

**RESOURCE SUPPORT AGENCY  
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  
“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.

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.gov.in](http://www.textilescommittee.gov.in)**.

The last date for the receipt of proposal is 24<sup>th</sup> August 2018.



**Textiles Committee**  
Ministry of Textiles, Government of India

**Request For Proposal  
for  
Empanelment of  
'Training of Trainer Agencies'**

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Under - समर्थ (Samarth)

Scheme for Capacity Building in  
Textile Sector

**07<sup>th</sup> August 2018**



**Resource Support Agency**  
Textiles Committee  
Govt. of India, Ministry of Textiles  
P. Balu Road, Prabhadevi Chowk  
Prabhadevi, Mumbai – 400 025  
secytc@gmail.com, [tcrsasamarth@gmail.com](mailto:tcrsasamarth@gmail.com)



<b>Sl No</b>	<b>Contents</b>	<b>Page No.</b>
<b>A.</b>	<b>Definition and Nomenclature</b>	
<b>B.</b>	<b>Important Dates</b>	
1	Introduction	1
2	Objectives of the Scheme	1
3	Functions of Resource Support Agency (RSA)	2
4	Training Framework	3
5	Scope	3
6	Eligibility Criteria for Applicant Agencies	4
7	Submission of Proposal	8
8	Mode of Selection	10
9	Award of Empanelment	12
10	General Instructions	13
11	Appendix I	15
12	Appendix-II	16
	<b>Annexure</b>	
	Form 1 : Format of the Covering Letter	
	Form 2 : Details of the Applicant Agency	
	Form 3 : Compliance to eligibility criteria for Applicant Agency	
	Form 4 : Legal Constitution of Applicant	
	Form 5 : Reach of Organization	
	Form 6 : Financial Standing – Annual Turnover	
	Form 7 : Details of Trainers Trained	
	Form 8 : List of proposed Master Trainers	
	Form 9 : Master Trainer Profile	
	Form 10 : List of States for Training	
	Form 11 : Details of Payment of Application Fee	
	Form 12 : Know Your Master Trainer (KYMT)	



## 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.*
- d) *Trainee: Any citizen of India possessing an Adhaar Card (unless exempted under Adhaar Act, 2016) with age over 14 years.*
- e) *Assessment: Conducting a written test, practical and viva of a trainee*
- f) *Trainer: Person duly accredited by RSA under Samarth to conduct such Training of Trainer as required by the RSA through its empanelled Training of Trainer Agencies*
- g) *Training of Trainer Protocol: A document which provides detailed guidelines to conduct Training of Trainer duly developed by the RSA under Samarth.*

## B. Important Dates

Sl No	Item	Date	Remark
1	Issue of RFP	07/08/2018	
2	Last date for submission	24/08/2018	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 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) 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 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).

## 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 in textile and apparel industry sectors 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 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 in different segments of the textile sectors excluding organized sectors of Spinning & Weaving. 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. 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.

Before the Implementing Partners starts the training, the trainers will have to undergo the Training of Trainer courses conducted by a Third Party Training of Trainer Agencies to be empanelled by the RSA.

#### 5. Scope

For the purpose of Training of Trainer Agencies, RSA will develop a Training of Trainer Protocol. 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 Protocol, the empanelled Training of Trainer 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).

## 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.

**6.3** The Applicant Agency can apply for scope as per broad classification of group of sub sectors either independently or as a combination of sub sectors. For the purpose of this programme, following sub groups have been made based on broad classification of sub sectors as below.

S.No	Group of sub sectors	Broad classification of sub sectors within the group
1	Apparel	Apparel, Made ups & Furnishings
2	Hand Loom & Handicrafts	Handloom & Handicraft
3	Others	Knitting, Wetprocessing, Technical Textiles, Jute, Silk, wool and other fibres, etc.

**Minimum criteria requirement along with maximum points and weightages is given in table 1 to 3 below:**



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

<b>S No.</b>	<b>Parameter</b>	<b>Max. Points</b>	<b>Minimum. Criteria</b>	<b>Weightage Points</b>		
1	Years of Experience (in the field of Training of the Trainers in Textiles sector)	15	One	Above 3	2-3	1-2
				(15 points)	(10 points)	(5 points)
2	Number of trainers trained since last 3 years (2015-16,16-17 &17-18) in Textile sector	15	500	Total: Above 2001	Total: 1001-2000	Total: 500 – 1000
				(15 points)	(10 points)	(5 points)
3	Master Trainer Strength for conducting ToT in Apparel sector.	10	5 master trainer for conducting ToT	Above 15	6-15	5-10
				(10 points)	(7 points)	(3 points)
4	Presence of ToT Agency in no. of States	10	Minimum. 1 ToT center per state in at least one state.	More than 4 states	2 to 3 states	1 state
				10 points	7points	3 points
<b>Grand Total</b>		<b>50</b>				



**Table -2 Evaluation criteria for Training of Trainers Agency for Other sector (Knitting, processing, jute, silk, wool, and other fibers)**

<b>S No.</b>	<b>Parameter</b>	<b>Max. Points</b>	<b>Minimum. Criteria</b>	<b>Weightage Points</b>		
1	Years of Experience (in the field of Training of the Trainers in Textiles sector)	15	One	Above 3	2-3	1-2
				(15 points)	(10 points)	(5 points)
2	Number of trainers trained since last 3 years (2015-16, 16-17 & 17-18) in Textile sector	15	50	Total: Above 201	Total: 101-200	Total: 50 – 100
				(15 points)	(10 points)	(5 points)
3	Master Trainer Strength for conducting ToT in other sector (Knitting, Wet Processing, Silk, Jute, wool and other fibers)	10	1 master trainer for conducting ToT	Above 5	3-5	1-2
				(10 points)	(7 points)	(3 points)
4	Presence in no. of States	10	Minimum. 1 ToT center per state in at least one state.	More than 4 states	2 to 3 states	1 state
				10 points	7points	3 points
<b>Grand Total</b>		<b>50</b>				

**Table -3 Evaluation criteria for Training of Trainers Agency for Handloom and Handicraft sector (traditional sector)**

<b>S No.</b>	<b>Parameter</b>	<b>Max. Points</b>	<b>Minimum. Criteria</b>	<b>Weightage Points</b>		
1	Years of Experience (in the field of Training of the Trainers in Textiles sector)	15	6 months	Above 2	1-2	6 months to 1 year
				(15 points)	(10 points)	(5 points)
2	Number of trainers trained since last 3 years (2015-16,16-17 &17-18) in Textile sector	15	25	Total: Above 201	Total: 101-200	Total: 25 – 100
				(15 points)	(10 points)	(5 points)
3	Master Trainer Strength for conducting ToT in handloom and handicraft sector	10	1 master trainer for conducting ToT	Above 5	3-5	1-2
				(10 points)	(7 points)	(3 points)
4	Presence in no. of States	10	Minimum. 1 ToT center per state in at least one state.	More than 4 states	2 to 3 states	1 state
				10 points	7points	3 points
<b>Grand Total</b>		<b>50</b>				

**6.4** Infrastructure requirement for a ToT center as prescribed by RSA at Appendix I.

**6.5** 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 place one Proposal in hard copy in a **sealed envelope**, which shall be superscribed as, Proposal for: “**Empanelment of Training of Trainer Agencies under the Samarth**” and shall contain all information/documentation duly filed under mentioned formats/forms.

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 one time non refundable application fee of Rs 10,000.00 + applicable GST (at present 18%) while submitting the proposal for Empanelment of Training of Trainer Agency under Samarth. The applicant agency can pay the fees in the form of Demand Draft (DD) drawn in favour of the Textiles Committee, payable at Mumbai or online as per details given below.



<b>Name of the Account Holder</b>	<b>TEXTILES COMMITTEE</b>
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

Proposal for empanelment will be valid only if it is accompanied by requisite Application Fee/Fee paid details.

**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.

**7.3.3** 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 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) for the Master Trainers
- 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 1/2/3 (as applicable) on Evaluation Criteria for ToT Agency (Clause 6.3). 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 more than 16 marks in Technical evaluation (Table 1 to 3) and secure the benchmark cut off score which will be announced by RSA for each of the 3 broad group of sub-sectors 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 at 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.50,000.00** plus applicable GST (at present 18%) in the form of DD drawn in favour of the Textiles Committee, payable at Mumbai or online as per details given in 7.3. The Empanelment fee is for the period upto 31.03.2020.

