

MAULANA AZAD EDUCATION FOUNDATION (MAEF)

**Maulana Azad Campus, Chelmsford Road, Opposite New Delhi Railway
Reservation Centre New Delhi – 110055**

www.maef.nic.in



**Expression of Interest (EOI)
Invited for Empanelment of Programme Implementing
Agencies (PIAs) under “Khwaja Gharib Nawaz
Skill Development Training for Minorities” Scheme**

MAULANA AZAD EDUCATION FOUNDATION

(Ministry of Minority Affairs, Govt. of India)

Introduction:

Maulana Azad Education Foundation was established under Societies Registration Act, 1860 on 6th July, 1989 on the auspicious occasion of Maulana Abul Kalam Azad's birth centenary celebrations. The Foundation is a voluntary, non-political, non-profit making social service organization, established to promote education and vocational/skill development training amongst marginalized section of the Society. It is fully funded by the Ministry of Minority Affairs, Govt. of India.

MAEF is dedicated to meet education and skill development needs of marginalized sections of minority communities viz; Muslims, Christians, Sikhs, Buddhists, Parsis and Jains in the country. Khwaja Gharib Nawaz Skill Training for Minority is a special skill development programme of Maulana Azad Education Foundation (Ministry of Minority Affairs) to achieve Government's goal of - "Skilling India" leading to achievement of vision of Sabka Saath - Sabka Vikas, by providing meaningful and sustainable livelihood options, in terms of wage employment/ self-employment opportunities to all minority communities. MAEF pertinent to create synergies between such stakeholders of the skill ecosystem, to coordinate and streamline skill development initiative undertaken by the Ministry of Minority Affairs Government of India.

The guidelines/ eligibility criteria for empanelment of Programme Implementing Agencies has been formulated for the scheme which will help in smooth and effective implementation of the Khwaja Gharib Nawaj Skill Development Training for Minorities in an objective manner.

Interested agencies fulfilling eligibility conditions as mentioned below can submit their detailed proposal in prescribed application format attached with EOI document for the empanelment as Programme Implementing Agency (PIA) under the scheme to the Secretary Maulana Azad Education Foundation, **Maulana Azad Campus, Chelmsford Road, Opposite New Delhi Railway Reservation Centre New Delhi - 110055** on or before **1st May, 2017 by 18:00 Hrs.**

Eligibility Criteria:

1. The agency should be registered under Private Limited Company/ Public Limited Company/ Society Registration Act / Trust/ Government institutions/ Proprietorship /Partnership Firm/ Public Sector Units/ NGOs/ Universities. The registration/ incorporation certificate of the agency should be submitted with the proposal.

2. Joint- Venture (JV)/ Consortium will not be permitted to submit the proposal for empanelment.
3. NGOs submitting their proposals for the empanelment as PIA should be registered on the portal of NITI Aayog.
4. The agency should have been active and operational continuously anywhere in the country for the minimum three years as on 01st April, 2017.
5. The agency should have average annual turnover of ₹ 25.00 lakhs or more in the past three consecutive years. The agency is required to submit copy of audited financials for the last three years along with Certificate Issued by Chartered Accountant, as per Annexure – A.
6. The agency should have trained not less than 2000 trainees and have provided placement to not less than 1400 youth (70% of total trained) in last three (3) years. The details should be furnished by the agency.
7. Agency is required to submit details of skill development training centers located in the State/UT of India, which are functional/ operational as on date of application.
8. The Skill Development Training Centers of the agency should be as per the given specifications/norms of Common Norms Notification/ SSCs / NCVT / NSQF or any other affiliating body in terms of infrastructural facilities and trained faculty members for the applied trades. The Agency will ensure that sufficient space, furniture, equipment, tools, training aids, raw material, electricity, water supply and other essentials required for imparting training to beneficiaries in the proposed course(s).
9. MAEF specifically prohibits the agency to Lease /sub-lease /outsourcing /franchise the skill development programme sanctioned by MAEF at any stage. In instance of Lease /sub-lease /outsourcing /franchise of any activity related to training program will lead to disqualification and blacklisting of the agency. Similarly, intimation will be made to all other stakeholders including Ministries/Departments of the Central and State Governments and other penal action as per law will also be taken against such agency.
10. The agency should not have been blacklisted by any Central Government/ State Government/ Govt. Department/ PSUs or any other funding/ donor agency. A self-declaration affidavit must be submitted on Rs.100/- stamp paper as per Annexure – B.

