should not be less than 100 youth per year. II. To arrange sufficient space, furniture, equipment, tools, training aids, raw material, electricity, water supply and other essentials required for imparting training to youth in the proposed course(s). III. To mobilize and counsel youth for training and taking up a job, wherever available (wage/self employment) after training. IV. To arrange one set of uniform for every batch of trainees. V. To hire/engage competent and eligible trainer(s) to undertake training in the proposed courses. VI. To install Aadhaar linked GPRS enabled biometric machine for daily attendance (in & out) at the SDC and Hostel, if applicable, which has to be compatible with ISMS system of RSLDC and provide other information required by RSLDC. VII. To arrange assessment and certification of trained youth through concern SSC/NCVT. VIII. To arrange continuous employment for 70% of youth trained (50% Wage and 20% Self-Employment) for a minimum period of not less than 3 months. IX. To ensure tracking of placed youth for a period of 1 year. X. To maintain records of trainings including the expenditure made for setting up and conduct of skill training programmes for 3 years. <p>Document Required: A self-certificate/declaration as per Annexure-7.</p>
II	Proposal Processing Fee	<p>Training Providers have to pay a non-refundable Proposal Processing Fee of ₹ 10,000/- (Rupees Ten Thousands only). This will be paid in the form of a Demand Draft Payable to 'Rajasthan Skill and Livelihoods Development Corporation' 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 Proposal Processing Fee shall be rejected by RSLDC.</p> <p>Note: Government institutions shall be exempted from Processing Fee.</p>
III	Earnest Money Deposit (EMD)	<p>Training Providers are requested to submit a refundable Earnest Money Deposit (EMD) of ₹ 10,00,000/- (Rupees Ten Lakh only). This will be paid in the form of a Demand Draft Payable to 'Rajasthan Skill and Livelihoods Development Corporation' 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 Provider would be returned (without interest) within 30 days of decision of rejection. In case of shortlisted Training Provider, the demand draft would remain with RSLDC till signing of MoU.</p> <p>The EMD will be forfeited on account of one or more of the following reasons:</p> <ol style="list-style-type: none"> a. In case, applicant withdraws from an EoI during the period of validity of EoI (EoI shall be valid for 180 days from date of submission of proposal); b. In case, applicant does not participate in the subsequent process of EoI (Presentation before the committee, Signing of MoU) after having been shortlisted. <p>Note: Government institutions shall be exempted from EMD.</p>
IV	Performance Security Deposit (PSD)	<p>The shortlisted Training Provider should furnish a Performance Security Deposit (PSD) per SDC, in the form of a Bank Guarantee at the time of signing of MoU for Empanelment or Earnest Money Deposit (EMD) can be adjusted against Performance Security Deposit (PSD).</p>

		<p>The PSD shall remain valid for a period of three years from the date of signing of MoU or issuance of BG. One time PSD amount will be worked out for each SDC as follows:</p> <ol style="list-style-type: none"> 1. SDC running upto 3 batches- 1.5 Lac 2. SDC running 5 batches- 2.5 Lac 3. SDC running more than 5 batches- 50 thousand each batch <p>Note:</p> <ul style="list-style-type: none"> • Government institutions shall be exempted from PSD.
V.	Duration of the Project	Three (3) years from the date of signing of MoU.
VI.	Funding pattern	As per RSLDC's guidelines/circulars (as amended from time to time).
VII.	Organization of Training	The Applicant has to follow RSLDC's guidelines/circulars issued for ELSTP scheme (as amended from time to time) for Training delivery, Assessment & Certification, Placement, Tracking, Payment disbursement and other details as required by RSLDC.
VIII.	Submission of Proposal	<p>Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for undertaking Employment Linked Skill Training Programmes in the State to the Managing Director, Rajasthan Skill and Livelihoods Development Corporation (RSLDC) Head Office, Jaipur on or before 27th March, 2017 by 5 PM.</p> <p>The proposal should carry following documents as per checklist given in the EoI:</p> <ol style="list-style-type: none"> 1. Covering Letter-Annexure-I 2. Applicant details along with required documents as per Annexure-2 3. Copy of audited financials for the last 3years along with required documents as per Annexure-3 4. Details of 5 active skill development centres as per Annexure-4 5. Training and Placement details with required documents as per Annexure-5 6. An affidavit for not being blacklisted Annexure-6 7. A self certificate/declaration as per Annexure-7 <p>The Managing Director, RSLDC reserves the right to accept or reject any proposal without providing any reason, what so ever. The decision of RSLDC shall be final and binding upon the Company/Agency.</p> <p>For further details, visit website www.livelihood.rajasthan.gov.in</p>
IX.	Mechanism for approval of the Project	<ol style="list-style-type: none"> i) Desk appraisal ii) Presentation of the shortlisted applicants. iii) Evaluation of the proposals iv) Issuance of sanction order v) Signing of MoU
<p>Note:</p> <ol style="list-style-type: none"> 1. RSLDC reserves the right to amend courses and guidelines from time to time. 2. The RSLDC has full powers to decide about the number of candidates to be trained in a particular course. Its decision will be binding on all organizations submitting the proposals 		