#### **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 for the broad group of sub-sector for which it has been empanelled in the prescribed KYMT format (form-12) along with supporting documents and requisite fee of Rs 2000/- plus applicable GST (at present 18%) per Master Trainer accreditation. The 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 Sector Skill Councils will have to pay



Rs.1000/- + Applicable GST and such Master Trainers will not be required to clear the Competency Evaluation Program (CEP). The Accreditation once provided is valid for a period of one year. The accreditation can be renewed by paying prescribed fee of Rs 1000/- plus applicable taxes (18% GST) for validity of 1 year or till the end of Samarth programme whichever is earlier. The scope of the Mater Trainer can be enhanced by paying requisite fee of Rs 1000/- plus applicable taxes (18% GST) for the assessment of the required group of sub sector. 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 is given in Appendix-II

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

#### **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 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.

The Empanelled ToT Agencies need to apply for renewal of Empanelment on annual basis, if the scheme is extended beyond 31.03.2020. The Empanelment Renewal fee will be informed to the Agencies in such case.

Further, empanelled ToT Agency can add to its existing scope (eg empanelled apparel group of sub sector ToT Agency can add other sub sector group (handloom and handicraft) by paying scope enhancement empanelment fee of Rs 25000/- plus applicable taxes (18% GST) for each such group of sub sector addition. Similarly, more Master Trainers can be added by nominating eligible candidates in prescribed format (Form-9) by remitting the fee of Rs.2000.00 per candidate to RSA in its ongoing CEP.





## 10. General Instructions

### 10.1 Finances:

Upon completion of ToT program, the ToT agencies are required to upload the name and qualification of the candidates to the Textiles Committee designated e-mail id (tcrsasamarth@gmail.com). The results of the assessment of the ToT program need to be uploaded to the designated e-mail id on the same day.

Presently the Ministry of Textiles has earmarked training 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 fees payable for Training is Rs. 10,000/- per trainee as per details given below:

Duration of ToT and Fee structure				
Stages of ToT	Training/Orientation Duration	Assessment Duration	Total Duration	Fee
Domain Skills	1 day/ 8 Hrs (Min)	1 day	2 days	Rs. 10,000/- per trainer (Which includes RSA charge of Rs 2000/- for accreditation and certification and Rs 1000/- for application handling and processing per trainee)
Platform Skills	5 days/ 40 Hrs (Min)	1 day	6 days	
Complete ToT	6 days/ 48 Hrs (Min)	2 days	8 days	

**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 **24<sup>th</sup> August 2018 (5.00 pm)**

**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:

**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 7506/7507/7519/7608.

Email.: [secytc@gmail.com](mailto:secytc@gmail.com), [tcrsasamarth@gmail.com](mailto:tcrsasamarth@gmail.com)

[www.textilecommittee.gov.in](http://www.textilecommittee.gov.in)



**Appendix -I**

**Infrastructure requirement for ToT programe**

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**

<b>ELIGIBILITY CRITERIA OF A MASTER TRAINER</b>		
<b>Educational Qualification</b>	<b>Training Experience in related occupation (Mandatory)</b>	<b>Relevant Industrial/Sectoral Experience</b>
3 Years Diploma	Minimum 5 years	Minimum 3 Years
Graduate	Minimum 3 years	Minimum 2 Years
Post Graduate	Minimum 2 years	Minimum 1 Years

1. Industrial/sectoral experience and training experience can be concurrent  
2. Should have been training for not less than 600 hrs and having undertaken valid ToT program and had passed the assessment.  
3. All the records of the Master Trainer will be verified by the Textiles Committee



**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 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 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 07<sup>th</sup> August 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 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**

<b>S. No</b>	<b>Eligibility Criteria</b>	<b>Eligibility</b>	<b>Actual Status of the applicant</b>	<b>Page Reference for proof</b>
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:	
			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 Apparel) 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 at least in two states with at least 2 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 FY2014-15 to 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 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 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>	
--	--

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:

(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 NO					
MASTER TRAINER E-MAIL					
Approved by any textile related 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	
MASTER TRAINER 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	
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 11**  
**Details of Payment of Application Fee**

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	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

For and on behalf of:

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

Signature:

Name:

Designation:





## FORM -12 KNOW YOUR MASTER TRAINER (KYMT)



### 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 MASTER TRAINER				Please Attach a pass port size Photo
ADDRESS OF MASTER TRAINER				
MASTER TRAINER MOBILE NO				
MASTER TRAINERE-MAIL				
MASTER TRAINER QUALIFICATION (Please attach attested copy of proof of qualification)				
AADHAAR No.				
PAN CARD No.				
MASTER TRAINER SPECIMEN SIGNATURE	1	2	3	
NAME OF THE AGENCY				
NAME & SIGNATURE OF AUTHORIZED SIGNATORY WITH OFFICE SEAL/STAMP				
<b>FOR RSA USE ONLY</b>				
VERIFIED BY				
APPROVED BY				
ALLOTED CODE OF THE MASTER TRAINER				



**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