

Expression of Interest (Eoi) Invited for

**Empanelment of Agencies for
Coordination and Mobilization of candidates for
Conducting RPL Skill Courses under
Special MSME RPL Skill program**

Issuer:

Central Tool Room & Training Centre, Bhubaneswar

B-36, Chandaka Industrial Area, Near Infosys, Po-KIIT

Bhubaneswar, Odisha – 751 024

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1. Background:

Central Tool Room & Training Centre(CTTC), Bhubaneswar has been established under the Technical Co-operation programme between the government of India and Denmark as a Govt. of India Society. The management of affairs of the centre rests with the Governing Council constituted by Ministry of MSME, Govt. of India. The centre started functioning in 1991 with the Training department followed by Production in the year 1994. The centre has emerged as one of the pioneer institute & technology centre in India having state-of-the-art machines and equipment. For empowering and upliftment of the state youth, CTTC Bhubaneswar was approved for implementing Special MSME RPL training program in which training target of 50,000 by NSDC, New Delhi was sanctioned for training on Pan Odisha basis as per the NSQF approved job role. The key objective of this project is to undertake recognition of prior learning along with bridge course and certification of both organized and un-organized workforces working across the state of Odisha. CTTC Bhubaneswar aims to conduct bridge course, assessment & certification opportunity under RPL scheme to these workforces by conducting training at various locations where they are working. Few of the target group is the workforce which has experience but has little or no formal training and rest are freshers. The RPL courses can thus help state workforce to overcome the skill gap and get certified in the shortest time frame. The details of the approved Job roles/Courses training to be conducted under the project are given below:

Approved Job Role

QP Code	Job Role Name	Targets Approved
AGR/Q1111	Agriculture Machinery Repair and Maintenance Service Provider	3750
AGR/Q1106	Service and Maintenance Technician-Farm Machinery	3750
AGR/Q6701	Solar Pump technician	3750
ASC/Q6806	Maintenance Assistant	3750
ASC/Q1403	Automotive Service Technician (2 & 3 Wheelers)	3750
ASC/Q3101	Welding Assistant	3875
ELE/Q8101	DTH Set Top Box Installation & Service Technician	3875
ELE/Q6301	Electrical Technician	4000
ELE/Q4601	Field Technician - Computing and Peripherals	4000
ELE/Q8104	Mobile Phone Hardware Repair Technician	4250
SGJ/Q0102	Solar PV Installer - Electrical	3750
SGJ/Q0111	Solar PV Project Helper	3750
SGJ/Q0201	Solar Lighting Technician	3750
Total Targets		50,000

2. Request for proposal

Central Tool Room & Training Centre (CTTC), Bhubaneswar invites Expression of Interest (EOI) from the organizations/agencies to empanel for coordination and mobilization and to assist CTTC Bhubaneswar in organizing skill training and post-training assessment on pan Odisha basis under Special MSME RPL Skill program.

The interested organization may submit their EOI in sealed envelopes with the following details:-

I) Technical proposal and methodology and organization details (As per Annexure I)

3. Eligibility Criteria

Entities eligible to be empanelled by CTTC Bhubaneswar for mobilization and coordination in RPL Skill Program shall be any Registered firms/Society/Trust/Companies having the following :

- a) Minimum of 1-year experience in any skill development mobilization and coordination scheme and familiar with NSDC Skill and RPL training rules and documentation.
- b) Agency having working experience and presence in at least 2 districts of Odisha.
- c) Proven experience in getting permission for skill training in various locations of Odisha.

4. Payment terms

MOU will be signed between CTTC and the selected agency(s) and terms of the payment will be decided mutually.

5. Roles and Responsibilities of CTTC Bhubaneswar

CTTC Bhubaneswar shall be responsible for:

- ❖ Providing Faculty and conducting training programmes.
- ❖ Providing training content and course material to trainees.
- ❖ Equipping the training location with the latest tools and equipment required for imparting practical training.
- ❖ Monitoring the program and its continual improvement.
- ❖ Coordination with the Government, wherever applicable and required.
- ❖ Overall supervision of the Training programmes.
- ❖ Overall Assessment & Certification of Trainees undergoing training.
- ❖ Maintaining the documentation of enrolment, trainee profiles, trainee feedback, data on achievement of deliverables and various other documents required for Training programmes.

