

Covering Letter

To

The Secretary/Chief Executive Officer,
Manipur Building and Other Construction Worker's Welfare Board.
2nd Floor, Directorate Complex, North AOC

Subject:- An application for empanelment as Training Provider (TP) for imparting skill training under Skill Development Training scheme of MBOCWWB with Grant-in-aid from MBOCWWB under clause 4(j) (3,4,5) of the Manipur Building and Other Construction Worker's Welfare Scheme.

Dear Sir,

With reference to your Request for Proposal (RfP) for empanelment of Training Providers (TPs) for imparting skill training under Skill Development Training scheme of MBOCWWB, we are submitting our proposal for empanelment as Training Provider (TP) for imparting skill training under Skill Development Training scheme of MBOCWWB with Grant-in-aid from MBOCWWB under clause 4(j) (3,4,5) of the Manipur Building and Other Construction Worker's Welfare Scheme. Please find the details of our agency and application details for your consideration in Annexure – I to III.

We understand that you are not bound to accept any proposal you receive. We fully agree to comply that on verification, if any of the information provided by us is found to be misleading the short-listing process, we are liable to be rejected from the empanelment process or even termination of the contract during the project period.

We agree to comply by the conditions set forth in this RfP. We declare that the proposal has been submitted after carefully studying the instructions for Training Providers regarding eligibility criteria, list of sectors/trades and special instructions for TPs provided by you in this regard. We hereby declare that our proposal submitted in response to this RfP is made in good faith and the information contained is true and correct to the best of our knowledge.

Yours sincerely

Applicant's signature with seal
(Name of Applicant)
Designation

Annexure I: APPLICATION PROFORMA

A	Organisation Profile		
1	Name of the organization, complete postal address with PIN, Mobile, telephone no., e-mail I.D. Fax No. Website		
2	Registration number, date of registration, validity of registration., Act under which registered		
3	Status of the organization (i.e. company/Partnership firm/etc.		
4	Name & designation of Chief functionary with Tel No./ Mobile No.		
5	Name & designation of Contract person with Tel No./ Mobile No.		
6	Brief details of Activities undertaken by the organization in the field of skill development		
B	Project Profile		
7	Details of Training Centre (s) where training is proposed to be undertaken	Location of the centre with postal address	Contact person Name & Telephone No., Mobile No., Email ID
		1	
		2	
8	Sectors/ Trades where training is to be imparted	Sector/ Trade	Course Curriculum
			To be attached
C	Documents to be attached		
9	Copy of valid registration certificate under proper statute.(Self-Attested)		
10	Copy of audited balance sheet (by Chartered Accountant) for the last 3 years (Self Attached)		
11	Experience Certificate – 3 years		
12	Sector wise list of qualified Faculty (Details to be enclosed as separate Annexure)		
13	List of Equipment available for conducting training (Sector wise) (Details to be enclosed as separate Annexure)		
14	Details of Placement Arrangement		
D	Affidavit regarding		
15	That organization/institution is not involved in any corrupt practices and has not been black-listed by any central/State agencies (As per Annexure III)		
16	Any other supporting documents	Copy of any other documents as required for completeness of technical proposal etc.	

*Please use additional sheets wherever necessary for providing information.

Date:

Place:

Authorised signatory of the
Organization With seal
Name/Designation/Address

Annexure II : Infrastructure details (to be provided District wise)

Training Centre Details:		
Name of the premise:		
Address of the premise:		
District:	Block:	
Area:		
Pin Code:	Landline NO:	
Distance from District Headquarter (in KM):		
Contact Person Name:		
Mobile No.:	Email:	
Ownership status of the premises:		
GPS coordinates	Latitude:	Longitude:
Availability of Power Connection (Y/N) (Y/N)	Power Backup	
Provision of Toilets (1 for 25 trainees) (Y/N)	Internet Connectivity (Y/N)	
Residential Facility (Y/N)		

Details of the building/rooms			
	Length(ft)	Breadth(ft)	Plinth area (sq.ft)
Office Room			
Class Room 1:			
Class Room 2:			
Class Room 3:			
Class Room 4:			
Seating Capacity:			
Equipment & Furniture			
Remarks:			

Note: Submit photographs as suitable

Annexure – III: Self Declaration that the organization is not involved in any corrupt practices and has not been black listed by Central/ State Agencies.

(On non-judicial stamp paper of Rs. 10 and duly attested by the notary public)

To,

The Secretary/Chief Executive Officer,
Manipur Building and Other Construction Worker's Welfare Board.
2nd Floor, Directorate Complex, North AOC

Sir,

In response to the Request for Proposal (RfP) reference No. dated..... for empanelment of Training Providers for imparting Skill Development Training under Manipur Building and Other Construction Worker's Welfare Board, I, hereby declare that presently our organization/ company/ agency Has unblemished record and is not declared ineligible for corrupt and fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of submission of RfP.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the proposal, if any, to the extent accepted may be cancelled.

