

**MPSSDM/EOI/2017-18/01/MMKSY/MMKY/EMPANELMENT OF SEMI-GOVERNMENT TRAINING SERVICE PROVIDERS**

**MADHYA PRADESH STATE SKILL DEVELOPMENT MISSION (MPSSDM),**  
DEPARTMENT OF TECHNICAL EDUCATION AND SKILL DEVELOPMENT,  
GOVERNMENT OF MADHYA PRADESH, ITI GOVINDPURA CAMPUS,  
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**Expression of Interest**

**for**

Empanelment of Semi-Government Training Service Providers for implementation of Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY) and Mukhya Mantri Kaushalya Yojna (MMKY) in Madhya Pradesh

**Section 1: - Introduction, Data Sheet and Evaluation Criteria**

**Background** - Madhya Pradesh State Skill Development Mission (MPSSDM) is the nodal agency for Skill Development in the State. The Mission is registered as a Society under the Indian Societies’ Act and aims at developing the State level agenda for skilling, and coordinating & guiding the 20 other departments engaged in implementing skill development programmes in the State. The mission is chaired by the Hon’ble Chief Minister of Madhya Pradesh and the Hon’ble Minister – Department of Technical Education and Skill Development is the Executive Chairman of MPSSDM. The Principal Secretary - Department of Technical Education and Skill Development is the Mission Director and the CEO – MPSSDM is the Member Secretary.

In order to ensure that the State is able to translate the large availability of working age population into a demographic advantage, the State has launched two schemes namely MMKSY and MMKY which aim at raising the skilling quotient of the youth in the State by providing access to short-term demand driven training courses in employable trades. Under these schemes, it planned to train 4.50 Lakh candidates annually through various Training Service Providers (TSPs).

<b>S. No.</b>	<b>Parameters</b>	<b>Conditions/Provisions</b>
1.	<b>Eligibility Criteria</b>	<p>Following types of organizations would be eligible to submit their proposals under this EoI –</p> <ol style="list-style-type: none"> <li>1. According to the Companies Act - <ul style="list-style-type: none"> <li>• A “Government company” as defined under Section 2(45) of the Companies Act, 2013 as “any company in which not less than 51% of the paid-up share capital is held by the Central Government, or by any State Government or Governments, or partly by the Central Government and partly by one or more State Governments, and includes a company which is a subsidiary company of such a Government company”.</li> </ul> </li> </ol> <p align="center">OR</p> <ul style="list-style-type: none"> <li>• A “subsidiary company” or “subsidiary” of a Government Company would also be categorized as a Government Company provided the</li> </ul>

		<p>Government Company.</p> <p>(i) Controls the composition of the Board of Directors;</p> <p>(ii) Exercises or controls more than one-half of the total share capital either at its own or together with one or more of its other subsidiary companies.</p> <p style="text-align: center;">Or</p> <p>2. According to the Societies' Registration Act -</p> <p>"State Aided Society" means a society which receives or has received aid, grant or loan or has received land or building or both on concessional rates and other facilities from the Central Government or State Government or any Statutory Body.</p> <p>Note: -</p> <p>i. Organizations must be registered on or before 01 April 2015 (Certificate of Incorporation needs to be submitted)</p> <p>ii. Consortiums, sub-contracting and franchisee models are not allowed under the schemes (Affidavit from the bidder needs to be submitted).</p> <p>iii. Organizations must not be black-listed from any government/semi-government/other entities (Affidavit from Bidder needs to be submitted)</p>
2.	<b>Proposal Processing Fee</b>	Applicant agencies have to pay a <b>non-refundable</b> Proposal Processing Fee of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft / Banker's Cheque, in favour of 'CEO, MPSSDM' payable at Bhopal, drawn on any scheduled commercial bank and must accompany with Covering Letter in cover of the Proposal Document. Proposals that are not accompanied by the Proposal Processing Fee in the aforementioned instruments will be rejected.
3.	<b>Performance Guarantee (PG)</b>	A Performance Guarantee for an amount equal to <b>5% of sanctioned total project cost</b> in form of a bank guarantee of a scheduled commercial bank drawn in favour of "CEO, MPSSDM" <b>valid for 24 months at the time of signing of MoU.</b>
4.	<b>Duration of the Project</b>	12 months from the date of signing of MoU
5.	<b>Scope of work for TSPs</b>	<p><b>1. Mobilization, counseling and registration of eligible candidates</b></p> <p>a. Awareness creation in the district in which the TSP has been empanelled</p> <p>b. Facilitate self-registration of interested candidates on MPSSDM portal</p> <p><b>2. Course and curriculum design</b></p> <p>a. Training should be imparted only in NSQF aligned courses.</p> <p>b. TSP needs to mention the sector in which it intends to provide training in the Technical Proposal.</p>

		<p>c. Training Service Provider will have to prepare the course content as per the QP/NOS norms prescribed by the concerned Sector Skill Council (SSC) before initiation of the training programmes or at the time of Centre Affiliation.</p> <p>d. TSP to provide the course content and training kit to all the trainees. The cost of content and training kit will be borne by TSPs.</p> <p><b>3. Training Centre</b></p> <p>a. Setting up of Training Centre by the Training Service Provider as per SSC and MPSSDM norms.</p> <p>b. Getting the training centre affiliated by MPSSDM.</p> <p>c. Running the training programmes as per NSQF norms and guidelines / SOP of MMKSY issued by MPSSDM.</p> <p>d. TSPs will be required to bear the cost of training and all associated expenses based on the Common Norms Notification, 2016 issued by Ministry of Skill Development &amp; Entrepreneurship, GoI and changes in the same from time to time.</p> <p><b>4. Placement of candidates</b></p> <p>A minimum placement of 70% (minimum 50% wage and maximum 20% self-employment) will be mandatory for Training Service Providers. However, the sector-wise ratio for wage:self employment would be finalized by MPSSDM but the overall placement percentage would not be less than 70%.</p> <p><b>5. Post placement tracking</b></p> <p>a. The TSP will have to maintain a tracking system of all candidates placed and report the status on a monthly basis. MPSSDM retains the right to validate the reports from the employer/trainees.</p> <p>The scope of work would be governed by the Standard Operating Procedures issued by MPSSDM and changes in the same from time to time.</p>
6.	<b>Submission of proposals</b>	<p>Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for empanelment of Training Service Providers (TSPs) to the CEO, MPSSDM at the below mentioned address on or before 16 January 2018 by 04.00 PM.</p> <p style="text-align: center;">Reception Desk, Madhya Pradesh State Skill Development Mission Gas ITI Campus, Raisen Road, Govindpura, Bhopal 462023</p> <p>The proposal should carry following mandatory documents as per checklist given in the EoI:</p> <ol style="list-style-type: none"> <li>i. Covering Letter-Annexure-1</li> <li>ii. Applicant details along with required documents as per Annexure-2</li> <li>iii. CA Certificate with the copy of audited financial statement for the last 2 years along with required documents as per Annexure-3</li> <li>iv. A Notarized affidavit for not applying through consortium / franchisee / outsourcing and not being blacklisted on the non-judicial stamp paper of Rs 1000/- as per Annexure-4</li> </ol>

		The CEO, MPSSDM may seek any clarifications / additional information on the submitted proposals and reserves the right to accept or reject any or all proposals without providing any reason, what so ever. The decision of MPSSDM shall be final and binding upon the applicant TSPs. In case an applicant is not empanelled by MPSSDM, the proposal processing fee shall not be refunded.
7.	<b>Evaluation Process</b>	A three-stage evaluation process will be followed - i. Stage 1 - Desk appraisal ii. Stage 2 - Field appraisal visit to registered office and one/more than one of the training centre(s) being run by the agency in Madhya Pradesh / any state within India. iii. Stage 3 - Evaluation and Empanelment of applicant TSPs  After the evaluation of proposals, TSPs would be empanelled and further course of action would be communicated.
8.	<b>Evaluation Committee</b>	A Proposal Evaluation Committee would be designated by the CEO, MPSSDM
9.	<b>Empanelment to be non-exclusive</b>	This common empanelment of the Training Service Providers is being done on non-exclusive basis. MPSSDM reserves the right to empanel more Training Service Providers as and when required, for any geography/location, sectors or for any other reason and in the manner in the sole discretion of MPSSDM.

## Section 2 - Evaluation criteria, list and pooling of districts

2.1 Evaluation of Proposals - A Project Appraisal Committee constituted by MPSSDM will carry out evaluation of the Technical Proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal. In order to reach such a determination, the committee will examine the information furnished by the Applicants, and shall evaluate the same as per the evaluation criteria specified in this proposal.

The technical evaluation shall involve:

- i. Document based evaluation of the Technical Proposal
- ii. Physical visit(s) to training centres and Registered Office of the TSP
- iii. Evaluation of Proposals and Empanelment of TSPs

### i. Stage1 - Documents required for Desk Evaluation

Sr. No.	Criteria	Parameters	Mandatory Documents	Page No.
1	Eligible Organizations	<ul style="list-style-type: none"> <li>• As per point (1) Eligibility Criteria at Page-1 of this EoI</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant organizations have to submit documentary evidence proving their eligibility under type of organization as per point (1) Eligibility Criteria at Page-1 of this EoI</li> </ul>	
2	Training Capability Vocational Training conducted in last two	<ul style="list-style-type: none"> <li>• No. of trainees trained in vocational training of more than 120</li> </ul>	<ul style="list-style-type: none"> <li>• Work Orders/Sanction order/ Completion Certificate /MoU / Agreement / any other document clearly highlighting the number of</li> </ul>	

Sr. No.	Criteria	Parameters	Mandatory Documents	Page No.
	financial years (2015-16 & 2016-17)	hours in last two years in NSQF Aligned courses and non-NSQF aligned courses separately	trainees trained / ongoing training / to be trained	
3. a.	Placement Capability <ul style="list-style-type: none"> <li>• Placements done in last two financial years (2015-16 &amp; 2016-17)</li> </ul>	<ul style="list-style-type: none"> <li>• No. of trainees placed in last two years</li> </ul>	<ul style="list-style-type: none"> <li>• Self-Certificate clearly highlighting the number of trainees placed</li> <li>• Self certified list of trainees placed in last two financial years with contact details of trainees placed and employer</li> </ul>	
b.	<ul style="list-style-type: none"> <li>• Industry tie-ups / MoUs with industry and placement partners</li> </ul>	<ul style="list-style-type: none"> <li>• Industry Tie-up, MoUs with the Industry and placement Partners for FY 2017-18 &amp; FY 2018-19 mentioning the number of Trainees to be hired</li> </ul>	<ul style="list-style-type: none"> <li>• Self-attested copy of MoUs signed with industry and placement partners mentioning the number of Trainees to be placed in the financial year 2018-19</li> </ul>	
4.	Operational Capability	<ul style="list-style-type: none"> <li>• Number of training centres operated by applicant TSP in last two financial years (2015-16 &amp; 2016-17)</li> </ul>	<ul style="list-style-type: none"> <li>• Notarized Self Certificate on a non-judicial stamp paper of Rs. 1000/- mentioning the addresses of the Training Centres operated by applicant TSP in last two financial years (2015-16 &amp; 2016-17) with the lease deed / rent agreement or proof of ownership clearly mentioning the name of state, district and training centre.</li> <li>• In case this self-certificate is not notarized or not on a non-judicial stamp paper of Rs. 1000/- it would not be evaluated / considered.</li> </ul>	

## ii. Stage 2 - Details for Physical Visit

- As per the information received in the EOI, the appraisal committee or its nominated representative(s) would visit the registered office of the applicant TSP based on the details provided by the TSP as per the form annexed at Annexure-8.
- As per the information received in the EOI provided by the applicant TSP in the operational capability, the appraisal committee or its nominated representative(s) would visit one / more than one training centre as per the list of indicators annexed at Annexure-9.
- The section mentioned above gives the details about the existing infrastructure details of the Training Service Provider which needs to be verified while undertaking the physical visit.

The visit is only to understand the physical infrastructure availability of the Training Service Provider and the readiness to prepare the infrastructure as per the SSC and MMKSY/ MMKY guidelines if the project is sanctioned to the respective Training Service Provider.

The tentative form of Verification to be filled during the physical visit is attached as Annexure -8 and 9.

### iii. Stage 3 – Evaluation of Proposals and Empanelment of TSPs

All the applicant TSPs whose field visits have been undertaken and found satisfactory as per the observations of representative of MPSSDM would be considered for empanelment.

#### 2.2 Pooling of Districts

All districts have been categorized into 3 pools – Pool A, Pool B and Pool C based on Census, 2011. **The pool wise list of districts is provided in Annexure 7.**

1. **Scenario 1:** -All those TSPs, who desire to select district from Pool A have to indicate their preference of districts from the pools in the ratio of 1:1:1 (Pool A: Pool B: Pool C). For every 1 district selected by the Training Service Provider from Pool A, 1 district from Pool B and 1 district from Pool C will also have to be selected by the TSP. TSPs would give their priority list for districts falling into all the pools, sorted in order of high to low priority.
2. **Scenario 2:** - All those TSPs, who desire to select district from Pool B (and not from Pool A), have to indicate preference of districts from Pool B and Pool C in the ratio 1:1. TSPs would give their priority list for districts falling into all the pools, sorted in order of high to low priority.
3. **Scenario 3:** -All those TSPs who desire to select district from Pool C are allowed to select districts from Pool C only.

Sr. No.	Districts from Pool A	Districts from Pool B	Districts from Pool C
1	Selected	Have to Select	Have to Select
2	-	Selected	Have to Select
3	-	-	Select

The Training Service Provider only needs to provide the list of districts in which the TSP is willing to work. It will be considered that the Districts mentioned by the TSP are an expression of interest by the TSP to work in that district. There is no minimum or maximum restriction on the no. of districts that a Training Service Provider can choose. Applicants will have to indicate beforehand the preference of Sectors from that mentioned in Annexure– 7 and preferred districts as per Annexure -6.

#### 2.3 Target Allocation

After the empanelment process is completed, the further course of action for target allotment would be initiated by MPSSDM at its sole discretion. The target allocation would be done on case-to-case basis and would be communicated to all the eligible TSPs at a later stage.

**Checklist for proposal submission for MMKSY / MMKY under MPSSDM.....EoI**

<b>Sr. No.</b>	<b>Document Description</b>	<b>Page No</b>
1	Covering Letter as per <b>Annexure 1</b>	
2	Applicant's Details along with required documents as per <b>Annexure-2</b>	
a.	<p>1. According to the Companies Act -</p> <ul style="list-style-type: none"> <li>• A "Government company" as defined under Section 2(45) of the Companies Act, 2013 as "any company in which not less than 51% of the paid-up share capital is held by the Central Government, or by any State Government or Governments, or partly by the Central Government and partly by one or more State Governments, and includes a company which is a subsidiary company of such a Government company".</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• A "subsidiary company" or "subsidiary" of a Government Company would also be categorized as a Government Company provided the Government Company. <ul style="list-style-type: none"> <li>(i) Controls the composition of the Board of Directors;</li> <li>(ii) Exercises or controls more than one-half of the total share capital either at its own or together with one or more of its other subsidiary companies.</li> </ul> </li> </ul> <p>OR</p> <p>2. According to the Societies' Registration Act - "State Aided Society" means a society which receives or has received aid, grant or loan or has received land or building or both on concessional rates and other facilities from the Central Government or State Government or any Statutory Body.</p>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation under the Companies' Act or Societies Registration Act</li> <li>• PAN and TAN number</li> <li>• Relevant certificate from the statutory body stating the status of company as per the desired eligibility criteria.</li> </ul>
3	CA Certificate with Audited P&L / Income-Expenditure Statement for last two financial years as per <b>Annexure-3</b>	
4	An affidavit for not being blacklisted and not undertaking the project in consortium and outsourcing as per <b>Annexure 4</b>	
5	Bank Guarantee format for PG as per <b>Annexure 5 (to be submitted after empanelment process during signing of MoU and not to be submitted during submission of proposal document against this EOI )</b>	
6	Notes for preference of Sectors as per <b>Annexure 6</b>	
7	Pooling of Districts as per <b>Annexure 7</b>	
8	Form for Visit to the Registered Office of TSP as per Stage 2 of Evaluation of EoI as per <b>Annexure 8</b>	
9	Indicators and sub-indicators for Visit to the Training Centre of the TSP as per Stage 2 of Evaluation of EoI as per <b>Annexure 9</b>	

For and on behalf of:

Signature:

Name:

Designation: (Company Seal)

(Authorized Representative and Signatory)

Date:

## **Annexure - 1: Proposal Submission Cover Letter**

(On the letterhead of the Applicant TSP)

No.: MPSSDM/EOI/MMKSY&MMKY/01/2017-18 {Location, Date}

To,  
Chief Executive Officer,  
Madhya Pradesh State Skill Development Mission  
Department of Technical Education and Skill Development  
ITI Govindpura Campus  
Bhopal – 462023

Subject: - Submission of Expression of Interest for empanelment as a Training Service Provider under Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY) and Mukhya Mantri Kaushalya Yojna (MMKY).

Dear Sir / Madam,

We, the undersigned, wish to be empanelled as Training Service Provider with Madhya Pradesh State Skill Development Mission in accordance with your Expression of Interest no. MPSSDM/EOI/MMKSY&MMKY/01/2017-18 dated 22/12/2017; we are hereby submitting our proposal, as per the specified format. We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by MPSSDM.
- b. We have no conflict of interest as stated in this document.
- c. We meet the eligibility requirements as stated in this document.
- d. Our proposal shall remain valid for 180 days from the last date of bid submission deadline.
- e. In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per document.
- f. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.
- g. We undertake, if our Proposal is accepted, we will be entered into an Agreement to initiate the Training no later than the date specified by MPSSDM.
- h. We are submitting the proposal processing fee as per following details –

Item	Amount (Rs.)	DD/BC No.	Date	Bank
Processing Fee	50,000/-			

- i. We propose for following sectors and districts –

S. No	District	Pool	Sector	Proposed Annual Target (no. of trainees)



- j. We understand that MPSSDM is not bound to accept any Proposal that MPSSDM receives.

Yours sincerely,

Authorized Signature  
{In full and initials}

Name and Designation of Signatory:  
Name of Applicant Organization:  
Address:  
Contact information (phone and e-mail)

**Annexure -2: Applicant Details**

**(Declaration by Applicant Agency's Authorized Representative and Signatory on Company's Letter head with Sign and Seal)**

<b>S. No.</b>	<b>Description</b>	<b>Details</b>
1.	Name of Applicant Agency	
2.	Registration under Companies / Societies Act	
3.	Name of Authorized Signatory	
4.	Address of Registered office of the TSP	
5.	Contact address and number	
6.	Registration Number (please attach certificate of incorporation)	
7.	Date of Registration	
8.	Place of Registration	
9.	PAN Card (please attach copy of document)	
10.	TAN (please attach copy of document)	
11.	Whether you are exempted under GST for the existing types of services rendered? If yes, attach relevant documents	
12.	Name of Single Point of Contact (For communication purpose)	
13.	E-mail	
14.	Contact Number	

Yours sincerely,

Authorized Signature  
{In full and initials}

Name and Designation of Signatory:  
Name of Applicant Organization:  
Address:  
Contact information (phone and e-mail)

### Annexure- 3 CA Certificate

(On the letter head of the Chartered Accountant)

This is to certify the below details for the company .....

Sl. No.	Financial Year*	Turnover/Receipts (in Rs. Lakhs)
		Total
<b>1</b>	2015-16	
<b>2</b>	2016-17	
	<b>Grand Total</b>	
	<b>Average for two years</b>	

Net worth as on 31.03.2017 (in Rs. Lakhs):

This CA Certificate is enclosed with

1. P&L or Income –Expenditure statement and Balance Sheet for previous two years of applicant organization

(Signature and Seal)

Certified by CA and Membership No.:

**Annexure -4: Performa for affidavit**

(On the non-judicial stamp paper of Rs 1000/-)

**TO WHOMSOEVER THIS MAY CONCERN**

This is to certify that we \_\_\_\_\_ (Name of the TSP) registered under \_\_\_\_\_ (Name of the Act) vide registration no. \_\_\_\_\_ do hereby declare and confirm that we have neither been black-listed nor bankrupt by any Ministry/ Department/ Board/Corporation / Any other entity of the Central or State Government or by any quasi-government or any Public Sector Undertaking or any bank or any Other Entity till date.

This is to further certify that we \_\_\_\_\_ (Name of the TSP) registered under \_\_\_\_\_ (Name of the Act) vide registration no. \_\_\_\_\_ do hereby declare and confirm that we would not undertake the MMKSY / MMKY in consortium, franchisee or outsourcing models of operation.

(Authorized signatory)

Stamped and signed

Note –

1. This affidavit should be duly notarized

## **Annexure -5: Format of Bank Guarantee for Performance Guarantee**

(on letterhead of Scheduled Commercial Bank would be submitted after TSP empanelment before signing of MoU)

Bank Guarantee No. \_\_\_\_\_ ( to be issued by the Guarantor) dated \_\_\_\_\_  
To

The Chief Executive Officer,  
Madhya Pradesh Skill Development Mission  
Gas Rahat ITI Campus, Govindpura, Bhopal 462023

WHEREAS \_\_\_\_\_ [Name and address of TSP] (hereinafter called "the TSP") has undertaken, in pursuance of your EOI No. \_\_\_\_\_ dated \_\_\_\_\_ to provide the training services to the Madhya Pradesh State Skill Development Mission (MPSSDM), Department of Technical Education & Skill Development, and Government of Madhya Pradesh on terms and conditions set forth in the said letter.

AND WHEREAS it has been stipulated by you in the said letter that the TSP shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank for the sum specified therein as security for compliance with his obligations in accordance with the terms and conditions set forth in the said letter;

AND WHEREAS we have agreed to give the TSP such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the TSP up to a total of \_\_\_\_\_ [amount of Guarantee] \_\_\_\_\_ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under the MoU which may be made between you and the TSP shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the TSP or of the Bank notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_

Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease.

This guarantee shall be valid till \_\_\_\_\_ and may be extendable, if required.

Signature and Seal of the Guarantor

Name and Designation: \_\_\_\_\_

(Name, Signature & Occupation)

Name of the Bank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## **Annexure -6: Selection of Sectors**

### **Notes**

1. Applicant TSP may select any or all of the sectors which are listed as Sector Skill Councils under National Skill Development Corporation based on its training and placement capability and its operational viability.
2. The target allocation would be done on case-to-case basis and would be communicated to all the eligible TSPs at a later stage.
3. The execution of the target would be based on all the Circulars, Notifications, Orders, Brand book, SOP, etc. issued by MPSSDM from time to time. These documents would be shared with the selected TSP, post completion of evaluation process.