Scope of Work:

1. The entity should also be able to identify and mobilize the beneficiaries belonging to the minority communities particularly women. The effective channels of mobilization should be used by the agency like local newspaper advertisement, banner, leaflets, posters etc. for the mobilization of the trainees under the Khwaja Gharib Nawaz Scheme. The agency will preferably ensure 70:30 male and female ratios respectively. Counseling of the beneficiaries

should be done before registration of the beneficiaries and educate them on the following points –

- a. Brief about the Khwaja Gharib Nawaz Skill Development Training for Minorities scheme and MAEF;
 - b. Benefits of the skill development courses/trades and its outcomes in terms of employment/job opportunities (Wage/Self-employment) after successful completion of the courses;
2. The trades/sectors indicated in the Advertisement are only indicative trades to be selected for the skill training programme. The agency may also select any other sector(s)/trade(s) for the training programme in which at least 70% employment can be generated. The duration of the training programme should be in between 2 to 6 months only.
 3. All training programmes should be non-residential.
 4. Course curriculum for training should be in accordance with the current requirement of industry/trades which should be aligned with the National Skills Qualifications Framework (NSQF).
 5. Trainers with suitable qualifications/experience being hired and each trainer to having undergone Training of Trainers (ToT).
 6. The entire training program should be covered with live CCTV cameras, having recording facility and provide the live feeds of the training programme for online monitoring to the MAEF and other stakeholders through Static IP Address.
 7. The agency will install Aadhaar linked GPRS enabled biometric machine for daily attendance (in & out) of trainers and trainees at the skill development training centers, which has to be compatible for linking with the online portal of Khwaja Gharib Nawaz Skill Development Training for Minorities.
 8. The agency will ensure that uniform (if required), Photo ID card, welcome kit, training aids etc. should be handed over to beneficiaries at the time of batch freezing.
 9. The agency will ensure the documentation of the training programme i.e. application forms of the trainees, internal assessment details, course curriculum, session plan/ daily time table etc. will be submitted to the MAEF.
 10. The agency will have to display boards/ hoardings / banners in its premises indicating that the specified skill training program is running under Khwaja Gharib Nawaz Skill Development Training for Minorities scheme of Maulana Azad Education Foundation, Ministry of Minority Affairs, Government of India.
 11. Regular internal assessments should be conducted by the agency, details of internal assessment along with sample answer sheets should be submitted to the MAEF.
 12. The agency will ensure the independent assessment and certification by third party agencies through Sector Skill Councils (SSCs)/ NCVT/ any other third party assessment agency empanelled with NCVT.

13. Arrangement of guest lecture to ensure interaction with industry expert and owners of the household enterprises of minorities, working in the particular trade / skill sector should be arranged to motivate trainees to opt the employment opportunities.
14. The agency will furnish a Performance Bank Guarantee (PBG) to MAEF of 10% of the Total Project Cost Sanctioned by the MAEF. The Performance Bank Guarantee shall remain valid for a period of two years from the date of signing of MoU or issuance of PBG.
15. A soft copy of proposal should also be submitted by the agency on CD along with the physical copy of the proposal.
16. Proposal along with the enclosures should be indexed and pages be numbered. Each page of the Proposal, Annexures etc. attached with reference to various columns of the form, should be signed and stamped.

Placement & Post Placement Support:

1. On the Job Training (OJT) may also be incorporated into the training module as per the requirement of the course/trades.
2. The agency is required to arrange continuous employment for minimum 70% (50% Wage and 20% Self-Employment) of beneficiaries out of total trained for a minimum period of not less than 3 months.
3. The beneficiaries should have worked and received payment for three continuous months, proof of which can either be in the form of a salary slip or a certificate indicating salary paid duly signed by the employer and salary received by the person with a bank statement. PF/ESIC records or as per other available records to support this. Details of bank accounts of trainees where the salary is deposited should be made available to MAEF for tracking of the trainees.
4. PIA has to ensure Post placement tracking and monitoring the extent of retention in the new jobs for a period of one year.

Funding Norms:

1. Funding under Khwaja Gharib Nawaz Skill Development Training for Minorities will be as per Common Norms Notification /Circulars issued by the Ministry of Skill Development & Entrepreneurship (as amended from time to time).
2. Monthly stipend for trainees trained under Khwaja Gharib Nawaz Skill Development Training for Minority scheme would be Rs.1500 per month will be transferred by the agency to the beneficiary's bank account through PFMS Payment Gateway.

