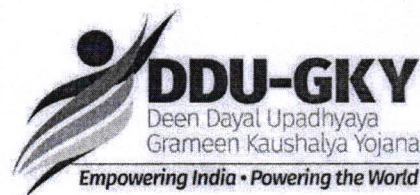


**Expression of Interest (EoI)
for
Captive Employers under DDU-GKY for TRLM**

EoI No. F. No. 13 (144)-RD/TRLM/2024/ 30

Date: ..02../..04../2025



**Tripura Rural Livelihood Mission
R. D. Department, Government of Tripura**

Chief Executive Officer
State Mission Management Unit (SMMU)
Pt. Nehru Complex, Gurkhabasti,
Agartala, 799006
Website: www.trlm.tripura.gov.in

Disclaimer:

The information contained in this Expression of Interest (hereinafter referred to as “EoI”) document provided to the Bidders/Potential Captive Employer by Tripura State Rural Livelihood Mission (hereinafter referred to as “TRLM”), or any of the employees or advisors, of bidders, is being provided to bidders on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

The purpose of this EoI document is to provide the Bidders/Potential Captive Employer with information to assist in the formulation of proposals.

This EoI document does not purport to contain all the information each bidder may require. Each Bidders/Potential Captive Employer must conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EoI document and where necessary obtain independent advice from appropriate sources.

TRLM makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.

TRLM may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document. All such updations, amendments, and/or supplements shall be duly notified within a reasonable time, as may be deemed fit by the Chief Executive Officer.

Signed by

Ajit Sukladas

Date: 02-04-2025 10:41:26

(Ajit Sukla Das, IAS)

Chief Executive Officer

Tripura Rural Livelihood Mission



Government of Tripura
Tripura Rural Livelihood Mission
State Mission Management Unit
Gurkhabasti, Agartala



F. No. 13 (144)-RD/TRLM/2024/ 30

Dated: Agartala, the. 02./..04./..2025

Expression of Interest

Tripura Rural Livelihood Mission (TRLM) invites proposal under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) for **Captive Employer** in the state of Tripura for providing Skill Training & Placement for Rural Poor Youths. The applicant agencies/ organizations need to adhere to the Guideline laid down by Ministry of Rural Development, GoI for Captive Employer vide Notification 18/2020 Dt: 06th Oct. 2020 (available at <http://ddugky.gov.in>)

Interested and eligible organization may submit their offline (Hard Copy) proposal along with a complete set of supporting documents in covered sealed envelope addressed to The Chief Executive officer, State Mission Management Unit (SMMU), Tripura Rural Livelihood Mission (TRLM), 2nd Floor, Institute of Engineers Building, Gurkhabasti, Agartala, West Tripura, Pin- 799006.

The envelope should be superscribed as 'Project Proposal for Captive Employer under DDU-GKY'. While preparing the proposal, latest CNN (Cost Norms Notification) is to be taken into account. The appraisal/screening of the project proposals shall be carried out based on the Captive Employer guideline vide Notification 18/2020 Dt: 6th Oct. 2020. Further, Potential Captive Employers may/ shall keep into consideration the below mentioned points before applying.

1. Training will be for residential course only
2. Training will be provided to Rural Poor Youths of Tripura only.

Important information are as follows-

1	Name of Assignment	To select a Partner as Captive Employer with TRLM under DDU- GKY
2	Date of Publication of EoI	05 - 04 - 2025
3	Download of EoI Document	05 - 04 - 2025 from TRLM official website: www.trlm.tripura.gov.in
4	Last date of receiving Queries	10 - 04 - 2025 (up to 5.00 PM)
5	Last Date for submission of proposal (Hard Copy)	28 - 04 - 2025 (5:00 PM)
6	Contact Details and email id for sending queries	Contact: Prankrishna Banik, SMM, TRLM, Phone: 9774539234, (10.00 AM – 5.30 PM) E-Mail: mmm.cord.trlm@gmail.com & a copy to ddugkytripura2020@gmail.com
7	Single Point Contact Person	Dr Sankharaj Roy, COO (Skills), TRLM, Ph- 9436582574

Sd/-

Chief Executive Officer
 Tripura Rural Livelihood Mission
 R.D. Dept. Govt. of Tripura

**Engagement of Captive Employer under DDU-GKY for Tripura Rural Livelihood Mission
Schedule for Invitation of EoI**

SL	Description	Details/Key Dates
1.	EoI Number	F.No.13 (144)-RD/TRLM/2024/..... <u>30</u>Dated: Agartala, the .. <u>02</u> .../.. <u>04</u> .. / 2025
2.	Name of Services	Partner as Captive Employer with TRLM under DDU- GKY
3.	Name of the Client	Tripura Rural Livelihood Mission (TRLM)
4.	Download of Detail EoI Document	Website: www.trlm.tripura.gov.in
5.	Time Period of Project/MoU	Three years extendable on the basis of terms and condition of Captive Employer Guidelines
6.	Selection Method	Basic Eligibility Criteria and Commitment Parameters
7.	Proposal Validity Period	120 days from proposal due date
8.	Proposal Language	English
9.	Consortium Allowed	No
10.	Sub-contracting Allowed	No
11.	Date of Publication of EoI	05 - 04 - 2025
12.	Last date of Receiving Queries	10 - 04 - 2025 (up to 5.00 PM)
13.	Pre-Proposal Meeting (online)	11 - 04 - 2025
14.	Corrigendum by TRLM (if required)	16 - 04 - 2025
15.	Last date of Proposal submission (Hard Copy)	28 - 04 - 2025 (5:00 PM)
	Proposal Submission (Hard Copy) Process	The organizations may respond to this invitation by sending a Cover Letter (Form-I of the Annexures) and other documents in sealed hardcopy as provided in Annexure at the following address: To The Chief Executive Officer, State Mission Management Unit (SMMU), Tripura Rural Livelihood Mission (TRLM), 2 nd Floor, Institute of Engineers Building, Gurkhabasti, Agartala, West Tripura, Pin- 799006.
16.	Proposal Screening date (Eligibility and Technical)	05 - 05 - 2025
17.	Phone number & Email for sharing queries	Contact: Prankrishna Banik, SMM, TRLM, Phone: 9774539234, (10.00 AM – 5.30 PM) E-Mail: smm.cord.trlm@gmail.com & a copy to ddugkytripura2020@gmail.com
18.	Single point contact Person	Dr Sankharaj Roy, COO (Skills & Placement), TRLM, Ph- 9436582574



Tripura Rural Livelihood Mission (TRLM)

Address: State Mission Management Unit (SMMU), 2nd Floor,
Institute of Engineers Building, Gurkhabasti, Agartala, West Tripura, Pin- 799006

Country: INDIA

EXPRESSION OF INTEREST (EOI) FOR SELECTION OF PARTNER'S AS CAPTIVE
EMPLOYERS UNDER DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA
(DDU-GKY) IMPLEMENTED BY TRIPURA RURAL LIVELIHOOD MISSION (TRLM)

F.No.13 (144)-RD/TRLM/2024/.....30..... Date: ...02../...04../ 2025

**Client: Tripura Rural Livelihood Mission (TRLM),
RD Department, Government of Tripura**

**Project: Deen Dayal Upadhyaya Grameen Kaushalya Yojana
(DDU-GKY)**

Issued on: ...02../...04../ 2025

Letter of Invitation

Dated:

TRLM invites “Expression of Interest” from the eligible agencies to submit their proposal/ interest to “Expression of Interest (EoI) to Partner with TRLM under DDU- GKY as Captive Employers” assignment in Tripura state.

Data Sheet

SL	Description	Details/Key Dates
1.	EoI Number	F.No.13 (144)-RD/TRLM/2024/..... <u>30</u>Dated: Agartala, the ... <u>02</u> ./... <u>04</u> .. / 2025
2.	Name of Services	Partner as Captive Employer with TRLM under DDU- GKY
3.	Name of the Client	Tripura Rural Livelihood Mission (TRLM)
4.	Download of Detail EoI Document	Website: www.trlm.tripura.gov.in
5.	Time Period of Project/MoU	Three years extendable on the basis of terms and condition of Captive Employer Guidelines
6.	Selection Method	Basic Eligibility Criteria and Commitment Parameters
7.	Proposal Validity Period	120 days from proposal due date
8.	Proposal Language	English
9.	Consortium Allowed	No
10.	Sub-contracting Allowed	No
11.	Date of Publication of EoI	05 - 04 - 2025
12.	Last date of Receiving Queries	10 - 04 – 2025 (up to 5.00 PM)
13.	Pre-Proposal Meeting (online)	11 - 04 - 2025
14.	Corrigendum by TRLM (if any)	16 - 04 - 2025
15.	Last date of Proposal submission (Hard Copy)	28 - 04 - 2025 (5:00 PM)
	Proposal Submission (Hard Copy) Process	The organizations may respond to this invitation by sending a Cover Letter (Form-I of the Annexures) and other documents in sealed hardcopy as provided in Annexure at the following address: To The Chief Executive Officer, State Mission Management Unit (SMMU), Tripura Rural Livelihood Mission (TRLM), 2 nd Floor, Institute of Engineers Building, Gurkhabasti, Agartala, West Tripura, Pin- 799006.
16.	Proposal Screening date (Eligibility and Technical)	05 - 05 - 2025
17.	Phone number & Email for sharing queries	Contact: Prankrishna Banik, SMM, TRLM, Phone: 9774539234, (10.00 AM – 5.30 PM) E-Mail: mm.cord.trlm@gmail.com & a copy to ddugkytripura2020@gmail.com
18.	Single point contact Person	Dr Sankharaj Roy, COO (Skills & Placement), TRLM, Ph- 9436582574

