Proceedings of the Executive Director, Kudumbashree and Missions Director, State Urban Livelihoods Mission, Kerala

Present: S. Harikishore IAS


No. 3711/P/2016/KSHO Date: 06.04.2018

Read: 1. RFP Notification No. 11/3711 dated 05.03.2018
2. Minutes of the evaluation committee held on 27.03.2018
3. Annual Plan proposal Submitted by M/s Kerala Institute of Tourism & Travel Studies (KITTS)

Order

State Urban Livelihoods Mission issued a Request for Proposal (RFP) on 05.03.2018 for procurement of service from empanelled Skill Training Providers (STPs) for conducting Skill Training Courses during FY 2018-19 in the mission cities. In response to the RFP notification, the Empanelled Skill Training Provider, M/s Kerala Institute of Tourism & Travel Studies (KITTS) submitted their annual plan proposal to conduct placement linked skill training. The Evaluation committee held on 27.03.2018 examined the proposals in detail and decided to assign target in various traded to the STP in their specific training centres. On the basis of the decisions of the evaluation committee, sanction is hereby accorded to M/s Kerala Institute of Tourism & Travel Studies (KITTS) to impart placement linked skill training during FY 2018-19 as detailed below.

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Course</th>
<th>Centre Location</th>
<th>Type of Training</th>
<th>Cost Category</th>
<th>Duration (In Hrs)</th>
<th>No of Candidates to be trained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Phase I</td>
<td>Phase II</td>
</tr>
<tr>
<td>1</td>
<td>Travel Consultant (THC/Q4404)</td>
<td>Thalassery</td>
<td>NR</td>
<td>III</td>
<td>260</td>
<td>30 30</td>
</tr>
<tr>
<td>2</td>
<td>Front Office Associate (THC/Q0102)</td>
<td>Thalassery</td>
<td>NR</td>
<td>II</td>
<td>310</td>
<td>30 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Abbreviations: NR- Non Residential

Rate per hour for each cost category approved by Ministry of Housing and Urban affairs with effect from 1st April 2018 will be applicable for this work order. However advance for the batches enrolled till receipt of order from the ministry will be released on the basis of the rates approved for the last financial year.

The training should be conducted as per the Training Operational procedure in the RFP document (version 1.6) published along with the notification referred as 1 above. The candidates should be trained, certified and placed before 31st March 2019. STP should enter into a MoU with SULM in the format given in section 5 of the RFP document within 7 days from the date of receipt of this order. The final version of proposal submitted by the agency and accepted by the
SULM will be made as part of this MoU. The training planned in Phase-I should be started not later than one month from the date of receipt of the work order. Phase II batches shall be commenced only after providing placement to at least 50% of candidates in the phase I batches. The STP should conduct minimum one internal assessment and facilitate one assignment to the candidates at the end of every 150 hours training and documents of should kept in the training centre.

This order is conditional and the STP shall commence the training only after getting due approval for the proposed training centre to conduct the above mentioned courses as per NULM standards. The SULM officials will conduct an inspection of the training centre and will issue a training commencement order to the STP as per the process detailed in the Training Operational Procedure, if the centres are found suitable for conducting the proposed training. In case of courses designed by Sector Skill Councils (SSC), the STP should also obtain prior approval from the concerned SSC for the proposed centre. STP should make arrangement with the assessment bodies to conduct assessment on the closure date of the batch itself. The request for assessment shall be send not later than seven days from the date of commencement of the batch with a copy to SULM. Delay in forwarding the assessment request and non conduct of assessment on the batch closure date will invite suitable penalty to the STP.

Cost category and the duration of the courses specified in this work order is based on the decision of the NSDA/NCVT and any change in the training design and cost category will result in the revision of this work order also. However the changes will not be applicable for the batches started before this date.

Executive Director, Kudumbashree & Mission Director, NULM

To

The Director,
Kerala Institute of Tourism & Travel Studies (KITTS)

Copy to
1. District Mission Co-ordinators, Kudumbashree, Kannur
2. Secretary, Thalassery Municipality.
3. City Mission Managers of all mission cities in Kannur district
4. S/F