

**Directorate General Resettlement  
Department of Ex-Servicemen (Ministry of Defence)**



**Expression of Interest**

**Invited for**

**Conducting Job-linked, Govt Approved/NSQF  
Compliant Skill Development Training  
Programmes**

**(For new courses to be included in  
DGR Resettlement Training Programme 2016-17  
& For Training Year 2017-18)**

**for**

**Retiring/Retired JCOs/OR & equivalents of  
the Armed Forces across India**

**from**

**Qualified and Accredited  
Training Providers and Institutes**

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## Abbreviations

AICTE	-	All India Council for Technical Education
BAS	-	Biometric Attendance System
Common Norms	-	As enumerated in the Gazette Notification vide H-22011/2/2014-SDE-1 dated 15 Jul 2015
DGR	-	Directorate General of Resettlement
DGT	-	Directorate General of Training
EOI	-	Expression of Interest
ESM	-	Ex-Service Men
ESW	-	Ex Servicemen Welfare
JCO	-	Junior Commissioned Officer
JS	-	Joint Secretary
MES	-	Modular Employment Scheme
MoD	-	Ministry of Defence
MSDE	-	Ministry of Skill Development and Entrepreneurship
NCVT	-	National Council for Vocational Training
NIELIT	-	National Institute of Electronics & Information Technology
NOS	-	National Occupational Standards
NSDC	-	National Skills Development Corporation
NSQF	-	National Skills Qualifications Framework
OR	-	Other Ranks
PR/QR	-	Pre-requisites / Qualifying Requirements
QP	-	Qualification Pack
RPL	-	Recognition of Prior Learning
SDI	-	Skill Development Initiative
SSC	-	Sector Skill Council



Ministry of Defence  
Government of India



## DETAILED EXPRESSION OF INTEREST INVITED FOR JOB-LINKED, NSQF-COMPLIANT SKILL DEVELOPMENT TRAINING PROGRAMMES AND GOVERNMENT APPROVED PROGRAMMES (AS NEW COURSES IN 2016-17 & FOR TRAINING YEAR 2017-18) FOR RETIRED/RETIRING PERSONNEL OF THE ARMED FORCES ACROSS INDIA FROM QUALIFIED, ACCREDITED TRAINING PROVIDERS AND INSTITUTES

For selecting Govt approved/ certified programmes and NSQF-certified skill development training programmes in high demand jobs as Resettlement Training for current and ex personnel of Army, Navy and Air Force (JCOs/OR & their equivalents), under the aegis of Directorate General Resettlement, Department of Ex-Servicemen Welfare, Ministry of Defence, for the year 2016-17 and 2017-18.

### 1. Introduction (Why this EOI)

This section gives the background to this EOI.

1.1 The Directorate General Resettlement (DGR) is an Inter Service Organisation, functioning directly under the Ministry of Defence as an apex body of Department of Ex-Servicemen Welfare. The organisation is headed by the Director General (Resettlement). The Training Directorate at DGR is responsible for planning, conduct and monitoring of resettlement training and job placement for retiring/retired armed forces personnel.

1.2 Having dedicated their best early years to the service of the nation, Armed Forces personnel (especially at JCO/OR and equivalent in the Air-Force and Navy levels) retire at a relatively young age (mid-thirties to early-forties) and are in their prime of their earning trajectory. In their 15 plus years of service, they ingrain highly desirable skills of discipline, ability to work under pressure, loyalty, grooming, fitness, teamwork, respect for procedures, integrity, as well as specialized technical and useful skills through various in-service courses. **Recognizing these prior skills (RPL)**, they can be effectively and quickly trained for jobs in civil sector, depending upon their current trades and aspirations. Given their experience, age and pay scale they draw at retirement, the jobs should be of good quality and compensation, acceptable locations and at above-entry level/mid-level. *From June 2017, **all Skill Development Programmes** have to be NSQF level 5 and above. However, when JCO/OR undergoes training in new area (other than his area of prior learning/experience ) it could be NSQF level 4 & above.*

1.3 To prepare personnel for appropriate civilian jobs and life, training is one of the major responsibilities entrusted to DGR in organising employment oriented training programmes for retiring armed forces personnel (JCOs/OR) to hone their qualifications and get suitable employment as they resettle into civilian life. This training can be an abridged version to cover the skill gap for the appropriate job (NSQF level) - given their prior learning of 15 plus years of work and training courses undergone while in service. Due RPL by assessment of trainee is being formalized as an ongoing process; with possible tools to augment RPL being introduced in the future. This will be made available to training partners as and when ready from the respective SSCs of NSDC.

1.4 As per the MSDE NSQF Common Norms Notification dated 15<sup>th</sup> July, 2015 (<http://www.skilldevelopment.gov.in/assets/images/Notification/Common%20Norms%20Notification.pdf>), all government funded skill development courses/ programmes are now required to follow these NSQF compliant training program norms.

1.5 **OBJECTIVE:** To train and place retiring personnel of Armed Forces as per current national skilling standards to allow smooth transition to a second (civilian) career.

1.6 **AIM:** This EOI is to invite proposals for conduct of Government approved/ certified courses and NSQF/Common Norms compliant Resettlement Training Courses for JCOs/OR and their equivalents in Air Force and Navy to be included in DGR's training programme for 2016-17 and 2017-18.

## 2. Scope (What and Where)

This section describes What expected standards and deliverables are expected of the partner vs. roles of DGR, Where to run training as well as details of What the financial arrangements would be. As described above, the broad scope of work entails conducting relevant job oriented training of varying durations (depending upon the scope of skill-gaps being covered) at locations convenient to trainees across India which are either Government certified/ approved or NSQF compliant and mapped to respective NSQF job qualification packs (QPs), Level 4 or above, published by the respective SSCs and follow the MSME "Common Norms", **to include minimum 70% placement**. From June 2017, all Skill Development Programmes of DGR will have to be NSQF Level 5 and above. **However, when JCO/OR undergoes training in new area, it could be NSQF level 4 and above.**

### 2.1 Detailed Scope of Work

This is described, with additional specifics, below:

2.1.1 **TRAINEES** : Trainees are JCOs/ORs and equivalent ranks across the Armed Forces (Army, Navy, Air Force) who are due to retire within two years. These courses are also open to ex-servicemen to enroll up to five years after their retirement.

2.1.1.1 Typically, JCOs/OR have over 17 years of active service before retiring and have undergone several internal training courses.

2.1.1.2 JCOs/OR also have some expertise in select trades (drivers/mechanics of various types of vehicles, store-keeper/supervisor, tele-operator, cooks, electricians, radio/electronics, etc.) based upon their unit and roles they play within that. This prior learning can be recognized under RPL.