Place:

Date:

Name and Signature of authorized person

Designation:

Seal of Organization

Instruction for the Training Providers.

A. Eligibility Criteria:

1. The firm/organization/agency should be an independent legal entity.
2. Educational Institutes recognized under UGC, NCVT, AICTE, MHRD and any other similar statutory organizations are eligible for empanelment.
3. Training Providers should fulfil the following criteria:
 - a. At least 3 (three) years of experience in providing skill development trainings.
 - b. Should have conducted training under any skill development related schemes funded by Government of India or State Government of Manipur or Agencies of Government of India /Government of Manipur.
 - c. Should have permanent infrastructure (on lease/ rent/ ownership) in area district where proposal is made for imparting training.
 - d. The agencies should preferably follow standard curriculum for the skill training courses as per Modular Employable Skill (MES)/ National Skill Qualification Framework (NSQF)/ NSDC/ SSC guidelines.
4. Only National Skill Development Council (NSDC)/ Sector Skill Council (SSC) accredited firms/agencies/organizations will be considered for empanelment as Training Provider (TP) initially for a sector/trade in a district. Organizations/firms/agencies not accredited with NSDC/SSC will be considered for empanelment as Training Provider only when no application is received from NDSC/SSC accredited firms/agencies/organizations for a sector/trade in a district.

B. List of Sectors/ Trades:

The empanelled Training Providers will impart training only in the following sectors/ trades. The proposals for training may, therefore, be made only for these sectors/trades given below:

1. IT and ITES
2. Carpentry
3. Plumbing
4. Electrical Appliances
5. Masonry
6. Iron and Steel Works
7. Wall and Floor Tiling
8. Plastering and Drywall Systems
9. Building Information Modelling (BIM)
10. Painting and Decoration
11. Handloom and Handicraft
12. Agriculture and allied activities
13. Textiles
14. Food Processing
15. Self Employed Tailor

C. Special Instructions for the TPs:

1. Empanelment of Training Provider will be done trade wise and district wise.

2. More than 1 (one) Training Provider (TP) may be empanelled for the same sector/trade in a district.
3. The empanelment of Training Provider will be for a period of 3 (three) years which may be further extended by MBOCWWB.
4. The trainees for the Skill Development Training will be provided by MBOCWWB.
5. Empanelment as Training Provider will not automatically lead to entitlement for providing Skill Development Training under the scheme. Award of training will be based on performance of Training Provider and preference of the trainees.
6. All firms/agencies/organizations on empanelment as Training Provider (TP) shall deposit a sum of Rs. 50,000/- (Rupees Fifty thousand) as Security Deposit for every district irrespective of number of sectors/trades in form of Demand Draft drawn in favour of Manipur Building and Other Construction Workers' Welfare Board which will be refunded after end of empanelment period on submission of claim by TP.
7. The Security Deposit may be forfeited in case the Training Provider involve in corrupt practices or furnish false and misleading information to MBOCWWB regarding conduct of training which is against the norms of the Skill Development Training scheme of MBOCWWB.
8. Payment to Training Providers for conduct of skill training shall be as per norms of Skill Development Training scheme of MBOCWWB.
9. Manipur Building and Other Construction Worker's Welfare Board reserves the right to reject any proposal, without assigning any reasons for the same, if the Board determines that such action is in the best interest of the Government of Manipur.
10. Applicants are advised to study all instructions, forms, requirements and other information in the documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
11. Training Centre should preferably have the stipulated infrastructure (Class room, power, drinking water etc.) and equipment as per Scheme Guidelines to ensure skilling as per the standards prescribed in the course curriculum/trade.
12. The TPs shall be expected to design, organize & conduct Training Programmes and provide counselling and placement support to the trainees.
13. All materials submitted by applicants will become the property of MBOCWWB.
14. The proposal submitted should be complete in all respects. Failure to furnish all information required by RfP or submission of RfP not substantially responsive will be at applicant's risk and may result in rejection of its submission.
15. Manipur Building and Other Construction Worker's Welfare Board may at its sole discretion and at any time during the evaluation, disqualify any applicant, if the applicant has
 - a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b. A record of poor performances such as abandoning works not properly completing the contractual obligations, inordinate delaying in completion of assigned works, financial failures etc. in any of the projects in the preceding three years.
 - c. Submitted application is not accompanied by required documentation.
 - d. Use of modified formats for submission.
 - e. Failed to provide timely clarification related thereto, when sought.
 - f. Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.