

Request for Proposal from Government Organizations including  
Autonomous Bodies of the Government for Empanelment of  
Programme Implementing Agencies (PIAs) under 'Seekho aur  
Kamao' scheme of Ministry of Minority Affairs being implemented  
through MAEF

Published on 25<sup>th</sup> August, 2020  
Last Date of Submission of proposal is 15<sup>th</sup> September, 2020 up to 1800 Hours



**Maulana Azad Education Foundation (MAEF)**  
Maulana Azad Campus, Chelmsford Road, Opposite New  
Delhi Railway Station Entry Gate,  
New Delhi – 110055  
Website - [www.maef.nic.in](http://www.maef.nic.in)  
Contact No. +91-11-23583788/23583789

## Introduction:

Maulana Azad Education Foundation (MAEF) under Ministry of Minority Affairs, is dedicated to meet education and Skill development needs of marginalized sections of minority communities viz; Muslims, Christians, Sikhs, Buddhists, Parsis and Jains in the country.

MAEF invites proposals for implementation of “Seekho aur Kamao” scheme for training courses aligned to National Skills Qualifications Framework (NSQF) and Common Norms under Ministry of Skill Development and Entrepreneurship (MSDE). The scheme would aim at upgrading the skills of the minority youth in various modern/ traditional vocations depending on their educational qualification, present economic trends and the market potential, which can earn them a suitable employment or make them suitably skilled to go for self-employment.

Proposals may be submitted by post/ by-hand to ‘The Secretary & CEO’, Maulana Azad Education Foundation (MAEF), Maulana Azad Campus, Chelmsford Road, New Delhi – 110055 latest by **15<sup>th</sup> September, 2020 till 1800 Hrs.**

The indicative trades and sectors for skill development training are as under:

S. No.	Sector	Trade
1	Healthcare	Assistant Physiotherapist
2	Healthcare	Blood Bank Technician
3	Healthcare	Dialysis Technician
4	Healthcare	Medical Laboratory Technician
5	Healthcare	Dental Assistant
6	Automotive	Repair Painter – Auto body
7	Automotive	Forklift Operator
8	Automotive	Automotive Service Technician
9	Automotive	Maintenance Technician Service – Workshop
10	Plumbing	Plumber (Maintenance & Servicing)
11	Electrical	Multi Skill Technician (Electrical)
12	Beauty & Wellness	Senior Spa Therapist
13	Beauty & Wellness	Spa Trainer

### **Eligibility Criteria:**

1. Government Organizations including Autonomous Bodies of the Government are requested to submit the proposal form implementation of the training target under Seekho aur Kamao scheme of the Ministry of Minority Affairs.
2. Joint Venture (JV)/ Consortium will not be permitted to submit the proposal for empanelment.
3. The organization should have been active and operational in the field of Skill Development and vocational training for a minimum of three years as on 15<sup>th</sup> September, 2020.
4. The organization should have a total turnover of ₹ 2.00 Crore or more in the past three consecutive years. The organization is required to submit a copy of audited financials for the last three years along with Certificate for Turnover of the organization issued by the Chartered Accountant.
5. The organization should have trained minimum 200 trainees in each year for 3 years and have provided placement to not less than 75% of total trained in last three (3) years. The details should be furnished by the organization.
6. The organization is required to submit details of skill development training centers located in the State/UT of India, which are functional/operational as on date of application.
7. The organization will ensure that sufficient space, furniture, equipment, tools, training aids, raw material, electricity, water supply and other essentials required for imparting training to beneficiaries in the proposed course(s) are available at training locations.
8. MAEF specifically prohibits the organization to Lease /sub-lease/outsource/ franchise the skill development programme sanctioned by MAEF at any stage. In instance of Lease/sub-

lease/outsources/franchise of any activity related to training program will lead to disqualification and blacklisting of the organization. Similarly, intimation will be made to all other stakeholders including Ministries/Departments of the Central and State Governments and other penal action as per law, will also be taken against such organization. An undertaking to this effect shall be furnished by organization. The training center should be under the banner of implementing agencies itself.

10. The organization should not have been blacklisted by any Central Government/ State Government/ Govt. Department/ PSUs or any other funding/ donor organization. A self-declaration affidavit to this effect must be submitted on Rs.100/- stamp paper.
11. Any other criteria laid down by the Ministry of Minority Affairs/ MAEF/ Ministry of Skill Development & Entrepreneurship at the time of execution of MoU would be applicable.

### **Scope of Work:**

1. The scheme will be implemented for the benefits of six notified minority communities under National Commission for Minorities Act 1992 (viz. Muslim, Christian, Sikhs, Buddhists, Parsis and Jains). However, in the States/UTs where some other minority communities notified by respective State/UT Governments exists, they may also be considered for the programme but they will not occupy more than 5% of the total seats.
2. The scheme can be taken up anywhere in the country but preference would be given to the organization which aims at imparting training and propose the programme for identified minority concentrated districts/ towns/ blocks.
3. The Organization should have Accreditation & Affiliation Certificate/ Letter of Registration (LoR) issued by National Skill Development Corporation (NSDC), If not available the organization will get it issued before commencement of the training programme.

4. The training programmes would be implemented in NSQF aligned courses approved by Ministry of Minority Affairs.

5. The organization shall not induct candidates who are either professionally qualified or have already obtained any such training in any previous such programme of Ministry of Minority Affairs for skills.
6. The organization would ensure that there is no duplicity in the details of the trainees in terms of name, address, Aadhaar number and bank details etc.
7. The training programme must include soft skills training, basic IT training, basic English training and other skills as per need decided by MoMA/MAEF.
8. It would be imperative on the part of the implementing organization to assess the employment potential in a particular area in advance depending upon the educational qualification of the targeted population, present economic trend and market potential before proposing the trades.
9. The organization shall also establish linkages with placement services. For the candidates interested in self-employment after availing the training, the organization shall arrange easy micro finance/ soft loans for them through Financial Institutions, National Minority Development Finance Corporation (NMDFC), Banks, etc.
10. The organization should also be able to identify and mobilize the beneficiaries belonging to the minority communities particularly women. The organization will ensure minimum 33% female seats for minority girls/women candidates.
11. The organization would ensure minimum of 75% overall placement percentage for total trained and certified trainees and out of that at least 50% placement should be in organized sector.
12. All training programme should be non-residential.
13. Course curriculum for training should be in accordance with the current requirement of industry/ trades which should be aligned with the National Skills Qualifications Framework (NSQF).

14. Trainers with suitable qualifications/experience being hired and each trainer should have undergone Training of Trainers (ToT).
15. The entire training program should be covered with live CCTV cameras, having recording facility and provide the live feeds of the training programme for online monitoring to the MAEF and other stakeholders through Static IP Address.
16. The organization would install Aadhaar linked GPRS enabled biometric machine for daily attendance (in & out) of trainers and trainees at the skill development training centers, which has to be compatible for linking with the online portal of the scheme.
17. The organization would ensure that uniform (if required), Photo ID card, welcome kit, training aids etc. should be handed over to beneficiaries at the time of batch freezing.
18. The organization would ensure the documentation of the training programme i.e. application forms of the trainees, internal assessment details, course curriculum, session plan/ daily time table etc. and will submitted to the MAEF.
19. The organization will have to display boards/ hoardings / banners in its premises land at entrance indicating that the specified skill training program is running under Maulana Azad Education Foundation, Ministry of Minority Affairs, Govt. of India.
20. Regular internal assessments should be conducted by the organization, details of internal assessment along with sample answer sheets should be submitted to the MAEF regularly.
21. The organization would ensure the independent assessment and certification by third party agencies through Sector Skill Councils (SSCs) or approved Third Party Assessment Agencies.
22. Arrangement of guest lecture to ensure interaction with industry expert and owners of the household enterprises of minorities, working in the particular trade / skill sector should be arranged to motivate trainees to opt the employment opportunities.

23. The organization will furnish a Performance Bank Guarantee (PBG) to MAEF of 5% of the Total Project Cost Sanctioned by the MAEF. The Performance Bank Guarantee shall remain valid for a period of two years from the date of issuance of the PBG. The validity of the PBG may be extended till the completion of the project in terms of training, assessment, certification, placement and Post Placement for one year from the date of placement.
24. The organization shall comply with the extant requirements of the scheme guidelines: fulfill the requirement of 3<sup>rd</sup> Party evaluation in terms of Ministry of Skill Development & Entrepreneurship guidelines and compliance of norms of placement: Common Norms Notification of MSDE issued from time to time.
25. The organization shall ensure that monitoring mechanism as approved by the Ministry is strictly followed including data seeding on the Seekho aur Kamao Portal.

#### **Placement & Post Placement Support:**

1. On the Job Training (OJT) may also be incorporated into the training module as per the requirement of the course/trades.
2. The organization is required to arrange continuous employment for minimum 75% (minimum 50% in organized sector) of beneficiaries out of total trained for a minimum period of not less than 3 months.
3. The beneficiaries should have worked and received payment for three continuous months, proof of which can either be in the form of a salary slip or a certificate indicating salary paid duly signed by the employer and salary received by the person with a bank statement. PF/ESIC records or as per other available records to support this. Details of bank accounts of trainees where the salary is deposited should be made available to MAEF for tracking of the trainees.
4. The organization has to ensure Post placement tracking and monitoring the extent of retention in the new jobs for a period of one year from the



date of employment and develop Management Information System as per scheme guidelines.

### **Funding Norms:**

1. Training Cost would be as per Common Norms Notification /Circulars issued by the Ministry of Skill Development & Entrepreneurship (as amended from time to time).
2. Monthly stipend & post placement support for trainees trained under Seekho aur Kamao scheme would be transferred to the beneficiary's bank account directly by MAEF as per the scheme.
3. The organization shall maintain a separate bank account in a nationalized/scheduled Bank in respect of grant sanctioned by MAEF. All receipts and payments involving Rs.500/- and above of the grantee organization must be through cheques only. The grantee organization is required to submit details of separate bank account at the time of seeking grant for continuation of the project. A copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection by representatives/officers from the MAEF, office of Controller and Auditor General of India, Government of India, at any time. The organization shall have the accounts of the grant-in-aid audited by CAG Empaneled Auditors or Chartered Accountant and submit a copy of the following audited accounts, together with Utilization Certificate in GFR 12(A), to the MAEF latest by first week of June month every year:
  - the receipt and payment account of grant-in-aid in question for the year.
  - the income and expenditure accounts of grant-in-aid in question for the year.
  - the balance sheet, indicating assets and liabilities from grant-in-aid in question.
  - the utilization certificate in prescribed format (GFR-12A) as per General Financial Rules along with the item-wise break-up.
  - the audited accounts of the organization as a whole for the year.

**(Format of the Covering Letter)**

**(The Covering Letter is to be submitted by Authorized Representative/  
Signatory on organization's Letterhead with date, Signature and Seal)**

To,  
The Secretary & CEO  
Maulana Azad Education Foundation (MAEF)  
(Ministry of Minority Affairs, Govt. of India)  
Maulana Azad Campus, Chelmsford Road  
New Delhi – 110055.

**Sub: Request for Empanelment as Programme Implementing Agency (PIA)  
under Seekho aur Kamao Scheme.**

Sir,  
Please find the enclosed proposal in response to the advertisement issued by Maulana Azad Education Foundation for Empanelment as Programme Implementing Agency (PIA) under Seekho aur Kamao scheme.

We agree and undertake to abide by all these terms and conditions stipulated under Seekho aur Kamao scheme.

The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge. We would be solely responsible for any errors or omissions in our application.

We acknowledge that MAEF reserve the right to reject or accept the application without assigning any reason or otherwise.

It is to certify that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

Thanking you,

For and on behalf of:  
Signature of Authorized Representative/  
Signatory Name:  
Designation:  
(Organization Seal)

## Details of organization

(On the Letter head of organization with date, Signature & Seal)

S. No.	Description	Details
1	Name of Organization	
2	Legal Status (Government Organization/ Autonomous Body of Government)	(Please enclose a legible copy of valid Registration Certificate. If it is in other language, it should be translated in Hindi or English and attested by notary)
3	Registration No. & Date of Registration of Organization	
4	NGO Darpan ID of NITI Aayog	
5	PAN Card Number of the organization	(Submit copy of PAN Card)
6	Registered/Head Office Address of the organization	
7	Name(s) of CEO/Director(s)/Chairman	
8	Phone No.	
9	Fax No.	
10	Email Id.	
11	Website Address of the organization	
12	Name of Authorized Representative	(Enclose Authorization Letter)
13	Designation of Representative	
14	Contact Details of Representative (Mobile No. / Email Id.)	

