

Textiles Committee
Resource Support Agency (RSA)
P.Balu Road, Prabhadevi Chowk, Prabhadevi
Mumbai- 400025

No. 600/CAT/ToT/RFP/2018(SAMARTH)

Dated: 27th November, 2020

E-TENDER/RFP NOTICE

For and on behalf of the Resource Support Agency (RSA), the Secretary, Textiles Committee, Mumbai invites online Request For Proposal (RFP) for “**Empanelment of Training of Trainers (ToT) Agencies for Up-Skilling/Re-Skilling**” under single bid system from registered and authorized agencies. The Detailed RFP, relevant forms, its terms and conditions, list of documents etc. to be submitted can also be seen and downloaded from Textiles Committee website <http://www.textilescommittee.nic.in> or at online portal i.e. <https://eprocure.gov.in/eprocure/app> free of cost. The agencies who wish to apply for this work should fulfill the criteria mentioned in the said RFP. The detailed schedule for the applying the RFP are as follows:-

DETAILS OF ONLINE DOWNLOADING/ SUBMISSION/OPENING OF TENDERS

Sr. No.	Particulars	Date & Time
1	Tender document Download Start date & time	27.11.2020 - 10.00 AM
2	Tender document Download end date & time	17.12.2020 – 05.00 PM
3	Online Bid submission Start date& time	07.12.2020 - 10.00 AM
4	Online Bid submission End date & time	17.12.2020 – 05.00 PM
5	Online Technical Bid opening date & time	18.12.2020 – 03.00 PM
6	Pre-bid Meeting (if required)	04.12.2020 03.00 PM

-Sd-

(Ajit B Chavan)
Secretary



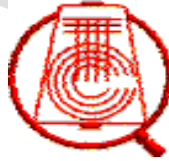
Textiles Committee
Ministry of Textiles, Government of India

**Request For Proposal
For
Empanelment of
'Training of Trainer (ToT) Agencies for Up-
Skilling/Re-Skilling'**

Under - समर्थ (Samarth)

Scheme for Capacity Building in
Textile Sector

27th November, 2020



Resource Support Agency
Textiles Committee
Govt. of India, Ministry of Textiles
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**RESOURCE SUPPORT AGENCY
TEXTILES COMMITTEE
MINISTRY OF TEXTILES, GOVERNMENT OF INDIA
P. BALU ROAD, PRABHADEVI CHOWK
PRABHADEVI, MUMBAI - 400025**

**Request for Proposal for Empanelment of Training of Trainer Agencies for Up-Skilling/Re-Skilling ToT Programme under
“Scheme for Capacity Building in Textile Sector – समर्थ (Samarth)”
under the Skill India Mission- Reg**

The textile and apparel industry is one of the earliest industries developed in India. This industry sector generates largest employment next to agriculture. In order to meet the skill gap in the industry and also to supplement its efforts initiated through the Special Package for Garments and Made-ups, the Government has approved the new scheme titled “Scheme for Capacity Building in Textile Sector (SCBTS)” which shall be known by the name – समर्थ (Samarth).

The Textiles Committee, Ministry of Textiles, Government of India has been designated as the Resource Support Agency (RSA) under Samarth. The Textiles Committee envisages empanelment of Training of Trainers Agencies for Training the Trainers required by Implementing Partners (IPs) under Samarth during the currency of the scheme i.e 2017-2020 or as extended.

Agencies with relevant experience and resources intended to be empanelled as Training of Trainers Agency with RSA may apply in the prescribed format which can be downloaded from www.textilescommittee.nic.in.

The last date for the receipt of proposal is 17th December, 2020.



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A: Definition and Nomenclature

- a) **Resource Support Agency (RSA):** The Textiles Committee is designated as RSA for implementation of the Scheme Samarth.
- b) **Training of Trainer Agency (ToT):** An agency duly authorized and empanelled by the RSA to conduct Training of Trainers.
- c) **Implementing Partner (IP):** Any interested organization duly authorized by Ministry of Textiles to conduct training under Samarth Scheme.
- d) **Trainee:** Any citizen of India possessing an Aadhaar Card (unless exempted under Aadhaar Act, 2016) with age over 14 years or as prescribed under relevant labour law.
- e) **Up-skilling:** Up-skilling can be defined as, to provide the same skill to the existing worker on higher level where he/she can better understand the machine/job, enhance its knowledge, attitude, behavior, understand the existing machine operations/its maintenance keeping the same existing job/work but with higher level. The progression of the work is considered to be horizontal.
- f) **Re-skilling:** Re-Skilling is the process of learning new-skills to do a different job, or of training people to do a different job. In this case, he/she can handle three to four machines/work in addition to its existing work/duties by imparting training of technical/domain skills, soft skills (attitude, behavior, communications). The progression of the work is vertical and essentially also includes multi skilling.
- g) **Candidate Trainer (CT):** A Candidate Trainer is one who meets the prescribed education qualification & industry experience and would be required to undergo **6 days** ToT programme.
- h) **Trainer (T):** A Trainer is one who has successfully passed the assessment of ToT programme and got certified with RSA under SAMARTH Scheme.
- i) **Assessment:** Conducting a written test / online test, practical and/or viva of a trainee(s).
- j) **Assessment (In case of ToT):** It is a process to evaluate the competency of a trainer by way of written test/online test and/or viva.
- k) **Master Trainer (MT):** Person duly accredited/certified by RSA under Samarth to conduct such Training of Trainers as required by the RSA through its empanelled Training of Trainer (ToT) Agencies.
- l) **Training of Trainer Protocol:** A document which provides detailed guidelines to conduct Training of Trainer duly developed by the RSA under Samarth as amended from time to time by the RSA for the purpose of Training of trainers under 'Samarth'.
- m) **KYMT-U/R:** Know Your Master Trainer for Up-skilling/Re-skilling

