

National Urban Livelihoods Mission

Request for Proposal (Annual Plan)

RFP No. 08/3711

Date of Issue: **09.03. 2017**

Last date for Submission of Proposal: **4.00 Pm, 31 March 2017**

Proposals are invited from the empanelled skill Training providers for conducting residential and Non- residential placement linked skill training in 93 cities in the state during the financial year 2017-18.

1. The Skill Training Providers shall submit the annual plan proposal only for the courses for which they are empanelled under NULM.
2. The skill training providers should select the courses only for the job roles which are in demand from the industry and should be able to place the candidates in these vacancies after the training. The STPs should propose the number for each trade on the basis of their placement potential.
3. The proposal submitted by the agency and accepted by the SULM will be made as part of the MoU that the STP has to enter into with SULM for implementation of the skill training programme. During execution of the assignment, STPs should strictly adhere to the offers made in the proposal.
4. Cities selected should be a combination of small and big cities. Proposals to cater the small cities other than the district head quarters will be given preference.
5. In case of non residential trainings, the centre proposed should be within a mission city and other cities proposed to cater to thorough this training centre should be within 25 KMs from the centre.
6. In case of residential training, the skill training providers can mobilise the candidates from all the mission cities with the support of the city mission management unit.
7. Training and certification of candidates proposed in the annual plan should be completed before the end of the financial year 2017-18. Therefore the annual plan should be submitted for the number of candidates that can be trained and certified before 31.03.2018. Placement of each batch after certification should be completed as per the time frame specified for placement in the training operational procedure of NULM.
8. The training as per this notification will be conducted during next financial year (2017-18) and the cost of the training per candidates can be calculated as per the base rate applicable for next financial year for each category as per common cost norms issued by Government of India.

9. Cost of food and accommodation for the residential trainings will be decided on the basis of the facilities provided to the candidates and the quality of the menu proposed. However it should not exceed the maximum rate fixed for the specific city.
10. The agencies will be invited for a presentation regarding their proposal before issue of work order. SULM will also negotiate regarding the cities to be covered and target to be assigned.
11. The STP should give a time schedule for training, certification and placement of the candidates and should execute the training as per this plan once the work is awarded. Non compliance of the assignment as per the proposal and delay in training and placement will invite suitable penalty.
12. The STPs should manage the mobilisation of the candidates from the mission cities with the support of the city mission management units. Candidates for the non residential training shall be mobilised only from the cities as shown in the proposal submitted by the STP. Urban Local Bodies will approve the list of candidates mobilised by the STP before commencement of the batch.
13. The list of candidates mobilised by the STP should be entered into the MIS of NULM before commencement of the training. The ULBs will approve the candidate list through the MIS.
14. The skill training providers can refer the RFP Document version 1.2 for, (i) details of the project, (ii) Method of Submission of proposal and selection process, (iii) Training Operational Procedure for NULM, (iv) Instructions to STPs, (v) Format for Memorandum of Understanding, (vi) Format for submission of proposal and (vii) Format for activity cum lesson plan.

Sd/-

Executive Director Kudumbashree &
State Mission Director, NULM

- Enc. 1. Format for submission of Proposal**
2. Format for Training Colander
3. Format for preparation of ACLP

National Urban Livelihoods Mission

Employment through Placement and Training

Proposal for Annual Plan

[Proposals must be direct, concise, and complete. SULM will evaluate the proposal based on its clarity and the directness of its response to the requirements of the project as outlined in the RFP. The STPs should read and understand all sections of the RFP document clearly before preparing the proposal]

RFP Ref. No	8/3711
Courses Proposed (Non Residential)	
Courses Proposed (Residential)	
.Cities for which training is Proposed	

1. Basic details of Empanelled STP

1.1. Name of STP :

1.2. Empanelment Ref No :

1.3. Address of Registered office :

1.4. Address of Office in Kerala :

1.5. Name of contact person :

1.6. Mobile Number :

1.7. Email address :

1.8. Bank account details

1	Name of Bank in full	
2	Branch	
3	Account Name	
4	Account number	
5	IFS Code	

2. Summary of Skill Training courses proposed in Non Residential Mode

No	Name and Location of the Training Centre	Name of Course with ref, code.	Cities proposed to Cater at this centre	No of candidate to be trained during 2017-18
	Total			

3. Summary of courses proposed in Residential mode

No	Name and Location of the Training Centre	Name of Course with ref, code.	No of candidate to be trained during 2017-18
	Total		

4. Basic requirements for selection of candidates by the STP for the proposed courses

No	Name of Course	Educational Qualification	Age of the candidate	
			Minimum	Maximum
	Total			

5. Mode of selection proposed by the STP for each course :

No	Name of Course	Mode of selection
	Total	

5.1. If aptitude test required, mode of conducting aptitude test for each course?
(Attach a copy of the tool for aptitude test)

6. Duration of training in hours – As per the course duration approved by NCVT or by the concerned Sector Skill Council (Attach the Activity cum lesson plan for each course as Annexure 1)

No	Name of Course	Theory	Practical	OJT	IT, Soft skill & English	Total
	Total					

6.1. No of Working days required for completion of training?

No	Name of Course	Training Duration (In Hours)	Hours proposed per day*	Total working days required for competing the training
	Total			