3. The post placement support, will be given to all placed candidates for 2 months after placement, @Rs.2000/- (Rupees Two Thousand Only) per month by MAEF. The post placement support amount will be transferred by the agency to the beneficiary's bank account through PFMS Payment Gateway.
4. The agency shall maintain a separate bank account in a nationalized/scheduled Bank in respect of grant sanctioned by MAEF. All receipts and payments involving Rs.5,000/- and above of the grantee agency must be through cheques only. The grantee agency is required to submit details of separate bank account at the time of seeking grant for continuation of the project. A copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection by representatives/officers from the MAEF and officers of Ministry of Minority Affairs, office of Comptroller and Auditor General of India, Government of India, at any time. The agency shall have the accounts of the grant-in-aid audited by CAG Empanelled Auditors or Chartered Accountant and submit a copy of the following audited accounts, together with Utilization Certificate in GFR 19(A), to the MAEF latest by first week of June month every year:
 - a. the receipt and payment account of grant-in-aid in question for the year;
 - b. the income and expenditure accounts of grant-in-aid in question for the year;
 - c. the balance sheet, indicating assets and liabilities from grant-in-aid in question;
 - d. the utilization certificate in prescribed format (GFR-19A) as per General Financial Rules along with the item-wise break-up;
 - e. the audited accounts of the organization as a whole for the year.

Project Monitoring:

Effective monitoring and evaluation is the corner stone for the success of all the skills training programme and achievement of desired goals from them. Effective and Continuous Monitoring of the skill development programme under MAEF is considered crucial for efficient delivery and outcomes of the training programme. Continuous Monitoring is envisaged to regularly assess the effectiveness of the ongoing skill development programme at various locations of the country. Mechanism to ensure continuous monitoring of the programme is as under –

1. Each training centers under Khwaja Gharib Nawaz Skill Development Training for Minorities will install live CCTV cameras along with static IP for live CCTV monitoring of ongoing training programme. The PIAs are also directed to link the CCTV cameras through web link in case there is a delay in getting the Static IP, or non-working of static IPs to ensure the uninterrupted live feed of training programme.
2. Installation of GPRS enabled Bio-metric devices at the every training center to capture live daily attendance of trainers and trainees. The attendance of

trainees and trainers will be saved on the portal of the scheme in real time automatically.

3. Configuration of GPRS enabled bio-metric devices to the MAEF Portal and GIS mapping of training centers on Google Map. The training centers mapped through GPRS enabled bio-metric devices can be easily tracked and located at Google Map by clicking on the Location Indicator.
4. Physical inspection of the ongoing skill development programme will be carried out by the panel of independent inspecting authorities of MAEF on periodically.
5. The Programme Monitoring Unit along with independent inspecting authorities of MAEF shall monitor the overall implementation of skill development programme, timely completion and performance of the project implementing agencies time to time.

Application Form for Empanelment of Programme Implementing Agency under Khwaja Gharib Nawaz Skill Development Training for Minorities

(The Covering Letter is to be submitted by Authorized Representative/ Signatory on Agency's Letterhead with date, Signature and Seal)

To,
The Secretary,
Maulana Azad Education Foundation (MAEF),
(Ministry of Minority Affairs, Govt. of India),
Maulana Azad Campus, Chelmsford Road,
New Delhi - 110055.

Sub: Request for Empanelment as Programme Implementing Agency (PIA) under Khwaja Gharib Nawaz Skill Development Training for Minorities Scheme.

Sir,

Please find the enclosed Proposal in response to Expression of Interest (EOI) documents issued by Maulana Azad Education Foundation for Empanelment as Programme Implementing Agency (PIA) under Khwaja Gharib Nawaz Skill Development Training for Minorities Scheme.

We agree and undertake to abide by all these terms and conditions stipulated in the EOI Document issued by MAEF. The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge and as per the directions of the EOI documents. We would be solely responsible for any errors or omissions in our Proposal.

We acknowledge that MAEF reserves the right to reject or accept the proposal without assigning any reason or otherwise.

It is to certify that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

Thanking you,

For and on behalf of:

Signature of Authorized Representative/ Signatory:

Name:

Designation:

(Company Seal)

Date

Sign & Seal

1. Details of the Agency:-

S. No.	Description	Details
1	Name of Organization	
2	Legal Status (Registered Society/ Govt./Semi-Govt./Public Sector/NGO/ Autonomous Body etc.	(Attach Incorporation/ Registration Certificate of the Agency)
3	Registration No. & Date of Registration of Agency	
4	PAN Card Number	(Submit copy of PAN Card)
5	NITI Aayog Registration Number (Only for NGOs)	
6	Registered/Head Office Address of the Agency	
7	Name(s) of CEO/Director(s)/Chairman	
8	Phone No.	
9	Fax No.	
10	Email Id.	
11	Website Address of the Agency	
12	Name of Authorized Representative	(Enclose Authorization Letter)
13	Designation of Representative	
14	Contact Details of Representative (Mobile No. / Email Id.)	

