



MEGHALAYA STATE SKILLS DEVELOPMENT SOCIETY (MSSDS)
(Department of Labour, Government of Meghalaya)

EMPANELMENT OF SKILL DEVELOPMENT TRAINING PARTNERS

1. Introduction

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

MSSDS invites applications from Training Organisations for the Empanelment of Skill Development Training Partners for the provision of training programmes under the Skill Development Initiative (SDI) of MSSDS.

2. Minimum Eligibility Criteria

The minimum eligibility criteria details are provided below:

- I. The Training Partner (TP) shall be a firm/company/ partnership/ LLP/ proprietorship firm/institution/society registered under the Indian Companies Act, 1956 / the Partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008 and who have their registered offices in India and have had a presence in the State of Meghalaya for at least 3 years minimum.
- II. The TP should have been involved in Skills/Livelihood training experience of a minimum of 1 year with a minimum intake of at least 35 trainees but the same can be relaxed for Start-ups subjected to the technical qualifications of the members of the TP.¹
- III. The TP should have some form of financial turnover but the same can be relaxed for Start-ups subjected to the technical qualifications of the members of the TP.
- IV. The STP should not have been blacklisted or barred or any such cases pending for blacklisting/ debarment in any court of law by any State Government, Central Government or any other Public Sector Undertaking or Corporation or any other Autonomous organisation of Central or State Government
- V. The TP should have documents as required by the Government process for accepting funds like a PAN/TAN Card, GST Number, Bank Account etc.

3. Application Submission Guidelines

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

- I. The application shall be unconditional to avoid rejection.
- II. All the information/details provided are to be supported by authentic documents duly certified by the Applicant.
- III. Applications shall be submitted to the Office of the Executive Director, MSSDS, Grove Site Building, Keating Road, Shillong, Meghalaya-793001 by the first week of December, 2021.
- IV. Application shall be submitted in the prescribed format provided at the end of this document along with the Undertaking.

¹ The condition for **financial turnover and prior experience may be relaxed for Startups** (as defined by the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India) subject to the technical qualifications of the members of the STP/STPs.



4. **Empanelment Period**

The Training Provider shall be empanelled for 3 years. However, a review exercise will be made periodically based on performance with necessary information. MSSDS reserves its right to de-list the name of the Training Provider at any stage, if found unsatisfactory or does not comply with the requirement.

5. **Payment Norms**

All training will be paid as per the “MSDE Common costs Norms” at per hour per trainee basis based on the Types of certifications and Category classified.

The cost head applicable for both NSQF and non NSQF curriculum as per Common Cost Norms published by Ministry of Skill Development & Entrepreneurship, Notification **No. H-22011/2/2014-SDE (Vol. IV)** Dated New Delhi the 1st January, 2021 (as amended from time to time) will be considered for Skills Meghalaya should be limited to the following:

Sl. No.	Cost Head for Skills Meghalaya	Ceiling Rate/ Trainee
I	<i>Training Base Cost (applicable sub head for NSQF aligned courses)</i>	Category I – Rs. 49/Hour Category II – Rs. 42/Hour Category III – Rs. 35.10/Hour
II	<i>Training Base Cost (applicable sub head for Non NSQF aligned courses)</i>	Category III – Rs. 35.10/Hour
III	<i>Boarding and Lodging Costs</i>	Shillong City – Rs. 315/ Day Other Urban Area – Rs. 250/Day Rural Area – Rs. 220/Day
IV	<i>Third Party Certification & Assessment Costs</i>	Rs. 1500 (Maximum)
V	<i>Additional Support for Special Area/Groups</i>	10% of Training Base Cost
VI	<i>Post Training Start Up Tools</i>	As per MSSDS standard rates

APPLICATION FORMAT FOR EMPANELMENT

(Write on a separate sheet under the correct Sl. No. if necessary)

I. General Information

SN	Particulars	Details (enclose supporting documents, wherever required)
1	Name of the Applicant /Organisation	
2	Type of Organisation (Sole Proprietorship Firm, Society/ Partnership Firm/ Limited Liability Partnership, Company)	



	(Attach Related Document)	
3	Registration No of Organisation	
4	Date of Incorporation	
5	Registered Office Address (Attach One Proof of Address e.g. Light Bill, Phone Bill, Etc.)	
6	Bank Account Details (Front Page of Passbook)	
7	Telephone/ Mobile No. Email ID Website (if any)	
8	PAN/TAN details	
9	General Profile of the Organisation (Attach MOA / Profile)	
10	Accreditations and Recognitions (AICTE, NSDC, State Govt or other. Support with copy of certificate etc)	
11	Training Centre Address (Attach photographs of the infrastructure)	
12	Key Personnel and Trainers Details (Bio-Data/CV) (Validated and Sealed by Organisation Head)	
13	No. of Years of Experience highlighting location-wise skill development training activities	



14	Details of Training Programmes Conducted (Work Orders and/or Completion Reports)	
15	Equipment Availability (Provide a list of training equipment & tools)	
16	Forward Linkage (Provide Evidence of Placements, Hand Holding Support, Market Linkage or any other relevant information to show forward linkage).	
17	Signing Authority Details	Name: Designation: Age: Gender: Phone No: Email ID: Address:



II. Declaration

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

- a) I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with MSSDS.
- b) I/We declare that the validity of the above information is subject to inspection and scrutiny by MSSDS
- c) I/We understand and accept that empanelment shall be at the discretion of MSSDS as per requirement and that MSSDS has a right to reject our application without assigning any reasons.
- d) I/We understand that empanelment as such does not guarantee an award of assignment by MSSDS
- e) If my/our application for empanelment in MSSDS is considered favourably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by MSSDS from time to time;
- f) I/We understand that the entrustment of the assignment is subject to a periodic review by MSSDS
- g) I/We understand that MSSDS reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever
- h) The training shall be conducted based on accepted principles as also the criteria/terms of reference specified by MSSDS from time to time
- i) If any wrong practice is detected, I/We hereby consent that MSSDS may take steps as deemed fit
- j) I/We have not been convicted of any offence and sentenced by any court in the country
- k) I/We have not been found guilty of misconduct in a professional capacity
- l) I/We have not been convicted of an offence/debarred by any agency/organisation.
- m) I/We have not been blacklisted by any agency/organisation.

Date:

Place:

Signature and Seal of the Applicant

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



III. Undertaking Letter

I/We the undersigned hereby undertake the following:

1. I/We shall strictly implement the terms and conditions mentioned in the contract/ Agreement of Empanelment as notified by the Meghalaya State Skill Development Society (MSSDS)
2. I/We understand that the Work Order for Skill training shall be conducted based on accepted principles as the norms/criteria/terms of reference specified by MSSDS from time to time
3. I/We hereby consent that MSSDS may take steps as deemed fit if any wrong practice is detected.

Date:

Signature and Seal of the Applicant

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



Checklist of Documents needed to be submitted as evidence for Eligibility Criteria

Sl. No.	Documents Checklist
1	Forwarding Letter addressed to the Executive Director, MSSDS
2	Name, Address, Contact Details and Email Address of Primary Contact for the Project
3	Registration Documents
4	Details of Similar Prior or Existing Training Programmes
5	Placement Details or Evidence of Forward Linkages
6	Bank Account Documents
7	Previous Work Orders
8	Curriculum for Proposed Trade Training
9	Formal Undertaking Letter