



जिला दण्डाधिकारी-सह-उपायुक्त का कार्यालय, पश्चिमी सिंहभूम, चाईबासा
(जिला योजना शाखा)

इच्छा की अभिव्यक्ति
(Expression of Interest)

सर्वसाधारण को सूचित किया जाता है कि पश्चिमी सिंहभूम जिला अन्तर्गत कुल 18 प्रखण्डों में स्वयं सहायता समूहों को सिलाई मशीन ऑपरेटर का कौशल प्रशिक्षण दिया जाना है। उक्त प्रशिक्षण हेतु इच्छा की अभिव्यक्ति (Expression of Interest) आमंत्रित की जाती है। प्रशिक्षण सेवा प्रदाता (Training Service Provider) को सूचीबद्ध जिला योजना कार्यालय, पश्चिमी सिंहभूम चाईबासा में किया जायेगा।

अतः इच्छुक प्रशिक्षण सेवा प्रदाता (Training Service Provider) अपनी इच्छा की अभिव्यक्ति (Expression of Interest) का आवेदन बन्द लिफाफा में उपायुक्त, पश्चिमी सिंहभूम, चाईबासा को संबोधित करते हुए स्थान- जिला योजना कार्यालय, पश्चिमी सिंहभूम, चाईबासा में दिनांक 21.11.2018 को पूर्वहन/अपराहन 3:00 बजे तक हाथों-हाथ या स्पीड पोस्ट के माध्यम से जमा कर सकते हैं। उक्त निविदा उपायुक्त, पश्चिमी सिंहभूम, चाईबासा के सभा कक्ष में दिनांक 22.11.2018 को 11:00 बजे पूर्वहन/अपराहन में खोला जायेगा।

नोट :- उक्त प्रशिक्षण के लिए विस्तृत जानकारी जिले के वेबसाईट www.chaibasa.nic.in पर देखा जा सकता है।

जिला योजना पदाधिकारी,
पश्चिमी सिंहभूम, चाईबासा।

उप विकास आयुक्त,
पश्चिमी सिंहभूम, चाईबासा।

जिला दण्डाधिकारी-सह-उपायुक्त,
पश्चिमी सिंहभूम, चाईबासा।

ज्ञापांक 401/जि०यो० दिनांक 22.11.2018

प्रतिलिपि : जिला सूचना एवं विज्ञान पदाधिकारी, पश्चिमी सिंहभूम, चाईबासा को सूचनार्थ एवं आज ही NIC के वेबसाईट में Upload करने हेतु प्रेषित।

प्रतिलिपि : जिला जनसंपर्क पदाधिकारी, प० सिंहभूम, चाईबासा को सूचनार्थ एवं उक्त निविदा सभी दैनिक समाचार पत्र में प्रकाशनार्थ प्रेषित।

जिला योजना पदाधिकारी,
पश्चिमी सिंहभूम, चाईबासा।

उप विकास आयुक्त,
पश्चिमी सिंहभूम, चाईबासा।

जिला दण्डाधिकारी-सह-उपायुक्त,
पश्चिमी सिंहभूम, चाईबासा।

(To be uploaded on website for detailed Information)

EXPRESSION OF INTEREST

For

Training Partners for Sewing Machine Operator Training

Office of Deputy Commissioner, West Singhbhum, Jharkhand

(2018-19)

SECTION: 1

Instructions to the Applicant

1. Objective of Request for Proposal is mentioned below:-

- To increase the employment among women and thereby reduce poverty and socio-economic inequality
- To engage economically marginalized women in income generation activities
- Empowering women to take part in the economic growth of West Singhbhum, Jharkhand
- To development self-employment and entrepreneurial skills among women in West Singhbhum
- To increase skill development training outreach in the district

2. General terms & condition for the Training Partner & Eligibility Criteria

The interested organizations/agencies shall be any Central/State Government affiliated or Registered Private Training Institutions/NGOs/Trust/Organizations/PSUs/Educational Institutions registered under AICTE/DIOTE/NCVET/NSDC or accredited with any such body with relevant experience in under taking similar assignment. The eligible entities should meet the following requirements:

- The District Administration will provide building for the training as well as the list of the SHGs to whom the training would be given.
- Training Service Provider has to arrange all other kinds of setup related to the centre establishment (e.g. Sewing Machine, power backup, training materials etc. as per the standard of Sector Skill Council).
- TSP would be liable to provide minimum 80 hours of training to the SHGs (2 Hours Per day)
- Institutions/Company/NGOs/Organizations/Agency should have minimum 5 years of existence and experience in Skill Development/similar work as last date of proposal submission.
- Preference will be given to the bidders having past experience in the field of tailoring.
- Preference will be given to the bidders empanelled with sector skill council in Apparel (SMO-Level-04)
- Prior experience in any Skilled Training Program for any Central/State Govt./EAD Projects. (Documentary evidence in support of the same should be submitted along with the technical proposal).
- Assessment would be conducted by a District level committee headed by DDC with DEO,DSE, DPM(JSLPS) and BDO's of the concerned block as its members.