For and on behalf of:  
Signature of Authorized Representative/  
Signatory Name:  
Designation:  
(Organization Seal)

### 3. Brief profile of the organization

S. No.	Criteria	Details	Documents required		
1	No. of years of existence and operation of the organization (Minimum requirement of three years in the field of skill development training)	(in Years)	Incorporation Certificate		
2	Total number of Skill Development Projects funded by Central/ State Govt. /Deptt. implemented by the Agency. Single Sanction order (even with various locations) will be considered as one project.	Total No. of Projects	Sanction Order/ Letter of Intent/ Memorandum of Understanding Signed with Funding Partner, along with the programme completion certificate issued by the funding agency		
3	Total number of skill development projects implemented exclusively for minority youth funded by the Central/State Government/ Departments in last three years.	Total No. of Projects	Sanction Order/ Letter of Intent/ Memorandum of Understanding Signed with Funding Partner, along with the programme completion certificate issued by the funding organization.		
Details of the Projects:					
Financial Year	Name of Schemes/ programme	Funded by Central/ State Govt. / Deptt. (Name of Funding organization)	Courses/Trades	Total Trained	Total Placed
2016- 17				List of Trainees along with contact Number.	
2017 - 18					
2018 - 19					

#### **4. Financial Details of the organization**

(On the Letter head of Chartered Accountant with date, Signature,  
Registration No. & Seal in Original)

It is certify that the (Name of organization) having its registered office at (Address) has an total turnqver of ₹ Crore or more in last three consecutive years (2016 - 17, 2017- 18, 2018 - 19). The total turnovers of the organization are as under -

<b>S. No.</b>	<b>Financial Year</b>	<b>Annual Turnover (INR)</b>
1	2016 - 17	
2	2017 - 18	
3	2018 - 19	

(Audited Financial Statement of the organization for last three consecutive years are enclosed)

#### 4. Details of Operational Training Centers of the organization

S. No.	Address of Training Center	State	Contact Details	Courses being implemented	Whether the training center is accredited & affiliated with SMART Portal of NSDC - Yes/ No
1					
2					
3					

#### 6. Details of Operational Training Center(s) of the organization

For each training center the details should be furnished in the given format as indicated below:

S. No.	Particulars	Details
1	Name of Training Centre	
2	Name of Trade(s) to be implemented	
3	Address of Training Centre with landmark	Enclose Address Proof – Telephone bills, water bill, electricity bill etc.
4	Whether the training center is affiliated with SMART Portal of NSDC – Yes/ No	If yes, enclose the accreditation Certificate for the proposed trade.
5	Contact Person Name & Contact Number	
6	Type of Ownership of the building	Enclose copy of ownership proof
7	Total Area of Training Centre (In Sq. Ft.)	
8	Number of Classroom & sitting capacity	Enclose the Photographs
10	Number of Domain Lab & sitting capacity	Enclose the Photographs
11	Number of IT Lab & sitting capacity (along with Total No. of Computer System)	Enclose the Photographs
12	Trade(s)/ Course(s) being run at the center	
14	Provision for Power backup at the training center	Enclose the Photographs
15	Provision of Separate Toilets for girls & boys	Enclose the Photographs
16	Provision for Safe drinking water at the center	Enclose the Photographs

**(An affidavit on a non-judicial stamp paper of Rs.100/- by Authorized Representative of the organization)**

**AFFIDAVIT for NON BLACKLISTED / NON BANNED PARTY**

It is hereby certified that M/s\_\_\_\_\_ is not Blacklisted/debarred by Govt. of India or its undertakings /any State Govt. or its undertaking or any other Govt. of India & State Govt. funding agencies / regulatory authorities as on date.

\_\_\_\_\_ M/s \_\_\_\_\_ is not involved in any major litigation that may have an impact or affect that may compromise the delivery of services as required under the Memorandum of Understanding executed with Maulana Azad Education Foundation (MAEF) for implementation of Seekho aur Kamao Scheme.

\_\_\_\_\_ M/s \_\_\_\_\_ would immediately inform MAEF in case of any change in the situation any time here in after.

For and on behalf of:  
Signature of Authorized Representative/  
Signatory Name:  
Designation:  
(Organization Seal)