B. Important Dates

Sr. No.	Item	Date	Remark
1	Issue of RFP	27/11/2020	
2	Last date for submission	17/12/2020	Time 05.00 PM



1. Introduction

The Ministry of Textiles (MoT) has introduced a new scheme titled "Scheme for Capacity Building in Textile Sector (SCBTS)" which shall be known as "समर्थ (Samarth)".

The Samarth is launched with a view to transform the unskilled manpower to skilled workforce in various sub sectors like Garment, knitting, processing, manmade & synthetic fibres and other unorganised textile sector including Traditional sectors like Jute, Silk, Handloom, Handicraft & Carpet by conducting the certified Skill Development Programme in these sub sectors across the country. The proposed scheme has a physical target of training 10 lakh persons (9 lakh persons in organised & 1 lakh persons in traditional sectors) including Up-Skilling/Re-Skilling training target upto 40,000 (40K) over the period of 3 years (2017-2020) or as extended.

In current scenario, the Garment industry is in much need of multi skilled workforce, in terms of workers who can do multiple operations on a machine as well as multiple operations on different types of sewing machines. The new skills required to thrive in this new era are in short supply, forcing companies to examine their workforce capabilities. The skill gap in existing workforce in Indian Textile & Apparel industry is a threat to business growth. Re-skilling, Up-skilling could be an important solution to bridge the skill gap in existing workforce. The way forward is to go for a structured Re-skilling & Up-skilling intervention for existing workforce. This will enhance the competitiveness of Indian garment industry in the international market, fetching more business.

The Textiles Committee is a statutory body under the administrative control of the Ministry of Textiles, Government of India. The Committee was established by an Act of Parliament viz., 'The Textiles Committee Act 1964'. The Textiles Committee has a vast network of offices in all major textile clusters and apparel production centers in India. The Ministry of Textiles, Government of India has designated the Textiles Committee as the Resource Support Agency (RSA) with a view to operate as technical arm for maintaining quality in the process of implementation of the scheme Samarth. The Textiles Committee in its role as the RSA for Samarth is looking forward to empanel Third Party Training of Trainer Agencies having relevant experience, resources and expertise to carry out the Training of Trainer for approved Implementing Partners across India under समर्थ (Samarth).



The textile and apparel industry is one of the earliest industries developed in India. Its entire value chain from fiber to apparel manufacturing has a strong presence within the country. It is the biggest employer after agriculture. In order to meet the skill gap in the industry and also to supplement the efforts of the Ministry initiated through the Special Package for Garments and Made-ups in generating employment, the Government has approved the new scheme titled "Scheme for Capacity Building in Textiles Sector" for the entire value chain of textiles except Spinning and Weaving in the organized sector, for a period of three years from 2017-18 to 2019-20 with an outlay of Rs. 1300 crore. The Scheme for Capacity Building in Textile Sector shall be known by the name "समर्थ(Samarth)".

The invitation of RFP targets Up-skilling/Re-skilling in Apparel & garmenting, Home furnishing and Made-Ups segments of the textiles industry in India.

2. Objectives of the Up-Skilling & Re-Skilling Intervention

Keeping in view the demand for skilled workforce, the MoT, Government of India is implementing Up-Skilling/Re-Skilling training under the SAMARTH Scheme with following objectives.

- i. To upgrade the skill level of existing workers/employees engaged in a textile industry in Apparel & Garmenting, Made-ups, Home furnishing for improving their skill level and productivity.
- ii. To improve the productivity and competitiveness of the industry to a level prevalent to the international standards.

3. Functions of RSA

The Textiles Committee is nominated as Resource Support Agency (RSA) under the institutional mechanism of the Scheme. As per the scheme guidelines RSA shall perform the following functions:

- a) To identify and finalize the skill development needs in consultation with Sector Skill councils (SSCs) and industry.
- b) To standardize the course content and to develop the content.
- c) To specify the training centre's infrastructure with reference to the NSQF courses.



- d) To standardize the admission, assessment, certification and accreditation processes in consultation with the SSCs and industry to ensure consistency and acceptability by various stake holders.
- e) To empanel Training of Trainers (ToTs) and to monitor their performance.
- f) To conduct Training of Trainers (ToTs) and Training of Assessors (ToAs) in co-ordination with the respective SSCs.
- g) To conduct the skill gap studies from time to time and build up skill data base for the industry.
- h) To study the global scenario and best practices in skilling in the textile sector.

One of the important activities of the RSA is to undertake assessment and certification of the trainees trained under the Samarth through Third Party Assessment Agencies in line with Common Norms of MSDE.

4. Training Framework

A third party Training of Trainer will be conducted by the Training of Trainer Agencies empanelled by the RSA. Only empanelled Training of Trainer Agencies will be allowed to conduct the training. In addition, the Ministry may also appoint an Observer to oversee the Training of Trainer process as per felt need. RSA will also conduct surprise visits for monitoring the process and quality of the training. After successful training and assessment the trainer who passed during the assessment will be provided with a qualifying certificate by the RSA.

4.1 Course Content: The training is based on National Skill Qualification Framework (NSQF) compliant courses for Up-Skilling/Re-Skilling. The RSA, in consultation with the industry, will develop courses which shall be need-based to meet the highest standards and requirement of the related industry segments, including awareness about labour laws. In addition to the targeted domain specific hard skills, the program will also aim at imparting soft skills including but not limited to communication abilities, language skills, personal habits, cognitive or emotional empathy, time management, team work and leadership traits etc. Only the courses which are aligned with NSQF and approved by the RSA will be offered to trainees.

Before the Implementing Partners starts the training, the candidate trainers will have to undergo the Training of Trainer Programme conducted by a Third Party Training RFP for Empanelment of ToT Agencies for Up-Skilling/Re-Skilling



of Trainer Agencies to be empanelled by the RSA. Mandatory CCTV recording has to be done for the entire training programme. Recordings have to be kept by ToT agency for a minimum period of one year from the date of completion of training programme.

Table: List of Up-Skilling/Re-Skilling courses

S.N.	Name of the Module	Course Code	NSQF Level	Notional Hours
1	Specialised Sewing Machine Operator	AMH/Q2301	4	240
2	Measurement Checker	AMH/Q0103	4	270
3	Pressman	AMH/Q0401	4	270
4	Industrial Engineer (IE) Executive	AMH/Q2001	6	360
5	Advance Pattern Maker (CAD/CAM)	AMH/Q1101	5	360
6	Sampling Coordinator	AMH/Q1801	5	360

*This list is tentative and subject to modifications from time to time.

5. Scope

For the purpose of Training of Trainer Agencies, RSA has developed a Training of Trainer Protocol for Up-Skilling/Re-Skilling ToT Programme which is uploaded on Textiles Committee website (<http://textilescommittee.nic.in/whats-new/tot-protocol-skilling/re-skilling-dated-07082020>). And online ToT protocol for Up-Skilling/Re-Skilling will be uploaded on Textiles Committee website soon (please check our website time to time). The Training of Trainer Protocol is a document which is a guideline for the methodology to be adopted by the Training of Trainer Agencies for conducting Training of Trainers under Samarth across India. Using the Training of Trainer (ToT) Protocol, the empanelled Training of Trainer (ToT) Agencies are required to undertake training of trainers as per the training schedule. The Training of Trainer Agencies are expected to undertake training on all India basis. The scheme aims at training 10 lakh persons (9 lakh in organized & 1 lakh in traditional sector of Jute, Silk, Handloom, Handicraft & Carpet) over a period of 3 years (2017–20) and for Up-Skilling/Re-Skilling training target is upto 40,000 (40K).



6. Eligibility Criteria for Applicant Agencies

6.1 Legal Identity

The Applicant Agency shall be an Autonomous/Statutory/Regulatory body, Registered Public/Private Limited Company/Society/Trust/Trade Body/Educational Institution/ Partnership Firm/LLP registered with any legal authority with State/ Union Government.

6.2 The Applicant Agency should preferably have experience of running Training of Trainers programme.

Minimum criteria requirement along with maximum points and weightages is given in table 1 below:

Table-1 Evaluation criteria for Training of Trainers Agency for Apparel/Garmenting sector

S No.	Parameter	Max. Points	Minimum Criteria	Weightage Points		
1	Years of Experience (in the field of Training of the Trainers in Textiles sector)	15	One	Above 3	Above 2 – upto 3	1 - upto 2
				(15 points)	(10 points)	(5 points)
2	Number of trainers trained since last 3 years (2017-18,18-19 &19-20) in Textile sector	15	500	Total: Above 2000	Total: 1001- 2000	Total: 500- 1000
				(15 points)	(10 points)	(5 points)
3	Master Trainer Strength for conducting ToT in Apparel/Garment sector.	10	5 Master Trainer for conducting ToT	Above 15	11-15	5-10
				(10 points)	(7 points)	(3 points)
4	Presence of ToT Agency in Number of States	10	Minimum 1 ToT center per state in at least one state.	More than 3 states	2 to 3 states	1 state
				(10 points)	(7points)	(3points)
Grand Total		50				



6.3 Infrastructure requirement for ToT center (offline mode) & online training mode as prescribed by RSA at Appendix-I and Appendix-II respectively.

6.4 The Applicant Agency shall provide the complete information with supporting documents towards their above claims duly certified by the Agency. The RSA shall empanel only the Applicant Agencies who secure the bench mark cut off score to be declared by the RSA.

7. Submission of Proposal

7.1 Document

The Applicant Agency shall apply one Proposal through online mode via CPPP portal, which shall be superscribed as, Proposal for: **“Empanelment of Training of Trainer (ToT) Agencies for Up-Skilling/Re-Skilling under the Samarth”** and shall contain all information/documentation duly filed under mentioned formats/forms and duly signed (digitally).

a)	Format of the Covering Letter	Form 1
b)	Details of the Applicant Agency	Form 2
c)	Compliance to eligibility criteria for Applicant Agency	Form 3
d)	Legal Constitution of Applicant	Form 4
e)	Reach of Organization	Form 5
f)	Financial Standing – Annual Turnover	Form 6
g)	Details of Trainers Trained	Form 7
h)	List of proposed Master Trainers	Form 8
i)	Master Trainer Profile	Form 9
j)	List of States for Training	Form 10
k)	Details of Payment of Application Fee	Form 11

7.2. The Applicant Agencies are required to carefully study the notes accompanying each of the formats and provide necessary documentary proof mentioned therein duly certified by the Agency. Any information provided by the Applicants Agency which is not accompanied with relevant proof will not be considered during evaluation.



7.3. The Applicant Agencies are required to enclose proof of one time non-refundable application fee of Rs. 10,000/- + applicable GST (at present 18%) while submitting the proposal for Empanelment of Training of Trainer Agency for Up-Skilling/Re-Skilling under Samarth. The applicant agency can pay the fees through online mode as per details given below.

Name of the Account Holder	TEXTILES COMMITTEE
Account No	10865756128
Bank Name	State Bank of India
Branch	Worli (North)
IFSC Code	SBIN0000290
Account Type	CURRENT A/C
BRANCH Code	0290
MICR Code of bank	400002088

Note: Proposal for empanelment will be valid only if it is accompanied by requisite Application Fee/Fee paid details, otherwise it will be considered as rejected and in this case fee will not be refunded. Therefore, please attach payment receipt proof along with application.

7.3.1 During submission of proposal, the Applicant Agencies shall follow the information contained in the proposal and strictly adhere to the information prescribed under Forms 1 to 11 given above. Non-adherence to formats, non submission of certified supporting documents will be a ground for declaring the proposal non-responsive.

7.3.2 The proposal should contain page number. Additional documents like Balance Sheet, Articles of Association, etc. may be avoided, unless otherwise it validates any of the information sought.



8. Mode of Selection

8.1 The proposal submitted by Applicant Agencies will be subjected to the following levels of evaluation before award of empanelment.

- a) Preliminary Screening (Legal Identity)
- b) Technical evaluation (each agency shall score minimum 16 out of 50 points) to be eligible for further evaluation.
- c) Presentation by Applicant Agencies
- d) Provisional Empanelment.
- e) Accreditation of Master Trainers through Master Trainer Competency Evaluation Programme (CEP) or as applicable
- f) Final Empanelment

8.2.1 Legal Identity of Applicant Agency

The Proposal would be initially checked for the eligibility of the Applicant Agency as per clause **6.1** above.

8.2.2 Technical Evaluation

A detailed evaluation of the proposal of eligible Applicant Agencies will be carried out as per Table 1 on Evaluation Criteria for ToT Agency (Clause 6.2). The Applicant Agency may also be required to give such clarifications and additional information on their capabilities and technical proposal as may be required by the RSA. Only those Applicant Agencies who have score equal or more than 16 marks in Technical evaluation (Table 1) and secure the benchmark cut off score which will be announced by RSA and would be taken up for further evaluation. It may be noted that merely meeting the minimum requirements in all criteria of technical evaluation will not suffice for an Applicant Agency to qualify for empanelment.

8.2.3 Presentations on Technical and Resource aspects by Applicant Agencies:

The Applicant Agencies fulfilling minimum eligibility criteria and securing benchmark cut off score under technical evaluation will be invited to make presentation (online/offline) by the Textiles Committee about their activities.



The presentations will mainly cover following important areas.

- a) Introduction about the Applicant Agency
- b) Experience of Training of Trainers in Textile sector, sub-sector and trade
- c) Availability of necessary infrastructure at Training of Trainer Centre(s)
- d) Profile of Master Trainers
- e) Any other information including future plans.

At the time of presentations, the Applicant Agencies shall produce relevant original documents and other documents including programme material/guidance documents etc., if any, as claimed in their application for verification.

8.2.4 Remittance of necessary Empanelment Fee and signing of Service Level Agreement (SLA).

For provisional empanelment as RSA approved ToT Agency, the RSA will provide a format of Service Level Agreement to be signed by Training of Trainer Agencies who will qualify the aforesaid process. The authorized person of such agencies shall sign the SLA with the RSA on Rs 100.00 Stamp Paper (Non-Judicial) and forward the same to RSA along with onetime non-refundable Empanelment fee of Rs. 50,000/- plus applicable GST (at present 18%) through online mode as per details given in para 7.3 above. The Empanelment fee is for the period upto 31.03.2021 or as per RSA decision.

8.2.5 Competency Evaluation and Accreditation of defined number of Master Trainers.

For the accreditation of Master Trainers, the empanelled ToT Agency shall apply for the Accreditation of atleast minimum prescribed number of Master Trainers fulfilling the eligibility in the prescribed KYMT-U/R format (form-14) along with all the supporting documents and requisite non-refundable accreditation fee of Rs. 2000/- plus applicable GST (at present 18%) per Master Trainer accreditation and such applicant Master trainer shall have to clear the Competency Evaluation Program (CEP), of the RSA, well announced at periodic intervals for Master Trainers accreditation. In case of Master Trainers already accredited by any of the textiles related Sector Skill Councils (SSCs) will have to pay non-refundable accreditation fee of Rs.1000/- plus applicable GST (at present 18%) and such Master Trainers will not be required to clear the Competency Evaluation Program (CEP) and treated as Accredited Master Trainer under RSA. The



Accreditation once provided is valid for a period of one year or till the end of the Samarth Scheme whichever earlier. The accreditation can be renewed by paying prescribed non-refundable renewal fee of Rs. 1000/- plus applicable taxes (at present 18% GST) for validity of 1 year or till the end of Samarth programme whichever is earlier. The following components will be assessed to check the competencies required in the area of specialization in Textile sectors, sub sectors & trades for which he/she is aspiring to become a Master Trainer. The eligibility criteria of Master Trainer are given in Appendix-III.

- a) Educational Qualification and Experience of the Master Trainers
- b) Knowledge on Training Principles.
- c) Written test/ online test/presentation/personal interview in core area as applicable.

Note: Fee once paid shall not be refunded under any circumstances nor will it be adjusted.

9. Award of Empanelment:

The Final Empanelment of Training of Trainer Agencies will be awarded only after the remittance of the requisite fee for empanelment of ToT Agencies and its Master Trainers along with submission of Signed Service Level Agreement (SLA) to RSA and accreditation of Master Trainers for taking up of Training of Trainer under Samarth. The empanelment will be valid for a period of one year from date of empanelment.

The Empanelled ToT Agencies need to apply for renewal of Empanelment on annual basis, if the scheme is extended beyond 31.03.2021. The Empanelment Renewal fee will be informed to the Agencies in such case.

10. General Instructions

10.1 Finances:

Upon completion of ToT program, the ToT agencies are required to upload the all the required details like attendance sheet duly signed & stamped, course/training material, photos of training, name and qualification of the candidates, master trainer



details etc. to the Textiles Committee designated e-mail id (tcrsaisds@gmail.com) and also need to send the hard copies of the same to RSA.

The fees payable for Training is Rs. 12,000/- + GST (at present 18% GST) per candidate as per details given below:

ToT Program Structure for a CT (Offline Mode Training):

Stages of ToT	Training of Trainer Module	Duration	Fees in Rs.
ToT for Candidate Trainers (CT)	a) Domain skills (2 day) b) Platform Skills (3 days) c) Assessment (1 day)	6 days	ToT agency will get Rs. 9,000/- + GST per Candidate Trainer as training fees against invoice and RSA will get @ Rs. 3000/- + GST per Candidate Trainer towards handling of applications (Rs. 1000/- + GST), Assessment & Certification activities (Rs. 2000/- + GST) under SAMARTH.

OR

ToT Program Structure for a CT (Online Mode Training):

Stages of ToT	Training of Trainer Module	Duration	Fees in Rs.
ToT for Candidate Trainers (CT)	a) Domain skills (3 day) b) Platform Skills (5 days) c) Assessment (1 day)	9 days	ToT agency will get Rs. 9,000/- + GST per Candidate Trainer as training fees against invoice and RSA will get @ Rs. 3000/- + GST per Candidate Trainer towards handling of applications (Rs. 1000/- + GST), Assessment & Certification activities (Rs. 2000/- + GST) under SAMARTH.

10.1.1 The training fee is inclusive of travel, lodging, boarding and other logistic expenses and no extra compensation would be provided by RSA under any circumstances to the ToT Agency towards training of trainers under Samarth.



10.2 The Applicant Agency need not submit financial quote as the commercials are fixed and the services for ToT shall be provided at the pre-fixed rates. Interested parties who fulfill the eligibility criteria are requested to submit their proposal by **17th December, 2020 (5.00 pm)**.

10.3 The receipt of application will not be accepted after due date and time.

10.4 The Textiles committee reserves the right to accept or reject any/all proposals without assigning reason what so ever.

10.3 Power to Modify:

Notwithstanding all that has been stated above, the RSA has the right to modify any of the above instructions from time to time and such notification shall be notified on the Textiles Committee website. The Master Trainers shall be governed by the instructions as in force from time to time. The Training of Trainer Agencies are requested to visit the website of Textiles Committee and/ or any other addresses as may be notified for updates and announcements periodically.

10.4 For any queries/ clarifications and submission of applications, please contact the undersigned:

**Secretary,
Textiles Committee,
Govt. of India, Ministry of Textiles
P. Balu Road, Prabhadevi Chowk
Prabhadevi, Mumbai – 400 025
Tel.; 022 - 66527 506 / 507 / 519 / 608.
Email.: secytc@gmail.com, tcrsaisds@gmail.com
Website: www.textilescommittee.nic.in
Facebook: fb.com/textilescommittee
Twitter: [@TextComIndia](https://twitter.com/TextComIndia)**

Note: Please follow us on social media at facebook (fb.com/textilescommittee) and Twitter handle ([@TextComIndia](https://twitter.com/TextComIndia)).



Appendix - I

Infrastructure requirement for ToT programe (Offline Mode)

1. A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 10 Sq.ft. per trainee.
2. A separate practical area (having requisite machinery for training) with not less than 10 Sq.ft. per trainee or sufficiently earmarked area designated for practical training in the industry not less than 10 Sq.ft. per trainee.
3. The class room shall be equipped with
 - a. Study chairs for accommodating all trainees
 - b. Dias for the Training Assistant (Desirable)
 - c. White board/ Black Board with duster and markers
 - d. LCD projector with screen
 - e. Computer/laptop connected to LCD projector with speakers
4. Two Computer systems for use by Training Assistants and trainees (Desirable).
5. A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable)
6. Separate washroom facility for male and female
7. Ramps, Lifts and Toilets for differently-abled people, wherever required.
8. Availability of firefighting equipments
9. Availability of first aid facility
10. Availability of minimum of 2 numbers of dustbins.
11. Clean Drinking Water Facility
12. A Training Kit comprising of official Course booklet, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch
13. Wherever require relevant Machine (if machine not required that compulsorily Machine line diagram) with machine to training ration as prescribed in the RSA document for Infrastructure Requirements for Implementing Partners for each course.



Appendix - II

Infrastructure requirement for ToT programe (Online Mode)

- 1) A well ventilated, cleaned and suitably illuminated separate room.
- 2) Study Table with chair
- 3) Computer/laptop with internet facility
- 4) White board/ Black Board with duster and markers (Desirable)
- 5) Availability of first aid facility
- 6) Clean Drinking Water Facility
- 7) Availability of firefighting equipments
- 8) A Kit comprising of official Course booklet, training material, pen, pencil, writing pad, etc.
- 9) Working Camera/CCTV with recording



Appendix - III

ELIGIBILITY CRITERIA OF A MASTER TRAINER (Mandatory)		
Educational Qualification	Training/Teaching Experience	Relevant Industrial / Sectoral Experience
3 Years Diploma	Minimum 5 years	Minimum 3 Years
Graduate (Preferably in Textiles or Apparels)	Minimum 3 years	Minimum 2 Years
Post Graduate (Preferably in Textiles or Apparels)	Minimum 2 years	Minimum 1 Years

1. Industrial/sectoral experience and training experience can be concurrent.

Note: All the records of the Master Trainer will be verified by the RSA. The final decision on any matter/eligibility will be taken by RSA.



Form 1: Covering Letter

(The Covering Letter is to be submitted on Official Letter Heads by the Applicant Agency requesting for Empanelment of Training of Trainers Agency under 'समर्थ-Samarth')

Date:

Place:

To

The Secretary

Textiles Committee

Govt. of India, Ministry of Textiles

P. Balu Road, Prabhadevi Chowk

Prabhadevi, Mumbai – 400 025

Dear Sir,

Sub: Empanelment of Training of Trainers Agencies for Up-Skilling/Re-Skilling in Textiles sector, sub sector and trade under 'समर्थ-Samarth' - reg.

Please find enclosed one Proposal in respect of the Empanelment as Training of Trainers Agency for Up-Skilling/Re-Skilling in Textiles, in response to the Request for Proposal (RFP) document issued by Resource Support Agency (RSA), Textiles Committee, Ministry of Textiles, Govt. of India, dated 27th November, 2020.

We hereby confirm that:

1. The Proposal is being submitted by _____ (*Full Name of the Applicant Agency*) who is the applicant, in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP document issued by RSA. Our proposal is consistent with all the requirements of submission as stated in the RFP.
3. The information submitted in our proposal is complete, strictly as per the requirements as stipulated in the RFP, and is correct to the best of my/our knowledge and understanding. I/We would be solely responsible for any errors or omissions in our Proposal. I/We acknowledge that RSA will be relying on the information provided in the Proposal and the documents accompanying such proposal for empanelment of applicants for the aforesaid program. I/We certify that all information provided in the documents and relevant Forms 2 to 11 is true and correct; nothing has been omitted



which renders such information misleading, and all documents accompanying such proposal are true copies of their respective originals.

4. I/We acknowledge the right of the RSA to reject my/our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. I/We satisfy the legal requirements and meet all the eligibility criteria laid down in the RFP. I/We undertake that the Agency is not blacklisted by any public authority for breach on our part.

6. This proposal is unconditional and I/we hereby agree by terms and conditions of RFP.

7. I/We undertake, if our proposal is accepted, to provide the services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from Textiles Committee.

8. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice. This Proposal is made for the express purpose of Empanelment of Training of Trainers Agencies under 'समर्थ-Samarth'.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)



**Form 2:
Details of the Applicant Agency**

Name of Agency/Institution	
Registered/ Head Office Address	
Phone Numbers (with STD Code)	
Fax Number (with STD Code)	
Mobile Number	
Email Address	
Website (if available)	
Name of Authorized Representative	
Designation	
Mobile	
Email	

Details of the Applicant Agency for 'समर्थ-Samarth'

(Note: All information to be filled in Capital letters only)

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

**Form 3****Compliance to Eligibility Criteria of Applicant Agency**

S. No	Eligibility Criteria	Eligibility	Actual Status of the applicant	Page Reference for proof
1	Legal Identity & Experience	The Applicant Agency shall be an Autonomous/Statutory/Regulatory body, Registered Public/Private Limited Company/Society/Trust/Trade Body/Educational Institution/Partnership Firm/LLP registered with any legal authority with State/ Union Government.	Type of organization:	
			No of yrs of Training of Trainers experience in Textiles sector, sub sector and trade:	
2.	Trainers Trained	The Applicant Agency should preferably have an experience of Training of Trainers in the context of state – of – art technology.	In last 5 years, Total No. of Trainers Trained:	
			In last 5 years, No. of Trainers Trained in Textiles sector, sub sector and trade:	
3	No. of Master Trainers	The Applicant shall have at least 01 (5 in case of Garment) eligible Master Trainers who will satisfy the minimum eligibility criteria of RSA to be able to appear for Competency Evaluation Program (CEP) to become as an accredited Master Trainer.	Total Number of Proposed Master Trainers:	
			Average relevant experience:	
4	No. of states of operation	The Applicant Agency shall be in operation least in one state with at least 1 eligible Master Trainer in each of operational state.	Name of states:	
			No of centres:	
			No. of Master Trainer:	

(Note: All information to be filled in Capital letters only)

* Every information provided in this Form should be sufficiently validated with Proofs. Absence of proof will lead to non-acceptance of the information provided and may lead to rejection of application due to non-eligibility.



Form 4

Legal Constitution of Applicant

Autonomous/Statutory/ Regulatory body, Registered Public/Private Limited Company/Society/Trust/Trade Body/Educational Institution/ Partnership Firm/LLP/registered with any legal authority with State/ Union Government.	
Type of the Agency	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	
GST No	
PAN Number	
Udyog Adhaar Number (if applicable)	

(Note: All information to be filled in Capital letters only)

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

Note: Please provide a self attested copy for the above claims.



Form 5 Reach of Organization

This form shall contain the information of states where the applicant is applying for getting empanelled. The previous operations in the states shall be present here with sufficient proof.

S.No	State Name	Number of Master Trainers engaged by the Applicant Agency in the States.	Number of centers/ office/ operations in the state	Number of Trainers trained in the state
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

(Note: All information to be filled in Capital letters only) (Attach separate sheet , if required)

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)



Form 6 Financial Standing – Annual Turnover

Certificate from the Chartered Accountant. / Audit Firm regarding Annual Turnover from Training services in India of the Applicant Agency in the 3 consecutive financial years between FY2017-18 to FY2019-20).

Based on its books of accounts and other published information authenticated by it, this is to certify that (Name of the Applicant) had, over the last two financial years, a total annual turnover of Rs. Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Turnover from Training activities(Rs. Lakh)

(Note: All information to be filled in Capital letters only)

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant/ audit firm)

Date:



Form 7 Details of Trainers Trained

The Applicant Agency preferably has Trained Trainers in the Textiles related sector, sub sector and trade.

Number of years' experience in Textiles sector, sub sector and trade Training <i>(*Details and proof of Training project shall be provided to validate claim)</i>	
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Sr. No.	Project Name	FY	Location Of Project – State(s)	Project Details	Details with Proof be provided with page No.

(Note: All information to be filled in Capital letters only)

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Notes:

Please provide supporting proof as given below:

1. Please provide details of trainings conducted to ascertain the number of years of experience in Textiles sector, sub sector and trade.
2. Certificate from clients (like SSCs, DGET, State Skill Mission, skill mission under other central or state government ministries/departments, reputed private skill program, etc) indicating successful completion of similar projects on Training.
3. Work orders from client and payment proof for completion may be submitted as proof of the project value.

