



MEGHALAYA STATE SKILLS DEVELOPMENT SOCIETY (MSSDS)
Department of Labour, Employment & Skill Development, Govt. of Meghalaya

EMPANELMENT OF SKILL DEVELOPMENT TRAINING PARTNERS FROM OUTSIDE THE STATE

A. Introduction

The Meghalaya State Skills Development Society (MSSDS) is the State agency for the planning, coordination, execution & monitoring of Skill Development Initiatives of the Government of Meghalaya. The aim of MSSDS is to assist in the skilling and upliftment of the youth of Meghalaya in line with the Skill Development Mission of the country. MSSDS is looking to identify and establish a network of training providers for empanelment in order to undertake quality and niche skill training under the Skill Meghalaya.

The Executive Director, MSSDS, invites applications for Empanelment of Skill Development Training Partners for the provision of training programmes under Skill Meghalaya.

B. Eligibility Criteria

1. The TPs shall have a registered office in India.
2. The Training Partner (TP) shall either be
 - a. A firm/company/ partnership/ LLP/ proprietorship /institution registered under the Indian Companies Act, 1956 / the partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008.
 - b. Institutes approved by Councils under Central Government Ministries like All India Council of Technical Education / Medical Council of India / Indian Nursing Council / National Council for Hotel Management and Catering Technology / Any other on or before the date of submission of the application.
 - c. Colleges / Institutes affiliated to a university set up by a Central or State / UT government or recognized by University Grants Commission.
 - d. Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
 - e. Institutes approved by International Air Transport Association (IATA) and International Civil Aviation Organisation (ICAO).
 - f. Organizations / Institutes (including autonomous organizations) set up by Central Government / State Governments / UT Administrations.



3. The TP should have been in existence for at least 3 years and involved in Skills/Livelihood training for at least 1000 persons in the last three years with a placement record of not less than 50% of the trained candidates with salaries not less than INR.20,000/- per month.
4. The TP should have an average annual turnover of Rs 3 crores or more in the last three financial years from similar services and must have been a profit-making organization (in the case of company/partnership/ proprietorship) for the last 3 financial years.
5. The TP should not have been blacklisted or barred or any such cases pending for blacklisting / debarment in any court of law by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organisation of Central or State Government.
6. The TP should have documents as required by Government process for accepting funds like a PAN/TAN Card, GST Number, Bank Account etc.
7. The TP should meet either of the following:
 - a. Have at least one Training Centre in the State.
 - b. Willing to set-up at least one Training Centre in the State.
 - c. Have at least one Training Centre with hostel facilities outside the State.

C. Application Submission Guidelines

The application shall be submitted in accordance with the following guidelines:

1. Application shall be submitted in the format prescribed at Annexure-A along with a detailed Technical Proposal as per the proposal format at Annexure-B
2. The application shall be unconditional otherwise; it would be liable for rejection.
3. All the information/details are to be supported by authentic documents duly certified by the Applicant.
4. Applications shall be submitted in a sealed envelope titled 'Application for the Empanelment of Skill Development Training Providers' to the Office of the Executive Director, MSSDS, Grove Site Building, Keating Road, Shillong, Meghalaya-793001 along with the soft copy to skills-meg@gov.in.
5. The applications can be submitted any time round the year.

D. Empanelment Period

The Training Provider shall be empanelled for a period of 3 years. However, a review exercise shall be made periodically based on performance along with necessary information.



E. Suspension / Cancellation of Empanelment

MSSDS reserves its right to de-list an Empanelled Training Provider (ETP) at any stage, if found unsatisfactory or does not comply with the requirement as noted but not limited to the following:

1. If the ETP does not conduct any training within 3 months of empanelment (in case of new registration) or within 6 months of finishing the training of the last batch, the empanelment of such ETP would be cancelled.
2. If the ETP has enrolled the same candidate in more than one batches running at same point of time, the registration of such ETP shall be cancelled immediately.
3. If the ETP do not get their candidates assessed within fifteen days of completion of training for 3 out of last 5 batches, the ETP would not be allowed to conduct further training in that module.
4. In case more than 40% of candidates appearing in assessment fail in 3 out of last 5 batches in a module, such ETP would not be allowed to conduct further training in that module.
5. If 40% more candidates enrolled at the time of issue of TBN drop out at the time of assessment for 3 out of last 5 batches, such module of the ETP will be deregistered.
6. Training Batch Number (TBN) would not be issued to an ETP who does not enter on portal data regarding placement / self-employment with respect to 80% of candidate for 6-month period for more than three batches. Details of candidates not employed shall also be tracked.
7. If a registered ETP is not able to ensure wage employment at the prescribed salary for 50% candidates within 3 months of training and for a period of atleast six months for 3 out of last 5 batches, such ETP would be de-listed.
8. MSSDS or any agency authorized by them may carry out random visits round the year any time for verifying the status of the institution and to ensure maintenance of norms and standards.
9. MSSDS or any agency authorized by it may also conduct from time to time inspections with or without notifying such dates in cases where specific complaints of misrepresentation, violation of norms and standards, malpractices etc are received to verify the facts. Upon inspection, such complaints, if found correct would lead to cancellation / suspension the registration of the ETP.