2. Brief history of the organization, its affiliations and current nature of training institute being run and set of skills in which the agency has enough expertise mentioning the capacity to impart quality training along with addresses of its centers specially in minority concentrated areas:-

Sign & Seal

3. Prior exposure of the agency in the field of Skill Development:-

S. No.	Financial Year	Name of Schemes/ programme & Funded by	Courses /Trades	Total Trained*	Total Placed**
				List of trainees to be enclosed	

*The supporting proof should be enclosed for training conducted in last three years by Agency (Sanction Order/ Letter of Intent/ Memorandum of Understanding Signed with Funding Partner/ along with the programme completion certificate issued by the funding agency/Declaration Certificate issued by Chartered Accountant stating that number of trainees have been placed by agency in last three years).

**The supporting Proof should be enclosed for placement of the trained candidate (Completion Certificate issued by funding agency/ letter issued by the employer where the trainees have been placed in last three years/ Declaration Certificate issued by Chartered Accountant stating that number of trainees have been placed by agency in last three years)

Sign & Seal

4. Details of Existing (operational) Training Centers & Staff of the Agency:-

- a. For each training center the details should be furnished in the given format as indicated below:

S. No.	Particulars	Details
1	Name of Training Centre	
2	Address of Training Centre with landmark	Enclose Address Proof – Telephone bills, water bill, electricity bill etc.
3	Contact Person Name & Contact Number	
4	Type of Ownership of the building	Enclose copy of ownership proof
5	Total Area of Training Centre (In Sq. Ft.)	
6	Number of Classroom & sitting capacity	Enclose the Photographs
7	Number of Domain Lab & sitting capacity	Enclose the Photographs
8	Number of IT Lab & sitting capacity (along with Total No. of Computer System)	Enclose the Photographs
10	Trade(s)/ Course(s) being run at the centre	
11	Provision for Power backup at the training centre	Enclose the Photographs
12	Provision of Separate Toilets for girls & boys	Enclose the Photographs
13	Provision for Safe drinking water at the centre	Enclose the Photographs
14	Installation of Biometric devices for attendance of Trainers / Trainees	Enclose the Photographs
15	Installation of CCTV cameras For live coverage of training – Theory / practical	Enclose the Photographs

Sign & Seal

b. Details of Centre Staff –

S. No.	Name of Trainer/ Academic staff	Designation	Contact No.	Academic Qualification	Technical Qualification	Industry Experience	Employment Status (Regular / Contractual / Part Time)

- c. Have the Trainers / Demonstrators undergone any specialized training? Is their qualification / experience as per industry norms for specific skill training- SSC/ NCVT/ NSQF/ or any other affiliating body? _____.

5. Proposed State(s)/ District(s) and Trades/Sectors by the Agency:-

S. No.	Proposed State(s)	Proposed Block(s)/ District(s)	Proposed Trade(s)/ Sector(s)	Proposed Training Targets

- a. Copy of Course curriculum/Session plan for the proposed courses aligned with the SSCs/NCVT/ NSQF –

S. No.	Name of proposed Courses/ Trades	Availability of Course curriculum/ Session plan (Y/N)

Sign & Seal

Financial Details of the Agency

(On the Letter head of Chartered Accountant with date, Signature, Registration No. & Seal)

It is certify that the (Name of Agency) having its registered office at (Address) has an average turnover of ₹25 Lakhs or more in last three consecutive years (FY1, FY2, FY3). The annual turnovers of the agency are as under -

S. No.	Financial Year	Annual Turnover (INR)
1		
2		
3		

(Audited Financial Statement of the agency for last three consecutive years are enclosed)

For and on behalf of:

Chartered Accountant Signature:

Name:

Registration No.:

Seal:

Date:

Sign & Seal

Annexure - B

(An affidavit on a non-judicial stamp paper of Rs.100/- by Authorized Representative of the Agency)

AFFIDAVIT for NON BLACKLISTED / NON BANNED PARTY

I/We, (Name of Agency) having its registered office at (Office address) hereby confirm that we have not been blacklisted/banned by any Central Government/State Government/ Semi Govt. Organizations/PSUs or any other Funding Agency.

For and on behalf of:

Signature of Authorized Representative/ Signatory:

Name:

Designation:

(Company Seal)

Date

Sign & Seal

List of documents to be enclosed with proposal

S. No.	List of Enclosures	Yes / No
1	Copy of Registration /Incorporation Certificate	
2	Copy of PAN and IT Return	
3	Copy of Audited Financial Statements (last 3 years) along with Annexure – A	
4	Copy of Affiliation Certificate of the agency with respective agency / body - (SSC/ NCVT/ NSDC Partner Certificate etc.)	
5	Copy of ownership proof of the Centre building	
6	Enclose Address Proof for centres as applicable – Telephone bills, water bill, electricity bill etc.	
7	Resume of Trainers & other staff, (TOT) certificates	
8	Trained & Placed list along with supporting documents	
9	Course Curriculum & Session Plan	
10	Photographs of Training Centers	
11	Affidavit on non-judicial stamp paper of Rs.100/- (Annexure – B)	

Sign & Seal