2.1.2 **TRAINING COURSES** : The list of **suggested training courses** to be commenced over the remaining duration of the year {ending March 31<sup>st</sup>, 2017 and next training year (2017-18)} are listed in **Annexure A**. The key guidelines for these courses are as under :

2.1.2.1 The course should be either Government certified/ approved or NSQF Compliant and mapped to Qualification Packs published by SSCs which are Level 4 or above. The list of NSQF Qualifications Packs can be found on the NSDC website (<http://www.nsdcindia.org/nos>). Preference would be for NSQF levels 5 and above except when the course is in a new Sector, where no benefit of RPL exists (then it could be Level 4). More details, including curriculum, can be also found on respective SSC websites (<http://www.nsdcindia.org/sectorskillcouncils>).

2.1.2.2 The courses/programmes which are conducted by Central/ State Governments or Autonomous Bodies of the Government will continue to run as before.

2.1.2.3 Approved Administrative or Management courses being conducted under the aegis of DGR in Private Institutions/ Private Universities/ Private Deemed Universities selected and approved as per MoD Norms, through EOI only for courses approved by regulatory bodies/central/state bodies will continue as before.

2.1.2.4 With placement in jobs being the driving force, the courses for job roles which are well suited for the ESMs aptitude and aspirations and have good prospects for employment will be chosen. The applicant should thus include a rationale/ justification for the course. More details on previously run courses as well as mapping of army trades with civilian ones can be found on the DGR website (<http://www.dgrindia.com/directorate/training.html>). (Note that DGR reviewed its training courses and w.e.f. 1<sup>st</sup> Jun, 2016, courses not compliant with NSQF norms were not conducted, notwithstanding their inclusion in the published Training Programmes of 2016-17). The training partner will be expected to specify the course pre-requisites (Qualifying Requirements or QRs), if any, to filter trainees to those who have the requisite aptitude to succeed in the course and subsequently be placed in jobs. This could indicatively include such parameters like 12<sup>th</sup> pass in Science Stream, minimum 10<sup>th</sup> pass but with work experience in technical arm like Signals, EME, Engineers, Tech trades of IAF/Navy etc.

2.1.2.5 If the Training Partner feels strongly that a course that is not on the current list in Annexure 'A', but has excellent applicability to these trainees, they have the option of proposing such a new course with clear and compelling justification as to how it will best meet DGR's stated objectives along with their credentials/track record in running the said course in the specified format and post course placement records of previously run courses. DGR needs to take approval **of the Government** for any such courses on case to case basis.

2.1.2.6 The Training Partner can apply to conduct multiple training courses for which they have capability to deliver in their training centres. They can propose to run these courses across multiple locations through the year, provided they have, and can clearly prove, the capability to do so.

2.1.3 **LOCATION:** The courses are to be run across India.

2.1.3.1 The list of preferential locations where the course can be run is listed at **Annexure A** considering the below aspects:

2.1.3.1.1 It is preferred that these courses should be run close to the bases of the armed forces for administrative ease of the trainees. Training Partners should mention the nearest military base/establishment to the centre being proposed for the training course (as per the form in **Annexure B**).

2.1.3.2.2 Servicemen prefer taking the courses and also being placed close to their home town. That could be a consideration in deciding location where the training and placement is offered.

2.1.3.2 Preference would be given to training centre close to the relevant industries which ensure easy access for industry visits, industry faculty, on-the-job training, field exposure, etc.

2.1.3.3. The training partners can run the courses (for same or different jobs) in multiple locations where they have their own training centres.

2.1.3.4 If a training partner can offer training and placement opportunities (as per above considerations) at a location other than those listed at Annexure A, he can include that training centre along with strong justification as to why it would meet the DGRs stated objectives along with their credentials/ track record of running the courses and placement at the new location.

2.1.3.5. The training provider can run multiple courses at a single location through the year. In case enrollment is high, they can run multiple batches of trainees enrolled in a DGR course at a location simultaneously – provided they have the capability (staff, infrastructure, etc.) to do so.

2.1.4 **INFRASTRUCTURE/FACILITIES:** Adequate training infrastructure should exist as per “**Common Norms**”. This includes

2.1.4.1 Building Infrastructure with a professional reception, classrooms, labs, toilets, fittings and furnishings, power (with backup) etc. and easy access.

2.1.4.2. Classrooms with adequate seating, whiteboard/blackboard, projector (for slides/eLearning), sound, training aids, etc.

2.1.4.3 IT Lab and/or Computers (as needed) and internet access for administration, training, eLearning, online reporting, etc.

2.1.4.4. Laboratory with working equipment/fittings as per industry/ SSC standards as well as consumable supplies provision

2.1.4.5. Workshops and field training areas as applicable for the trainee to ensure the required exposure in practicals.



2.1.4.6. **Logistics & Boarding.** While DGR will attempt to accommodate trainees in the nearby Armed Forces Units, Institutes with boarding and lodging facilities would be preferred if the distance from the closest military base is large.

2.1.4.7. DGR will have the right to inspect the premises of training centre either directly or as represented by the nearest armed forces establishment or any Organization approved by DGR before award of course/ continuation of a planned course.

**2.1.5 FACULTY & STAFF:** The Training Institute must provide resource persons including vocational teachers, administrators, guest faculty etc as per requirement of the course:

2.1.5.1. Trainers with suitable qualifications/experience are to be hired. This would typically include the following, but please refer to standards specified by NSDC/SSCs for specific sectors/QPs:

2.1.5.1.1. Bachelor's degree or above in related field

2.1.5.1.2. 1-2 years of relevant industry experience

2.1.5.1.3. Effective oral and written communication skills

2.1.5.1.4. Basic IT competency (computers, internet)

2.1.5.1.5. Technical knowledge and competency in the job

2.1.5.2. Each trainer should undergo Training of Trainers (ToT) and be certified by the respective Sector Skill Council to deliver this course.

2.1.5.3. There should be a minimum of one full-time trainer per batch. Batch size should not exceed 30 students for a practical, activity-oriented vocational course, unless a particular batch strength is specifically cleared by the controlling agency like NIELIT/NCVT/NIOS etc for that particular institute.

2.1.5.4. Adequate support staff – coordinator, administration, cleaners, etc. should be provided.

2.1.5.5. Aadhar number of all staff should be provided during reporting when course is conducted.

**2.1.6. TRAINING CONTENT:** Industry relevant content, appropriate to the learning groups, conforming to the requirements of NSQF and regularly updated, should be used

2.1.6.1. The course syllabus/content should have been certified and approved by the relevant SSC.

2.1.6.2. Syllabus should be experiential and peer-learning based, including theoretical and practical classes as well as active industry visits/guest lectures/on-the-job training as per NSQF guidelines.



2.1.6.3 It should also include work readiness modules including Spoken English, Soft skills (like interview skills, interpersonal skills, transition from services to corporate setup, etc.), IT basics, etc.

2.1.6.4. Since the trainees already have prior training, skills and experience, the course syllabus may be abridged (after a pre-test to determine RPL, so that those areas can be reviewed/ assessed). However, whatever is covered under training should be comprehensive enough to enable the student to pass the certification for the job role's QP and subsequently be placed in a regular Job.