Checklist for proposal submission under ELSTP

S. No.	Document Description	Page Number
1.	Covering Letter as per Annexure 1	
2.	Applicant's Details along with required documents as per Annexure-2	
	<ul style="list-style-type: none"> • Relevant document for Proprietorship/Partnership Firm/Private Limited Company/Public Limited Company/Society/Trust/Association/Government institutions/Public Sector Units/Universities/Higher educational institutes including technical and professional institutes having affiliation or recognition of relevant board or council 	
	<ul style="list-style-type: none"> • Copy of PAN Card 	
	Trade license/ Sales tax registration/IT registration (if any)	
3.	Audited Financials for last three consecutive years along with Annexure 3	
	Balance sheet of last 3 years (2013-14) (2014-15) (2015-16)	
	Income Tax Return Acknowledgment for last 3 years (2013-14) (2014-15) (2015-16)	
4.	Details of 5 active skill development centres as per Annexure-4	
5.	Training and Placement details as per Annexure-5	
6.	An affidavit for not being blacklisted as per Annexure 6	
7.	Self-certificate /declaration as per Annexure 7	
8.	Copy of EoI Document with sign and seal of Company Secretary/ Authorized Representative and Signatory on each page of EoI document	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

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

Managing Director
Rajasthan Skill and Livelihoods Development Corporation
EMI Campus, J-8A, Jhalana Institutional Area, Jaipur- 302004
Phone: +91-(0141) 5103164/5104136
Fax: +91-141-5103246

Dear Sir,

Sub: Request for empanelment for Employment Linked Training Programme (ELSTP) underEoI.

Please find enclosed Proposal in respect of the Empanelment for Employment Linked Training Programmes for in RSLDC, in response to the Expression of Interest (EOI) Document issued by the Rajasthan Skill and Livelihoods Development Corporation (RSLDC).

We hereby confirm that:

1. The proposal is being submitted by _____ (name of the agency who is the applicant, 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 RSLDC and in any subsequent communication sent by RSLDC. 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 RSLDC.
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 RSLDC will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, 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 RSLDC 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. We are enclosing DDs towards EMD & processing fee as under:

Item	Amount	DD No.	Date	Bank
EMD	₹ 10,00,000/-			
Processing Fee	₹ 10,000/-			

This Proposal is made for the express purpose of empanelment under ELSTP programme of RSLDC as following action plan:

S.No	District	SDC	Sector	Courses	R/NR	Target

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: Applicant Details

(Declaration by Company Secretary/ Authorized Representative and Signatory on Company's Letter head with his/her dated Sign and Seal)

S. No.	Description	Details
1	Name of Legal Constitution of Applicant	
2	Status / Constitution of the Firm	
3	Name of Authorize Signatory	
4	Contact address and number	
5	Registration Number	
6	Date of Registration	
7	Place of Registration	
8	PAN Card Number	
9	Primary point of contact (For all sort of communication purpose)	
10	E-mail	
11	Secondary Point of Contact	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:

- If Proprietorship Firm
 - o Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant.
 - o Copy of trade license/sales tax registration/IT registration
- If Partnership Firm
 - o Copy of Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.
- If Public/ Private Limited Company
 - o Copy of Registration/Incorporation Certificate and Memorandum and Articles of Association.
- If Society / Trust / Association
 - o Copy of Registration Certificate and Bylaws of Society / Trust / Association.

