



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

EMPANELMENT OF SKILL DEVELOPMENT TRAINING PARTNERS

1. Introduction

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

The Office of the Executive Director of (MSSDS), invites applications from Training Organisations for Empanelment of Skill Development Training Partners for the provision of training programmes under the *Skills Meghalaya* initiative of MSSDS.

2. Minimum Eligibility Criteria

The minimum eligibility criteria details are provided in Annexure-A.

3. Application Submission Guidelines

- i. The application shall be submitted in accordance with the following guidelines:
- ii. Application shall be submitted in the format prescribed at Annexure-B.
- iii. The application shall be unconditional otherwise; it would be liable for rejection.
- iv. All the information/details are to be supported by authentic documents duly certified by the Applicant.
- v. Applications shall be submitted in a sealed envelope titled 'Application for the Empanelment of Skill Development Training Providers' to the Office of the Executive Director, MSSDS, Grove Site Building, Keating Road, Shillong, Meghalaya-793001.

4. Empanelment Period

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

ANNEXURE-A: ELIGIBILITY CRITERIA

Who can Apply?

A firm/company/ partnership/ LLP/ proprietorship firm/institution registered under the Indian Companies Act, 1956 / the partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008 and who have their registered offices in India and have had a presence in the State of Meghalaya for a period of at least 3 years minimum.

Eligibility Criteria

1. The Training Partner (TP) shall be a firm/company/ partnership/ LLP/ proprietorship firm/institution registered under the Indian Companies Act, 1956 / the partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008 and who have their registered offices in India and have had a presence in the State of Meghalaya for a period of at least 3 years minimum.
2. The TP should have been involved in Skills/Livelihood training and/or Youth mobilisation experience of a minimum of 1 year with a minimum intake of at least 35 trainees.



3. The TP should have some form of financial turnover but the same can be relaxed for Start-ups subjected to the technical qualifications of the members of the TP.
4. The STP should not have been blacklisted or barred or any such cases pending for blacklisting / debarment in any court of law by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organisation of Central or State Government
5. The TP should have documents as required by Government process for accepting funds like a PAN/TAN Card, GST Number, Bank Account etc

ANNEXURE-B: APPLICATION FORMAT FOR EMPANELMENT (Write on separate sheet under correct Sl. No. if necessary)

I. General Information

S.No.	Particulars	Details (enclose supporting documents, wherever required)
1	Name of the Applicant /Organisation	
2	Constitution of Applicant (Individual/ Sole Proprietorship Firm, Partnership Firm/Limited Liability Partnership, Company) (Attached Related Document)	
3	Date of Incorporation	
4	Office Address (Attach One Proof of Address e.g. Light Bill, Phone Bill. etc)	
5	Telephone/ Mobile No. Email ID Website (if any)	
6	PAN/TAN details	
7	General Profile of the Organisation (Attach MOA)	
8	Accreditations and Recognitions (AICTE, NSDC, State Govt or other. Support with copy of certificate etc)	



8	No. of Years of Experience highlighting location-wise skill development training activities	
9	Key Personnel and Trainers Details (Bio-Data/CV) (Validated and Sealed by Organisation Head)	
10	Bank Account Details (Front Page of Passbook)	
11	Details of Training Programmes Conducted (Work Orders and/or Completion Reports)	
12	Infrastructure Availability, specifying locations (Please attach Photographs in support and provide list of training equipment & tools)	
13	Forward Linkage (Provide Evidence of Placements, Hand Holding Support, Market Linkage or any other relevant information to show forward linkage)	



II. Declaration

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

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

Date:

Place:

Signature and Seal of the Applicant

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