2.1.6.5. Usage of technology-enabled learning (e-Content, Learning Management Systems, Videos, etc.) will be favorably viewed.

2.1.6.6. The training partner should provide a short (1-page) information leaflet (both in electronic and printed form) with an overview of the course and job/career prospects (including expected salary levels post the course and why the job would be desirable for armed forces personnel) to distribute to potential trainees and sign them up.

**2.1.7 TIMING AND DURATION:** The timing (start and end dates) of the course should be in harmony with the notified yearly calendar of relevant examinations stipulated by the respective regulatory body.

2.1.7.1 Training courses will be scheduled across various training locations based upon timing relevant to exam schedules as in the case of NCVT/NIELIT/NIOS etc or as prescribed by DGR if only the SSC is involved in the Certification process, at a later date. Multiple courses (same or different) could possibly be run multiple times across the year at a partner's training centre depending upon demand.

2.1.7.2 The duration of the course (in terms of number of days/weeks) is left to the training partner – who is expected to follow standards and curriculum prescribed by the respective SSC/ regulatory body. It should impart adequate and effective learning keeping in view the syllabus and certification process.

**2.1.8 CONDUCT OF TRAINING COURSES:** The partner is expected to follow guidelines that include the following:

2.1.8.1 Course level certification by the respective SSC/ Governing Authority for the content, certified and properly trained/certified trainers to deliver the course as well as affiliation for the partner is essential. The "Compliance Certificate" issued by the respective SSC/ Accrediting Govt body is mandatory with unambiguous endorsement of what courses are cleared for conduct by the Institute clearly stating the NOS and NSQF levels.

2.1.8.2 The course content/curriculum should be delivered in stated form and spirit within the stipulated time, while meeting quality standards.

2.1.8.3. Dedicated training batches should be run for DGR registered trainees only. Other trainees should not be merged into these batches. All courses must be run as a single batch (max. 30 trainees in a batch) for all participants with a minimum of 5 hours of teaching per day excluding any breaks for 5 days per week. However, practical visits/ industry related project work can be in smaller batches. As a benchmark, training content should not be less than 100hour per month.

2.1.8.4. While DGR will take primary responsibility to enroll the trainees from respective units, the training partner should support their efforts with collateral, campaigns and other engagement as needed to ensure healthy enrollment into their courses.

2.1.8.5. Active industry interaction should be facilitated through multiple site visits, industry guest lectures (at least monthly), on-the-job exposure (training) at nearby business workplaces, etc. as per NSQF norms.

2.1.8.6. In most cases, lodging and food/expenses will be provided by armed forces or borne by the individuals. However, if the training has been approved for a location without any military unit close by; the training partner will have to make these arrangements and will be compensated for the same as per the Common Norms.

2.1.8.7. Each trainee should be given a portfolio file – where all their projects, reports and assessments are filed after submission. These will be maintained until the end of the programme.

2.1.8.8. **Outsourcing to Third Party.** The Service Provider shall provide a single point of contact with DGR and shall be solely responsible for the execution and delivery of the work. It shall not further outsource the work to a 3rd party including its franchisees / licensees.

2.1.8.9. Daily attendance In electronic Form – BAS (for all sessions) will be noted and maintained by the training partner. Electronic (Excel) or online attendance should be regularly submitted as required by DGR. Verification (biometric, signed attendance sheets etc.) should be recorded and kept on file. Minimum attendance is mandatory and should be emphasized to all students. Attendance below 80% for these courses (unless specifically cleared by DGR on a case to case basis) would make the trainee ineligible to take the final assessment/ certification.

2.1.8.10. Regular (at least monthly) and specific (overall and by each trainer/ major component of training like technical, soft skills, industry interaction, etc.) feedback from trainees should be collected and summarized / reported back in prescribed format is to be submitted to DGR.

2.1.8.11 Each centre will be open to random inspection from DGR/DESW personnel/ Person or Organization designated by DGR/DESW at any time during the contract term.

**2.1.9. ASSESSMENT & CERTIFICATION:** This will be a combination of internal formative and summative assessments and may include a third party/ external assessment and /or certification by the relevant SSC/Certifying Agency.

2.1.9.1. Internal formative assessments of students should be done on a periodic basis as per the norms specified by SSC/ Regulatory Body.

2.1.9.2. Final Assessment at the completion of course should be conducted by SSC/ Regulatory Body through accredited external Assessors based upon which SSC/ Regulatory Body Certification will be obtained.

2.1.9.3. Trainee marks/grades in each of these formative and summative tests should be recorded and submitted to DGR at the end of the course.

2.1.9.4. If desired, the Partner in addition, can also issue a certification of participation upon conclusion at the end of the course which can carry the logos of the partner.

**2.1.10. PLACEMENT & TRACKING:** Successful placement of trainees as per common NSDC norms is mandatory.

2.1.10.1. The trainees should be counselled on job prospects, opportunities, interviewing skills and helped with job search through campus placement, job fairs/ applications, etc. in their desired locations as per best practices.

2.1.10.2. Trainees should be tracked (via Aadhar number) and helped post retirement for placement.

2.1.10.2.1. Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of retirement or completion of training, (whichever is later<sup>1</sup>), with at least 50% of the trainees passing out being placed in wage employment.

2.1.10.2.2. The placed job should be acceptable to the trainee both from a location and compensation standpoint. Typically, post retirement, ESMs want to be with their family, ideally close to their home town or at least in their home state. Their wage expectation is typically at least 50% of the last earned total compensation while in armed forces service (i.e. jobs paying at least Rs. 20,000/month or more as on date). Proof of start of job and continuation for at least 3 months after start should be provided to get the last installment of payment.

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<sup>1</sup> In case of in-service personnel who take the course, soon to retire, they might complete the remainder of their tenure before retiring. Hence the job placement period (3 months) will start after they retire, rather than after they complete the course. In case of already retired ex-servicemen who join these courses, this period begins after completion of training as they have already retired and can start job placement process immediately on certification. All efforts would be made to ensure that detailment for DGR courses is during the last six months prior to retirement date, to ensure that candidates are available for placement.

2.1.10.2.3. In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document.

**2.1.11.REPORTING:** To track progress and completion of courses, data should be submitted to DGR in required format, which will be shared by DGR subsequently, with successful applicants to this EOI.

2.1.11.1. Frequency would be on a monthly basis for attendance and internal performance/ feedback, at the end of the course for final certification as well as batch-wise for placement (at end of the year).

2.1.11.2. Key trainee data collected can include summary of attendance, trainee feedback, performance (marks/grades in formative/ summative tests), certification and placement.

2.1.11.2.1. All reporting of trainers and students will include their Aadhar number.

2.1.11.2.2. Supporting documents must be maintained in case any evidential support is needed.

2.1.11.3. These reports will be used as a basis for release of payments.

## **2.2. Role of DGR**

DGR will support the execution of these training programmes in a manner that enables the training partner to focus on effectively executing the training and subsequent placement. These responsibilities include:

**2.2.1 RESETTLEMENT NEEDS AND APPROACH:** DGR studies and understands the resettlement needs of retiring servicemen/ ESMs and drives appropriate training and other programmes to train and place JCOs/OR into civilian trades.