F. Training Courses

The ETP shall impart training in NSQF-aligned or Industry-Certified courses approved by MSSDS in select Sectors viz., Tourism & Hospitality, Healthcare, Aviation and IT including IOT, Robotics, AI & Machine Learning, Augmented Reality (AR) and Virtual Reality (VR), Cloud Computing and DevOps, Blockchain Technology, etc.



Preferred trades / job roles are those currently not being offered in the State through MSSDS or any Government Scheme / Department / Agency with recognized certification.

G. Training & Assessment Costs

The Training Fee which includes cost of material, honorarium, etc and Assessment Fee shall be as per the common cost norms as prescribed by the Ministry of Skill Development & Entrepreneurship.

H. Post-Training Support

The ETP should guarantee for at least 70% placement of successful trainees with a minimum salary of INR.20,000/- per month. Overseas placement will be preferred.

I. Evaluation of Proposals

Application and proposals shall be evaluated on the following parameters and weightage:

SN	Particulars	Weightage
A	QUALITY PARAMETERS (50)	
1	Years of Experience (not less than 3 years)	10%
2	Average Annual Turnover last three financial years (not less than 3 crores)	10%
3	NSQF Level / Industry Certified courses	10%
4	No of persons trained in last three years (not less than 1000)	10%
5	No of persons placed in last three years (not less than 50%)	10%
B	PLAN FOR PLACEMENT (30)	
6	Guaranteed Placement Percentage	10%
7	Guaranteed minimum remuneration per month	10%
8	Tie-ups for Placement	10%
C	PROPOSAL PRESENTATION (20)	20%
	FINAL SCORE	100%

In case, more than one TP proposes the same trade / course, the TP with the higher score will be selected and empanelled.



Evaluation of Applications shall be in the prescribed Score Sheet below:

1. YEARS OF EXPERIENCE	SCORE	2. ANNUAL TURNOVER	SCORE
≥3 year & <4 years	20	Less than 3 crore	20
≥4 year & < 5 years	40	≥3 - < 4 crore	40
≥5 year & < 6 years	60	≥4 - < 5 crore	60
≥6 year & < 7 years	80	≥5 - < 6 crore	80
7 Years & above	100	6 crore & above	100

3. RECOGNISED CERTIFICATION			
3A. NSQF LEVEL	SCORE	3B. Industry-Certified Courses	SCORE
Level 1 & 2	20	Corporate / Vendor Certification	50
Level 3 & 4	40	National Certification	70
Level 5 & 6	60	Global Certification	100
Level 7 & 8	80		
Level 9 & 10	100		

4. NUMBER OF PERSONS TRAINED (LAST 3 YEARS)	SCORE	5. PLACEMENT RECORDS AGAINST TRAINED CANDIDATES (LAST 3 YEARS)	SCORE
1000 trainees	20	Example	
≥1000 & < 1500 trainees	40	50% of Trained candidates	50
≥1500 & < 2000 trainees	60	70% of Trained candidates	70
≥2000 - < 2500 trainees	80	100% of Trained candidates	100
Above 2500 trainees	100	Scores will be awarded proportionate to the Placement Percentage in the range of 50 - 100%	

6. GUARANTEED PLACEMENT PERCENTAGE		7. MINIMUM GUARANTEED REMUNERATION PER MONTH	
PLACEMENT PERCENTAGE	SCORE	GUARANTEED SALARY	SCORE
Example		Example	
70%	70	INR.20,000/-	30
75%	75	INR.30,000/-	40
80%	80	INR.40,000/-	50
85%	85	INR.50,000/-	60
90%	90	INR.60,000/-	80
100%	100	INR.70,000/- and above	100
Scores will be awarded proportionate to the Placement Percentage in the range of 70 - 100%		Proportionate Intermediate Score will be awarded for intermediate guaranteed remuneration	

8. COMPANY TIE-UPS AGAINST GUARANTEED PERCENTAGE OF PLACEMENT	
TIE-UPS FOR PLACEMENT	SCORE
Example	
Company tie-ups covering 55% of guaranteed placement	55
Company tie-ups covering 90% of guaranteed placement	90
Company tie-ups covering 100% of guaranteed placement	100
Scores will be awarded proportionate to the Tie-ups covering percentage of the Guaranteed Placement	



J. Disclaimer

MSSDS has the right to modify and amend any of the stipulated conditions / criterion depending upon project priorities and exigencies.

MSSDS is not bound to accept any application and proposal and reserves the right to annul the selection process at any time prior to the selection, without liability or any obligation for such request for applications and without assigning any reason. Information provided at this stage is merely indicative.