6. Deliverables, Roles and Responsibilities of Empanelled Mobilization Supporting Agency

The empanelled agency shall be responsible for :

- ❖ Identification and mobilization of eligible candidates for the project and scheduling training of the candidates for various RPL Training programmes.
- ❖ Submission of data to CTTC as per NSDC SDMS Portal format.
- ❖ Facilitating fully-functional classroom/lab space and infrastructure to CTTC at various districts of Odisha for conducting the training courses.
- ❖ Infrastructure maintenance for the space provided.
- ❖ Extend possible support in liaison with Government departments and agencies for the establishment and conduct of training.
- ❖ Equipping the training location with classroom furniture such as tables, chairs, fans, projectors for conducting theory classes.
- ❖ Photography and videography of the activities and submitting the same to CTTC.
- ❖ Weekly Progress Report.

7. Duration of the Assignment

Duration of the assignment will be as per the approved project duration.

8. Terms and Condition

- ❖ CTTC reserve its right to accept or reject any or all proposals without citing any reasons.
- ❖ Cancel the process at any time without any liability and assigning the reasons thereof
- ❖ CTTC reserve its right in case progress of the assignment is not satisfactory the remaining job may be assigned to other agency(s).
- ❖ CTTC representative will conduct field visits at regular intervals for quality control systems.
- ❖ EOI should be submitted as per the enclosed Performa giving details of work – Experience and other relevant information.
- ❖ Any decision of the CTTC selection committee will be final.
- ❖ The firm shall not have been blacklisted from any government organization or corporate since its inception and shall submit a Declaration regarding the same.
- ❖ Agency should preserve the data of the project as per guideline.
- ❖ Please note empanelment awarded to any agency does not mean allotment of the target. CTTC will allot the work on project need-based.

9. Procedure

CTTC Bhubaneswar will evaluate the technical and methodology proposal received as on Eoi closing date. The Technical evaluation will be based on profile and track record of agency, past experience of similar nature & magnitude. The technically qualified proposal will be considered for signing MOU between CTTC and selected agency and terms of payment will be decided mutually.

10. Submission of Proposals

Interested agency/parties may submit EOI as per format (Annexure I) in all respect and delivered to **Managing Director, Central Tool Room & Training Centre(CTTC), Bhubaneswar, B-36, Chandaka Industrial Area, Po-KIIT, Bhubaneswar, Odisha – 751 024 on or before 25.05.2019 up to 05:00 P.M** in a sealed envelope with clearly mentioning on the top of it, “Proposal for Empanelment of Agencies for Coordination and Mobilization of candidates for Conducting RPL Skill Courses under Special MSME RPL Skill program”.

The technical proposal should include the following:-

1. Details of working experience in the area of coordination and mobilization of candidates for skill training or any other activities of similar nature under any other project.
2. The organization should have complete geographical knowledge of the proposed locations including experience of working in rural and urban clusters.
3. Brief write-up methodology for mobilization of candidates and organizing RPL training program for CTTC Bhubaneswar.
4. Locations proposed (district & block wise).
5. Any other information to support the eligibility.

Format of "Technical Proposal" to be printed on Company Letterhead

1. Name of the Agency: _____
2. Address: _____

3. Contact Person: _____

Contact Details (Mobile) _____ (Landline) _____

Email _____

Website _____
4. Date of Establishment: _____
5. PAN no. _____
6. GST No.: _____
7. Years of Experience _____
(in organizing similar jobs)
8. State or Districts in which conducting mobilization for skill training or similar activity: ____
9. Details of Past Experience of Similar activities executed in the past 3 years

Year	Program Details	No of Candidate covered
2016-17	1) 2) 3)	
2017-18	1) 2) 3)	
2018-19	1) 2) 3)	

(Pl. use separate sheets if space given is not sufficient)

10. Details of Qualified Staff identified for coordination and mobilization under the project

List in the below table and provide complete resumes of all staff to be involved in the proposed project

S. No.	Name of Staff	Length of Association (in years)	Educational Qualifications	Key area/s of Expertise	Relevant Experience
1					
2					
3					
4					

11. Methodology to implement the proposal.

Place:-

Signature of Authorized Signatory & Seal

Date:-

DECLARATION

We hereby certify that-

A) All the statements made and information furnished in the EoI application and the enclosures are true and correct.

B) We have furnished all the information and details necessary for EoI and have no further pertinent information to supply.

C) We agree that the CTTC or their authorized representatives can approach our past clients, individuals and firms to verify our competence and general reputation.

D) We submit certificates and documents in support of our suitability, technical knowhow and capability for having successfully providing the required mobilization and coordination services, in the prescribed format.

E) We agree that the discretion and decision of the CTTC in respect to the empanelment of the Coordination and Mobilizing agencies are final and binding.

Signature and Seal of Authorized Contact Person

Date: