

সংবাদ

# প্রতিদিন

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কলকাতা বৃহস্পতিবার | ১৮ জুলাই ২০১৯

## Tender for Empanelment of NGOs/ Agencies/ Trusts

WEBCON CONSULTING INDIA LTD. (WCIL) wants to empanel NGOs/ Agencies/ Trusts having District wise Infrastructure, Credentials, Govt. accreditations, adequate qualified manpower for assisting WCIL in organising various assignments of State & Central Govt. across West Bengal, NE States & A & N Islands for FY: 2019-20 & onwards.

The application form may be downloaded from [www.webcon.in](http://www.webcon.in). Interested NGOs/ Agencies/ Trusts must submit their application to the following address on or before 24<sup>th</sup> July, 2019 in hard copy only put in a sealed Envelope superscribed "**Tender for Empanelment of NGOs/ Agencies/ Trusts**"

Preference will be given to the NGOs/ Agencies/ Trusts whose

- Promoter &/or mentors are Experts from the Industry with adequate academic &/or industry association.
- Promoters'/ members' having membership with Industry professional bodies &/or Industry association like ILTA, ILPA, IJMA, different SSCs' etc. will have special preference.

WCIL empanelled vendors may also participants in the process.

Apply to: **The Managing Director**

Webcon Consulting (India) Limited, Chatterjee International Centre, 4<sup>th</sup> Floor, 33A, J. L. Nehru Road, Kolkata-700071

Contact Person: Supriyo Haldar, Manager, Contact No.: (033) 2226-6527/6278

**EXPRESSION OF INTEREST (EOI)  
INVITED FOR EMPANELMENT OF NGOS/AGENCIES/TRUST**



**Date: 18.07.2019**

1. The agency should have been active and operational continuously anywhere in the country for the minimum three years as on 31st March, 2018. The designated programs are aligned to foster better & deeper industry – academia interactions. The skill requirements & RPL per industry segments are a constant endeavour for these different grant based skill programs. Direct industry linkage as well as promoters / mentors representing relevant professional industry bodies offers the unique bridge to collate & transform industry trade specific skill requirements as well as to address the basic issues of skill gap, as required at Industry level. Commensurate to the requirement as well as the expectation matrix of different departments as well as industry bodies, promoters / mentors are specifically encouraged to participate in the skill building programs to support MAKE IN INDIA. For promoters / mentors bringing in those invaluable industry / industry professional body memberships, the requirement of having prior experience / establishment track record including representation of financial performance records will be altered at the sole & exclusive discretion of Webcon Consulting India Limited (WCIL). The finalized decisions in these regards, as adopted by WCIL will have to be adhered to by all & sundry. All participants to this tender process are hereby suitably addressed on the same.
2. 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**.
3. The agency should have trained and have provided placement to not less than 80% of total trained. The details should be furnished by the agency.
4. Agency is required to submit details of skill development training centres located in the State/UT of India, which are functional/ operational as on date of application.
5. The Skill Development Training Centres 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).
6. WCIL specifically prohibits the agency to Lease /sub-lease /outsourcing /franchise the skill development programme sanctioned by WCIL 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.
7. 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. 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. Counselling of the beneficiaries should be done before registration of the beneficiaries and educate them on the following points –
  - a. 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 80% employment can be generated. The duration of the training programme should be in between 1 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)/MES.
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.
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 centres, which has to be compatible for linking with the online portal
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 WCIL.
10. The agency will have to display boards/ hoardings / banners at appropriate places
11. Regular internal assessments should be conducted by the agency, details of internal assessment along with sample answer sheets should be submitted to the WCIL.
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 WCIL of 10% of the Total Project Cost Sanctioned by the WCIL.
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 80% (60% Wage and 20% Self-Employment) (Case to Case Basis) 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 WCIL for tracking of the trainees.
4. Agency has to ensure Post placement tracking and monitoring the extent of retention in the new jobs for a period of one year.

**FUNDING NORMS:**

Funding will be Project based and finalised on Case to Case basis.

## 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 WCIL 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. Physical inspection of the ongoing skill development programme will be carried out by the panel of independent inspecting authorities of WCIL on periodically.
2. The Programme Monitoring Unit along with independent inspecting authorities of WCIL shall monitor the overall implementation of skill development programme, timely completion and performance of the project implementing agencies time to time.

## GENERAL CONDITIONS:-

1. The decisions & any alteration / cancellation(s) of decisions will be at the sole & exclusive prerogative of WCIL.
2. Accordingly, interested parties / bidders / recipients should carry out an independent assessment, due diligence and analysis of the assignments, its components and of the information, facts and observations contained therein before deciding to participate for the application process.
3. WCIL reserves its right to receive, process and approve or reject any proposal / application covered under this bidding process, received by it. WCIL reserves the right to reject any or all proposal without assigning any reason whatsoever.
4. WCIL shall not be responsible for any pending proceedings before any court of law arising by way of any dispute related to the bidding process. The bidder should undertake their independent due diligence and analysis of the proposed assignments before making a bid to participate in the bidding process. WCIL will not be held responsible for any outcome of such proceedings.
5. An advertisement ( **“Sangbad Pratidin” dated 18.07.2019** ) has been issued in leading newspapers inviting interested parties to submit their Expression of Interest (Eoi) to participate in the process, a copy of which is enclosed at Annexure-I. WCIL reserves the right to terminate or alter the process at any stage, without prior notice or without assigning any reasons whatsoever and without incurring any liability in respect thereof. The prospective bidders shall ensure to read the terms of the process as spelt out in the said advertisement and the terms specified herein in totality and shall ensure compliance of the same.
6. WCIL reserve the right to withdraw from the process and/or any part thereof, to accept or reject any or all offers at any stage of the process and/or modify the process or any part thereof or to vary any terms at any time without assigning any reason whatsoever. In such an event, no financial obligation whatsoever shall accrue to WCIL or any of its directors, officers, employees, advisors or agents.
7. Shortlisted applicants will be required to furnish further information / confirmations / undertakings, documents, permissions, consents, approvals as per requirements of WCIL and any regulatory authorities (wherever applicable) as and when informed by WCIL so as to complete the process.
8. Submission of the aforesaid documents by fax, e-mail or other electronic means shall not be accepted. It is the responsibility of the participants(s) alone to ensure the application Package with the necessary documents is delivered at the address given below within the stipulated time and date. Neither WCIL nor any of its respective directors, officers, employees, representatives, advisors or agents shall be responsible for non-receipt of correspondence.
9. Mere submission of documents & / or participation in the process will have no bearing &/or claim on WCIL by the participants.
10. WCIL shall not consider for the purpose of qualification, any application that is found to be incomplete in content and / or attachments and / or legal capacity / authenticity. Applications received after the specified date and time shall NOT be considered.

11. Without prejudice to any other rights or remedies available to the Advisor and its Client, the bidder may be disqualified and his / her Bid dropped from further consideration for any reason whatsoever including but not limited to, misrepresentation by the bidder; or Failure on the part of party interested to provide necessary and sufficient information, documents, permissions, consents, approvals required to be provided in the application package or as per applicable laws; or Failure to comply with the applicable laws/regulations/guidelines of various statutory/regulatory / governmental authorities.
12. If any information comes to the knowledge which would have entitled WCIL to reject or disqualify the applicants(s), WCIL reserve the right to reject the bid of the bidder(s) at the instant time, or at any time thereafter such information comes to the knowledge of the Advisor or its Client, without assigning any reason / information to the applicant.
13. WCIL will not have any liability towards communicating the bid opening date or for providing clarification(s) for rejecting the applications submitted by applicants(s).
14. WCIL reserve the right to withdraw from the process at any stage of the process and/or modify the process or any part thereof or to vary any terms at any time without assigning any reason whatsoever. In such an event, no financial obligation whatsoever shall accrue to the WCIL or any of its directors, officers, employees, advisors or agents.
15. WCIL reserve the right, in their sole discretion, not to respond to any questions raised or provide clarification sought, if it is considered that it would be inappropriate to do so. Nothing in this section shall be taken or read as compelling or requiring WCIL to respond to any question or to provide any clarification. No extension of any time and date referred to in this document shall be granted on the basis or grounds that WCIL has not responded to any question/ provided any clarification.
16. All matters relating to the process and the bidding procedure shall be governed by the laws of India. Only Courts at KOLKATA (with exclusion of all other Courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise. Applicants are requested to adhere to laws/guidelines applicable to this process.

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**Application Form for Empanelment of NGO/Agency/Trust**

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

To,  
The Managing Director,  
Webcon Consulting (India) Ltd,  
4th Floor, Chatterjee International Centre,  
33A, J. L. Nehru Road,  
Kolkata-700071

**Sub: Request for Empanelment as NGO/Agency/Trust**

Sir,

Please find the enclosed Proposal in response to Expression of Interest (EOI) documents issued by WCIL for Empanelment as NGO/Agency/Trust for various assignments.

We agree and undertake to abide by all these terms and conditions stipulated in the EOI Document issued by WCIL. 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 WCIL 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:

**Sign with Stamp** :

**Name** :

**Designation** :

**Company name** :

**Date** :

**Sign & Seal**

**1. Details of the Agency:-**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
1	Name of Organization	
2	Legal Status (Registered Society/ NGO/ Company under Companies Act, 2013 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/ Secretary	
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 centres specially in minority concentrated areas:-**

**Sign & Seal**



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

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Name of Schemes/ programme &amp; Funded by</b>	<b>Courses/ Trades</b>	<b>Total Trained*</b>	<b>Total Placed**</b>

\*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 Centres & Staff of the Agency:-**

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

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
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 –**

Sr. 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:-**

Sr. 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 –

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

**Sign & Seal**

**(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 ₹10 Lakhs or more in last three consecutive years (FY1, FY2, FY3). The annual turnovers of the agency are as under –

<b>S. No.</b>	<b>Financial Year</b>	<b>Annual Turnover (INR)</b>
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**

<b>S. No.</b>	<b>List of Enclosures</b>	<b>Yes / No</b>
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 Centres	
11	Affidavit on non-judicial stamp paper of Rs.100/- (Annexure – B)	

**Sign & Seal**