

13th March, 2018

Applications are invited for the implementation of Skill Development Programme under 'Seekho aur Kamao Scheme'

Applications are invited from the reputed agencies for undertaking Skill Development Training aligned to National Skills Qualification Framework (NSQF) under the 'Seekho aur Kamao' scheme. Application may be sent on or before **19th March, 2018** by post/hand to The Secretary & CEO, Maulana Azad Education Foundation (MAEF), Maulana Azad Campus, Chelmsford Road, New Delhi – 110055.

Interested agencies fulfilling eligibility conditions as mentioned below may submit their detailed proposal for the empanelment as Programme Implementing Agency (PIA) under the scheme.

Eligibility Criteria:

1. The agency should be registered as Private Limited Company/ Public Limited Company/ Trust/ Government institutions/ Proprietorship /Partnership Firm/ Public Sector Undertaking/ NGOs/ Universities or under Societies Registration Act. The registration/ incorporation certificate of the agency should be submitted with proposal.
2. Joint- Venture (JV)/ Consortium will not be permitted to submit the proposal for empanelment.
3. Agencies 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 March, 2018.
5. The agency should have average annual turnover of ₹ 25 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.
6. The agency should have trained not less than 2000 trainees and have provided placement to not less than 70% of total trained in last three (3) years. The details should be furnished by the agency in prescribed format.
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 in prescribed format.
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 in prescribed format.

Scope of Work:

1. The entity should also be able to identify and mobilize the beneficiaries belonging to the minority communities particularly women. The agency will preferably ensure 70:30 male and female ratio respectively. Counseling of the beneficiaries should be done before registration of the beneficiaries and educate them on the following points –
 - a. Brief about the 'Seekho aur Kamao' 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 likely 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 programme 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 Aadhar linked GPRS enabled biometric machine for daily attendance (in & out) of trainers and trainees at the skill development training centers.

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. and will 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 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.

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 75% 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 Seekho aur Kamao scheme will be as per Common Norms Notification /Circulars issued by the Ministry of Skill Development & Entrepreneurship (as amended from time to time).
2. The agency shall maintain a bank separate account in a nationalized/scheduled Bank in respect of grant sanctioned by MAEF. All receipts and payments must be through cheques/online payment 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, 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 Seekho aur Kamao scheme 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 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 implanting

agencies time to time, if necessary take decisions on the critical cases related to non-compliance/non-performance of the PIAs under the scheme of MAEF.

(Format of the Covering Letter)

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

To,
The Secretary & CEO,
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 Seekho aur Kamao Scheme.

Sir,

Please find the enclosed application in response to the advertisement documents issued by Maulana Azad Education Foundation for Empanelment as Programme Implementing Agency (PIA) under Seekho aur Kamao scheme.

We agree and undertake to abide by all these terms and conditions stipulated under Seekho aur Kamao scheme.

The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge. We would be solely responsible for any errors or omissions in our application.

We acknowledge that MAEF reserve the right to reject or accept the application 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

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	
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:-

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**

*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), List of trainees to be enclosed.

**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), List of trainees to be enclosed.

4. Details of Proposed 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

- 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)

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

S. No.	Proposed State(s)	Proposed District(s)	Proposed Sector(s) as per NSQF	Proposed Trade(s) as per NSQF	QP Code as per NSQF	Notional Hours as per NSQF

- 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)

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 (Name of Agency) for last three consecutive years are enclosed)

For and on behalf of:

Chartered Accountant Signature:

Name:

Registration No.:

Seal:

Date:

(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

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)	
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 of trainers	
8	Trained & Placed list along with supporting documents	
9	Course Curriculum & Session Plan	
10	Photographs of Proposed Training Centers	
11	Affidavit on non-judicial stamp paper of Rs.100/-	