### Annexure -7: Pooling of Districts

<b>Pool A</b>	<b>Pool B</b>	<b>Pool C</b>
Indore	Dewas	Singrauli
Jabalpur	Rajgarh	Sidhi
Sagar	Agar	Narsinghpur
Bhopal	Shajapur	Shehdol
Rewa	Vidisha	Mandla
Satna	Ratlam	Jhabua
Dhar	Tikamgarh	Panna
Chhindwara	Barwani	Ashoknagar
Gwalior	Seoni	Neemuch
Ujjain	Mandsaur	Datia
Morena	Raisen	Burhanpur
Khargone	Sehore	Anuppur
Chattarpur	Khandwa	Alirajpur
Shivpuri	Katni	Dindori
Bhind	Damoh	Sheopur
Balaghat	Guna	Umaria
Betul	Hoshangabad	Harda



**Annexure -8: Form for Visit to the Registered Office of TSP as per Stage 2 of Evaluation of EoI**

**Basic Details**

Name of the TSP	
State Office along with address	
Address for Official Communication	
Primary Email ID for all communication	

**Organization Management Team Details**

S. No.	Designation	Name	Email Id	Contact no
1	Project Head			
2	Authorized Signatory			
3	CEO			

**Manpower Details**

Project Team	Existing	To be recruited	Total
Placement			
Trainers for each of the proposed trades (Multiple Rows can be added)			
Centre in Charges			
Post Placement officer			
Mobilisation			
Finance			
MIS			

**Additional Information (if any)**

**Signature of Authorized Signatory**

**Nominated representatives of MPSSDM**

S. No	Designation	Name	Email Id	Contact no
1				

**Signature of Representative**

**Instructions-**

1. The Authorized Signatory of the Applicant Training Service Provider will fill in the details in the above annexure before the representative of MPSSDM and the MPSSDM representative will authenticate the information at the time of visit to the registered office as per Stage 2 of Evaluation of EoI.
2. The Relevant Documents to provide the proof of information above should be submitted along with the Annexure.

3. The Training Service Provider shall provide a proof through a self-declaration document on the organizations letter head in case the relevant documents are not available.
4. The trainers should be certified by the SSC

**Annexure -9: Indicators and sub-indicators for Visit to the Training Centre of the TSP as per Stage 2 of Evaluation of EoI**

<b>S. no</b>	<b>Indicators and sub-indicators to be considered during visit</b>
<b>1</b>	<b>Type of Building</b>
a	Stand-alone Building (Centre is a stand-alone building)
b	industrial/Commercial Complex (Centre is inside a factory/ industrial/ commercial complex and not a standalone building)
c	Shared Premises
<b>2</b>	<b>Availability of Additional Infrastructure Facilities at the Training Centre</b>
a	Availability of pantry, ramp(for differently-abled), parking facility and toilets (for differently-abled)
b	Availability of any two parameters out of the four parameters i.e. pantry, ramp(for differently-abled) , parking facility and toilets (for differently-abled)
c	Availability of any one parameter out of the four parameters i.e. Pantry, ramp (for differently-abled) parking facility and toilets (for differently-abled).
<b>3</b>	<b>Proximity to Public Transport System i.e. Bus Stand, Railway Station etc</b>
a	0- 3 km distance
b	3.1 - 5 km distance
c	5.1-10 Km distance
d	More than 10 km distance
<b>4</b>	<b>Availability of overhead projectors in Classrooms</b>
a	Availability of Overhead projectors in all classrooms
b	Availability of Overhead projectors in any of the classrooms.
c	Unavailability of overhead projector in any classroom
<b>5</b>	<b>Availability of Internet Connectivity( Main Line and Backup)</b>
a	Availability of the Internet connectivity equal or above 2 MBPS at the Training Centre
b	Availability of the Internet connectivity between 2 Mbps and 1 MBPS at the Training Centre
<b>6</b>	<b>Availability of Power Backup</b>
a	Availability of Power backup for complete training of 8 hours at the Training Centre
b	Availability of Power backup for complete training of 4 hours at the Training Centre
<b>7</b>	Availability of Dedicated Support Staff at the centre amongst the following:-  1. Receptionist/ Front Office Coordinator 2. Placement Coordinator 3. Counsellor 4. Administration Officer 5. MIS Coordinator 6. Mobiliser
<b>8</b>	<b>Air-Conditioned Campus</b>
a	Availability of Air-Conditioning in all classrooms
b	Availability of Air-Conditioning in at least 50% of the classrooms but not all classrooms

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