*Excluding one hour break

6.2. On the Job Training Plan

No	Name of course for which OJT is proposed	Hours per day	No of days	Name and Address of the institution in which OJT is proposed

7. Training Centre Details (Non Residential)

No	Name and Address of the training Centre	Area in Sq. Ft.	Student Intake Capacity	No of candidates proposed for 2017-18	Remarks

* Only show the details of the centres shown in item No 2 where you propose to conduct training for NULM as per this proposal

8. Training Centre Details (Non Residential)

No	Name and Address of the training Centre	Area in Sq. Ft.	Student Intake Capacity	No of candidates proposed for 2017-18	Remarks

9. Trainer details

9.1. Available Master trainers for the courses offered (Attach a profile as Annexure 2- In case ToT and certification of trainers is done by SSC, there is no need to furnish the details of master trainers)

No	Name	Subject	Qualification	Experience	Monthly remuneration

9.2. Available Trainers for the proposed courses (Attach the profile of trainers as Annexure 2)

No	Name	Subject	Qualification	Experience	Monthly remuneration

9.3. ToT arrangement for each of the courses proposed

Course 1

Course 2.

9.4. Internship Plan (if any proposed) for each of the courses

Course 1

Course 2.

10. Placement Proposal

10.1. Percentage of candidates in a batch offered placement

No	Name of Proposed course	Percentage of placement offered in a batch

10.2. Job Description (What are the real job/work the candidate have to do in these titles.)

No	Name of Course	Type of industry in which candidates will be placed	Job title	Description of the job/duties

Give course wise description for the placement potential of the teach courses proposed

Course 1

Course 2

10.3. Placement Opportunities offered by the STP for the candidates of each course (Repeat table if the agency has proposed multiple courses)

Course 1.

No	Name of Employer	Location	Job title	Salary	Other Benefits	Total

Course 2.

No	Name of Employer	Location	Job title	Salary	Other Benefits	Total

11. Details of post training support services that the STP will provide for setting up of self employment ventures.

12. Proposed cost for the Training programme

No	Name of course	Base rate Per Hour	Total Hours	Cost per candidate	Total No of candidates	Cost of the training
	Total					

Proposed rate should match with the rates already approved by NULM for each category. Assessment fee as per actual. No need to show the assessment fee in the above table

13. Residential facilities (Only if the STP propose to conduct residential trainings)

19.1 Whether inside the campus or outside

19.2 If outside the campus distance from the training centre

(a) Boys hostel

(b) Girls hostel

19.3 Whether hostel (boys) run by STP or outsourced

19.4 Whether hostel (girls) run by STP or outsourced

19.5 Capacity of the hostel

(c) Boys hostel

(d) Girls hostel

19.6 Area per trainee available in the room

19.7 No of candidates accommodated in a room

19.8 Whether bathroom attached or separate

19.9 In case of distant bathrooms No of toilets/bathroom available per trainee

19.10 Whether facilities for study available in the rooms

19.11 Hostel fee (food and accommodation) per candidates (in case of drop out candidates, hostel fee may charge only for the day for which accommodation is availed. Starting and ending period of the training fee will be calculated on the basis of number of days for which accommodation is availed)

19.12 Facilities available in the hostel room

19.13 Weekly food menu

Day	Breakfast	Lunch	Evening refreshment	Dinner
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

DOCUMENTS TO BE ENCLOSED TO THE PROPOSAL

1. Activity cum Lesson Plan in Prescribed format
2. Training Calendar for Enrolment of Candidates in prescribed format

National Urban Livelihoods Mission

Activity cum Lesson Plan

Name of Skill Training Provider:

Name of course:

Ref. ID

Total Hours:

No of days:

Day	Period/session 1 (Mention start and end time)			Period/session 2 (Mention start and end time)			Period/session 3 (Mention start and end time)			Period/session 4 (Mention start and end time)			Period/session 5 (Mention start and end time)		
	Subject	Topic	Instructio nal Mode	Subject	Topic	Instructio nal Mode	Subject	Topic	Instructio nal Mode	Subject	Topic	Instructio nal Mode	Subject	Topic	Instructio nal Mode
71															
72															

Day	Period/session 1 (Mention start and end time)			Period/session 2 (Mention start and end time)			Period/session 3 (Mention start and end time)			Period/session 4 (Mention start and end time)			Period/session 5 (Mention start and end time)		
	Subject	Topic	Instructio nal Mode	Subject	Topic	Instructio nal Mode	Subject	Topic	Instructio nal Mode	Subject	Topic	Instructio nal Mode	Subject	Topic	Instructio nal Mode
71															
72															

Codes for mode of Instruction:

- 1 Traditional Class room lecture,
- 2 Traditional class room with LCD projector
- 3 Distance education using live studio instruction assisted by a trainer in the class room
- 4 Guided practice
- 5 Activity based learning
- 6 Others (please specify)
- 7 Others (please specify)

Codes for Subjecta

EN - English

SS- Soft Skill

IT - IT

Add code for domain subjects

Add code for domain subjects

Add code for domain subjects

- Schedules for the fortnightly, middle of the course and end of the course test will be indicated in the planner appropriately.
- The periods for Practical/OJT and items to be learned during OJT should also be indicated in the lesson plan.
- Information regarding split batches (If any) should also be reflected in the activity cum lesson planner. Minor deviations only is permitted in the activity cum lesson planner