Payment would be made to the TSP based on the number of candidates who qualify the assessment (stitching Shirts, Trousers and Skirts.)

- Franchise arrangement is strictly not allowed in this project. No part of the training delivery shall be sub-let to any other agency/individual in any form. If a bidder is caught doing so at any stage, the order would be immediately terminated and payment forfeited.
- Bidder has not been blacklisted/ debarred by any State/Central Government authority/ Donor agency.

3. Requisite Documents to be submitted along with the Proposal:

- The interested bidders have to furnish the attested copies of the requisite documents and other statutory instruments along with their technical Proposal (Course Curricula, NSQF Level, and Training Tools & Equipment's List etc.)
- The bidder requesting to participate in the selection process should attach the following documents:
 - Memorandum of Association
 - Documentary proof of organization's turnover/Annual statement of previous 3 years (2015-16, 2016-17, 2017-18) certified by Chartered Accountant.
 - Copy of the Certificate of Registration
 - Self declaration of non blacklisted/ debarred by any State/Central Government authority/ Donor agency.
 - Copy of PAN Card
 - Copy of GST Registration Certificate
 - Company/Organizational Profile
 - Documentary evidence regarding engagement letter or letters from the clients served in similar assignments.
 - Empanelment letter with sector skill council/other government body.
 - Authorization Letter in favor of the person signing the proposal document on behalf of the Applicant Training partner. All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the applicant.

Failure to submit any one of the documents as mentioned above list along with the technical proposal, leads to rejection of the proposal without any notice.

4. Validity of the Proposal:

Proposals shall remain valid for a period of **90 (Ninety) days** from the date of opening of the technical proposal.

5. Submission of Proposals:

The proposal should be submitted as per the prescribed instructions. Applicant shall submit their proposals through Registered Post/Speed Post/Courier/in person at **District Planning Office, Chaibasa addressing Deputy Commissioner, West Singhbhum, Jharkhand** on/before 03/12/2018 by **3 pm**. The technical proposal must be submitted in a sealed envelope (with marking in bold letter) along with the information required as per the instructions given. The envelope boldly marked as "**TECHNICAL PROPOSAL**" should include the required information and documents duly signed in each page by the authorized representative of the bidder.

6. Selection Process:

The selection of the agency would be done by a competent committee formed in this regard. The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof

7. Evaluation of the Proposals:

A single stage evaluation of the proposals will be done by the selection committee as per the following parameters mentioned below:-

- Enrolment with NSDC/Sector skill council/NCVERT
- Training experience on the subject in Jharkhand.
- Past Experience and Expertise
- Training Cost including all mandatory expenditure.
- Qualification & experience of key personnel Proposed in the team for the assignment.
- Course Curriculum and Training Module

Financial Bid

- Assessment would be conducted by the District Administration of West Singhbhum and Payment would be made to the TSP based on the the number of candidates who qualify the assessment (stitching Shirts, Trousers and Skirts).
- Financial bid of the training cost (including all mandatory expenditure) needs to be submitted in a separate Envelop.

Note

- Applicant needs to submit separate proposal for technical and financial bid.
- The financial bid will be opened for those applicants who qualify the technical bid.
- The applicant who would qualify the financial bid may be called for the power point presentation.

8. Final selection:

The department will notify all the successful applicants in writing after finalization of the process. The Successful Training Partner has to submit an acknowledgement to the department within 7 days from the date of receipt of the communication. The department shall enter into a Memorandum of Understanding (MOU) with the Training Partner. The training partner shall provide the training in accordance with the standards, norms, terms and conditions stipulated in the MOU. The department reserves the rights to disqualify any of the entity if the performance of the same is found to be unsatisfactory during the period of training. During any stage of the selection process, manipulation of information, submission of wrong information will lead to the rejection of the proposal and the applicant will be black listed for a period of five years.

