

**EXPRESSION OF INTEREST (EOI) FOR COORDINATION OF SKILL DEVELOPMENT
PROGRAMME**

Export Promotion Council for Handicrafts (EPCH) invites Expression of Interest (EOI) from the organizations for coordination to assist EPCH in organization of skill development programme by EPCH at the craft pocket / cluster in Jodhpur of Rajasthan. The interested organizations should submit their EOI in two separate sealed envelopes with the following details:-

Envelope 1 - Technical details

Envelope 2 - Financial / commercial details

Please note the organizations who are capable to handle such project will only considered for opening Financial / commercial bid. The EOI should be submitted at the following Centre:-

Shri Vikas Goyal
Export Promotion Council for Handicrafts
EPCH House, Pkt 6&7, Sector- C Vasant Kunj New Delhi-110070
Tel: 26135256 Extn. 119
Email: accountsmanager@epch.com
or
Export Promotion Council for Handicrafts,
Common Facility Centre (CFC) ,
SPL/1, Behind Krishi Mandi, Near Reliance Office,
Basni Phase – I, Jodhpur, Rajasthan.
Tel : 0291-2721738/ 2720373, Fax : 0291-2721739
Email : jodhpur@epch.com

The technical envelop contains the following –

1A – Work Experience

1B - Methodology

PART I A - Work Experience

The envelop should include the following:-

1. The working experience in the area of skill development for holding the programme in Rajasthan especially in Jodhpur area. (Attach detailed reports)

2. The organization should be complete geographical knowledge including cluster knowledge and experience. (Attach details)
3. Please provide the details of prior work undertaken and the details of the artisans data and methodology to assist EPCH for holding the programmes to cover approx. 9500 craft persons in this district.
4. Please provide sufficient data to this effect, assuring that such data is authentic and agency have such data in possession. A specimen of 100 numbers of data for each craft be attached into the application and rest number be specifically mentioned and to be submitted upon issuing of letter of intent but prior to final confirmation of work.
5. Weightage to be given to the organizations who has at least 5 year experience to undertake such type of skill development program in this cluster.
6. Epch shall evaluate the Technical proposal and technically qualified agency will only be considered to open their Financial Bid. EPCH has reserve the right to assign the complete job of coordination work of skill development to one agency or more than one agency. EPCH decision will be binding and final.
7. Crafts to be Covered under this programme :-
 - Training on Wooden Furniture and Crafts (Basic and Advance)
 - Training on Metal & Metal Based Crafts (Basic & advance)
 - Training on Applique Crafts
 - Training on Tie & Dye, Bone & MoP inlay, Block Printing, Hand Embroidery and flat woven durries manufacturing.
 - Design & Technical Development Programme
 - Entrepreneurship orientation programme
 - Capacity Building programme
 - Soft skill

The above job undertaken (either as coordinator or organized independently), if any in the recent years along with sufficient proof / documentation to this effect be submitted along with application.

PART I B - METHODOLOGY OF THE WORKING

A complete training of approx. 9500 artisans within 2 years (by 31st March 2019) shall be given in a complete format with the details i.e. objective, curriculum and other details. The methodology to provide coordination (to the project handling agency i.e EPCH) should be very clear.

The following shall be the broad scope of work of the project of Coordinating Agency –

1. Mobilization of Trainee’s by the way of
 - a. Identification & enrollment
 - b. Collection of ID proof, Bank details and photographs of artisans
 - c. Documentation – Filling up of all requisite forms
2. Mobilization of Trainer’s (Master Craftsperson)
 - a. Identification & documentation
3. Coordination with trainers, trainees and coordinators to ensure full participation and attendance.
 - a. Identification and finalization of Venue.
 - b. Will include photography of training sessions – these will be handed over in soft copies only.
 - c. Authentication of documents for payment to trainee & third party
4. Program wise weekly Report

ENVELOP 2: FINANCIAL / COMMERCIAL

The charges of the agency (including taxes or any other extras) to complete the coordination work and to complete scope of work for 45 days programme per batch (40 artisans per batch) on lump sum basis. The charges quoted by Agency shall include all Government taxes. No any other charges paid by EPCH to Agency.

Financial Bid format	
Particular	Amount (Rs.)
Co-ordination Charges per Batch of 40 artisan for 45 Days	
Government Taxes (if Any)	
Total	

Note: Venue Charges, Training kit/raw material/ payment of trainer/ payment of artisans/equipment will be paid directly by the Council to the concerned as programs shall be organized by EPCH and roll of the agency is only to assist/coordinate the activity.

All above documents are part of the scheme being held under the banner of Government of India and therefore coordinator and all the persons engaged by organization shall be responsible for program and other purposes even after the closer of the project. Therefore all persons engaged in the project should also be individually and collectively confirmed by the coordinator / Coordination agency. The agency so engaged for coordination shall also indemnify EPCH for countering all such disputes arising out of their act & omissions.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Skill Development Program under Comprehensive Handicraft Cluster Development Scheme
of O/o Development Commissioner, Ministry of Textiles, Govt. of India

Implementing Agency: Export Promotion Council for Handicrafts

SUBMISSION TEMPLATE FOR CORDINATING AGENCY

Part A- Eligibility Criteria

A. ELIGIBILITY CONDITIONS

A.1	Name of Organisation																
A.2	Address of the registered office and contact details of the Organisation	<p>Address:</p> <p>Phone:</p>															
A.3	Legal status of the Firm/ Organization	<p><i>(Attach proof of Certificate of Incorporation from the competent Authority)</i></p> <p><i>(Attach Copies of Local Tax Registration, TIN, PAN (if any))</i></p>															
A.4	Annual Turnover for Last Three Years	<table border="1"> <thead> <tr> <th>Sl. No</th> <th>FY</th> <th>Annual Turnover</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2015 - 16</td> <td></td> </tr> <tr> <td>2</td> <td>2014-15</td> <td></td> </tr> <tr> <td>3</td> <td>2013-14</td> <td></td> </tr> </tbody> </table>	Sl. No	FY	Annual Turnover	1	2015 - 16		2	2014-15		3	2013-14				
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PART – B

B. TECHNICAL CRITERIA

B.1 Past experience of the firm – Skill Development Training

S.No.	FY Year	Candidates Trained	Crafts for Training
1			
2			
3			
4			
5			
	Total		

B.2 Trainers with relevant qualification and Experience (Qualification & Experience in Craft Sector

Name of Trainer	Areas of Expertise / Crafts Name	Education/ Degree / Institution	Total Experience	No. of years of relevant experience	No. of years of relevant experience

B.3 Projects undertaken with Central /State Governments in the last 3 years

S. No.	Year	Name of the project	Source of Fund	Total Cost	Crafts for training	Number of Trainees

Attach Work Orders/ Sanction Orders of the projects undertaken

B.4. Note on following:

Training methodology	500 words
Organisation's overall impact in Skills	500 Words

(To be printed on Organization Letterhead)

DECLARATION NON BLACKLISTED / NON BANNED PARTY

I / we, the undersigned do hereby declare that, I / we have never ever been blacklisted and / or there were no debarring actions against us for any default in the performance of the contract entrusted to us by any government or quasi government agencies

Seal, Signature & Name of the Agency