ANNEXURE-A
APPLICATION FORMAT FOR EMPANELMENT
(Write on separate sheet against correct Sl. No. if necessary)

I. General Information

SN	Particulars	Details (enclose supporting documents)
1	Name of the Organisation	
2	Type of Organization (Sole Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Company, etc)	
3	Date of Incorporation	
4	Office Address (Attach One Proof of Address e.g. Power Bill, Phone Bill. etc)	
5	Contact Details	Contact Person: Telephone: Mobile: Email ID: Website (if any)
6	PAN	
7	GST & TAN details	TAN: GST:
8	Bank Account Details (Has to be Current account)	Name of the Bank: Branch: Account Number: IFSC:
9	General Profile of the Organisation	(Attach Memorandum of Association)
10	Accreditations and Recognitions (AICTE, NSDC, State Govt or other)	
11	No. of Years of Experience highlighting location-wise skill development training activities	
12	Number of Persons Trained in last three years (Work Orders and/or Completion Reports)	



13	Number of persons placed in the last three years / enterprise set-up by trained candidates. (Documentary evidence to be provided)	
14	Number of Placement Tie-ups and total job openings (Letters from Employers with number of job openings against each job role in the next six months / one year)	Total No. of Employers: Total Job openings:
15	Infrastructure Availability, specifying locations (Please attach Photographs in support and provide list of training equipment & tools)	
16	Placement Support (Provide Evidence of Placements, Hand Holding Support or any other relevant information to support guaranteed placement)	

II. Declaration

I/we hereby apply for empanelment as Skill Development Training Provider in MSSDS and declare that:

- a) I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with MSSDS.
- b) I/We declare that the validity of the above information is subject to inspection and scrutiny by MSSDS.
- c) I/We understand and accept that empanelment shall be at the discretion of MSSDS as per requirement and MSSDS has a right to reject our application without assigning any reasons thereof.
- d) I/We understand that empanelment as such does not guarantee award of assignment by MSSDS.



- e) If my/our application for empanelment in MSSDS is considered favourably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by MSSDS from time-to-time.
- f) I/We understand that entrustment of assignment is subject to periodical review by MSSDS.
- g) I/We understand that MSSDS reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever.
- h) The training shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by MSSDS from time-to-time.
- i) If any wrong practice is detected, I/We here by consent that MSSDS may take steps as deemed fit.
- j) I/We have not been convicted of any offence and sentenced by any court in the country.
- k) I/We have not been found guilty of misconduct in professional capacity.
- l) I/We have not been convicted of an offence/debarred by any agency/organisation.

Date:

Place:

Signature and Seal of the Applicant

(To be signed and sealed by the individual/authorized signatory of the firm/company/society/etc)



ANNEXURE-B TECHNICAL PROPOSAL FORMAT

Instructions:

- i. Kindly provide relevant information in the given order of this template.
- ii. All fields are mandatory unless otherwise specified. Where not applicable indicate accordingly with NA.
- iii. TPs to avoid attaching documents that have no direct bearing with the information required to evaluate a proposal.
- iv. TPs to ensure that all information provided is correct and verified and no available material information has been suppressed.
- v. All supporting documents should be stamped with organizations' seal and signed by the authorized person.

(The above instructions are to be removed)

I. Background of the organization with reference to its experience in promoting, managing and operating training mandates; its legal standing with respect to its registration; details of its promoters including their background.

(Please limit your response to not more than 500 words).

II: Proposed Trade(s) / Job Roles

Parameters	
Proposed Job Roles for Training	Name of Job Role as Per QPs (Job Role Code) of NSQF If no QPs exist for the proposed job roles then please indicate the specific industry certification and recognition.
Target Group & Eligibility Criteria	
Proposed Number of Trainees	Maximum of 200
Proposed Training Location (Can be in one location or multiple locations)	Location 1: <Complete Address> Location 2: <Complete Address> Location 3: <Complete Address>



Course Duration (in hours)	
Course Curriculum	Attach Curriculum
Career / Enterprise Options available for the Job Role	

III. Details of Certification and Certifying Agency for the trades / job roles

SN	Name of the Job Role	Certifying Agency	NSQF Level (if any) Type of Certification

IV. Methodology and Infrastructure

SN	Job Role	Training Methodology	Centre Location*	Centre Capacity	Training Infrastructure	Amenities available

* Indicate “**Proposed at <Name of District location>**” if proposing to set-up centre

V. Tie-ups for imparting training & Industry tie-ups for post-training support in the form of generating employment (Provide for each proposed Job Role Separately)

Particulars	Details		
Job Role / Trade			
List of Career Opportunities			
List of Industry Tie-up	Employer	No. of Openings	Valid Upto
Minimum Guaranteed Placement %	Within the State: Outside the State: Total:		
Minimum Guaranteed monthly Salary / Earning	Within the State: Outside the State: Self-Employment:		
Licenses to be awarded to successful Trainees	Trade License required for practicing (if any)		



VI. Resources to be Allocated

Please specify composition of Project Team to be allocated to the Project

SN	Member Description	Numbers	Qualification
	<i>Project Lead, Instructors / Trainers and Coordinators only. No need to add assistants, drivers etc to this list.</i>		

Signature and Seal of the Applicant

Date:

Place: