

TEXTILES COMMITTEE
RESOURCE SUPPORT AGENCY
MINISTRY OF TEXTILES, GOVERNMENT OF INDIA
P. BALU ROAD, PRABHADEVI CHOWK
PRABHADEVI, MUMBAI - 400025

Request for Proposal for Empanelment of Assessment Agencies for
“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. It is the biggest employer after 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 Third Party Assessment Agencies for assessing the trainees trained by Implementing Partners (IPs) under Samarth during the currency of the scheme i.e 2017-2020.

Agencies with relevant experience and resources intended to be empanelled as Assessment Agency with RSA may apply in the prescribed format which can be downloaded from **www.textilescommittee.gov.in**.

The last date for the receipt of proposal is 31st July 2018.



Textiles Committee
Ministry of Textiles, Government of India

**Request For Proposal
for
Empanelment of
'Assessment Agencies'**

Under - समर्थ (Samarth)

Scheme for Capacity Building in
Textile Sector

3rd July 2018



Resource Support Agency
Textiles Committee
Govt. of India, Ministry of Textiles
P. Balu Road, Prabhadevi Chowk
Prabhadevi, Mumbai – 400 025
secytc@gmail.com, aac.rsa@gmail.com



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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) *Assessment Agency (AA): An agency duly authorized and empanelled by the RSA to conduct assessments.*
- c) *Provisional Empanelment: Preliminary stage of empanelment after which the agency is required to ensure the accreditation of minimum 10 Assessors from RSA to be eligible for final Empanelled as Assessment Agency of the RSA.*
- d) *Implementing Partner (IP): Any interested organization duly authorized by Ministry of Textiles to conduct training under Samarth.*
- e) *Trainee: Any citizen of India possessing an Adhaar Card (unless exempted under Adhaar Act, 2016) with age over 14 years.*
- f) *Assessment: Conducting a written test, practical and viva of a trainee*
- g) *Assessor: Person duly accredited by RSA under Samarth to conduct such assessments as required by the RSA through its empanelled Assessment Agencies*
- h) *Assessment Protocol: A document which provides detailed guidelines to conduct assessments duly developed by the RSA under Samarth.*

B. Important Dates

Sl No	Item	Date	Remark
1	Issue of RFP	03/07/2018	
2	Last date for submission	31/07/2018	Time 5.00 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 sectors like Garment, knitting, processing, manmade & synthetic fibres and other unorganised textile sector including Traditional sectors like Jute, Silk, Handloom, Handicraft & Carpet by running 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) over the period of 3 years (2017-2020).

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 the 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 Assessment Agencies having relevant experience, resources and expertise to carry out the assessment of the trainees trained by approved Implementing Partners across India under समर्थ (Samarth).

2. Objectives of the Scheme

- a) To provide the demand driven, placement oriented National Skill Qualification Framework (NSQF) compliant skilling programmes to incentivize and supplement the efforts of the industry in creating jobs in the organized textile and related sectors, covering the entire value chain of textiles, excluding Spinning and Weaving.
- b) To promote skilling and skill upgradation in the traditional sectors of handlooms, handicrafts, sericulture and jute.
- c) To enable provision of sustainable livelihood either by wage or self employment to all sections of the society across the country.



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 Assessment Agencies 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. Assessment Framework

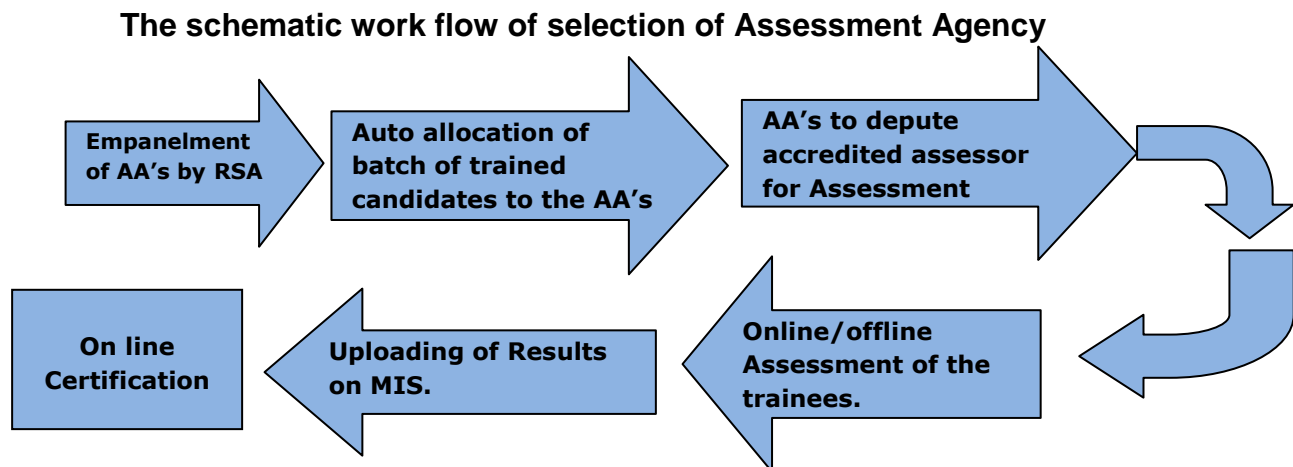
A third party assessment of the trainees will be conducted by the Assessment Agencies empanelled by the RSA. Only empanelled assessors will be allowed to conduct the assessment. The result of the assessment will be uploaded on MIS on the day of assessment. In addition, the Ministry may also appoint an Observer to oversee the assessment process. Assessment Agencies will be required to ensure video recording of the entire assessment process. RSA will also conduct surprise visits for



monitoring the process and quality of the assessment. In case of any discrepancy or in case the assessment process is compromised by any Assessment Agency, penalty will be imposed on them as per the provisions of penalty matrix being proposed separately under the Assessment Protocol. After assessment each successful trainee will be provided with a certificate by the Ministry.

4.1 Course Content: The training is based on National Skill Qualification Framework (NSQF) compliant courses in different segments of the textile sectors excluding organized sectors of Spinning & Weaving. The RSA, in consultation with the industry, will develop each 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. Only the courses which are aligned with NSQF and approved by the RSA will be offered to trainees. The normal duration of the course offered will be 300 hours per course.

Once the Implementing Partners complete training, the trainees will have to be assessed by a Third Party Assessment Agency through its Accredited Assessors. The batches for assessments will be automatically allotted to the Assessment Agencies through a software program on MIS. The schematic work flow for selected Assessment Agency is given under Flow Chart.





5. Scope

For the purpose of assessment, RSA will develop an Assessment Protocol. The Assessment Protocol is a document which is a guideline for the methodology to be adopted by the Assessment Agencies for conducting assessments of trained candidates under Samarth across India. Using the Assessment Protocol, the empanelled Assessment Agency is required to undertake assessment of trainees through Accredited Assessor as and when the batch of trained candidates get allotted to them on MIS. The Assessment Agency is expected to undertake assessment 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). Consequently, it is expected that there will be equal number of assessments among the above selected segments of the textile industry during the period.

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 an experience of assessment of trainees trained by training institution in the context of state – of – art technology.

6.3 The Applicant Agency shall have at least 10 eligible Assessors who will satisfy the minimum eligibility criteria of RSA and able to clear Competency Evaluation Program (CEP) to become an accredited Assessor. The Applicant Agency shall be in operation at least in two states with at least 2 eligible assessors in each of operational state and the total eligible assessors strength should not be less than 10 assessors. The technical evaluation criteria for Assessment Agency body are given under Table -1.