**2.2.2. SELECTION OF PARTNERS, SCHEDULING AND OFFERING COURSES:** Based upon this framework, DGR selects partners offering various job-linked training courses in various locations to best meet the needs of the retiring servicemen.

**2.2.3. COMMUNICATION AND MARKETING FOR MOBILIZING TRAINEES:** DGR reaches out and informs the various servicemen in the three services about the courses being offered. To better market and increase enrollment, support from training partners as in para 2.1.6.6 will be needed. Also course pre-requisites, if any, should be provided by training providers to ensure that only trainees with requisite aptitude and prior skills are mobilized.

**2.2.4. FUNDING:** Budget, obtain and manage the Ministry of Defence funding for Resettlement programmes.

2.2.4.1. It will allocate budget and sanction expenses in view of the sanctioned plan per course and training partner post selection for execution of courses as per the payment schedule upon submission of bills/invoices in requisite format with supporting documents subject to availability/approval/release of funds by MoD. Notwithstanding the planned seats for each course, the payments would be on actual number of trainees enrolled, attended, successfully trained and placed as per the Common Norms.

2.2.4.2. The Armed Forces would invariably extend facilities at concessional rates and as per eligibility and to the extent feasible to the trainees. In case the training has been approved for a location where there is no armed forces unit close by; the training institute will be required to make the boarding and lodging arrangement and will be compensated for the same as per Common Norms. These aspects maybe quoted separately, as applicable.

**2.2.5. MONITORING OF TRAINING AND PLACEMENT:** DGR monitors the execution of the programme successful completion and outcomes (placement and retention) by getting reports and doing regular audits of the training programmes.

**2.2.6. CERTIFICATION:** Certification would be as per the standardized norms of the NOS aligned courses, as stipulated by the respective SSC/ Regulatory Body. Additionally, for candidates with minimum prescribed attendance but who fail to qualify in the independent assessment/ exam, a participation certificate could be issued by the training institute with their institute logo which would be countersigned by the DGR.

**2.2.7. COORDINATION:** DGR coordinates and provides whatever help it can to training partners, retiring servicemen, relevant officials and organizations of the Indian Armed Forces organisations (Army, Navy Air Force) as well as potential employers (through its Employment Directorate) to engender the training placement of retiring or retired armed forces personnel. However, the onus for placement is that of the training partners on completion of training as per Common Norms.

### **2.3. Financial Terms**

The financial payments in respect of all skill training courses will be made as per progress and outcomes in line with the schedule specified in the MSDE Common Norms (issued vide MSDE Gazette Notification dated 15 Jul 2015 and amendments thereof dated 20.05.2016)]. Key features include:

2.3.1. The composite cost per trainee would be restricted to the figures mentioned in Common Norms. This would depend upon the total number of

hours of training and activities conducted and would include all associated costs including trainer salaries, trainee mobilization, rental/ amortization of infrastructure costs, equipment, raw material, training aides, utilities, pre-tests (for RPL), curriculum, administration and reporting, placement and post-placement tracking, etc.

2.3.2. Third Party Certification & Assessment Costs: To ensure independent, unbiased assessment and certification of trained candidates, additional costs incurred for certification and assessment by an independent third party including a University /Govt body like NIELIT/NCVT/ Institute / Independent Assessor authorized for conducting assessments by the respective SSC of NSDC, will be paid by DGR through a separate bill by the Institute/ individual authorized for conducting assessment. The Assessment costs shall be as per rates decided by MoD.

2.3.3. The schedule of payment to the training partner would be as per “Common Norms” at rates applicable at the time of promulgation of the yearly programme. The extracts of the relevant portions of Common Norms with amendments (notifications dated 15 Jul 15 and 20 May 2016) are reproduced in subsequent Paras (2.3.3.1 to 2.3.3.4.2) :-

2.3.3.1 The release of funds could be batch wise or as per project MoU as per the guidelines of scheme in question. The funds should be released to the Training Provider as per the following schedule :-

Installment	Percentage of total cost	Output Parameters
1 <sup>st</sup>	30%	On commencement of Training Batch against validated candidates
2 <sup>nd</sup>	50%	On successful certification of the trainees
3 <sup>rd</sup>	20%	Outcomes based on Placements as at Para 2.3.3.3

2.3.3.2 The above payment schedule is subject to the following :-

2.3.3.2.1 It is applicable for fresh training.

2.3.3.2.2 The second tranche of 50% will be calculated on the basis of total cumulative 80% payment for candidates actually certified.

2.3.3.2.3 The dropouts will not be considered for 2<sup>nd</sup> and 3<sup>rd</sup> tranche. The 1<sup>st</sup> tranche payment of the dropouts is adjusted in next tranche.



2.3.3.3 The 20% of training cost which is linked to outcome (3<sup>rd</sup> installment) would be released to the Training Provider subject to the following :

2.3.3.3.1 Training Provider shall be eligible for 100% payment on the outcome achievement under para 4.1 (i), (ii) and (iii), 4.2 and 4.3 of Annexure 1 of Common Norms with Amendments (Notifications dated 15.07.2015 and 20.05.2016]

2.3.3.3.2 Training Provider will be paid on pro rata basis on achievement of 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.

2.3.3.3.3 Training provider will be asked to discontinue the training in that particular trade/ centre and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants/ 14 months in case of reskilling and upskilling, is unsatisfactory as defined under :-

- a. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
- b. 49% and below number of certified candidates with increase of at least 3% in remuneration within 14 months in case of reskilling and upskilling.
- c. 49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate for immediate and subsequent production cycle or meets the conditions provided under Para 4.1 (iii) of Annexure-1 in case of self employment. In the case of such disengagements, the Ministry concerned would take a prompt decision, after careful consideration of all related factors with respect to performance, whether to disengage such Training Provider from implementation of the Scheme/Project. The de-empanelment by concerned Ministry would be done for the trade under advice to the Ministry/ agency designated by the Ministry for informing all other concerned Ministries. The training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from



the date of notification of de-empanelment by the concerned Ministry.

2.3.3.4 In order to encourage the Training Provider who exceed the prescribed outcomes, the following additional incentives should be provided :

2.3.3.4.1 For every candidate, where outcome achievement is above 70% to 85%, the Training Provider should be paid an additional amount of Rs.3,000/- of the base cost per candidate.

2.3.3.4.2 For every candidate where outcome achievement is above 85%, the Training Provider should be paid an additional amount of Rs.5,000/- of the base cost per candidate.

### **3. Who Can Apply :**

This section defines eligibility criteria of prospective applicants (Institutes). The applicant needs to offer placement linked training programmes as an over-arching requirement and have the necessary affiliation/accreditation with SSCs/ Govt Agencies. They can be any of the following :

3.1. All courses or programmes conducted by Central / State Governments or Autonomous Bodies of the Government.

3.2. Administrative or Management courses conducted by Private Institutions/ Private Universities/ Private Deemed Universities approved by regulatory bodies/central/state bodies will continue as before.

3.3 Programmes which are NSQF compliant and Level 4 and above conducted by Private / Govt institutions. All skill development programmes of DGR have to be NSQF Level 5 or above. However, when JCO/OR under goes training in a new area (other than his area of prior learning / experience), it could be of NSQF level 4 and above.

### 3.1. Legal and Regulatory Compliance

The requirements in the table below are mandatory to ensure that the entity has an unblemished legal and regulatory standing.

No.	Basic Reqt	Specific Requirements	Documentary Evidence
1	Legal Entity	<p>The applicant should be a company registered under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932 or a LLP registered under the Limited Liability Partnership Act, 2008 or a Proprietorship firm.</p> <p>It can also be a government registered educational institute (public or private) or trust with affiliation/ accreditation with a government regulatory body (like AICTE, DGET, etc.) or University</p>	<p>Certificates of incorporation / registration</p> <p>The applicant will disclose all the information related to disputes/ legal-cases/ punishments/ penalties/ sanctions/ judgments and all related information related to the applicant and its employees responsible for executing the Scope of Work</p>
2	Tax registration and clearance	<p>The applicant should have a registered number of</p> <ol style="list-style-type: none"> <li>VAT/Sales Tax and clearance certificate, as applicable</li> <li>Service Tax, as applicable</li> <li>Income Tax / PAN number (mandatory)</li> </ol> <p>VAT clearance certificate may be substituted with proof of VAT/Sales Tax payment that has been paid no earlier than 1<sup>st</sup> January 2015.</p>	<ol style="list-style-type: none"> <li>VAT/Sales Tax registration, if applicable**</li> <li>VAT/Sales Tax clearance certificate, if applicable**; OR Proof of VAT/Sales Tax payment such that it is has been paid no earlier than 1<sup>st</sup> January 2015</li> <li>Service Tax registration, if applicable**</li> <li>Income Tax / PAN registration number</li> </ol> <p>** If not applicable, the applicant should submit a self-certified letter for the same and reasons thereof</p>
3	Mandatory Undertaking	<p>Applicant should: -</p> <ol style="list-style-type: none"> <li>Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</li> <li>Not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the</li> </ol>	<p>A Self Certified letter as per Annexure-B</p>

		<p>commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;</p> <p>c) Not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) Should not be a beneficiary of any DGR Welfare Schemes for ESM</p> <p>e) Comply with the code of integrity as specified in the bidding document.</p>	
4	Public Domain Information	Institute should have a functioning and updated website with availability of all relevant details of their operations together with official correspondence information (Address, phone, email, etc.). In case of any change in any details regarding the institute esp. contact details, address, web info etc, it should be informed to DGR forthwith to deem the contractual obligation valid.	Website

#### 4. How and When to Apply

Since the 2016-17 session has already started, the DGR wants to proceed swiftly in signing up new partners as per the new norms and requests applicants cooperation in speedy submission of their application as well as any further inquiries, clarifications or documents needed. This section elaborates on how to submit your response to this EOI and the expected timelines for executing the same.

##### 4.1. Process and Timelines

4.1.1. Interested organizations must submit their Expression of Interest in a succinct but comprehensive format (which covers all salient requirements defined in the above sections and as described in **Annexure B**) in a sealed envelope marked as under :

On Front face of Envelope	On Rear face of Envelope
Training Directorate Attn: EOI for New Courses 2016-17& 2017-18 Directorate General Resettlement West Block-IV, R K Puram, New Delhi-110 066 Phone: 011-26192358/26192366 E-mail - <a href="mailto:dirdgrtg@desw.gov.in">dirdgrtg@desw.gov.in</a>	The sealed cover should mandatorily have complete contact details of the Organization/Institute i.e. postal address, telephone numbers, e-mail, official website, PAN and Service Tax number.

4.1.2. The likely selection and rollout timeline for this EOI and delivery of new courses under this will be:

Sr. No.	Activity	Timeline
1	EOI Issue	At given Time - T
2	EOI Submission	+ 30 days
3	EOI Evaluation and Shortlist	+ 20 days
4	Discussions/ Presentation by Shortlisted Training Providers	+ 15 days
5	Signing of Contract	+15 days

**NOTE: The deadline for submission of EOI is “T+30”**

Where T denotes date of notification in National Dailies and on DGR website.

## 4.2. Contacts

Interested Institutes/Organisations can forward proposals as per the format available in **ANNEXURE I** of this document. Interested Institutes/Organisations may obtain further information in the following manner:

- 1.1.1 Call 011-26192358/26192366 during the above working hours (Dir Trg/JD Trg respectively)
- 1.1.2 Email [dirdgrtrg@desw.gov.in](mailto:dirdgrtrg@desw.gov.in)

## 4.3. Evaluation Process and Criteria

The selection process to be used by DGR(who will form a selection committee for the same) will follow due process of scrutiny, shortlisting and final selection:

4.3.1. The applications, to be reviewed at a training centre-course level, received by the deadline for submission shall be scrutinized for completeness and minimum requirements for eligibility as detailed out in this EOI. Applications that are incomplete or contrary to specifications will be rejected.

4.3.2. The list of valid applicants by course and locations will be evaluated against the requirements specified in this EOI, as per the information submitted by them (in the format in Annexure B). The applicants may be contacted in case additional clarifications or details are needed.

4.3.3. Top candidates, based upon course and location coverage will be shortlisted as per due process and invited for a final presentation, in which their strength and capability to best serve placement of ESM trainees will be evaluated along with checking of references from clients of prior programmes they have conducted.

4.3.4. The selected finalists will be intimated after due approvals are processed. DGR will then enter into a written Agreement which would include an agreed upon schedule of delivering these courses.

