

## Format for submission of proposal

### A. Summary Sheet

Sl. No	Particulars	Details
1.	Name of the organization	
2.	Address of registered office	
3.	Address of local/district office (Please give Statewise detail of office address)	
4.	Contact details	
5.	Name of Contact person	
6.	Designation	
7.	Telephone	
8.	Fax	
9.	Email	
10.	Website	
11.	Registration details (number and date) of the Organisation	
12.	Income tax registration and PAN no. details of the Organisation	
13	Annual turnover for last 3 years	
	2010-11	
	2011-12	
	2012-13	
14	Status of Audited statement ( Yes/No)	
	2010-11	
	2011-12	
	2012-13	
15	Agency whether having certification for any quality management system, If yes, name and details of the Institutions from whom certification achieved	
16.	Number of years of experience in skill development and placement training	

<b>17</b>	Number of Skill Training completed so far	
	2010-11	
	2011-12	
	2012-13	
<b>18</b>	Number of Persons trained so far (mention no against different trade)	
	2010-11	
	2011-12	
	2012-13	
<b>19</b>	Number of persons placed so far against number of person trained	
	2010-11	
	2011-12	
	2012-13	
<b>20</b>	Name and type of Organizations (Govt. Semi Govt., Corporate, Non Govt.) where the agency has provided or are continuing Training and placement services for last 3 years i.e. 2010-11, 2011-12, 2012-13	
<b>21</b>	Number of employees with professional field experiences	
<b>22</b>	No of Key Persons to be involved in the Training from the Organization	
<b>23</b>	No of Key Persons to be involved in the Training to be hired (if any)	
<b>24</b>	Has the Agency has been blacklisted by any government (Union and/or state), Ministry /Department /Organization /NABARD /CAPART /Multinational donor agency/etc. or any other donor/partner organization in the past? If yes, provide details.	
<b>25</b>	Is the Agency a member of any Agency network/alliance? If yes, provide details.	

## B. Detail Information

Sl. No	Particulars
1	Submit a write up in about 1500 - 2000 words on the Introduction of the Agency, its evolution, founding philosophy, values, beliefs, vision, mission, activities, major achievements and plans for future.
2	Details of similar Training related to Skill Development and Placement that has been completed and being successfully implemented in last 3 years (2010-11, 2011-2012, 2012-2013). Pl give in details in separate sheet about: <ul style="list-style-type: none"> <li>• Project area,</li> <li>• Name and level of skills developed,</li> <li>• Sponsoring agencies,</li> <li>• Total funding,</li> <li>• Duration,</li> <li>• Target group</li> <li>• Training Tools</li> <li>• Placement Details and</li> <li>• Key outcome</li> </ul>
3	Name and type of Organizations (Govt. Semi Govt., Corporate, Non Govt.) where the agency has provided or are continuing Training and placement services for last 3 years (2010-11, 2011-2012, 2012-2013)
4	Approach and Methodology of the Training – Tools & Techniques, Training Curriculum, Placement Strategies, Network Organization where placement will be made, offer salary, Trainee retention strategy
5	Write up on Post Placement Tracking Strategies and methodologies
6	Full time, Professional manpower of the Organization to be involved – person wise small paragraph.
7	Key Persons to be involved in the Training and placement from the Organization to be involved – person wise small paragraph. Detail description as CV to be attached (in separate sheet)
8	Key Persons to be involved in the Training to be hired (if any) – person wise small paragraph. Detail description as CV to be attached (in separate sheet)
9	Write up on type of Infrastructures available with the Agency for the training: <ul style="list-style-type: none"> <li>• Training Hall,</li> <li>• Lodging arrangement,</li> <li>• Tools/ Equipments/ Raw Materials etc.</li> </ul>
10	Type of Infrastructures to be hired (if not available) by the Agency for the training and from whom it will be hired (Training Hall, Lodging arrangement, Tools/ Equipments/ Raw Materials etc.).
	A short note of about 500 words on why the Agency thinks it is suitable to conduct the Training for youth with NERLP.
11	Describe in brief about the experience of working in NERLP States, particularly with respective Govt.

<b>12</b>	Audited statement of 2010-11, 2011-12 and 2012-13 (please submit only the Balance Sheet and Income – Expenditure Statement)
<b>13</b>	Pl express your willingness for training and placement in the geographical area and mentioned the trades in the appropriate column as given below mentioned Table

### 14.1 Training Details

Type of Trades interested	No of Batch to be taken up for each trade	No of Persons per batch per trade	Total no of Persons to be trained	Duration of each trade (days)	Place of Training		Type of Training		Cost involved (per trainee)		Project district interested (Mizoram/Nagaland/Sikkim/Tripura)
					Project State/District	Others ( pl. specify)	Residential	Non Residential	Residential	Non residential	

\* Please refer Appendix- 1 for list of skill. Further, Agency can choose other skill also depending on local potentiality and Agency’s expertise

### 14.2 Placement Details

Type of Trades	Total no of Persons to be trained	% of Placement to be provided	Placement Details								
			Situation 1			Situation 2			Situation 3		
			Geographical Area	Placement Organization	Expected Salary	Geographical Area	Placement Organization	Expected Salary	Geographical Area	Placement Organization	Expected Salary

## Appendix – 1

### Type of Skill Training required in different State and District

Sector	Trade Name
Auto & Auto Components	Automobile Repairing
Healthcare	Bed side Patient Assistant [BSPA], Patient Care and Medical Assistance, Beauty and Spa, Para Nurse
Hospitality, Tourism & Travel	Facility Management / House Keeping / Hospitality Services / Hotel Management/ F&B / Bar Man etc.
IT & ITES industry and Office Management	Computerized Accounting, BPO, Data Entry Operator, DTP operator, ITeS (Information Technology Enable Services) Electronics Goods Repair, Mobile phone repairing, Computer Hardware-Networking
Organised Retail	Customer Relation and Sales, Sales and Retail Management
Security services	Security Guard, Security Supervisor
Mechanical	Advance Machine Tool Operator , CNC Operator , Basic Fitter / Industrial Assistant, Welding, Electrician, AC repair, Refrigerator repair
Construction Engineering	Welding Operators, Pipe Fabricators, Fitters, JCB Operators
Apparel Manufacturing	Sewing machine operator, Spinning Mill Operators, Weaving Operators, Garment Checkers, Garment Finishers
Other	Other suitable trade like Leather, Plastic industries