Background

The Ministry of Rural Development (MoRD) is implementing Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) with a vision to “transform rural poor youth into an economically independent and globally relevant workforce”. DDU-GKY is a part of the National Rural Livelihood Mission (NRLM), tasked with the dual objectives of adding diversity to the incomes of rural poor families and cater to the career aspirations of rural youth.

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) aims to provide placement to skilled human resource. DDU-GKY occupies a unique position amongst other skill training programs, due to its focus on the rural poor youth and its emphasis on sustainable employment through the prominence and incentives for higher placements.

The trainings across the various skill development programs have not kept pace with the changing requirements of the industry and in particular desired need of each and product differentiated employer. The courses being run currently are as per general norms of NSQF. The employment potential of each of the course not ascertained and PIAs adopt some of them based on their training ability/feasibility. After training the trainees are placed with a different job role, which puts a question mark on the job roles for which the trainee was trained on. Thus, there is currently a peculiar concern of “un-employment of trained candidates” and “lack of skilled human resource as perceived by Industry”. To train trainees in such a way that they are industry ready from day one, it is inevitable to develop/ utilize a model in which training too is provided by the skilled labor absorbing enterprise, which provides the Captive employment to the skilled manpower.

Since every effort is made to skill the candidates as per the industry standards, the absorption rate of candidates trained by PIA is still low in the market, as each industry/employment has different level of needs and that too changes over a period. The skilling for performing a particular job requires trainees to accustom with relevant job operations being conducted at actual locations. Also, it becomes quite challenging for the industry, which requires large number of human resources to set up separate skilling infrastructure other than industry as per standards of govt. schemes, when they already have the readily available infrastructure for providing skilling as per their own industry standards. On the other hand, If Industry is encouraged in adopting Captive employer model, it gives confirm employment to the skilled candidates which in-turn also provide them real work life environment to learn skills on the job.

To encourage the participation of Industry and tailor made the candidates as per the industry requirement, DDU-GKY is facilitating Captive Employment model of skilling. The model will allow industry to source trainees as per their requirement with active support from states and train them as per the requirement of their own organizational/industry/subsidiaries/ operational need and provide candidates assured placement. The model allows the employer to select the rural youths, skills & deploy them in one of its establishment/subsidiaries.

1. Salient Features of Captive Employers

- a) Those organizations that take up skill training to meet internal ongoing Human Resource needs.

- b) Training courses may be implemented by the Industry/Employer as per the requirement of the industry to train the candidate with minimum 576 hours of skilling and maximum 2304 hours of skilling for which DDU-GKY Funding shall be made available. The courses selected by the industry/captive employer for the training be mandatorily from NSQF aligned courses.
- c) Captive Employment to be provided for the minimum period of 6 months' post completion of training preferably in the trained job role or any higher-level job role.
- d) The payment to the captive employer/industry shall be done on reimbursement mode. The Captive employers shall be paid in three instalments as defined in the Payout Model section of Captive Employment guidelines issued by the Ministry of Rural Development.
- e) Mandatory external assessment of trainees needs to be conducted.
- f) Performance Guarantee is not required to be submitted by Captive Employers.

2. Advantage of Captive Employers under DDU-GKY

- a) The Captive Employer can provide the training to rural youths in their own premises; however, it is mandated to have the required set-up for the opted job role as per National Skill Qualification Framework and branding of DDU-GKY.
- b) Captive Employer MoU with MoRD shall be valid for a period of three (3) years.
- c) Captive Employers shall get priority in target allocation by State.
 - i. Category 'A' status amongst PIAs (Project Implementation Agencies/ Training Partners. (Refer to Section 4.7, Table 5, 1, c) of the DDU-GKY Program Guidelines.
 - ii. Second highest priority amongst the eight sub categories of Category 'A' PIAs. (Refer 5.12 of the guidelines)
 - iii. An inter-se priority as a Category 'A' PIA over categories B and C.
- d) Captive Employers will have waiver of QA Process QA Fees, Other mandates will be applicable as per the norms of Captive SOP. However, regular checks of training conducted may be done during the training period.
- e) Performance Guarantee will not be applicable for Captive Employers.

3. Key Expectations from Captive Employers

- a) Training courses may be implemented by the Industry/Employer as per the requirement of the industry to train the candidate with minimum 576 hours of skilling and maximum 2304 hours of skilling. The courses selected by the industry mandatorily be NSQF aligned.
- b) The industry may provide the additional tailor-made training as per their own

requirement. However, since the payment is made as per the common cost norms for NSQF aligned courses, no payment will be made for additional tailor-made training.

- c) The monitoring of Training centers shall be done concurrently by SRLM/CTSA and team during the training.
- d) Captive employment to be provided for the minimum period of 6 months to at least 70% of trained candidates post completion of training in the trained job role or higher job role.
- e) The payment to the candidates trained and further provided with captive employment should be as per the norms of captive employment guidelines.
- f) Mandatory external assessment of trainees needs to be conducted.
- g) The payment to the employer/industry shall be in reimbursement mode paid in three instalments as defined in the payout model of Notification 18/2020 dated 6th Oct 2020.
- h) Captive Employer is required to take necessary measures for the safety of the candidates when trainings are conducted.
- i) The captive employer is expected to provide sustainable employment of high quality at scale to minimum of 500 candidates in three years with focus on co-branding, commitment to decent work norms, retention and career progression. However, captive employer wise target allocation of captive placement will be decided by the State. This must be enabled through a model providing high levels of co-branding in all processes, activities and outcomes thus setting a benchmark for training quality, training material including use of technology and training delivery, and through an upskilling path through multiple training levels allowing a trainee to progressively achieve higher levels of skills & certification over a period starting from a novice level. All the organizations fulfilling the eligibility criteria or with direct relevance to the sector will be given preference. Critically, every Captive Employer is required to commit and adhere to the following deliverables:

S. no.	Deliverables
1	Training
1a	Suitable in-house Training infrastructure/facilities as per the requirement of Job Role
1b	Willingness to provide basic training as per the NSQF Aligned course
1c	Commitment to provide assessment and certification from Govt. recognized awarding body.
1d	Commitment to train and place minimum 500 candidates in the period of three (3) years
2	Placement
2a	Minimum placement commitment of 70% of training target for the minimum period of six months
2b	All the placement of trained candidates needs to be in 'Captive Employment' or Subsidiary companies of captive employers.
3	Minimum Wage Commitment

3a	Minimum CTC of Rs. 10000/- per month or minimum wages of the state where candidate is placed whichever is higher for the training courses less than six months
3b	Minimum CTC of Rs. 12,000/- per month or minimum wages of the state where candidate is placed whichever is higher for the training courses more than six months
4	Co-Branding as per DDU GKY Guidelines

- To enable the above, a MoU shall be signed between MoRD and the 'Captive Employer' and TRLM.
- A 'Captive Employer' designated as such through a formal MoU would be awarded projects based on the approved processes and systems of Captive Employment Guidelines under DDU-GKY.
- An organization meeting/fulfilling the qualification criteria given here under will be selected as 'Captive Employer' with DDU-GKY.

4. Evaluation criteria

An organization meeting with the qualification criteria given here will be selected as 'Captive Employer' with TRLM. Man-power agencies will not be allowed as Captive Employer under DDU-GKY.

A) Eligibility Criteria

Industry must have:

- Its existence for past three year
- Valid EPFO/ESIC/Factory registration number
- Valid TIN/ TAN/GST Number
- Valid Bank Account linked with Aadhar/PAN
- Minimum turnover of Rs. 25 Cr. per year for the period of past 3 years.
- Positive Net Worth in at least Two of the last three financial year.
- Should have past training experience for minimum period of two year.
- Should have an existing training centre as per the norms of National Skill Qualification Framework Industry specified infrastructure.
- Provided employment to **500** or more jobs in own or subsidiary agencies/ companies, during the **last three years** from the date of application for a project.
- **Manpower Supplying companies are not eligible.**

Documentary evidence required for verification.

- EPFO Registration license / ESIC registration license / Factory registration license
- Certificate of TIN/TAN/GST by concern govt. authority department
- Certificate of Incorporation/Registration Certificate
- Audited financial statements along with the balance sheet and profit and loss

- statements for the three preceding financial years from the date of application as Captive Employer.
- Certificate by Chartered Accountant for the net worth and turnover for the three preceding financial years from the date of application as Captive Employer
 - Self-declaration from organization's legal representative for its owners/Directors not found guilty by any court/regulatory body/self-regulatory organization/stock exchange for any offence in India or abroad.
 - Proof of Projects taken under various govt. schemes like target received /project received/project completion certificate/Proofs of training organized with corporate /own staff. The details of number of staff trained on letter head along with the photographs of the training conducted in past 2 years.
 - A certificate from Bank regarding the Bank Account is Aadhar/PAN linked
 - Self-Declaration of all subsidiary /sister concern on letter head
 - PRN Details
 - EPFO Challan for last 3 months of all the units/sister concerns
 - Self-Declaration on letterhead for No. of candidates trained, placed and minimum CTC provided for past 3 years.
 - Training and placement planning – Job role wise

All pages of the response shall be initialed by the authorized representative. Documentary evidence of authorization to be provided

- Organization/Industry may require to read the captive employment guidelines before applying for the Request for Expression of Interest (REOI). Implementation modalities and payout structure will be as per the guidelines of Captive Employment
- TRLM may choose to seek additional document for clarification, if so required Organizations who do not meet the Minimum Eligibility Criteria will **not be evaluated** further
- Legal undertaking to be provided by shortlisted captive employer in case of failure to fulfil employment conditions along with MoU.

5. Onboarding as Captive Employer

5.1. The eligible Industry/Employer will be on boarded by MoRD as captive employer after evaluation of Proposals.

5.2. The proposals need to undergo two step of approval processes.

5.3. Project Screening: At the State Level under the chairmanship of Secretary of State Rural Development Department.

5.4. Project Review & Approval: At Central Level under the chairmanship of Additional Secretary (Ministry of Rural Development) along with SRLM Officials after hearing the presentation by each of prospective Industry/Training Providers.

5.5. The On boarded Industry/ Employer will sign MoU with MoRD & concern State.

5.6. MoU will be initially signed for the period of 3 years.

5.7. The extension of MoU may be done on the basis of achievement of 70% captive employment of all the completed batches.

5.8. MoRD or State reserves right to on-hold /terminate any MoU as per the clause of MoU, if performance is not found satisfactory during the course of implementation.

5.9. Legal undertaking to be provided by captive employer in case of failure to fulfil employment conditions.

6. Training Center Requirement

6.1. The basic minimum facility for providing class room training may be developed by the Captive Employer.

6.2. The industry specified infrastructure as per the norms of National Skill Qualification Framework is mandated to be developed for providing training.

6.3. Captive employer should have readily available training center for providing the respective trade training.

6.4. All the trainings conducted by Captive Employers shall be residential.

7. Assessment Parameters

Organizations who successfully meet the minimum eligibility criteria stated above shall be assessed by the '**Project Review & Approval Committee**' of Captive Employer; a committee consisting of team from MoRD (DDU-GKY) and SRLM team. The format for assessment parameters is attached in Annexure- VIII.

The committee shall undertake an assessment of the capacity and experience of the captive employer considering the following:

- a. The proposed quantum of recruitment as 'Captive Employer' vs. the current HR capacity, past recruitment levels and the business strategy of the organization to supports its recruitment plan as a 'Captive Employer'.
- b. The existing and proposed strategy of the 'Captive Employer' to support retention, upskilling and career progression of trainees.
- c. Job role wise Strategies to train and place the candidates.
- d. Strategies for co-branding, quality management as well as preparedness for alignment to training to the national skill qualification including that of National Council for Vocational Training (NCVT) and Sector Skill Council (SSC).

Apart from the above points, assessment shall also be done on the following topics to be presented by the captive employer/organization.

I. Company Profile

- Incorporation date
- Preceding 3 years turnover and net worth along with the balance sheet and profit and loss statement
- Promoter/Director and top management – brief profile
- Promoters/Directors-CIBIL- Rating
- Employment provided in past three years
- Current staff available with the organization
- Month wise details of staff registered on EPFO/ESIC for past 6 months

II. Skilling Expertise, competence and Experience

- Details of baseline survey and impact studies done related to their training interventions, if any.
- Details of experience in skill training and placement for past 3 years (year wise).
- Proofs of provided training for past two years- proof of projects taken under various Govt. schemes like proof of target revised/project received/project completion certificate/proof of training organized with corporates/own staff
- Plan of SSC/NCVT associated job role for providing training- proof of approved NSQF course (certified course from SSC). State wise job role wise planning to be submitted.
- Proof of number of candidates placed within the organization in last three (3) years
- Year wise no. of HR recruited and their salaries.
- Examples of career progression of staff within the organization.

III. Organization chart along with the skill vertical

- Organization chart
- Skill vertical chart (if applicable)
- Details of hiring for skilling the candidates under the captive employment incase skill vertical is not in place.

IV. Readiness plan for providing training to rural youths

- Infrastructure readiness as per the NSQF standards for providing the training in proposed job roles (Details of class rooms, Lab equipment's, Residential facility etc.) (May use pictures/short video of center for more clarity)
- Cobranding strategy
- Details of proposed NSQF job roles along with the number of hours of training
- Mobilization strategy
- Training plan for proposed job roles along with the details of additional tailor-made training (if any)
- ToT plan
- Assessment and certification plan (Details of planning of assessment and certification within 15 days of training completion)
- Placement plan (Plan to provide captive employment for minimum 6 months along with the salary structure to at least 70% of trained candidates)

V. Plan of training and placement as Captive Employer

- Overall planning
 - Proposed job role wise/state wise plan for training
 - Proposed job role wise/state wise plan for placement
- Quarterly planning
 - Proposed job role wise/state wise plan for training
 - Proposed job role wise/state wise plan for placement

VI. Previous placement success of skilled candidates (Retention details)

- Details of the retention ratio of staff
- Details of the career growth of the candidates
- Success stories of career progression
- Additional information on placed candidates (pictures of successfully growth of candidates)

VII. Placement Strategy along -with the career growth plan of candidates

- Strategy to place the trained candidates
- Details of their employment, designation etc.
- Details of salary structure & other statutory benefits.
- Details of career growth over the period of 2 years
- Details of other benefits to placed candidates, if any (like free food, accommodation etc.)

VIII. Additional Information about to Organization

- Any additional information Organization find it to provide as important as Captive Employer

Annexures

Form I: Covering Letter
(On letter head)

Date:

To,
Chief Executive Officer
Tripura Rural Livelihood Mission (TRLM) IEI Building, 2nd Floor
Pt. Nehru Complex, Gorkhabasti, Agartala
P.O-Kunjavan, Agartala
Tripura-799006

Dear Sir/Madam,

Ref: Response to invitation for selection as 'Captive Employer' for DDU-GKY

Having examined the invitation and guidelines of Captive Employment, we, the undersigned, hereby submit our response for selection as 'Captive Employers for DDU-GKY Program

We attach here to the response as required.

Primary and Secondary contacts for our organization are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company / Organization Name		
Address:		
Phone:		
Mobile:		
Email:		

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to TRLM is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements there in do not in whole or in part mislead the department in its short-listing process.

We here by confirm that we commit and would adhere to the following deliverables in event of being selected as Captive Employer-

Sl. No.	Deliverables	Agreement to Deliverables (Yes/No)
1	Training	
1a	Training Infrastructure as per the requirement of Job Role	
1b	Willingness to provide basic training as per the NSQF Aligned courses	
1c	Commitment to provide assessment and certification from govt. recognized awarding body	
1d	Commitment to train and place minimum 500 candidates in the period of 3 years	
2	Placement	
2a	Minimum placement commitment of 70% of training target for the minimum period of six months	
2b	All the placement of trained candidates needs to be 'Captive Employment' or Subsidiary company	
3	Minimum Wage Commitment	
3a	Minimum CTC of Rs. 10,000/- month or minimum wages whichever is higher for the training courses less than six months	
3b	Minimum CTC of Rs. 12,000/- month or minimum wages whichever is higher for the training courses more than six months	
4	Co – Branding as per DDU-GKY guidelines	

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

It is hereby confirmed that I / We are entitled to act on behalf of our company/corporation/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature:

(In capacity of)

Name:

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Firm) Seal/Stamp of

Firm Witness Signature:

Witness Name:

Witness Address:

Enclosures: Hard Copy of the response along with enclosures duly filled in

**Form II: Signatory Authority
Certificate**
(On Letterhead)

To, Date
Chief Executive Officer
Tripura Rural Livelihood Mission (TRLM) IEI Building, 2nd Floor
Pt. Nehru Complex
Gorkhabasti, Agartala
P.O-Kunjavan, Agartala
Tripura-799006

Sub: Certificate as to authorize legal signatories

Ref: Invitation for selection as a 'Captive Employer' for DDU-GKY

Dear Sir/Madam,

I,, Director on the Board of Directors /
Trustees of....., certify that..... who signed the
above responses authorized to do so and bind the organization by authority of its board /
governing body, as evidenced in the attached document.

(Signature)

Authorized Signatory Name

Designation

(Organization / Company Seal)

Evidentiary proof:

1. Appropriate board resolution / other documents as necessary

Form III: Organization Details

Details of the organization (Fill all, where applicable)	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business / work in India	
Date of Incorporation / Registration	
Date of Commencement of Business / Work	
Address of the Registered Office in Tripura	
Address of the Registered Office in India	
PAN Number	
Service Tax Number	
Other Relevant Information	
Mandatory Supporting Documents: <ul style="list-style-type: none"> - Certificate of Incorporation from Registrar of Companies (ROC) /Registration Certificate as applicable - Relevant sections of Memorandum of Association of the organization or filings to the stock exchange to indicate the nature of business of the organization - Any other specified in this document 	

Form IV: Response Details - Minimum Eligibility Criteria
Minimum Eligibility Criteria

S. No	Minimum Eligibility Criteria	Documentary Evidence required for Verification	Page No:
1	A PRN allotted by MoRD		
1a	PRN Details	<i>Print of E-mail/ Website indicating PRN</i>	
1b	Date of allotment of PRN	<i>Provide Date (DD/MM/YYYY)</i>	
2	Proof of Valid EPFO/ESIC/Factory	<i>EPFO Registration license/ ESIC Registration license/ Factory registration license</i>	
3	Proof of Valid TIN/TAN/GST N number	<i>Certificate of TIN/TAN/GST by concern govt. authority department</i>	
4	Proof of organization existence for more than 3 years old as a legal entity		
4a	No. of years of existence	<i>Certificate of Incorporation/ Registration Certificate</i>	
4b	Date of registration /incorporation	<i>Provide Date (DD/MM/YYYY)</i>	
5	Proof of Positive net worth in at least two of the last 3 financial years	<i>For the three preceding financial years from the date of application as Captive Employer</i>	
5a	Annual net worth in Rs. (in crores)	<i>Certificate by Chartered Accountant certifying the net worth as indicated by the applicant</i>	
6	Proof of Annual Turnover of the organization is more than Rs. 25 crores in each of the preceding 3 Financial Years	<i>For the three preceding financial years from the date of application as Captive Employer along with the balance sheet and profit and loss statement</i>	
6a	Average annual turnover	<i>Certificate by Chartered Accountant certifying the turnover as indicated by the applicant</i>	
7	Proof of the organization or its owners/ Directors not found guilty by any court/ regulatory body/ self-regulatory organization / stock exchange for any offence in India or abroad?	<i>To provide details or Declarations from Organization's legal representative</i>	

8	Proof of the organization/ Industry having training experience for at least 2 years	<i>Proof of Projects taken under various govt. schemes like target received /project received/project completion certificate / Proofs of training organized with corporate / own staff. A declaration on letter head about the training and placement provided in past 3 years along with photographs and other related documents</i>	
9	Proof of Bank Account is Aadhar/ PAN linked	<i>A certificate from Bank regarding the Account is Aadhar/PAN linked & copy of cancel cheque.</i>	

An organization required for obtaining the PRN Number may contact at dipalip.nird@gov.in for further information and support.

- All documents to be counter-signed by the authorized representative. Documentary evidence of authorization to be provided.
- MoRD may choose to seek additional document for clarification, if so required
- Organizations who do not meet the Minimum Eligibility Criteria will not be evaluated further

Form V: Undertaking on Litigation
(Organization Letterhead)

Date

To,

Chief Executive Officer
Tripura Rural Livelihoods Mission (TRLM) 3rd Floor,
Institute of Engineers Building, Gurkhabasti, Agartala,
West Tripura, Pin- 799006

Sub: Undertaking on Litigation

Ref: Response to Invitation for selection as a 'Captive Employer's for DDU-GKY

Sir/Madam,

I/We as potential 'Captive Employer' do hereby state that our company/organization is not involved in any litigation which may impact the performance of the services to be provided by us, if selected by TRLM.

Yours faithfully,

(Signature)

Company Secretary / Legal Representative (with authorization)

(Organization / Company Seal) Designation

Form VI: Undertaking on Blacklisting
(Organization Letterhead)

Date

To,

Chief Executive Officer
Tripura Rural Livelihoods Mission (TRLM) 3rd Floor,
Institute of Engineers Building, Gurkhabasti, Agartala,
West Tripura, Pin- 799006

Sub: Undertaking on Blacklisting

Ref: Response to Invitation for selection as a 'Captive Employer's for DDU-GKY

Madam,

I/We as potential 'Captive Employer's do hereby state that our company/organization is not blacklisted as of date with any Central or State Government Ministry or Department in India.

Yours faithfully,

(Signature)

Authorized Signatory name

(Organization Seal)

Designation

Annex- VII: Future Planning for Captive Employment

❖ Summary of Training and Placement under DDU-GKY:

FY	Sector/Trade	No. of candidates to be Trained	No. of Candidates to be Placed	Minimum CTC	Captive Employment or Name of Subsidiary Companies

❖ Overall Planning Month-Wise

Proposed Job role-wise/State-wise plan for Training					Months												
Sl. No.	Name of State	Name of Job role	No. of Candidates	Captive Employer Name	1	2	3	4	5	6	7	8	9	10	11	12	Total

Proposed Job role-wise/State-wise plan for Placement					Months												
Sl. No.	Name of State	Name of Job	No. of Candidates	Captive Employer	1	2	3	4	5	6	7	8	9	10	11	12	Total

❖ Detail Plan of Placement

Sl. No	Name of State	Name of Job role	No. of candidates to be trained	No. of candidates to be placed	No. of candidates proposed to be placed within own organization /sister concern/subsidiary organization	No. of candidates proposed to be placed in other organization	No. of candidates proposed to be placed in the other organizations/sites on companies own payroll	Remarks (Information regarding the name or organization where placement is to be provided to trained candidates)


Annexure-VIII

(Need to be provided following information in PPT mode & attached with hard copy of the proposal)

Assessment Parameter


PROPOSAL FOR PARTNERING WITH DDU-GKY AS CAPTIVE EMPLOYER

Presentation Topics



- Company Profile
- Skilling Expertise, Competence & Experience
- Organization Structure (Skill Structure within Organization Structure)
- Readiness plan for providing training to Rural Youths
- Plan of training(Proposed Job role wise / State wise plan) & placement with timelines as captive Employer
- Previous Placement success of skilled candidates (Retention details)
- Placement Strategy along-with the career growth plan of candidates
- Additional Information about to Organization

Company Profile



- Incorporation date
- Preceding 3 years Turnover & Net Worth
- Promoters / Directors and Top Management -Brief profile
- Promoters / Directors -CIBIL rating
- Employment provided in past 3 years
- Current Staff available with the organization
- Details of Staff registered on EPFO/ESIC

Skilling Expertise, Competence & Experience



- Details of Baseline survey and impact studies done related to their training interventions
- Details of Experience in Skilling & Placement
- Proofs of provided training for past two years – Proof of Projects taken under various govt. schemes like proof of target received / project received / project completion certificate/Proofs of training organized with corporates/own staff
- Plan of SSC / NCVT associated job roles for providing training - Proof of approved NSQF Course(Certified Course from SSC)
- Proof of number of Candidates placed within the organization in last 2 years
- Salaries structure of trained and placed candidates
- Examples of Career Progression of Staff within the organization

Organization Chart alongwith the Skill Vertical



- Organization Chart
- Skill Vertical Chart (if Available)
- Details of Hiring for Skilling the candidates under the Captive Employment in case Skill Vertical is not in place

Readiness plan for providing training to Rural Youths



- Infrastructure readiness as per the NSQF Standards for providing the training in proposed job roles(Details of Classroom, lab, equipment's, residential facility etc.) (May use pictures of center for more clarity)
- Cobranding Strategy
- Details of Proposed NSQF Job Roles alongwith the no. of hours of training
- Mobilization Strategy
- Training Plan for proposed job roles alongwith the details of additional tailor made training if any
- ToT Plan
- Assessment & Certification plan (Details of planning of assessment & certification within 15 days of completion of training)
- Placement Plan (Plan to provide captive employment for minimum 6 months alongwith the salary structure to atleast 70% of trained candidates)

Plan of Training & placement as Captive Employer



- Over All Planning
 - Proposed Job role wise /State wise plan for training
 - Proposed Job role wise /State wise plan for Placement
- Quarterly Planning
 - Proposed Job role wise /State wise plan for training
 - Proposed Job role wise /State wise plan for Placement

Previous Placement success of skilled candidates (Retention details)



- Details of the Retention Ratio of Staff
- Details of the Career Growth of the candidates
- Success Stories of Career Progression
- Additional information on Placed Candidates (Pictures of successfully growth of candidates)

Placement Strategy along-with the career growth plan of candidates



- Strategy to place the trained candidates
- Details of their employment, designation etc.
- Details of Salary Structure & other statutory benefits
- Details of Career Growth over the period of 2 years
- Details of other benefits to placed candidates if any (like free food and accommodation, etc.)

Additional Information about to Organization



- Any Additional Information Organization find fit to provide as important as Captive Employer