## ANNEXURE A: TRAINING COURSES & LOCATIONS

### TRAINING COURSES:

The following training courses, aligned to NSQF Qualifications Packs, are listed below:

TRAINING COURSES					
Sl. No.	Sector	Name of QP	Pre-Requisites	QP Name	NSQF Level
1	Agriculture	Dairy Farm Supervisor	Hav & above	AGR/Q4103	5
2	Apparel	Line Supervisor - Stitching	GD with knowledge in tailoring	AMH/Q0601	5
3	Automotive	Automotive Service Technician L5	MT bckgrnd	ASC/Q1403	5
4	Automotive	Service Advisor	MT bckgrnd	ASC/Q1602	5
5	Automotive	Chauffeur L5	MT Driver	ASC/Q9711	5
6	Automotive	Driver Trainer	MT Driver	ASC/Q9708	5
7	Automotive	Sales Representative	Gen Duties	ASC/Q1801	5
8	Automotive	Manager – Maintenance – Mech & Elect.	Elect/Mech/ MT Fit.	ASC/Q6801	6
9	Automotive	Manager – Store Operations	Clerk/Stores	ASC/Q6104	5
10	Automotive	Welding Supervisor	Welder/ Wkshp experience	ASC/Q3104	5
11	Automotive	Painting Supervisor	Painter/Tech trade min Hav rank	ASC/Q3305	5
12	Automotive	Machine Shop Supervisor	Prior Service Experience	ASC/Q3505	5
13	Automotive	Tool Room Supervisor	Clerk/Stores/ any tech trade	ASC/Q3104	5
14	BFSI	Debt Recovery Agent	Open to all	BSC/Q0701	4
15	BFSI	SME Officer	Clerk	BSC/Q0501	4
16	BFSI	Loan Approval Officer	Open to all	BSC/Q0401	4
17	BFSI	Life Insurance Agent	Open to all	BSC/Q0101	4
18	Capital Goods	Service Engineer	Elect/Mech	CSC/Q0503	5
19	Construction	Supervisor – Site	Min Hav or equiv	CON/Q1402	6
20	Construction	Foreman Fabrication	Welder/ Wkshp experience	CON/Q1208	5
21	Construction	Foreman – Scaffolding	GD/ Carpentry/ Corps of Engrs	CON/Q0309	5
22	Construction	Foreman Electrical	EME/ Elect trade	CON/Q0604	6
23	Construction	Foreman – Formwork	Tech background/ Core of Engr	CON/0308	5
24	Construction	Storekeeper	Stores experience	CON/Q1503	5



<b>TRAINING COURSES</b>					
<b>Sl. No.</b>	<b>Sector</b>	<b>Name of QP</b>	<b>Pre-Requisites</b>	<b>QP Name</b>	<b>NSQF Level</b>
25	Electronics	Field Engineer – RACW	Signals/Elect & Equiv from AF & Navy	ELE/Q3105	5
26	Electronics	Service Engineer	Signals/Electronics	ELE/Q4607	5
27	Electronics	Sales Executive	Tech Trades Army/Navy/Air Force	ELE/Q5601	5
28	Electronics	Purchase Executive	Min class 12 <sup>th</sup> , Lgs/Tech Background	ELE/Q5701	5
29	Gems+Jewelry	Jewelry (Retail) – Floor Manager	GD, 12 <sup>th</sup> pass	G&J/Q8304	5
30	Gems+Jewelry	Handmade Jewelry – Supervisor	-do-	G&J/Q0702	5
31	Healthcare	Dento-Oral Hygienist	12 <sup>th</sup> pass, interested in health care	HSS/Q2201	5
32	Healthcare	Emergency Medical Technician – Adv	-do-	HSS/Q2302	5
33	Healthcare	Medical Lab Technician	-do-	HSS/Q0301	4
34	Healthcare	General Duty Assistant	10 <sup>th</sup> pass	HSS/Q5101	4
35	Healthcare	Any recognized (by Central/State paramedical council) diploma course for 1 yr	12 <sup>th</sup> Pass	NA	-
36	Infrastructure	Mechanic (Electrical/Electronics/Instr.)	Signal/Elect	IES/Q1105	5
37	Infrastructure	Supervisor (Plant & Machinery)	Hav & above / EME/ Elect trades, min 12 <sup>th</sup> pass	IES/Q0101	7
38	IT-ITES	Desktop Publishing	Computer basics	SSC/Q2702	7
39	IT-ITES	Technical Support Exec. (O-Level)	EME/Engrs/ Equivalent from AF, Navy/Computer background	SSC/Q7201	5
40	IT-ITES	Web Developer	-do-	SSC/Q0503	5
41	IT-ITES	Trainer	-do-	SSC/Q1402	5
42	IT-ITES	Associate – Cust. Care (non-voice)	Min class 12 <sup>th</sup> with physics and maths and computer knowledge	SSC/Q2201	5
43	IT-ITES	Infrastructure Engineer	-do-	SSC/Q0801	5
44	IT-ITES	TVET Lead Trainer	Computer background	SSC/Q1401	5
45	IT-ITES	Any NIELIT approved course of min. 3 months duration with NIELIT Certification	Computer background	NA	NA
46	Leather	Line Supervisor	GD	LSS/Q3102	5
47	Logistics	Transport Coordinator	Matriculate	LSC/Q1118	4



**TRAINING COURSES**

<u>Sl. No.</u>	<u>Sector</u>	<u>Name of QP</u>	<u>Pre-Requisites</u>	<u>QP Name</u>	<u>NSQF Level</u>
48	Logistics	Warehouse Supervisor	Experience in Storekeeping	LSC/Q2307	5
49	Logistics	Load Courier	Min 12 <sup>th</sup> Pass	LSC/Q3028	5
50	Plumbing	Plumbing Foreman	Corps of Engrs	PSC/Q0113	5
51	Power	Senior Power System Technician (Transm.)	Elect trade.	PSS/Q0106	5
52	Retail	Retail Entrepreneur	Open to all	RAS/Q0705	6
53	Retail	Team Leader/ Department Manager	Min 12 <sup>th</sup> pass open to all	RAS/Q0105	5
54	Security	Security Supervisor	Min Hav Rank	SSS/Q0301	5
55	Security	CCTV Supervisor	-do-	SSS/Q0501	5
56	Security	Personal Security Officer	-do-	SSS/Q0401	5
57	Security	Security Officer/ Assignment Manager	JCOs	SSS/Q0601	6
58	Security	Physical Security Trainer/Assessor	JCOs	SSS/Q0801	6
59	Sports	Sports Coach	Sports background	SPF/Q1101	5
60	Sports	Fitness Trainer	Sports background	SPF/Q1102	4
61	Telecom	Installation Engineer	Signals/Equivalent background in AF/Navy	TEL/Q6300	5
62	Telecom	Infrastructure Engineer	Signals/Equvt background in AF/Navy	TEL/Q6100	5
63	Telecom	Field Maintenance Engineer	Signals/Equivalent background in AF/Navy	TEL/Q6202	5
64	Tourism+Hosp.	Facilities Supervisor	Hav. Rank	THC/Q5709	5
65	Tourism+Hosp.	Asst. Catering Manager	Prior exp as Catering Incharge	THC/Q5901	6
66	Tourism+Hosp.	Chef-de-partie	Experience in Cooking	THC/Q0404	6
67	Tourism+Hosp.	Bartender	Exp as Mess staff	THC/Q0302	5
68	Tourism+Hosp.	Front Office Executive	Min Naik with 12 <sup>th</sup> pass	THC/Q0109	5
69	Tourism+Hosp.	Facilities/ Housekeeping Supervisor	JCOs	THC/Q0201	6
70	Tourism+Hosp.	Guest House Caretaker	Naik	THC/Q0501	5
71	Tourism+Hosp.	Ticketing Consultant	Naik	THC/Q4302	5
72	Tourism+Hosp.	Transport Coordinator	THC/Q4201	THC/Q4302	5
73	Yoga	Yoga instructor course by Min of Aayush	Individual interest and capability	N/A	
74	Govt Certified Courses	Any NCVT, NIOS (Vocational), NIELIT, Govt Diploma courses	10 <sup>th</sup> pass/ as prescribed by	N/A	





TRAINING COURSES					
Sl. No.	Sector	Name of QP	Pre-Requisites	QP Name	NSQF Level
			certifying agency		

### LOCATION OF TRAINING COURSES:

The training courses can be run at the following locations. An updated list can be also found on the DGR Website

sections are at the Partner level; last sections are at the Training Centre level.