SECTION: 2

TECHNICAL PROPOSAL

FORM- 1

Technical Proposal Submission Form
(On the letter head of the organization/Firm)

[Location, Date]

FROM:

[Name of Applicant with Complete Address of Communication]

TO:

**Deputy Commissioner,
West Singhbhum. Jharkhand**

Subject: Proposal For Sewing Machine Operator training Program.

Dear Sir,

I/We the undersigned offer to provide the services in respect to your Request for Proposal. I/We are hereby submitting our Proposal which includes this Technical Proposal sealed under a separate envelope. Our proposal is valid for acceptance for 90 Days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification from the selection process.

I/We hereby declare that our company/NGO/Institute/Agency/Trust has not been debarred/black listed by any Government/Semi Government Organizations. I further certify that I am the competent authority in my company authorized me to make this declaration and signatory authority on behalf of the organization.

I remain,

Yours sincerely,

Authorized Signatory [*Signature with Dated and Seal*]:

Name and Title of the Signatory:-----

Name of the organization with completed address:-----

FORM- 2

General Information of the Organization/Institute

(On the letter head of the Organization/Firm)

1. Name of the Organization/Institute:
2. Nature of the Organization/Institute:
3. Incorporated as ----- Sole Proprietor, Partnership, Private Limited or Limited Firm, Registered Society, Trust in the year..... at..... (State)

(Furnish the copy of the Certificate of Registration/Incorporation)

4. Registered Office Address:
5. Branch Office Address within the State of Jharkhand(if any):
6. Name of the Head of the Institute/Organization:
7. Designation:
8. Telephone/Mobile Number:
9. Address of Communication:
10. FAX and E-Mail:
11. Income Tax Registration No. (PAN): *(Furnish copy of the same)*
12. Goods & Service Tax Registration Number: *(Furnish copy of the same)*

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory:-----

Name of Firm:-----

Address:-----

(Company/Organization Seal)

FORM- 3

Detail Profile of the Organization
(On the letter head of the Organization/Firm)

[Please provide the brief profile of the Organization/Institution]

Authorized Signatory [*In full and initials*]:-----

- - With Seal

FORM- 4

Detail of Organization/Institution's Past Experience in Imparting Similar Training Programs

Table- 1

Similar Assignment Details for the last three years:

Name of the training program along with trades/sectors in which training was imparted	Name of the Central/State Govt. organization of whom training was conducted	Year and duration of the training program	No of trainees Trained

Use additional Sheet if required without changing the Content

The Organization/ Institute/Agency must attach the documents, i.e. work order/contracts from the clients in support of the information provided above.

FORM- 5

SUMMARY OF CVs OF PROPOSED KEY PROFESSIONAL AND SUPPORT STAFF FOR THE ASSIGNMENT

Sl.NO	Name of Key Professional	Area of Expertise	Position Assigned	Employment Status with the Institution (Full Time /Part Time)	Highest Educational Qualification	No. of Years of Experience	No. of years experience in similar assignment
KEY PROFESSIONALS							
1							
2							
3							
4							
5							
SUPPORTS STAFF							
1							
2							
3							
4							
5							
6							

Authorized Signatory [*In full initials and Seal*]-----

Name of the Organization:-----

FORM- 6

Financial Turn Over of the Organization /Institute

Sl.NO	Year	Turn Over in INR
1	2015-16	
2	2016-17	
3	2017-18	
	Average Annual Turn Over for the last 3 Years	

Authorized Signatory [*In full initials and Seal*]-----

Name of the Organization:-----

SECTION: 3

TECHNICAL PROPOSAL (TRADE SPECIFIC)

FORM- 7

Proposed Skill Training Plan

Name of the trade applied For:

Particulars of Deliverable	Write Up to be submit by the bidder
Name of the Proposed Trade Applied for with Justification	
Course Curriculum and Training Module	
Training Plan along with Duration of the Training, Assessment & Certification Arrangement (Govt. /Industries/PSUs)	
Placement Strategy.	

[In this section, the bidders have to provide briefs on the deliverables in respect to the assignment. The bidders may also make a presentation on the same, if client desires]

Use additional Sheet if applied for multiple trades

Authorized Signatory [*In full initials and Seal*]:-----

Name of the Organization: -----

For and on behalf of:

Signature:-

Name:-

Designation with Seal

(Authorized Representative Signatory of the Bidder)