Table -1 Evaluation criteria for Assessing Agency

S No.	Parameter	Max. Points	Minimum. Criteria	Weightage Points		
1	Experience	10	---	Above 5	Above 2-5	Upto 2
				(7 points)	(5 points)	(3 points)
				Additional one point per year of experience in assessing Trainees of Textile sector (Max upto 3 points)		
2	Trainees Assessed	10	---	Total: Above 5000	Total: 2001-5000	Total: 500 – 2000
				(7 points)	(5 points)	(3 points)
				Additional one point for each assessment of 500 trainees in Textile sector (Max upto 3 points)		
3	Assessors Strength	20	10 Assessor meeting minimum. eligibility criteria of RSA	Above 25	21-25	10-20
				(20 points)	(15 points)	(10 points)
4	Avg. Assessment Experience of Proposed Assessors	5	1 year	More than 5 years	Above 3 – upto 5 years	1-3 years
				5 points	3 points	2 points
5	Presence in no. of States	5	Minimum. assessors per state in two states.	More than 5 states	3 to 5 states	2 state
				5 points	3 points	2 points
Grand Total		50				

The Applicant Agency shall provide the complete information with supporting documents towards their above claims duly certified by the Agency.



6.4 Eligibility Criteria for Assessor

The essential criteria for an Assessor is as under,

- a) Applicant Assessor shall have recognized Degree/ Diploma (Minimum of Three year duration) in the field of Textile sectors, sub sectors and trades.
- b) Relevant experience in the area of specialization in Textile sectors, sub sectors and trades. In case of educational qualification and experience, the requirement may be in such a way that their total qualification and experience duration should be 5 years or above. (for Ex. if 3 year diploma, 2 years experience, if 3/4 year of degree, 2/1 years of experience and so on). The assessors who are approved by textile related Sector Skill Councils (SSCs) are considered as eligible assessors for accreditation for the same scope. Such eligible assessors are only required to attend the Training of Assessors (ToA) and would be exempted from appearing in the CEP. All the other proposed assessors are required to participate in ToA and clear the CEP organised by RSA for accreditation.
- c) In case of traditional sectors like Handicraft, etc, where formal degree or diploma education is not available, 10 years of production/field experience in the relevant subsector and trade will be taken as minimum eligibility criteria.



7. Submission of Proposal

7.1 Document

The Applicant Agency shall place one Proposal in hard copy in a **sealed envelope**, which shall be superscripted as, Proposal for: **“Empanelment of Assessment Agencies under the Samarth”**.

- | | |
|--|-----------|
| a) Covering Letter as per format | Form – 1 |
| b) Details of Applicant Agency | Form – 2 |
| c) Compliance to eligibility criteria for Applicant Agency | Form – 3 |
| d) Number of years of existence | Form – 4 |
| e) Reach of Organization | Form – 5 |
| f) Financial Standing – Annual Turnover | Form – 6 |
| g) Details of Trainees Assessed | Form – 7 |
| h) List of Assessors proposed | Form – 8 |
| i) Details of Assessor (Separate Sheets are to be used for individual Assessors) | Form – 9 |
| j) List of States for empanelment | Form – 10 |
| k) Details of the payment | Form – 11 |
| l) Know Your Assessor - KYA | Form – 12 |

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.

7.3.1 The Applicants Agencies are required to enclose an application fee of ₹ 5000.00 + applicable GST (at present 18%) while submitting the proposal for Empanelment of Assessment Agency under Samarth. The applicant may submit fee in the form of Demand Draft (DD) drawn in favor of the Textiles Committee, payable at Mumbai. The proposal for empanelment will be valid only if it is accompanied requisite Application Fee/Fee paid details. Fee could be paid in the form of a Demand Draft (DD) payable to Textiles Committee. Payment of fee can also be made online as per the 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



7.3.2 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.

7.3.3 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.

7.3.4 The sealed cover shall contain the name of the applicant with full postal address, email & phone no/ Mobile nos. The cover should be addressed to:

**The Secretary,
Resource Support Agency
Textiles Committee
Govt. of India, Ministry of Textiles
P. Balu Road, Prabhadevi Chowk,
Prabhadevi, Mumbai – 400025.**



8. Mode of Selection

8.1 The proposal submitted by Applicant Agencies will be subjected to the following 6 levels of evaluation before award of empanelment.

- a) Preliminary Screening (Legal Identity)
- b) Technical evaluation (each agency shall score minimum 25 out of 50 points)
- c) Presentation by Applicant Agencies
- d) Provisional Empanelment
- e) Accreditation of Assessors through Assessors Competency Evaluation Programme (CEP)
- 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 Assessing Agency (**Clause 6.3**). The Applicant may also be required to give such clarifications and additional information on their capabilities and technical proposal as may be required by the RSA. Applicant Agency who score Technical Evaluation score of 25 and above out of 50 (Table 1) only will be considered for further evaluation. It may be noted that merely meeting the minimum requirements in all criteria of technical evaluation will not suffice an agency to qualify for empanelment.

8.2.3 Presentations on Technical and Resource aspects by Applicant Agencies:

The agencies fulfilling minimum eligibility criteria and securing minimum 25 points under technical evaluation will be invited to make presentation at the Textiles Committee about their activities.

The presentations to mainly cover following important areas.

- a) Introduction about the agency
- b) Experience of Assessment in Textile sector, sub-sector and trade
- c) Availability of necessary infrastructure for online Mode of Assessment, if any



- d) Resources of eligible assessors
- e) Future plans keeping in view of assessments under Samarth

At the time of presentations, the Applicant Agencies shall produce relevant original documents and system documents, if any, as claimed in their application for verification.

8.2.4 Award of Provisional Empanelment:

After taking into consideration of the performance of Applicant Agencies during the entire process of empanelment as mentioned in clause 8.2.1 to 8.2.3, the RSA will award Provisional Empanelment to such Applicant Agencies who fulfill all the requirements.

8.2.5 Remittance of necessary Assessment Fee, Accreditation Fee and signing of Agreement.

The provisional empanelment awarded as per 8.2.4 will be valid for a period of 3 months which may be extended by another 3 months at the discretion of the RSA. During this period, the RSA will provide a format of service level agreement to be signed by provisionally empanelled Assessment Agency. The authorized person of such agencies shall sign the service level agreement with the RSA on ₹. 100.00 Stamp Paper (Non-Judicial) and forward the same to RSA along with

- a) A onetime non-refundable Empanelment fee of ₹ 25,000.00 plus applicable GST (at present 18%) (Form No 11)
- b) List of Minimum 10 Assessors along with the non-refundable Accreditation fee of ₹ 2000.00 plus applicable Taxes (at present 18%) per Assessor (Form No. 8)

8.2.6 Competency Evaluation and Accreditation of defined number of Assessors.

For the accreditation of Assessors, the Assessors shall have to clear the Competency Evaluation Program (CEP). RSA will conduct CEP periodically for assessor accreditation. The Accreditation once provided is valid for a period of one year. The accreditation can be renewed by paying prescribed fee. For the purpose of Assessor Accreditation through CEP, the provisionally empanelled Assessment Agencies need to send their assessors details in prescribed form (Form No. 9) along with requisite fee. At the time of CEP, the participating Assessors need to submit dully



filled in "Know Your Assessor Form (KYA)" along with the relevant documents. The format of KYA is given as Form 12. The following components of assessments will be assessed to check the competency required in the area of specialization in Textile sectors, sub sectors & trades for which he/she is aspiring to become an Assessor.

- a) Educational Qualification and Experience of the assessor
- b) Knowledge on Assessment Principles.
- c) Written test/personal interview in core area.

9. Award of Empanelment:

The Final Empanelment of Assessment Agencies will be awarded only after the remittance of the requisite fee, submission of signed service level agreement to RSA and accreditation of minimum 10 assessors for taking up of assessment under Samarth. After fulfilling required criteria for empanelment, the name of the Assessment Agency will be uploaded on MIS and such agencies will be able to accept the assessments on the MIS. The empanelment will be valid for a period of one year. The empanelled Assessment Agencies need to apply for renewal of Empanelment at least 3 months before the expiry of one year period along with Empanelment Renewal fee of ₹ 15,000.00 plus applicable GST. Such renewal will be valid for a period of 1 year or till the end of the scheme as notified by RSA. Further, empanelled Assessment Agency can add more assessors by nominating eligible candidates in prescribed format (Form-9) and fee of ₹ 2000.00 per candidate to RSA in its ongoing CEP.



10. General Instructions

10.1 Finances:

Upon completion of assessment at designated IP, the Assessment Agencies are required to upload the results of assessment on MIS on the same day. Presently the Ministry of Textiles has earmarked assessment fee for each identified segments in Textile sector such as Garment, Knitting, Processing, Manmade & Synthetic fibres and other unorganized Textile sector and traditional sectors like Jute, Silk, Handloom, Handicraft & Carpet. The Assessment fee, which is at present ₹ 800.00, will be paid by Ministry of Textiles through RSA.

10.1.1 The Assessment 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 Assessment Agency towards assessment of trainees under Samarth.

10.2 The Assessment Agencies empanelled by the RSA under erstwhile ISDS scheme of MoT need to apply afresh for the purpose of empanelment under Samarth. The RSA reserves the right to seek any clarification from the Applicant Agencies and those Applicant Agencies shall be required to furnish such clarifications. In the course of evaluation, if in the RSA's opinion, the Technical Proposal is materially deficient or inconsistent in any aspect or fraudulent, the Proposal shall be declared non-responsive and shall not be considered for further evaluation.

10.3 RSA propose to undertake the assessment activities online and a software application is under preparation. Till the software application is made operational AAs will be allowed to do assessment in offline mode. As the software platform becomes operational all AAs shall migrate to online assessments mode. Under the online assessment mode AAs will be required to use software application and conduct assessment ON-LINE using appropriate hardware like tabs, etc. All the AAs would required to provide adequate resources for the purpose.



10.4 The Applicant Agency need not submit financial quote as the commercials are fixed and the services for assessment shall be provided at the pre-fixed rates at the place of Implementing Partners (IPs). Interested parties who fulfill the eligibility criteria are requested to submit their proposal by **31st July 2018 (5.00 pm)**

10.4 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. The assessors shall be governed by the instructions as in force from time to time. The Assessment Agencies and the assessors are requested to visit the website of Textiles Committee and/ or any other addresses as may be notified for updates and announcements periodically.

10.5 For any queries/ clarifications and submission of applications, please contact the under-signed:

Shri. Ajit B. Chavan

Secretary

Textiles Committee

Govt. of India, Ministry of Textiles

P. Balu Road, Prabhadevi Chowk

Prabhadevi, Mumbai – 400 025

Tel.; 022 6652 7506/7507/7524/7552/7608.

Email.: secytc@gmail.com, aac.rsa@gmail.com

www.textilecommittee.gov.in

**Form 1:
Covering Letter**

(The Covering Letter is to be submitted on Official Letter Heads by the Applicant Agency requesting for Empanelment of Assessment 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 Assessment Agencies in Textiles sector, sub sector and trade under 'समर्थ-Samarth' - reg.

Please find enclosed one Proposal in respect of the Empanelment as Assessment Agency in Textiles sector, sub sector and trade, in response to the Request for Proposal (RFP) document issued by Resource Support Agency (RSA), Textiles Committee, Ministry of Textiles, Govt. of India, dated 3rd July 2018

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 12 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 Assessment Agencies for assessment of trainees 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:

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 Authorised 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:

(Authorised 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 assessment experience in Textiles sector, sub sector and trade:	
2.	Trainees Assessed	The Applicant Agency should preferably have an experience of assessment of trainees trained by training institution in the context of state – of – art technology.	In last 5 years, Total No. of candidates assessed:	
			No of candidates assessed in Textiles sector, sub sector and trade:	
3	No. of Assessors	The Applicant shall have at least 10 eligible Assessors who will satisfy the minimum eligibility criteria of RSA to be able to appear for Competency Evaluation Program (CEP) to become as an accredited Assessor.	Total Number of Proposed Assessors:	
			Average relevant experience:	
4	No. of states of operation	The Applicant Agency shall be in operation at least in two states with at least 2 eligible assessors in each of operational state.	Name of states: No of centres: No. of Assessors:	
6	Assessors Experience	Minimum 1 year of assessment experience	Average Assessment experience:	

(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 assessors engaged by the Applicant Agency in the States.	Number of centers/ office/ operations in the state	Number of students assessed in the state
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:

(Authorised Representative and Signatory)

Form 6
Financial Standing – Annual Turnover

Certificate from the Chartered Accountant. / Audit Firm regarding Annual Turnover from assessment services in India of the Applicant Agency in the 3 consecutive financial years between FY2014-15 and FY2017-18)

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 Assessment 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 Trainees Assessed

The Applicant Agency preferably have assessed trainees in the Textiles sector, sub sector and trade.

Number of years' experience in Textiles sector, sub sector and trade assessment <i>(*Details and proof of assessment project shall be provided to validate claim)</i>	
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S 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:

(Authorised Representative and Signatory)

Notes:

Please provide supporting proof as given below:

1. Please provide details of assessments 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 assessment.
3. Work orders from client and payment proof for completion may be submitted as proof of the project value.

FORM 9
ASSESSOR PROFILE
(To be filled in capital letters only)

NAME OF THE ASSESSMENT AGENCY								Please Attach a pass port size Photo
NAME OF THE ASSESSOR								
ADDRESS OF ASSESSOR								
ASSESSOR MOBILE NO								
ASSESSOR E-MAIL								
Approved by any textile related SSC (Attach Proof)								
Scope of Accreditation (tick the relevant sub sector)	Garment	Knitting	Processing	Jute	Handloom	Silk	Handicraft & Carpet	Manmade Fibres
ASSESSOR EDUCATIONAL QUALIFICATION (Please attach attested copy of proof of qualification)								
Diploma/ Degree	Area of Specialization		Year of Passing	Board/ University		Remarks		
ASSESSOR EXPERIENCE DETAILS (Please attach attested copy of proof of experience)								
Sr.No.	Name of Employer		Designation	Department/ Section		Period of Service		
ASSESSMENT EXPERIENCE (Please attach attested copy of proof of experience)								
Sr.No.	Name of Employer		Area of Assessment	Period of Assessment		No. of candidates Assessed		
AADHAAR No.								
PAN CARD No.								
UNDERTAKING BY ASSESSMENT AGENCY	We undertake that Sh/Smt _____ is not involved in any of the training activities as trainer.							
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 Empanelment

S. No.	Name of State	No. of Assessors	Details of the Assessors engaged for the state.			
			Name of Assessor	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

Sr. No	Details of payment.	DD number with date	Amount in ₹	Applicable GST in ₹	Total amount in ₹
1	Application Fee (Along with Application Form)				
2	Assessors Accreditation Fee (No. of Assessors: ____) (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 Assessment 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)

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:



FORM -12 KNOW YOUR ASSESSOR (KYA)



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)

NAME OF THE ASSESSOR				Please Attach a pass port size Photo
ADDRESS OF ASSESSOR				
ASSESSOR MOBILE NO				
ASSESSOR E-MAIL				
ASSESSOR QUALIFICATION (Please attach attested copy of proof of qualification)				
AADHAAR No.				
PAN CARD No.				
ASSESSOR SPECIMEN SIGNATURE	1	2	3	
UNDERTAKING BY ASSESSMENT AGENCY	We undertake that Sh/Smt _____ is not involved in any of the training activities as trainer with any of IA and as assessor with other Assessment Agency under समर्थ (Samarth)			
NAME OF ASSESSMENT AGENCY				
NAME & SIGNATURE OF AUTHORIZED SIGNATORY WITH OFFICE SEAL/STAMP				
FOR RSA USE ONLY				
VERIFIED BY				
APPROVED BY				
ALLOTTED CODE OF THE ASSESSOR				
Page 1 of 2			RSA Document Version 2	

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 in Textiles related field.

iv) Proof of Experience