LOCATION OF TRAINING COURSES		
S. No.	Location	Comments
<b>NORTH</b>		
1.	Delhi / National Capital Region (NCR)	HQ of all services
2.	Jammu/Udhampur	Army Northern Command
3.	Chandigarh	Army Western Command
4.	Bhatinda	Army
5.	Shimla	Army Training Command
6.	Jalandhar	Army & AF presence
7.	Hisar	Army
8.	Mathura/Agra	Army & AF presence
9.	Ludhiana	Army
10.	Sringar	Army & AF
11.	Ambala	Army & AF
12.	Dehradun	Army
13.	Meerut	Army
<b>WEST</b>		
14.	Jaipur	Army Western Command
15.	Jodhpur	Army & AF
16.	Goa	Navy
17.	Ahmedabad/Gandhinagar	Air Force Southwest Command
18.	Mumbai	Navy Western Command
19.	Pune	Army Southern Command
20.	Ahmednagar	Army
<b>EAST</b>		
21.	Patna	Army
22.	Ranchi	Army
23.	Kolkata	Army Eastern Command
24.	Guwahati	AF, Army presence
25.	Shillong	Air Force Eastern Command
26.	Tezpur	Army/AF
27.	Siliguri/NJP	Army/AF
28.	Cuttack/Bhubaneswar	Army
<b>SOUTH</b>		
29.	Bangalore	Air Force Training Command
30.	Chennai	AF, Army presence
31.	Kochi	Navy Southern Command
32.	Trivandrum	Air Force Southern Command
33.	Hyderabad/Secunderabad	AF, Army presence
34.	Wellington	Army
35.	Coimbatore	Air Force
36.	Vishakapatnam	Navy Eastern Command
37.	Belgaum	Army/AF
38.	Vijayawada/Guntur	Non Mil Stn
<b>CENTRAL</b>		
39.	Jabalpur	Army
40.	Nasik	Army/AF
41.	Raipur	Army
42.	Lucknow	Army Central Command



Ministry of Defence  
Government of India



43.	Allahabad	Air Force Central Command
44.	Bhopal	Army
45.	Nagpur	AF Maintenance Command

## ANNEXURE B – FORMAT OF APPLICATION

Please fill out the attached information with supporting documents for the same. The first 2 sections are at the overall Partner level; last sections are at the Training Centre level.

### 1A. TRAINING PARTNER PROFILE (OVERALL, FILL ONE INSTANCE)

S. No.	Details	Information
1	Name of the Training Provider	
2	Year Established	
3	Type of Institute (Govt, Semi-Govt, ITI, Society, Private Training Provider, University) Please specify whether Public or Private or Nonprofit organisation	
4	CIN Number, if applicable (Please attach copies of valid registration certificate, PAN/TAN and as applicable, Service Tax Registration, VAT/Sales Tax Registration)	
5	Years of experience in skilling	
6	Operational Locations (Number of centres, states)	
7	Name of the Business Head	
8	Address of Head Office	
	Contact number	
	Mobile Number	
	Email ID	
	Website	
9	Accreditation at the institute level for courses run by it. Including: NSDC, SSC and also from AICTE, NCVT, NIELIT and other Govt/ Industry Bodies as applicable (Please attach copies of all accreditations).	
10	No. of trainees year wise in related domains in last 3 years	
11	No. of people placed in related domain of the people trained in the last 3 years , year wise with details of employers where placed	

12. Please attach a one page certified summary of audited statement of accounts for the last 3 years in the following format:

Financial Year	Gross Income	Audited or not as per IT Act	Audit report dated	Consent for inspection

13. List of locations running skilling programmes:

S.No.	Training Centre Name	Location/Address	Courses Run

14. List of Skill Training Courses run:

S.No.	Course Name	Sector	Mapping QP/NOS	NSQF Level	Duration (hrs/weeks)	Affiliation from SSC?

15. List of major Partners/Programmes deployed:

S.No.	Partner (e.g. MoRD)	Programme Name (e.g. PMKVY)	Course	Duration (from-to)	Numbers Trained	Numbers Placed

16. List of major Employment Partnership/MOUs:

S.No.	Employer (e.g. CCD)	Sector	Job Roles	Locations	Duration (from-to)	Numbers Placed

**1B. PROPOSED SKILL TRAINING COURSES  
(FILL MULTIPLE FORMS – ONE/COURSE)**

S.No.	Details	Information
1.	Name of the Course	
2.	Mapping QP/NOS (Job Role)	
3.	NSQF Level	
4.	Affiliation from SSC – Y/N (please attach compliance certificate)	
5.	Course Duration (please give in Weeks+ Hours) (a) Theory Hours (b) Practical Hours (c) Industry OJT/Visits Hours	
6.	Certificate Awarding body (other than SSC, if any – e.g. NCVT, NIELIT, etc.)	
7.	Job Prospects after Course (including salary levels, growth and lead employers)	
8.	Placement Record (if any)	

**1C. DETAILS OF PREVIOUS DGR COURSES CONDUCTED (IF ANY)**

Sl.No.	Year	Course No.	Course Name	No. of Participants	Placement Details, if any.



**2A. IDENTIFIED CENTRE FOR DGR Trainings – TRAINING CENTRE PROFILE**  
*(Provide separate table for each centre)*

S. No.	Details	Information
1	Location of Centre	
2	Full address of the training centre (with pin code)	
3	Proximity to Armed Forces Units (please list closest Armed Forces Bases and distances)	
4	Owned / Leased	
5	Head of the Training centre	
6	Address of the centre Head	
	Email ID	
	Mobile number of the centre head	
	Landline Contact number of the centre	
7	Name of schemes being implemented in the training centre, currently (Mention the names of Schemes like PMKVY/DDUGKY etc and details of courses – NOSES along with NSQF levels)	
8	Name of courses centre is approved (as per the NOS)	
9	Total student capacity of the centre	
	Total area of the centre (sq. ft.)	
	Number of classrooms in the centre	
	Total area of classrooms (sq. ft.)	
	Number of labs in the training centre (by course type)	
	Total area of labs (sq. ft.)	
10	Number of toilets for Males	
11	Facility for Drinking water	
12	Number of functional computers in Computer Lab	
13	Any other infrastructure detail that may be relevant	

**2B. JOB ROLE (Provide separate table for each job role suggested)**

S. No.	Details	Information
1	Identified course/Job role for DGR Training programme at centre	
2	Total number of trainers at the centre (dedicated to the job role)	
3	Number of Employers tie-up with this centre/Course (please attach MOU)	
4	Number of Trainees Certified to date	
5	Number of Trainees Placed to date	
6	Ability to offer these courses all year long/ Any restrictions based upon trainer availability or other factors?	