**FORM 9****MASTER TRAINER PROFILE****(To be filled in capital letters only)**

NAME OF THE AGENCY					Please Attach a pass port size Photo
NAME OF THE MASTER TRAINER					
ADDRESS OF MASTER TRAINER					
MASTER TRAINER MOBILE					
MASTER TRAINER E-MAIL					
Approved by any textile related Sector Skill Council (SSC) (Attach Proof)					
Scope of Accreditation (specify the relevant sub sector)					
MASTER TRAINER EDUCATIONAL QUALIFICATION (Please attach attested copy of proof of qualification)					
Diploma/ Degree	Area of Specialization	Year of Passing	Board/ University	Remarks	
RELEVANT INDUSTRY EXPERIENCE DETAILS (Please attach attested copy of proof of experience)					
Sr.No.	Name of Employer	Designation	Department/ Section	Period of Service	
TRAINING EXPERIENCE (Please attach attested copy of proof of experience)					
Sr.No.	Name of Employer	Area of Training	Period of Training	No. of Trainers Trained	
TRAINING OF TRAINERS PROGRAMMES ATTENDED (Please attach attested copy of proof of experience)					
Sr.No.	Name of Organiser	Area of Training	Period of Training	Whether assessed	
AADHAAR No.					
PAN CARD No.					
NAME & SIGNATURE OF AUTHORIZED SIGNATORY WITH OFFICE SEAL/STAMP					

(Note: All information to be filled in Capital letters only)



Form 10

List of states for Training

S. No.	Name of State	No. of Master Trainers	Details of the Master Trainers engaged for the state.			
			Name of Master Trainer	Qualification	Area of specialization	Experience

(Note: All information to be filled in Capital letters only)

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

**Form 11**
Details of Payment of Application Fee

Sr. No	Details of payment	Online UTR number with date of payment	Amount in Rs	Applicable GST in Rs.	Total amount in Rs.
1	Application Fee (Along with Application Form)				
2	Master Trainer Accreditation Fee (No. of Master Trainer: ____) (Not applicable till provisional empanelment)				
3	Empanelment Fee (Not applicable till provisional empanelment)				
4	Renewal of Empanelment Fee				

This form shall contain the details payment made for the Empanelment of Training of Trainers Agency under समर्थ (Samarth).

(Note: All information to be filled in Capital letters only)

Payment can be made through Demand Draft (DD) in favour of TEXTILES COMMITTEE payable at Mumbai OR through net banking as per the information below.

Name of the Account Holder	TEXTILES COMMITTEE
Account No	10865756128
Bank Name	State Bank of India
Branch	Worli (North)
IFSC Code	SBIN0000290
Account Type	CURRENT A/C
BRANCH Code	0290
MICR Code of bank	400002088

(Strike out whichever is not applicable)
(Company Seal)

For and on behalf of:

Signature:

Name:

Designation:



FORM - 14			
KNOW YOUR MASTER TRAINER – UP-SKILLING/RE-SKILLING (KYMT-U/R)			
RESOURCE SUPPORT AGENCY			
Scheme for Capacity Building in Textiles Sector - समर्थ (Samarth)			
of Ministry of Textiles, Government of India			
(To be filled in capital letters only)			
TYPE OF MASTER TRAINER (MT) (Please ✓)	<input type="checkbox"/> New MT <input type="checkbox"/> Existing MT		Please Attach recent pass port size Photo and sign across it.
RSA SUB-SECTOR TO BE OPTED FOR TRAINING	Apparel/Garmenting sub-sector for Up-Skilling/Re-Skilling courses.		
NAME OF MASTER TRAINER			
ADDRESS OF MT			
MT MOBILE NUMBER AND MAIL-ID			
MT QUALIFICATION (Please attach proof of qualifications)			
NO. OF YEARS OF EXPERIENCE IN TRAINING FIELD (Please attach valid proof)			
NO. OF YEARS OF EXPERIENCE IN INDUSTRIAL FIELD (Please attach valid proof)			
WHETHER TOT CERTIFIED (If Yes, Specify Name Of Agency (Please attach valid proof)			
WHETHER APPROVED BY ANY TEXTILE RELATED SSC? YES/NO (If Yes, Specify Job Role) (Please attach valid proof)			
AMOUNT PAID, TRANSACTION NO. & TRANSACTION DATE			
AADHAAR No.			
PAN CARD No.			
MASTER TRAINER SPECIMEN SIGNATURE	1	2	3
NAME OF ToT AGENCY			
NAME & SIGNATURE OF AUTHORIZED SIGNATORY WITH OFFICE SEAL/STAMP			
FOR RSA USE ONLY			
VERIFIED BY			
APPROVED BY			
ALLOTTED CODE OF MT (UID)			
*Attach relevant documents proofs of eligibility criteria viz. education proofs, experience proofs, ToT proofs, SSC Proofs (if applicable), Aadhar card photocopy, PAN card Photocopy etc.			



Instruction while attending the programme:

1) The photograph should be with white background and 70% of area of photograph should be covered by face.

2) Please attach a self attested copy of following documents

- i) Aadhaar card
- ii) PAN card
- iii) Proof of Qualification
- iv) Proof of Experience (Training and Industry)
- v) Proof of ToT Certified (if applicable)
- vi) Proof of payment

DRSA