Note: In addition to above registration certificate, Applicant needs to submit the copy of PAN Card.

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 audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of ₹ 50 lakh or more from skill development and placement linked programs **OR** ₹ 2.5 Crore or more from various activities, in the past three consecutive years (2013-14, 2014-15, 2015-2016). The details of annual turnover are mentioned below:

S. No.	Financial Year	Annual Turnover (INR)
1	2013-2014	
2	2014-2015	
3	2015-2016	

Note: Audited financial statements for the past three years (2013-14, 2014-15, 2015-2016) should be submitted by the Applicant.

(Chartered Accountant):

Signature

Name

Registration No

Contact No.

Seal

Date:

Annexure -4: 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 25)	
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 capacity – Boys (If applicable)	
b)	Residential accommodation capacity – girls (If applicable)	

Notes:

1. Please enclose Documentary Evidences regarding training Infrastructure available in the form of:
 - a. 2 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 Provider should have its own / rented space and facilities for conducting the Training Programmes. The Training Provider should provide proof of availability of the facility to the Training Provider in the form of ownership document/ lease agreement. In case the facility is proposed to be taken by the Training Provider, 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 - 5: 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 candidate trained	Details of supporting proof provided	Placement provided to number of candidate got trained	Details of supporting proof provided
Total	2013-14				
	2014-15				
	2015-16				

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Notes:

Please provide Supporting proof as given below:

For Trainings conducted self-attested copies of any of the following documents:

- Certificate from Government bodies or international funding agencies indicating experience in conducting similar 'Placement Linked Training Programme' in the related field of Sector with number of youths trained (self-attested printouts of verifiable information from Government or agency OFFICE/websites or from the funding agencies will be accepted)
- Copies of relevant pages of the fee register attested by a Chartered Accountant.

For Placements conducted self-attested copies of any of the following documents:

- Certificate from Government bodies indicating experience in conducting 'Placement Linked Training Programme' in the related field of Sector with number of youths placed (self-attested printouts of verifiable information from Government websites will be accepted)
- Letter from the employer confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work.
- Original Certificate by a Chartered Accountant defining the number of youth placed by the Training Provider during each last three (3) years.

Annexure -6: An affidavit for not being blacklisted

(An affidavit on a non-judicial stamp paper of INR 50/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal)

AFFIDAVIT

We, (Name of Agency) having its registered office at (Office address) do hereby declare that the Applicant 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

Annexure - 7: Self Declaration

**Declaration by (Name of Agency) on his/ her organization letterhead with registration number, dated
Sign and Seal**

To whomsoever it may concern

On the basis of registration document/certificates, we M/s (Name of agency), having office at (Office address), hereby give our consent for following as per norms of RSLDC (As amended from time to time):

- I. To set-up dedicated Skill Development Center (SDC) as per given specification in the guideline, the capacity of each established SDC should not be less than 100 youth per year.
- II. To arrange sufficient space, furniture, equipment, tools, training aids, raw material, electricity, water supply and other essentials required for imparting training to youth in the proposed course(s).
- III. To mobilize and counsel youth for training and taking up a job, wherever available (wage/self-employment) after training.
- IV. To arrange one set of uniform for every batch of trainees.
- V. To hire/engage competent and eligible trainer(s) to undertake training in the proposed courses.
- VI. To install Aadhaar linked GPRS enabled biometric machine for daily attendance (in & out) at the SDC and Hostel, if applicable, which has to be compatible with ISMS system of RSLDC and provide other information required by RSLDC.
- VII. To arrange assessment and certification of trained youth through concern SSC/ NCVT.
- VIII. To arrange continuous employment for 70% of youth trained (50% Wage and 20% Self-Employment) for a minimum period of not less than 3 months.
- IX. To ensure tracking of placed youth for a period of 1 year.
- X. To maintain records of trainings including the expenditure made for setting up and conduct of skill training programmes for 3 years.

For and on behalf of:

Signature:

Name:

Designation:

(Organization Seal)

(Authorized Representative and Signatory)

Date