**2C. TRAINER PROFILE (Provide separate table for each trainer teaching the course)**

S. No.	Details	Information
1	Name of the Domain Trainer	<i>(attach brief one page CVs of all relevant Domain Trainers)</i>
2	Qualification of the Domain Trainer	
3	Full time/ Part-time Trainer	
	If Full time, On-roll / Contractual employment	
	Contract valid up-to	
4	Work Experience before current employment	
	Total Training experience (years)	
5	Certification	





## 2D. PICTURES TO BE ATTACHED WITH THE TRAINING CENTRE REPORT

S. No. & Details	Information
1. Front view of the Training Centre (with training centre board)	
2. Reception Area of the Training centre	
3. Common Area	
4. Training centre Corridors	
5. All Classroom from inside	
6. Domain Labs from inside	
7. Lab Equipment	
8. Inside Computer Lab	
9. Drinking Water Facility at the centre	
10. Toilets – separate for Male and Female	
11. Photograph of each Trainer on faculty	
12. Recreational Area	
13. Mess Area/ Canteen	
14. Photographs of all owners/ directors with names mentioned.	

**1. UNDERTAKING BY PROPRIETOR/ DIRECTOR  
(applicable to all retired Officers/JCOs/OR and equivalents only)**

1. I \_\_\_\_\_ proprietor/  
trustee under whose aegis this institute is functioning, have not availed any resettlement  
benefit from DGR including employment/ security agency/ CNG Station/ Coal Transport  
or running any self-employment ventures by DGR.

2. I am fully aware that if my Institute gets selected for the training year 2016-17 &  
2017-18 for conduct of resettlement courses, I will forego all my rights of availing any  
other benefit from DGR.

Stamp of the Institute

Signature of Proprietor/Trustee/  
Owner

## **2. MANDATORY UNDERTAKING FROM ALL INSTITUTES**

Certified that the proposal submitted by us is in conformity with the terms and conditions contained at Annexure 'C, in the Expression of Interest available on DGR website for the training year 2016-17& 2017-18.

Stamp of the Institute

Signature of Director/Owner with date

## ANNEXURE C – TERMS & CONDITIONS

### 1) Exclusion of EOI/ Disqualification

a) DGR shall exclude/ disqualify an EOI, if: -

- i. The information submitted, concerning the qualifications of the applicant, was false or constituted a misrepresentation; or
- ii. The information submitted, concerning the qualifications of the applicant, was materially inaccurate or incomplete; and
- iii. The applicant is not qualified as per pre-qualification / eligibility criteria mentioned in the bidding document;
- iv. The EOI materially departs from the requirements specified in the bidding document or it contains false information;
- v. The applicant, submitting the EOI, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the DGR or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
- vi. An applicant, in the opinion of the DGR, has a conflict of interest materially affecting fair competition.
- vii. The applicant should submit the proposal only in the prescribed format and in sequencing order with index.

b) An EOI shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.

### 2) DGR's Right to Accept or Reject Any or All EOI's

The DGR reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the applicants.

DGR makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone.

### 3) DGR's Offering and Conduct of Courses

- a) DGR reserves the right to add new courses or remove courses from the list as per the estimated demand. This would be done in the future as part of a new procurement process
- b) DGR identifies various courses under different categories which are conducted through outsourced agencies each year. The details about the courses planned for the year are circulated to the defence environment through "Resettlement Training Brochure" every year. Subscription to the courses is on voluntary basis subject to service exigencies. Hence, no pre-assurance about conduct / number of personnel opting for the course can be given
- c) It shall be binding on shortlisted Institutes for conduct of various courses and to intimate DGR at least one month in advance of commencement of course by email and tele, should they be incapable to run the course due to low number of registrations by candidates. Failing this, further courses scheduled are liable to be stopped and such Institutes would be liable to be blacklisted.

#### 4) **Cancellation of procurement process**

- a) If any procurement process has been cancelled, it shall not prevent the DGR from initiating a new procurement process for the same subject matter of procurement, if required.
- b) DGR may cancel the process of EOI initiated by it -
  - i. At any time prior to the acceptance of the successful EOI; or
  - ii. After the successful EOI is accepted in accordance with (d) and (e) below.
- c) The decision of the DGR to cancel the procurement shall be immediately communicated to all applicants that participated in the EOI process.
- d) If the applicant who's EOI has been accepted as successful fails to sign any written contract as required, or fails to provide any required security for the performance of the contract, the DGR may cancel the process.
- e) If an applicant is convicted of any offence the DGR may: -
  - i. cancel the EOI of the convicted applicant who has been declared as successful, but no contract has been entered into;

#### 5) **Code of Integrity for Applicants**

- a) No person participating in the EOI process shall act in contravention of the code of integrity prescribed by the Ministry of Defence.
- b) The code of integrity include provisions for: -
  - a. Prohibiting
    - i. Any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
    - ii. Any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
    - iii. Any collusion, EOI rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
    - iv. Improper use of information shared between the DGR and the applicants with an intent to gain unfair advantage in the procurement process or for personal gain;
    - v. Any financial or business transactions between the applicant and any officer or employee of the DGR;
    - vi. Any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
    - vii. Any obstruction of any investigation or audit of a procurement process;
  - b. Disclosure of conflict of interest;
  - c. Disclosure by the applicant of any previous transgressions with any entity in India or any other country or of any debarment by any other government organization in the past.

- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by an applicant or prospective applicant, as the case may be, the DGR may take appropriate measures including: -
- a. Exclusion of the applicant from the procurement process;
  - b. Calling-off of pre-contract negotiations;
  - c. Forfeiture or encashment of any other security or bond relating to the procurement;
  - d. Recovery of payments made by the DGR along with interest thereon at bank rate;
  - e. Cancellation of the relevant contract and recovery of compensation for loss incurred by the DGR;
- 6) Debarment of the applicant from participation in all future procurements of the DGR, **Debarment from submission of EOI / Bidding**
- a) An applicant shall be debarred by DGR if he has been convicted of an offence
    - a. Under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
    - b. Under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
  - b) An applicant debarred under (a) above shall not be eligible to participate in any procurement process of DGR in future.
  - c) If DGR finds that an applicant has breached the code of integrity prescribed in terms of "Code of Integrity for applicants" above, it may debar the applicant for all future transactions with DGR.
  - d) The DGR, as the case may be, shall not debar an applicant under this section unless such applicant has been given a reasonable opportunity of being heard.
  - e) DGR will have the right to debar an applicant from further process of allotment of training courses if an applicant submits any false information in the response to EOI or subsequently, whether knowingly or unknowingly.